

UNION EMPLOYEE CONSULTATION COMMITTEE

**WEDNESDAY
5TH MAY 2010
AT 1100 HOURS
EXECUTIVE MEETING
ROOM**

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Minicom: 01246 242450 Fax: 01246 242423

Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 20th April 2010

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 Executive Meeting Room Sherwood Lodge, Bolsover, on Wednesday 5th May 2010 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 16th 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 28.

Yours faithfully,



Chief Executive Officer
To: Chair and Members of the Safety Committee

Tel 01246 242424 Fax 01246 242423 Minicom 01246 242450 Text 07729 421737

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Chief Executive Officer: Wes Lumley, B.Sc.,F.C.C.A.

DECLARATION OF INTERESTS

COMMITTEE: UNION/EMPLOYEE CONSULTATION COMMITTEE

DATE: 5TH MAY 2010

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 Bolsover District Council held in Committee Room 1, Sherwood Lodge, Bolsover, on Friday, 5th February 2010 at 1100 hours.

PRESENT:-

C. Hirst (Chair – Unison)

Council Representatives:-

Councillors J.E. Bennett, P.M. Bowmer, J.A. Clifton, H. Gilmour, D. McGregor (from Minute No. 697), B.R. Murray-Carr, K.F. Walker, A. Waring and E. Watts.

Unison Representatives:-

W. Hatton and R. Frisby, C. Carruth (Regional Unison Organiser).

Unite Representatives:-

C. Dodsworth and S. Sambrook.

Officers:-

S. Sternberg (Solicitor to the Council), L. Keeling (Head of Human Resources and Payroll) and R. Leadbeater (Democratic Services Officer).

690. APOLOGY

An apology for absence was received on behalf of Councillor A.F. Tomlinson.

691. URGENT ITEMS

There were no urgent items of business to consider.

692. DECLARATIONS OF INTEREST

Minute No.	Councillor	Level of Interest
700	A. Waring	Personal and Prejudicial

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693. MINUTES – 6TH NOVEMBER 2001

Moved by Councillor B.R. Murray-Carr, seconded by Councillor J.A. Clifton
RESOLVED that the minutes of a meeting of the Union/Employee Consultation Committee held on 6th November 2009 be approved as a true record.

694. ORDER OF BUSINESS

The Chair proposed a change in the order of business to bring forward the Pay and Grading Implementation Plan to the first item of exempt business.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor E. Watts
RESOLVED that the Order of Business be changed.

695. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS – JULY TO SEPTEMBER 2009

The Head of Human Resources and Payroll presented the report to advise Members of the sickness absence/Occupational Health statistics for July to September 2009. The outturn for the period was 2.65 days per full time equivalent against 2.13 days in 2008. The overall sickness figure was below target due to a significant increase in long term sickness absence which had doubled from the previous year.

A full breakdown of short and long term absence by department was included in the agenda for information.

Moved by Councillor E. Watts, seconded by Councillor B.R. Murray-Carr
RESOLVED that the report be received.

696. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS – OCTOBER TO DECEMBER 2009

The Head of Human Resources and Payroll presented the report to advise Members of the sickness absence/Occupational Health statistics for October to December 2009. The outturn for the period was 1.76 days per full time equivalent against 2.46 days in 2008. The overall sickness figure had improved significantly on the previous quarter and the target of 2.13 days per full time equivalent was back on track.

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Occupational Health referrals had increased to 4 of which 3 had now been rehabilitated with 1 outstanding and likely to return to work shortly.

A full breakdown of short and long term absence by department was included in the agenda for information.

Moved by Councillor E. Watts, seconded by Councillor B.R. Murray-Carr
RESOLVED that the report be received.

Councillor D. McGregor joined the meeting at this point.

697. PUBLIC SECTOR APPRENTICESHIP PROGRAMME UPDATE – OCTOBER TO DECEMBER 2009

The Head of Human Resources and Payroll presented the report to provide Members with an update on the public sector apprenticeship programme.

The report outlined details of the recruitment of 7, 16 to 18 year olds placed across various Council departments and 13, 18 to 24 year olds employed by the Council and placed with various partners such as the PCT and SNaP

The Head of Human Resources advised that offers of employment had been made on all the 18 to 24 year old posts (20 in total), however not all had been able to start due to delays with CRB checks.

The Regional Unison Organiser complimented the Public Sector Apprenticeship Programme set up by Bolsover and added that a copy of the scheme had been forwarded to the National Office.

Moved by Councillor E. Watts, seconded by Councillor B.R. Murray-Carr
RESOLVED that the report be received.

698. CORPORATE LEARNING AND DEVELOPMENT EVALUATION REPORT 2008/09

The Head of Human Resources and Payroll presented the report for Members' information based on feedback from post learning and development evaluation forms provided by employees.

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The report identified the training events attended by various tiers of management and staff and feedback on its usefulness and relevance.

Particular emphasis was placed on the Leadership Development training which the Authority had invested heavily in over the last 4 years. Results of the most recent employee survey suggested that 80% of respondents felt they were managed very well or fairly well overall which had shown a 1% increase from 2006.

Bolsover had spent less on employee development at £167 per person against the national average of £250 but had delivered 2.2 days of training per person against the national average of 1.6 days showing much greater value for money.

Training which had shown to be of little benefit had also been identified and would no longer be provided.

A full evaluation report was included with the agenda for Members' information.

Moved by Councillor B. R. Murray-Carr, seconded by Councillor J.E. Bennett
RESOLVED that the report be received.

699. 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

Councillor A. Waring left the meeting having declared a Personal and Prejudicial interest.

700. PAY AND GRADING IMPLEMENTATION PLAN UPDATE

The Head of Human Resources and Payroll presented the report to advise Members of progress on the Pay and Grading Implementation Plan.

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Members were advised that formal consultation had been undertaken on the pay agreement for Craft Workers; Stage II of the Equal Pay Audit had been completed and the notification to implement the pay agreement had been sent to Craft Workers.

National sign off on the pay agreement for green book employees and the ballot of union members was still outstanding. The Head of Human Resources and Payroll advised that no response had been received from Unite or Unison in respect of signing off the pay agreement.

The Regional Unison Organiser stated that Unison Members had been advised not to sign their contracts in response to the Council's recent letter. He added that Unison were not seeking conflict with the Authority but were advising members against signing in the event that this may impact upon an Equal Pay Claim. The Regional Unison Organiser suggested that should the Authority consider writing a waiver into the contracts, then Members could be advised to sign.

The Head of Human Resources agreed to take this suggestion back for further consideration.

Members thanked the Regional Unison Organiser for his attendance and comments.

Unite Members stated that advice was being awaited from their National Office.

Moved by Councillor J.E. Bennett, seconded by Councillor E. Watts
RESOLVED that the report be received.

Councillor A. Waring rejoined the meeting.

701. EXIT INTERVIEWS 1ST OCTOBER TO 31ST DECEMBER 2009

The Head of Human Resources and Payroll presented the report to submit to Members the primary reasons for permanent employees leaving the Authority from 1st October to 31st December 2009.

A report detailing leavers for the full year would be presented to the next meeting.

Moved by Councillor E. Watts, seconded by Councillor H. Gilmour
RESOLVED that the report be received.

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702. MOBILE WARDEN STANDBY ALLOWANCES – PENSIONABLE PAY STATUS

The Head of Human Resources and Payroll presented the report to advise Members of a mistake identified by Derbyshire County Council in how standby payments for mobile wardens were treated for pensionable purposes.

Two options were available to correct the error:-

1. To continue not to pay Local Government Pension Scheme contributions on standby payments or
2. Start to pay pension scheme contributions on future standby payments and to enter into an agreement to pay contribution arrears over a period of time relating to the period covered by the arrears and based upon the standby payments already received.

Moved by Councillor E. Watts, seconded by Councillor D. McGregor
RECOMMENDED that (1) the Payroll Manager writes to all affected employees to ascertain whether they wish to:-

- Continue not to pay Local Government Pension Scheme contributions on standby payments or
- Start to pay pension scheme contributions on future standby payments and to enter into an agreement to pay contribution arrears over a period of time relating to the period covered by the arrears and based upon the standby payments already received.

(2) details of this exercise be reported back to UECC at the next meeting.

(3) the financial impact of those choosing to pay contributions and thus creating a liability for the Council be reported to Council early in the 2010/11 financial year.

(Head of Human Resources & Payroll /Council)

The meeting concluded at 1140 hours.

Committee:	Union Employee Consultation Committee	Agenda Item No.:	5.
Date:	5 th May 2010	Category	
Subject:	Sickness Absence/Occupational Health Statistics 2009/10	Status	Open
Report by:	Head of Human Resources and Payroll		
Other Officers involved:	Human Resources Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor J.E. Bennett – Portfolio Holder for People and Performance		

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 2009/10 and 2008/9.

1.1 The sickness absence outturns for 2009/10 are shown below, with comparisons for 2008/9:

Target 2009/10	Out turn 2009/10	Out turn 2008/9
8.5 days	8.39 days	8.43 days per FTE

A breakdown of these figures for 2009/10 by Department, and by long term/short term sickness absence, is attached for information.

- 1.2 The outcome of occupational health referrals 2009/10, with comparisons for 2008/9 is shown below:

	2009/10	2008/9
Rehabilitation	41	44
Resigned	0	1
Ill Health Retirement	0	1
Dismissed	1	3
Outstanding	4	0
TOTAL	46	49

The ill health retirement in 2008/9 was at tier 3 under the new ill health scheme.

- 1.3 The top three causes of sickness absence for 2009/10 and 2008/9 are as follows:

2009/10		2008/9	
Cause	Days Lost	Cause	Days Lost
Musc/Skeletal	934	Musc/Skeletal	1199
Stress	522	Stress	478
Infections	467	Infections	661
TOTAL	1923	TOTAL	2338

- 1.4 A breakdown of the reasons for all long term sickness absence is as follows:

Reasons for Long Term Sickness Absence 2009/10	
Reason for Absence	No. of Employees Citing this Reason
Muscular Skeletal	16
Stress/Depression	11
Heart/Blood Pressure	4
Miscellaneous	3
Back/Neck	3
Genito/Gynaechological	2
Ear/Nose/Mouth	2
Pregnancy	1
Infections	1
Chest	1
Stomach/Digestive	1
Neurological	1

1.5 The following routine health surveillance clinics have been held during the period January to March 2010:

- 26 January 2010
- 24 March 2010

and covered topics such as Hand Arm Vibration, audiometry, driver medicals, blood tests and hepatitis B immunisation to 'at risk' groups.

There have been 10 employees undergoing counselling during this period.

ISSUES FOR CONSIDERATION

The report is for monitoring purposes only and there are no specific issues for consideration.

IMPLICATIONS

Financial : None
Legal : None
Human Resources : None

RECOMMENDATION

That the report be received.

ATTACHMENT: Y (1)
FILE REFERENCE: N/A
SOURCE DOCUMENT: N/A

LPI12 - 2009_10 OUT-TURN LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE 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
CHIEF EXECES DIRECTORATE							
CHIEF EXECUTIVES AND PARTNERSHIP	5.00	1	0.20	0	1	0.00	0.20
CONTACT CENTRES	23.15	159.59	6.89	66.19	93.4	2.86	4.03
CUSTOMER SERVICE/PERFORMANCE	12.57	94	7.48	51	43	4.06	3.42
HUMAN RESOURCES AND PAYROLL	10.13	12	1.18	0	12	0.00	1.18
APPRENTICES	13.50	17	1.26	0	17	0.00	1.26
LEGAL/DEMOCRATIC DIRECTORATE							
DEMOCRATIC	11.10	100	9.01	57	43	5.14	3.87
LEGAL/LICENSING AND LAND CHARGES	12.10	69	5.70	38	31	3.14	2.56
RESOURCES DIRECTORATE							
FINANCE	11.76	69.1	5.88	46.2	22.9	3.93	1.95
PROCUREMENT	4.00	7	1.75	0	7	0.00	1.75
ICT	11.50	35	3.04	0	35	0.00	3.04
REVENUES	38.07	315.29	8.28	110.5	204.79	2.90	5.38
NEIGHBOURHOODS							
LEISURE	36.48	279	7.65	187	92	5.13	2.52
COMMUNITY	15.88	135	8.50	119	16	7.49	1.01
STREET SERVICES	103.28	1425.58	13.80	981	444.58	9.50	4.30
HOUSING (REPAIRS AND MANAGEMENT)	118.82	1190.41	10.02	772.23	418.18	6.50	3.52
DEVELOPMENT							
PLANNING	22.20	106.32	4.79	71.4	34.92	3.22	1.57
ENVIRONMENTAL HEALTH COMMERCIAL ONLY	15.00	47.23	3.15	0	47.23	0.00	3.15
REGENERATION	50.08	224.96	4.49	63	161.96	1.26	3.23
DEVELOPMENT ADMIN	5.26	72.5	13.78	51.5	21	9.79	3.99
GRAND TOTAL	519.88	4359.98	8.39	2614.02	1745.96	5.03	3.36

Committee:	Union Employee Consultation Committee	Agenda Item No.:	6.
Date:	5 th May 2010	Category	
Subject:	Public Sector Apprenticeship Programme Update – January to March 2010	Status	Open
Report by:	Head of Human Resources and Payroll		
Other Officers involved:	Apprenticeship Co-ordinator		
Director	Chief Executive Officer		
Relevant Portfolio Holder	People and Performance		

<p>RELEVANT CORPORATE AIMS SOCIAL INCLUSION – promoting the development of skills and learning within communities by creating 75 apprenticeships</p> <p>TARGETS The subject matter contributes directly to a target in the Corporate Plan to Create 75 apprenticeship opportunities across the public sector by February 2011</p> <p>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.</p>

THE REPORT

Following my report to Union Employee Consultation Committee in February 2010, the following Apprentices have been appointed during January to March 2010.

16-18 Year Olds		
Total Apprentices During Life of Project - 15		
Job Offered	Departments	No. Employed
Administrative Assistant	CSPD Finance Human Resources/Payroll	3
Leisure Assistant	Leisure	4
TOTAL		7

A vacancy for an Administrative Assistant is currently being recruited to with interviews on 27 April 2010. 4 vacancies for September start have been identified in ICT, Street Services, and Environmental Health (Residential).

In terms of Apprentices being placed with partner organisations, and also within Bolsover District Council, the following have been recruited. The majority of these have started work but one CRB check remains outstanding and this is being escalated with the CRB.

18-24 Year Olds		
Total Apprentices During Life of Project - 40		
Job Offered	Partners/Departments	No. Employed
Administrative Assistant	Chesterfield Royal Hospital Primary Care Trust	13*
Healthcare Assistant	Chesterfield Royal Hospital	3
Catering Assistant	Chesterfield Royal Hospital	1
Gardener	Primary Care Trust	1
Communications Assistant	Bolsover District Council, CSPD	2
Streetscene Operative	Bolsover District Council, Street Services	2
TOTAL		22

*15 offers made, one candidate rejected job and another may reject job

An Apprentice Handbook and Training Passport have been developed by the Apprenticeship Team and a Celebration Event is planned for May 2010, which will include all of the apprentices and their managers/supervisors.

Work is also underway on the next stage of recruiting apprentices from unemployment hotspots (project profile is for 20 apprentices in total) and a report will be provided on progress at the next meeting.

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

Wednesday 5th May 2010 at 1100 hours

Item No.		Page No.(s)
PART 1 – OPEN ITEMS		
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 5 th February 2010.	4 to 9
5.	Sickness Absence/Occupational Health Statistics 2009/2010	To follow
6.	Public Sector Apprenticeship Programme Update – January to March 2010	10 to 12
PART 2 – EXEMPT ITEMS <i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a</i>		
<u>Paragraph 2</u>		
7.	Exit Interviews 2009/10	To Follow
<u>Paragraph 4</u>		
8.	Pay and Grading Implementation Plan Update – January to March 2010	13 to 19