

# UNION/EMPLOYEE CONSULTATION COMMITTEE

FRIDAY  
6<sup>TH</sup> NOVEMBER 2009  
AT 1100 HOURS

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Minicom: 01246 242450 Fax: 01246 242423

Date: 20<sup>th</sup> October 2009

Sherwood Lodge  
Bolsover  
Derbyshire  
S44 6NF

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Union/Employee Consultation Committee of the Bolsover District Council to be held in the Committee Room One, Sherwood Lodge, Bolsover, on Friday 6<sup>th</sup> November 2009 at 1100 hours.

For the convenience of both sides rooms are available for a pre-meeting prior to the Union/Employee Consultation Committee.

Council Side - Executive Meeting Room – 1000 hours  
Unions - Union Room

Members are reminded that under Section 51 of the Local Government Act 2000 the Bolsover Code of Conduct was adopted by the Council on 16<sup>th</sup> May 2007. It is a Councillor's duty to familiarise him or herself with the rules of personal conduct by which Councillors must conduct themselves in public life. In addition, Members should review their personal circumstances on a regular basis with these rules in mind and bearing in mind the matters listed on the Agenda for discussion at this meeting.

Copies of the Bolsover Code of Conduct for Members will be available for inspection by any Member at the meeting.

Register of Members' Interest - Members are reminded that a Member must within 28 days of becoming aware of any changes to their interests under paragraph 14 or 15 of the Code of Conduct provide written notification to the Authority's Monitoring Officer.

Members are reminded of the provisions of Section 106 of the Local Government Finance Act 1992 and the responsibility of Members to make a declaration at this meeting if affected by the Section and not to vote on any matter before this meeting which would have an affect on the Council's budget. You will find the contents of the agenda itemised on page 29.

Yours faithfully,



Chief Executive Officer

## **DECLARATION OF INTERESTS**

COMMITTEE: UNION EMPLOYEE CONSULTATION COMMITTEE

DATE: 6<sup>TH</sup> NOVEMBER 2009

NAME OF MEMBER- \_\_\_\_\_

Levels of Interest            1.    Personal  
   2.    Personal and prejudicial

Nature of Interest \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AGENDA ITEM	SUBJECT	LEVEL OF INTEREST
Signed		
Dated		

### Note

Completion of this form is to aid the accurate recording of your interest in the minutes only. This form, duly signed, should be provided to the Clerk at the conclusion of the meeting.

Good practice to give nature of interest – without declaring any confidentiality.

It is still your responsibility to disclose any interests which you may have at the commencement of the meeting, and before the relevant item on the agenda is discussed.

A nil return is not required.

## **UNION/EMPLOYEE CONSULTATION COMMITTEE**

Minutes of a meeting of the Union/Employee Consultation Committee of the Bolsover District Council held in Committee Room 1, Sherwood Lodge, Bolsover, on Wednesday, 29<sup>th</sup> July 2009 at 1100 hours.

### **PRESENT:-**

Council Representatives:-

Councillors K. Bowman, P.M. Bowmer, B.R. Murray-Carr, A. Waring and E. Watts

Unison Representatives:-

P. Burrows, R. Frisby, C. Gilfillan and W. Hatton

Unite Representatives:-

None.

Officers:-

W. Lumley (Chief Executive Officer), L. Keeling (Head of Human Resources and Payroll) and R. Leadbeater (Democratic Services Officer).

### **190. APOLOGIES**

Apologies for absence were received from Councillors J.A. Clifton, H. Gilmour, D. McGregor, A.F. Tomlinson and K.F. Walker and Union Representatives C. Hirst, C. Dodsworth, C. Nussey and S. Sambrook.

### **191. ELECTION OF CHAIR**

Moved by P. Burrows, seconded by C. Gillfillan

**RESOLVED** that C. Hirst be elected as Chair for the ensuing year.

## **UNION/EMPLOYEE CONSULTATION COMMITTEE**

### **192. APPOINTMENT OF VICE CHAIR**

Moved by Councillor K. Bowman, seconded by Councillor B. R. Murray-Carr  
**RESOLVED** that Councillor E. Watts be appointed as Vice Chair for the ensuing year.

Councillor E. Watts – In the Chair

### **193. URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

### **194. DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.

### **195. TERMS OF REFERENCE**

Moved by Councillor B. R. Murray Carr, seconded by P. Burrows  
**RESOLVED** that the Terms of Reference be agreed.

### **196. MINUTES – 9<sup>TH</sup> MARCH 2009**

Moved by Councillor B. R. Murray-Carr, seconded by Councillor A. Waring  
**RESOLVED** that the minutes of a meeting held on 9<sup>th</sup> March 2009 be approved  
as a true record

## **UNION/EMPLOYEE CONSULTATION COMMITTEE**

### **197. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS**

The Head of Human Resources and Payroll presented the report to advise Members of sickness absence and Occupational Health Referral statistics for 2008/09 with comparable figures for 2007/08.

The meeting was advised that the sickness absence outturn was currently 8.43 days against a target of 9 days. There had been a significant increase in the October to December quarter due to colds and flu which had increased the overall outturn.

An update was provided in respect of Occupational Health referrals. These were currently 49 with 44 rehabilitated and none outstanding.

The meeting was requested to note that the primary cause for absence was muscular/skeletal, most of which were due to scheduled operations and not to accidents. Stress had reduced and infections had replaced back problems as the third highest category of absence.

The Head of Human Resources and Payroll advised that the sickness absence procedure would not be triggered for confirmed cases of swine flu. Staff had been notified and provided with advice on what to do if they suspected they had been infected. In response to Members' concerns the Chair added that most GPs were contacting those people with underlying medical conditions to provide additional advice.

Moved by Councillor E. Watts, seconded by Councillor K. Bowman  
**RESOLVED** that the report be received.

### **198. CORPORATE LEARNING AND DEVELOPMENT EVALUATION REPORT 2007/08**

The Head of Human Resources and Payroll presented the report which had been compiled using information collated from post learning and development evaluation forms. A full breakdown of feedback categorised by the Council's Corporate Aims was attached to the report.

A costing exercise had been carried out to include the cost of the training event plus officer time. The total spend on Learning and Development was almost £130,000 equating to £213 per employee. This was below the national average of £260 per employee, however Bolsover delivered twice the number of training days than that of the national average giving good value for money.

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Members' attention was drawn to the Management achievement levels. Extracts from the last employee survey showed that employee perception of how well they were managed had improved indicating management training had a positive impact.

In response to questions, the Head of Human Resources and Payroll advised that the employee survey was conducted bi-annually to give sufficient time to collate and analyse the information gathered.

Moved by Councillor B. R. Murray-Carr, seconded by Councillor K. Bowman  
**RESOLVED** that the report be received.

### **199. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

Moved by Councillor B. R. Murray-Carr, seconded by Councillor E. Watts.  
**RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

### **200. EXIT INTERVIEWS REPORT 1<sup>ST</sup> APRIL 2008 TO 31<sup>ST</sup> MARCH 2009 EXEMPT – PARAGRAPH 2**

The Head of Human Resources and Payroll presented the report to advise Members of a summary of employees leaving the Authority for the period 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009.

There had been a total of 33 employees leaving the Authority with 14 completing and returning an exit questionnaire indicating various reasons.

Moved by Councillor B. R. Murray-Carr, seconded by Councillor A. Waring.  
**RESOLVED** that the report be received.

## UNION/EMPLOYEE CONSULTATION COMMITTEE

### 201. PAY AND GRADING IMPLEMENTATION PLAN UPDATE – APRIL TO JUNE 2009 – EXEMPT PARAGRAPH 4

The Head of Human Resources and Payroll presented the pay and grading implementation plan following the decision to implement the new Pay Agreement from 1<sup>st</sup> April 2009. A number of minor changes to the milestones were provided in respect of:

- Issue contracts of employment to Green Book employees
- Preparation of draft proposals for Craft Workers
- Consultation on Pay Agreement for Craft Workers
- Completion of State 2 Equal Pay Audit

At the time of the meeting neither Unison nor Unite had indicated when the sign off date for the Pay and Grading Agreement was likely to be.

Moved by Councillor B. R. Murray-Carr, seconded by Councillor P. Bowmer **RECOMMENDED** that (1) the report be received;

(2) that the revised Pay and Grading Implementation Plan be referred to Council for approval.

(Head of Human Resources and Payroll/Head of Democratic Services)

### 202. PROPOSED CHANGES TO PAY AGREEMENT

The Head of Human Resources and Payroll presented the report indicating unforeseen issues that had arisen since the implementation of the pay agreement on 1<sup>st</sup> April. This was in relation to those employees in Central Control whose salaries would be adversely affected by the removal of allowances. It was proposed to make adjustments to the salary points for both full and part-time Central Control staff to take account of the unique features of the job.

No objections had been received from the Unions in respect of the outlined proposals.

A further amendment to the pay agreement was proposed to provide the facility for overtime payments to be paid to those staff operating under the flexi-time scheme.



## UNION/EMPLOYEE CONSULTATION COMMITTEE

Moved by Councillor K. Bowman, seconded by Councillor B. R. Murray-Carr  
**RECOMMENDED** that (1) the report be received;

(2) the Pay Agreement be amended to reflect that:

2.1 The Central Control Operators be paid an all inclusive salary of new grade 7, with no further enhancements for working above 37 hours, weekend working or bank holiday working, with the exception of the part time Central Control Operators as outlined in 2.2

2.2 Part Time Central Control Operators be paid a 34% enhancement on new Grade 7 for all hours worked, subject to this enhancement being removed following three months continuous absence.

(3) All Central Control Operators to be assimilated at SCP19 with effect from 1<sup>st</sup> October 2009, with incremental progression to SCP20 on 1<sup>st</sup> April 2010.

(4) No backdating of these arrangements to take place.

(5) The Pay Agreement be amended at Paragraph 3.2.5 – Overtime, to reflect that:

For employees conditioned to the Council's Flexi Time Scheme, overtime will be subject to the following conditions:

It must be pre-programmed and pre-authorized by their Manager

A budget must exist to pay for the overtime

37 hours must have been worked in each week that overtime is payable

When 37 hours have been worked and an employee's flexi balance is in credit there will be the opportunity to earn overtime, at basic pay, for hours worked between Monday to Friday 7 a.m. to 8 a.m. and 6 p.m. to 7 p.m. Alternatively this time could be credited to their flexi balance as per the Council's Flexi Time Scheme

Any other credit hours between Monday to Friday 8 a.m. and 6 p.m. must be added to the flexi balance up to and including 15 hours credit

Where an employee's flexi balance is above 15 hours then overtime will be paid at time and half of basic pay on all additional hours worked regardless of the time of day

For overtime worked outside these hours the following rates will apply:

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Monday to Saturday	Time and half of basic pay
Sunday	Double time

(6) The changes outlined in recommendation 5 be implemented retrospectively to 1<sup>st</sup> April 2009.

(7) the changes identified under recommendations 2-6 be referred to Council for approval.

(Head of Human Resources and Payroll/Head of Democratic Services)

### 203. GRIEVANCE PROCEDURE AND MANAGERS GUIDANCE

The Head of Human Resources and Payroll presented updated versions of the Grievance Procedure and Managers Guidance which reflected changes introduced to the ACAS Code of Practice.

In response to questions, the Head of Human Resources and Payroll confirmed that the new procedure would be presented to Council in September and would apply to grievances submitted after its implementation. Current grievances would continue to be considered under the old procedure.

Moved by Councillor B. R. Murray-Carr, seconded by Councillor A. Waring **RECOMMENDED** that (1) the report be received;

(2) the Grievance Procedure and Managers Guidance on Handling Grievances be referred to Council for approval.

(Head of Human Resources and Payroll/Head of Democratic Services)

### 204. REVISED EMPLOYEE CODE OF CONDUCT

The Head of Human Resources and Payroll presented the report to put a revised employee code of conduct before Members for consideration.

The new procedure was an amalgamation of the Disciplinary Code of Conduct and Employee Code of Conduct which had been combined to bring better clarity and understanding for both employees and Managers. The changes to the guidance were detailed in the attachment to the report.

## UNION/EMPLOYEE CONSULTATION COMMITTEE

Moved by Councillor K. Bowman, seconded by Councillor B. R. Murray-Carr  
**RECOMMENDED** that (1) the report be received

(2) the Employee Code of Conduct be referred to Council  
for approval.

(Head of Human Resources and Payroll/Head of Democratic Services)

The meeting concluded at 1146 hours.

Committee:	Union Employee Consultation Committee	Agenda Item No.:	5.
Date:	6 <sup>th</sup> November 2009	Category	
Subject:	Sickness Absence/Occupational Health Statistics Apr-June 2009	Status	Open
Report by:	Head of Human Resources/ Payroll		
Other Officers involved:	Human Resources Assistant		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance Portfolio Holder		

#### **RELEVANT CORPORATE AIMS**

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by providing monitoring information which can be used to shape future policy decisions

#### **TARGETS**

The subject matter of this report does not contribute to any specific targets in the Corporate Plan.

#### **VALUE FOR MONEY**

As this report relates to retrospective monitoring data value for money criteria is not applicable

### **THE REPORT**

1. Sickness Absence/Occupational Health Referral Statistics April to June 2009 and 2008.
  - 1.1 The sickness absence outturn for the first quarter of 2009 (April to June) is shown below, with comparisons for the same period during 2008:

Apr-June 2009	Apr-June 2008
2.14 days per FTE	1.81 days per FTE

The target for April to June 2009 was 2.13 days per FTE.

A breakdown of these figures by Department and Long Term/Short Term Sickness Absence is provided at page 15 for information.

Whilst the overall sickness figure is just on target, there has been a significant increase in long term sickness in this quarter when compared to the same quarter last year, but a reduction in short term absence.

	Long Term	Short Term
Apr-June 2009	1.58 days per FTE	0.56 days per FTE
Apr-June 2008	1.09 days per FTE	0.72 days per FTE

The increase in long term sickness absence is due to an increase of 3 more cases of long term sickness than in 2008, coupled with several difficult to resolve cases carried forward from the previous year.

- 1.3 The outcome of occupational health referrals for the first quarter of 2009, with comparisons for the same period during 2008 are shown below:

	Apr-June 2009	Apr-June 2008
Rehabilitation	13	10
Resigned	0	0
Dismissal	0	0
Ill Health Retirement	0	0
Outstanding	0	0
<b>TOTAL</b>	<b>13</b>	<b>10</b>

Unfortunately, despite the fact that all of these cases have now been resolved, a further 18 long term sickness cases have arisen from through July to September. However, 13 of these cases have already been resolved with 12 employees back at work and one having been dismissed, leaving only 5 employees outstanding. Whilst these are being resolved as quickly as possible, it is highly likely that the trend in this quarter regarding long term sickness will continue in July/September. There appears to be no trend in respect of the reasons for absence. However, Safety Committee requested at the 5<sup>th</sup> October meeting that reasons for absence be provided based on generic codes used in our absence management system. This information will appear on all future reports from July to September 2009.

- 1.4 Details of health surveillance events, held during the period April to June 2009, are given below:

Two health surveillance clinics with reviews for hepatitis B and blood tests, audiometry reviews and hand arm vibration assessments covering 16 employees.

There have been 8 employees undergoing counselling during this period.

### **ISSUES FOR CONSIDERATION**

Members of the Committee are asked to note the statistical information provided and action taken to address any adverse trends.

### **IMPLICATIONS**

Financial : None

Legal : None

Human Resources: Compliance with employment legislation relating to managing sickness absence

### **RECOMMENDATION**

**That the report be received.**

ATTACHMENT: Y (1)

FILE REFERENCE: N/A

SOURCE DOCUMENT: N/A

## HR12 - APRIL TO JUNE 2009/10 LONG TERM SHORT TERM SPLIT

DEPARTMENT	FTE	DAYS LOST	FTE DAYS	LONG TERM ABSENCE NO OF DAYS	SHORT TERM ABSENCE NO OF DAYS	LT ABSENCE PER FTE	ST ABSENCE PER FTE
<b>CHIEF EXECES DIRECTORATE</b>							
CHIEF EXECUTIVES OFFICE	4.00	0	0.00	0	0.00	<b>0.00</b>	<b>0.00</b>
COMMUNITY SERVICES	16.75	112	6.69	112	0.00	<b>6.69</b>	<b>0.00</b>
CONTACT CENTRES	22.83	35.5	1.55	21.5	14.00	<b>0.94</b>	<b>0.61</b>
CUSTOMER SERVICE/PERFORMANCE	12.10	12	1.09	8	4.00	<b>0.73</b>	<b>0.36</b>
ENVIRONMENTAL HEALTH	28.26	8	0.28	0	8.00	<b>0.00</b>	<b>0.28</b>
HOUSING (INC REPAIRS AND WARDEN SERVICE)	114.54	396	3.46	343	53.00	<b>2.99</b>	<b>0.46</b>
HUMAN RESOURCES AND PAYROLL	9.82	3	0.31	0	3.00	<b>0.00</b>	<b>0.31</b>
STREET SERVICES	100.90	224.5	2.22	129.5	95.00	<b>1.28</b>	<b>0.94</b>
<b>LEGAL/DEMOCRATIC DIRECTORATE</b>					0.00		
DEMOCRATIC	11.10	2	0.18	0	2.00	<b>0.00</b>	<b>0.18</b>
LEGAL SERVICES INCLUDING LAND CHARGES	12.10	39	3.22	38	1.00	<b>3.14</b>	<b>0.08</b>
<b>RESOURCES DIRECTORATE</b>					0.00		
FINANCIAL SERVICES	11.32	3	0.27	0	3.00	<b>0.00</b>	<b>0.27</b>
PROCUREMENT	4.00	5	1.25	0	5.00	<b>0.00</b>	<b>1.25</b>
ICT SERVICES	10.50	0	0.00	0	0.00	<b>0.00</b>	<b>0.00</b>
REVENUE SERVICES	36.66	57	1.55	32	25.00	<b>0.87</b>	<b>0.68</b>
<b>STRATEGY DIRECTORATE</b>					0.00		
LEISURE SERVICES	36.06	86	2.38	80	6.00	<b>2.22</b>	<b>0.17</b>
PLANNING SERVICES	20.80	7	0.34	0	7.00	<b>0.00</b>	<b>0.34</b>
REGENERATION INCLUDING SECURITY	41.11	64	1.56	16	48.00	<b>0.39</b>	<b>1.17</b>
<b>GRAND TOTAL</b>	<b>492.85</b>	<b>1054.00</b>	<b>2.14</b>	<b>780</b>	<b>274.00</b>	<b>1.58</b>	<b>0.56</b>

Street Services include Depot Resources, GM and Cleansing and Waste Services

Committee:	Union Employee Consultation Committee	Agenda Item No.:	6.
Date:	6 <sup>th</sup> November 2009	Category	
Subject:	Public Sector Apprenticeship Programme Update – July to September 2009	Status	Open
Report by:	Head of Human Resources and Payroll		
Other Officers involved:	Senior Management Team		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

#### **RELEVANT CORPORATE AIMS**

REGENERATION – Developing healthy, prosperous and sustainable communities through providing apprenticeships across the public sector in Derbyshire

#### **TARGETS**

The subject matter does not contribute directly to a target in the Corporate Plan – but will impact on NI152 and NI153 – which measure the number of working age people claiming out of work benefits.

#### **VALUE FOR MONEY**

The proposals deliver value for money for the Council and its residents, by providing 75 apprenticeship places across the public sector, which will provide both work experience and training to NVQ Level 2, and should lead to a reduction in worklessness across the District.

#### **THE REPORT**

On 12<sup>th</sup> August at Full Council, the Chief Executive Officer presented a report to gain approval for the creation of 75 apprenticeships across the public sector within Bolsover District Council boundaries.

The apprenticeships will last for an 18 month period, during which the apprentice will have an opportunity to gain an NVQ Level 2 qualification in their chosen area.

In brief the breakdown of the 75 apprentices in the Bolsover District is as follows:

Three cohorts of unemployed 16-18 year olds will be recruited to be placed 'in house' at the Council, in January 2010, September 2010 and January 2011, making a total of 15 apprenticeships.



Two cohorts of unemployed 18-24 year olds will be recruited to work in public sector partner organisations in January and October 2010, making a total of 40 apprenticeships.

Two cohorts of unemployed 25 plus year olds from designated unemployment 'hotspots' will be recruited to work in public sector partner organisations in April and October 2011, making a total of 20 apprenticeships. Eligible wards are Bolsover North West, Elmton with Creswell, Shirebrook East, Shirebrook Langwith, Shirebrook North West and Shirebrook South East.

It is proposed to offer apprenticeships in Business and Administration, Active Leisure and Learning, Construction, Amenity Horticulture, Health and Social Care, Advice Guidance, Passenger Carrying Vehicle Driving, Youth Work and Customer Service dependent on partner support.

### **Programme Coordination**

A cross organisational Project Steering Group has been established to oversee the project and has now met on two occasions.

There will be a programme management team within Human Resources which will comprise:

- Apprenticeship Programme Coordinator (part funded by Chesterfield WNF to assist with their 30 apprenticeships funded through Future Jobs Fund)
- Apprenticeship Programme Officer (Bolsover only)
- Apprentice (Business/Admin.)

The Apprenticeship Programme Coordinator has been appointed and commenced work on 15th October 2009. Interviews for the Apprenticeship Officer took place on 16<sup>th</sup> October 2009, and an offer of employment has been made subject to pre-employment checks.

Until this team is fully appointed, an interim project management support is in place.

### **Latest Position at 5.10.09**

The programme team are currently focussing on the January Cohort of 5 in house 16-18 year olds and 20 externally placed 18-24 year olds. Offers are available now to host all of the first 25 apprentices as follows:

#### **16-18 year olds**

1 x HR (Business/Admin)

4 x Leisure (Active Leisure and Learning)

## **18-24 year olds**

All are being placed across Chesterfield Royal Hospital or with the Derbyshire PCT. Apprenticeships being offered are:

Construction (2)  
Business/Admin (14)  
Amenity Horticulture (1)  
Health and Social Care (3)

A training specification has been circulated to training providers and there will be a selection exercise on 13<sup>th</sup> October 2010 involving relevant partners from the Project Steering Group.

Job Descriptions, Contracts and Partner Agreements have been drafted and circulated for comments.

A vacancy template has been produced by Jobcentre Plus (JCP) and work is underway to commence the targeted advertising of these apprenticeships for the 18-24 and 25 plus age groups. Assessment Centres will take place in November, with successful candidates being referred to the partner organisations for interview by the end of November. Conditional offers will then be made by the beginning of December to allow pre-employment checks to be undertaken, with a view to the first cohort commencing on 18 January 2010.

Clear criteria has been developed for the 16-18 year old age group and sent to Connexions for targeted advertising with a view to meeting the same timescales in terms of the other groups as outlined above.

The next steps will be to develop an induction programme to deliver to this first cohort, and then consider the lessons learnt before commencing recruitment of the first 10 x 25 plus age group.

## **ISSUES FOR CONSIDERATION**

Members of the Committee are asked to note progress being made on the Public Sector Apprenticeship Programme. A further update will be provided to the next meeting.

## **IMPLICATIONS**

Financial : None – this project is externally funded by Future Jobs Fund and WNF  
Legal : None  
Human Resources : As outlined in the report

## **RECOMMENDATION**

**That the report be received.**

ATTACHMENT: **N**  
FILE REFERENCE: **N/A**  
SOURCE DOCUMENT: **N/A**

## UNION/EMPLOYEE CONSULTATION COMMITTEE

### AGENDA

6<sup>th</sup> November 2009 at 1100 hours

<b>Item No.</b>		<b>Page No.(s)</b>
<b>PART 1 – OPEN ITEMS</b>		
1.	To receive apologies for absence, if any.	
2.	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.	
3.	Members should declare the existence and nature of any personal or prejudicial interests in respect of:-  a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items  and if appropriate, withdraw from the meeting at the relevant time.	3
4.	To approve the Minutes of a meeting held on 29 <sup>th</sup> July 2009.	4 to 11
5.	Sickness Absence/Occupational Health Statistics – April to June 2009	12 to 15
6.	Public Sector Apprenticeship Programme Update – July to September 2009	16 to 18
<b>PART 2 – EXEMPT ITEMS</b> <i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a</i>		
<u>Exempt - Paragraph 2</u>		
7.	Exit Interviews – July to September 2009	19 to 22
<u>Exempt – Paragraph 4</u>		
8.	Pay and Grading Implementation Plan Update - July to September 2009	23 to 28
9.	Draft Pay Agreement for JNC Craft Workers	To Follow