

# UNION / EMPLOYEE CONSULTATION COMMITTEE

WEDNESDAY 1<sup>ST</sup>  
SEPTEMBER 2010  
AT 1100 HOURS IN  
COMMITTEE ROOM 1

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Minicom: 01246 242450 Fax: 01246 242423

Date: 20<sup>th</sup> August 2010

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 Committee Room 1, Sherwood Lodge, Bolsover, on Wednesday 1<sup>st</sup> September 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 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 31.

Yours faithfully,



Chief Executive Officer  
To: Members of the Union / Employee Consultation Committee



## UNION/EMPLOYEE CONSULTATION COMMITTEE

### OBJECTS

1. The general objectives of this Union/Employee Consultation Committee are:-
  - (i) To bring together representatives of Management and employees in consultation with the object of furthering the aims of and improving the efficiency of the Council.
  - (ii) To afford a regular basis of consultation and negotiation as appropriate on matters relevant to these objectives and also on matters appertaining to employee relations, working and other arrangements and terms and conditions of employment which are not reserved for negotiation at national, provincial or other agreed local level.
  - (iii) Thus, to give the employees concerned a wider interest and greater responsibility in these matters.

### FUNCTIONS

2. In pursuance of these general objectives the following are cited as specific matters for consideration by the Committee:-
  - (i) Operational matters which are for Management to decide but which Management should explain to the employees with the objective of affording them an opportunity of seeking views and thus encouraging a sense of personal involvement, e.g. organisational and reorganisation and provision of equipment and use.
  - (ii) Monitoring that, at every point where decisions are made about individuals including their engagement, promotion, training, treatment, remuneration, hours and other conditions there are no signs that:-
    - (a) Prejudice about sex, ethnic origin, age disability sexual orientation or religion/belief or any other prejudice against a minority group are influencing decisions.

- (b) Indirect discrimination, e.g. in the form of non essential age limits or qualifications criteria, or word of mouth recruitment is having an adverse impact on women, ethnic minorities, people with disabilities or older people or any other minority group.
- (iv) Ensuring that necessary data is recorded to ensure monitoring is possible.
- (v) Administrative matters on which Management should keep the employees informed as to plans and intentions particularly in regard to changes, which will affect them. This will involve consultation with a view to assisting Management in decision making or negotiation according to the subject. Examples of the two types of classification are:-

\*Consultation:-

- (i) Current and probable business developments.
- (ii) Restructuring of employment and possible redundancies.
- (iii) Decisions likely to lead to substantial changes in work organisation or contractual relations, including collective redundancies or business transfers.
- (iv) Content and conduct of local training programmes, procedure for selection and promotion, physical and social welfare amenities, formulation and application of disciplinary rules and other people management policies.

*\* Consultation is defined as enabling employee representatives to put forward their views and to obtain a reasoned opinion from the employer to any such opinion.*

With regard to point (iii), consultation must take place with a view to reaching agreement.

Negotiation

- (i) Local terms and conditions of employment not reserved to the national, provincial or agreed local procedures; incentive bonus schemes and efficiency agreements; application of National and Provincial agreements and grievance procedure.

# CONSTITUTION

## 3. MEMBERSHIP

- (i) The Committee shall comprise representatives of Management and Employees holding office for a period of one year and eligible for reappointment or re-election.
- (ii) The composition of the Employers' Side of the Committee shall be ten elected Members with voting rights and substitutes in the event of nominated Members being unable to attend. The Chief Executive, Head of Human Resources and Payroll and Director of Resources shall attend in an advisory capacity without voting rights; together with such other officers of the Council as may be appropriate having regard to matters to be discussed.
- (iii) The Employees Side of the Committee shall comprise ten representatives selected by the local branch of the Trade Union representing the employees, together with full-time Trade Union officials (if required).
- (iv) The Trade Unions shall submit the names of their representatives forming the employees' side to the Committee to the Chief Executive Officer of the Council not later than the beginning of each meeting.
- (v) The Committee shall appoint a Chairman and Vice Chairman from among the Committee. When the Chairman is appointed from one side of the Committee the Vice-Chairman will be appointed from the other side. These Officers will also act as Chairman of their respective sides of the Committee.
- (vi) The Chief Executive Officer will act as Secretary to the Joint Committee.
- (vii) The Members of the Committee shall hold office for one year and shall be eligible for re-appointment. Any vacancy that occurs shall be filled as it arises.

## 4. ADVISERS

- (i) Either side shall have the right to have in attendance upon them, persons with a specialised knowledge, in a consultative or advisory capacity but without the right to

vote. Such attendant shall be notified to the Secretary of the Employers' Side who will arrange for notices of meetings, agendas and minutes to be forwarded to such representatives unless requested otherwise.

## PROCEDURE

- (i) The tenure of office of the Committee shall be from May each year to the following May (the Annual Meeting of the Council to the following Annual Meeting) (one year).
- (ii) Regular meetings shall be convened during working hours at three monthly intervals and held at Sherwood Lodge, Bolsover.
- (iii) Meetings may be called by the Chairman at any time at the request of either side submitted through their respective Chairmen.
- (iv) Employees will be granted time off with pay to attend meetings and will be entitled to payment in the event of meetings continuing beyond normal working hours.
- (v) Separate meetings of the Employers' Side and of the Employees Side of the Committee shall take place immediately prior to the meeting of the Union/Employee Consultation Committee and facilities for this purpose will be provided at the venue of the meeting.
- (vi) The Employees Side shall submit to their respective secretaries items which they wish to be included on the agendas of regular meetings, and they will be responsible for forwarding this information to the Chief Executive Officer not later than fourteen days prior to a meeting.
- (vii) In the event of a scheduled meeting being due and there being no items from either side, following consultation with the Chairman and Vice Chairman, the meeting be cancelled and members advised accordingly.
- (viii) The agenda for business of regular meetings shall be circulated by the Chief Executive Officer to each member and to any consultative or advisory representative not later than 10 days before a meeting. The matters to be discussed at any meetings of the Committee shall be stated on the agenda with a notice summoning the meeting provided that any other business may be

considered if admitted by a majority vote of each side. Nominated Trade Union Officers shall be provided with 10 copies of the agenda and reports to circulate to their Members as appropriate and to their full-time Trade Union Officials.

- (ix) Four members of the Employers' Side and four members of the Employees Side of the Committee shall together constitute a quorum.
- (x) Recommendations shall be reached only by a majority of each of the two sides voting separately.
- (xi) An individual employee wishing to raise with the Committee any question within the function shall do this through his/her appropriate representative on the Committee.
- (xii) If the Committee cannot agree to a negotiable issue, officers of the Trade Union shall negotiate with the appropriate administrative officers of the Council. Failing agreement appropriate matters may thereafter be referred by either side to ACAS, if necessary.
- (xiii) The draft minutes of the Committee to be agreed between the Chairman and Vice Chairman of the Committee prior to submission to the Council and circulated to members of the Committee.
- (xiv) Both sides accept that this agreement is binding in honour upon them but both expressly agree that it is not intended to constitute a legally enforceable agreement between them. It is further agreed that the parties to the agreement will use their best endeavours to ensure that the spirit and intention of the agreement is honoured at all times.



## UNION/EMPLOYEE CONSULTATION COMMITTEE

Minutes of a meeting of the Union/Employee Consultation Committee of the Bolsover District Council held in Executive Meeting Room, Sherwood Lodge, Bolsover, on Wednesday, 5<sup>th</sup> May, 2010 at 1100 hours.

### **PRESENT:-**

C. Hirst (Chair – Unison)

#### Council Representatives:-

Councillors Mrs. P.M. Bowmer, J.A. Clifton, H.J. Gilmour, D. McGregor, B.R. Murray-Carr, A.F. Tomlinson, K.F. Walker, A. Waring and E. Watts

#### Unison Representatives:-

R. Farnsworth, R. Frisby, J. Hendy

#### T&GWU Representatives:-

N. Potter

#### Officers:-

W. Lumley (Chief Executive Officer), L. Keeling (Head of Human Resources & Payroll) and A. Saxby (Assistant Democratic Services Manager).

### **910. APOLOGY**

An apology for absence was received on behalf of Councillor J.E. Bennett.

### **911. URGENT ITEMS**

There were no urgent items of business to consider.

### **912. DECLARATIONS OF INTEREST**

Minute No.	Councillor	Level of Interest
918	A. Waring	Personal

## UNION/EMPLOYEE CONSULTATION COMMITTEE

### 913. MINUTES – 5<sup>TH</sup> FEBRUARY 2010

Minute No. 702 – Mobile Wardens Standby Allowances - The Head of Human Resources and Payroll advised Members that a meeting had taken place on the Mobile Wardens Standby Allowance and that an Impact Assessment would be produced by the end of July and reported back to Union/Employee Consultation Committee once a financial assessment had been completed.

Moved by Councillor E. Watts, seconded by Councillor B.R. Murray-Carr

**RESOLVED** that minutes of a meeting of the Union/Employee Consultation Committee held on 5<sup>th</sup> February 2010 be approved as a true record and the comments noted.

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

### 914. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS 2009/2010

The Head of Human Resources and Payroll presented the report to advise Members of the Sickness Absence/Occupational Health statistics for 2009/10. The outturn figure of 8.39 days per full time equivalent in 2009/10 was down from 8.43 days in 2008/09. The occupational referrals for 2009/10 were also down.

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

The routine health surveillance clinics had taken place in both January and March and covered a variety of topics.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor E. Watts

**RESOLVED** that the report be received.

### 915. PUBLIC SECTOR APPRENTICESHIP PROGRAMME UPDATE – JANUARY TO MARCH 2010

The Head of Human Resources and Payroll presented the report advising Members of the number of Apprentices appointed during January to March 2010.

There are a total of seven apprentices employed by Bolsover District Council, three administrative assistants and four leisure assistants in the 16-18 year age group.

There are 22 apprentices placed with partnership organisations and the Council in the 18-24 year old group. There are 12 administrative assistants, three healthcare assistants and three catering assistants employed at Chesterfield Royal Hospital, a

## UNION/EMPLOYEE CONSULTATION COMMITTEE

gardener with the Primary Care Trust and two communications assistants and two street scene operatives at the Council.

An Apprentice Handbook and Training Passport have been developed by the Apprenticeship Team and a Celebration Event was planned for May 2010 at the Arkwright Centre.

Work was underway on the next stage for recruiting apprentices from unemployment hotspots and a report would be submitted to a future meeting.

Moved by Councillor E. Watts, seconded by Councillor D. McGregor  
**RESOLVED** that the report be received.

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

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

Moved by Councillor E. Watts, seconded by Councillor D. McGregor  
**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.

### **917. EXIT INTERVIEWS 2009/10 EXEMPT – PARAGRAPH 2**

The Head of Human Resources and Payroll presented the report on exit interview information which contained a summary of primary reasons for permanent employees leaving the Authority for the period 1<sup>st</sup> April 2009 to 31<sup>st</sup> March 2010.

There were eight completed Exit Questionnaires returned and these details were reproduced in the report, a copy of the Leavers Questionnaire was also reproduced in the agenda.

Moved by Councillor D. McGregor, seconded by Councillor E. Watts  
**RESOLVED** that the report be received.

(Head of Human Resources & Payroll)

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Councillor A. Waring declared a Level 1 interest in Minute No. 918

### **918. PAY AND GRADING IMPLEMENTATION PLAN UPDATE – JANUARY TO MARCH 2010 EXEMPT – PARAGRAPH 4**

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

Members were advised that all the milestones outlined at the meeting in February had been achieved Appeals, consistency checks and contracts of employment for Craft Workers.

The Chief Executive Officer gave a brief update advising Members that extend dialogue had taken place relating to the pay agreement, equal pay issues.

There was uncertainty on two issues relating to national sign-off and also the ballot on employees on Pay Agreement for Green Book employees.

Further to the invitation to UNITE to attend a meeting, no response has been received.

Moved by Councillor E. Watts, seconded by Councillor D. McGregor  
**RESOLVED** that (1) the report be received,

(2) reporting frequency be linked to Key developments, with a final updates report after June 2011.

(Head of Human Resources & Payroll)

### **918 (Cont'd). SUPPLEMENTARY REPORT – PAY AND GRADING UPDATE - CRAFT WORKERS PAY AGREEMENT EXEMPT – PARAGRAPH 4**

The Head of Human Resources and Payroll presented the supplementary report on the Pay and Grading Update – Craft Workers Pay Agreement.

Members were advised that the trade union had lodged a formal dispute over the implementation of the paragraph in the Craft Pay Agreement which was to be implemented from 1<sup>st</sup> April 2010. The dispute related to of the issuing of a new tool kit.

Various options had been explored and as no agreement had been reached the Chief Executive Officer had agreed to postpone implementation of the Craft Pay Agreement pending further discussions.

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Details of the proposal agreed by the trade union side on 22<sup>nd</sup> April, 2010 where reproduced in the report.

Members were advised that the Red/Green Book would be merged and approval would be sought by Council in June, this would mean that no one working at Bolsover will be covered by the Red Book.

Moved by Councillor E. Watts, seconded by Councillor D. McGregor  
**RESOLVED** that (1) the report be received

(2) the decision of the Chief Executive Officer to implement the revised Craft Pay Agreement with effect from 1<sup>st</sup> May 2010 and to settle the employment dispute regarding provision of tools/payment of tool allowance be endorsed,

(3) a combined Green Book and Red Book agreement be produced and submitted to Council for approval.

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

The meeting concluded at 1115 hours.

Committee:	Union Employee Consultation Committee	Agenda Item No.:	8.
Date:	1st September 2010	Category	
Subject:	Public Sector Apprenticeship Programme Update - April to June 2010	Status	Open
Report by:	Head of Human Resources and Payroll		
Other Officers involved:	Apprenticeship Co-ordinator		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor J.E. Bennett, Portfolio Holder for Performance		

### **RELEVANT CORPORATE AIMS**

SOCIAL INCLUSION – Promoting Fairness, Equality and Lifelong Learning. Promoting the development of skills and learning within communities by creating 75 apprenticeships.

### **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.

### **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**

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

<b>16-18 Year Olds</b>		
<b>Total Apprentices During Life of Project - 15</b>		
<b>Job Offered</b>	<b>Departments</b>	<b>No. Employed</b>
Administrative Assistant	CSPD Finance Human Resources/Payroll	4

	CEPT	
Leisure Assistant	Leisure	4
<b>TOTAL</b>		<b>8</b>

Seven vacancies are currently in interview stages to advert with an expected start date of September 2010. These will be in areas covering Pest Control, Mechanic, Horticulture, Admin, IT, Craft Multi-skilled and Painter.

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.

<b>18+ Apprenticeships with Partners</b>			
<b>Total Apprentices During Life of Project - 60</b>			
<b>Placements filled</b>	<b>Awaiting Starts</b>	<b>Vacancies Open/ Interviews in Progress</b>	<b>Total in progress</b>
38	7	15	60
No of Potential External Placement Partners Identified			16

All of the above figures are @ 09/8/10 and a verbal update will be provided at the meeting.

The programme is slightly behind its FJF profile of 45 starts due to CRB checks having been slow to return.

Two Apprentices have achieved their frameworks (subject to verification).

One apprentice has moved to a full time job as a result of the programme.  
Two apprentices have resigned to move in to other jobs.  
Two apprentices have been dismissed.

All the apprentices on the programme from CBC & BDC attended an event in May 2010. The day included motivational guest speakers and financial advice from the FSA. Managers/supervisors were offered coaching and mentoring training on the same day.

A further event is planned for December 2010. Apprentices should be achieving their frameworks by then.

### **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 (issues over employers liability insurance in discussion)

Human Resources : As outlined in the report

## **RECOMMENDATION that**

**The report be received.**

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



Committee:	Union Employee Consultation Committee	Agenda Item No.:	9.
Date:	1st September 2010	Category	
Subject:	Sickness Absence/Occupational Health Statistics Apr-June 2010	Status	Open
Report by:	Head of Human Resources and Payroll		
Other Officers involved:	Senior Human Resources Officer Human Resources Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor J.E. Bennett, Portfolio Holder for 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 April to June 2010 and 2009.

- 1.1 The sickness absence outturn for the first quarter of 2010 (April to June) is shown below, with comparisons for the same period during 2009:

Apr-June 2010	Apr-June 2009
1.64 days per FTE	2.14 days per FTE

The target for April to June 2010 was 2.10 days per FTE.

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

The overall sickness figure is down on last year's figure and better than the target. This is largely due to a reduction of 247.5 working days of long term sickness and 3 less cases than last year. This reduction in long term sickness has been partly offset by an increase of 76.5 days of short term sickness. The breakdown of this figure into long term/short term sickness is shown below.

	Long Term	Short Term
Apr-June 2010	0.93 days per FTE	0.70 days per FTE
Apr-June 2009	1.59 days per FTE	0.56 days per FTE

The departmental breakdown of sickness absence has been referred to Directors/Heads of Service to deal with any adverse trends in their Directorates/Departments in relation to short term sickness absence.

- 1.2 The outcome of occupational health referrals for the first quarter of 2010, with comparisons for the same period during 2009 are shown below:

	Apr-June 2010	Apr-June 2009
Rehabilitation	11	13
Resigned	0	0
Dismissal	0	0
Ill Health Retirement	0	0
Outstanding	1	0
<b>TOTAL</b>	<b>12</b>	<b>13</b>

Of the three cases which were unresolved at the end of March 2009, two have now been rehabilitated and one case is currently progressing through the mechanisms for approval of ill health retirement. An update on the outstanding cases will be provided at the meeting.

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

<b>Reasons for Long Term Sickness Absence</b>		
<b>Reason for Absence</b>	<b>No. of Employees Citing this Reason Apr-June 2010</b>	<b>No. of Employees Citing this Reason Apr-June 2009</b>
Muscular Skeletal	4	4
Stress/Depression	2	5
Other	2	0
Genito/Gynaechological	1	1
Neurological	1	0
Back/Neck	1	1
Ear/Nose/Mouth	1	0
Heart/Blood Pressure	0	1
Pregnancy	0	1
<b>TOTAL</b>	<b>12</b>	<b>13</b>

- 1.4 Details of health surveillance events, held during the period April to June 2010 are listed below.

One health surveillance clinic was held during this period covering audiometry reviews for 18 employees. The PCT were also invited to attend the Summer Forum held on 16<sup>th</sup> June and covered Smoking Cessation and blood pressure checks were offered to employees.

There have been 5 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  
 FILE REFERENCE: N/A  
 SOURCE DOCUMENT: N/A

## BVPI12 - APRIL TO JUNE 2010 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 AND PARTNERSHIP	6.00	3	0.50	0	3	0.00	0.50
CONTACT CENTRES	23.47	11	0.47	0	11	0.00	0.47
CUSTOMER SERVICE/PERFORMANCE	11.93	17.5	1.47	0	17.5	0.00	1.47
HUMAN RESOURCES AND PAYROLL	10.80	2	0.19	0	2	0.00	0.19
APPRENTICES	41.00	77.5	1.89	0	77.5	0.00	1.89
<b>LEGAL/DEMOCRATIC DIRECTORATE</b>							
DEMOCRATIC	11.10	14	1.26	10	4	0.90	0.36
LEGAL/LICENSING AND LAND CHARGES	12.10	20	1.65	16	4	1.32	0.33
<b>RESOURCES DIRECTORATE</b>							
FINANCE	11.20	0	0.00	0	0	0.00	0.00
PROCUREMENT	4.00	0	0.00	0	0	0.00	0.00
ICT	9.50	18	1.89	13	5	1.37	0.53
REVENUES	38.48	79	2.05	56.5	22.5	1.47	0.58
<b>NEIGHBOURHOODS</b>							
LEISURE	47.13	96	2.04	47	49	1.00	1.04
COMMUNITY	15.00	32	2.13	28	4	1.87	0.27
STREET SERVICES	98.35	148	1.50	61	87	0.62	0.88
HOUSING (REPAIRS AND MANAGEMENT)	116.53	271	2.33	210	61	1.80	0.52
<b>DEVELOPMENT</b>							
PLANNING	23.60	0	0.00	0	0	0.00	0.00
ENVIRONMENTAL HEALTH COMMERCIAL ONLY	12.00	1.5	0.13	0	0.5	0.00	0.04
REGENERATION	41.47	92.5	2.23	61	31.5	1.47	0.76
DEVELOPMENT ADMIN	4.76	0	0.00	0	0	0.00	0.00
<b>GRAND TOTAL</b>	<b>538.42</b>	<b>882.00</b>	<b>1.64</b>	<b>502.5</b>	<b>379.50</b>	<b>0.93</b>	<b>0.70</b>



## UNION / EMPLOYEE CONSULTATION COMMITTEE

### AGENDA

1<sup>st</sup> September 2010 at 1100 hours in Committee Room 1

Item No.		Page No.(s)
<b>PART 1 – OPEN ITEMS</b>		
1.	To receive apologies for absence, if any.	
2.	Election of Chair (Members' side).	
3.	Appointment of Vice Chair (Union side).	
4.	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.	
5.	Members should declare the existence and nature of any personal or prejudicial interest 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
6.	To agree the Terms of Reference.	4 to 8
7.	To approve the Minutes of a meeting held on 5 <sup>th</sup> May 2010.	9 to 13
8.	Public Sector Apprenticeship Programme Update - April to June 2010.	14 to 16
9.	Sickness Absence/Occupational Health Statistics - April to June 2010.	17 to 20
<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>Paragraph 4</u>		
10.	Review of Induction Policy.	21 to 30