

# **UNION / EMPLOYEE CONSULTATION COMMITTEE**

**MONDAY 15<sup>TH</sup>  
NOVEMBER 2010  
AT 1030 HOURS IN  
COMMITTEE ROOM 1**

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Minicom: 01246 242450 Fax: 01246 242423

Date: 29<sup>th</sup> October 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 Monday 15<sup>th</sup> November 2010 at 1030 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 – 0930 hours  
Unions - Union Room - 0930 hours

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 pages 116 and 117.

Yours faithfully,



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

## 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, 1<sup>st</sup> September, 2010 at 1100 hours.

### **PRESENT:-**

Council Representatives:-

Councillors R. Bowler, K. Bowman, Mrs. P.M. Bowmer, J.A. Clifton, A.F. Tomlinson, K.F. Walker and E. Watts.

Unison Representatives:-

P.J. Burrows, R. Frisby, J. Hendy, C. Hirst and N. Potter.

Officers:-

S. Tomlinson (Director of Neighbourhoods), H. Mitchell (Senior Human Resources Officer), M. Gibson (Apprenticeship Programme Coordinator) and A. Bluff (Democratic Services Officer).

Also in attendance at the meeting was Councillor J.E. Bennett observing.

### **291. APOLOGIES**

Apologies for absence were received on behalf of Councillors B.R. Murray-Carr and A. Waring and officers, W. Lumley (Chief Executive Officer), L. Keeling (Head of Human Resources & Payroll) and J. Woods (Unison).

### **292. ELECTION OF CHAIR**

Moved by Councillor K. Bowman, seconded by N. Potter

**RESOLVED** that Councillor E. Watts be elected Chair of the Union/Employee Consultation Committee for the ensuing year.

Councillor E. Watts in the Chair

### **293. APPOINTMENT OF VICE CHAIR**

Moved by P. J. Burrows, seconded by R. Frisby

**RESOLVED** that C. Hirst be appointed as Vice Chair of the Union/Employee Consultation Committee for the ensuing year.

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### 294. URGENT ITEMS

There were no urgent items of business to consider.

### 295. DECLARATIONS OF INTEREST

There were no declarations of interest made.

### 296. TERMS OF REFERENCE

The Terms of Reference for the Union/Employee Consultation Committee were presented.

Moved by Councillor A.F. Tomlinson, seconded by Councillor E. Watts

**RESOLVED** that the Terms of Reference for the Union/Employee Consultation Committee be accepted.

### 297. MINUTES – 5<sup>TH</sup> MAY 2010

Minute 913 – Mobile Wardens Stand by Allowances.

The Senior Human Resources Officer advised the meeting that an update would be presented to the next meeting.

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

It was noted that N. Potter was a Unison representative and not a T&GWU representative as recorded in the minutes.

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

**RESOLVED** that subject to the above amendment, the minutes of a meeting of the Union/Employee Consultation Committee held on 5<sup>th</sup> May 2010 be approved as a correct record.

### 298. PUBLIC SECTOR APPRENTICESHIP PROGRAMME UPDATE – APRIL TO JUNE 2010

The Apprenticeship Programme Coordinator presented a report which gave details of progress being made on the Public Sector Apprenticeship Programme.

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Further to a report presented at the last meeting a vacancy for an administrative assistant in the Chief Executive's and Partnership Team had been filled in April 2010. This brought the total of apprentices employed in the 16 – 18 year age group to eight. Interviews for a further seven places had taken place and six appointments had been offered.

Thirty eight placements had been filled in the 18 plus age group with a further 14 still awaiting starts due to CRB checks outstanding. Nine vacancies were still open bringing the total to 61.

Two apprentices had achieved their framework, two had gone into full time employment, one had moved out of the area and two had been dismissed.

An event to promote the Programme would be held early in December 2010. The event would provide an opportunity for information on the purpose of the Unions and the benefits of joining to be given to apprentices

Moved by Councillor J.A. Clifton, seconded by C. Hirst  
**RESOLVED** that the report be received.

### **299. SICKNESS ABSENCE / OCCUPATIONAL HEALTH STATISTICS APRIL TO JUNE 2010**

The Senior Human Resources Officer presented a report which gave details of the sickness absence/occupational health referral statistics for the period April to June 2010.

The sickness absence outturn figure for the period April to June 2010 was 1.64 days per full time employee compared to 2.14 days per full time employee for the same period in 2009. The target for April to June 2010 was 2.10 days per full time employee.

It was noted that there was a decrease in Long Term Sickness Absence, however, this had been offset by an increase in short term sickness absence which was mainly due to apprentices. The Apprenticeship Programme Co-ordinator advised that apprentices working at the Royal Hospital were required to take two extra days sick leave after any period of sickness for the avoidance of infections.

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

A health surveillance clinic had been held at the Riverside depot which had covered audiometry reviews for 18 employees. A summer forum had also taken place at Sherwood Lodge in June 2010 and the PCT had attended offering blood pressure checks and smoking cessation to all employees.

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

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

Moved by Councillor A.F. Tomlinson, 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 item of business on the grounds that it may 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.

### 301. REVIEW OF INDUCTION POLICY EXEMPT PARAGRAPH 4

The Senior Human Resources Officer presented the report to inform the meeting of proposed changes to the Induction Policy and seek Members feedback on those changes.

Areas for improvement in the delivery of health and safety induction training had been highlighted in the 2009 Employee Survey. It was proposed that Managers carry out service specific health and safety induction training as they could make this more relevant to the job.

The Health and Safety Officer would produce an induction check list to be covered by managers but would continue to deliver a generic health and safety briefing every three months to new employees. The Induction Policy had been amended to reflect these changes and it was proposed that these would start from 1<sup>st</sup> October 2010.

Moved by C. Hirst, seconded by Councillor R. Bowler

**RESOLVED** that the revised Induction Policy be referred to Council for approval.

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

The meeting concluded at 1110 hours.

Committee:	Union Employee Consultation Committee	Agenda Item No.:	5.
Date:	15th November 2010	Category	*
Subject:	Public Sector Apprenticeship Programme Update; July - September 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 and Heritage Champion		

### **RELEVANT CORPORATE AIMS**

SOCIAL INCLUSION – 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 September 2010, the following Apprentices have been appointed during January to September 2010.

**The project is ahead of schedule and achieving outcomes as detailed below.**

#### **16-18 year old NEETs**

14 x 16-18 year old NEETs have been employed within BDC. A further candidate is in the process of pre employment checks.

<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 Apprentice	CSPD Finance Human Resources/Payroll CEPT Apprenticeship Team (HR) (awaiting start date)	5 (+1)
Leisure Apprentice	Leisure	4
ICT Apprentice	IT	1
Pest Control	Regeneration	1
Multi Skilled Trade	Housing Repairs	1
Painter / Decorator	Housing Repairs	1
Mechanic	Depot	1
<b>TOTAL</b>		<b>14</b>

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 there are seven CRBs outstanding. Three will have their start dates affected by this.

<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>
50	11	0	60
No of Potential External Placement Partners Identified			18

All of the above figures are correct at the time of writing this report and a verbal update will be provided at the meeting.

10 have left the programme

Dismissed x 3

Moved area x 1

Resigned with no destination x 3

Found full time work x 2

Completed shortened contract x 1



Five apprentices have achieved their apprenticeship frameworks.

Currently eighteen placement partners have been engaged. More partners are involved in other aspects of the programmes successful delivery.

An apprentice event has been scheduled for December 15<sup>th</sup>. The event will only include BDC apprentices and will update them on progress and achievements to date. It will also allow apprentices a forum to discuss, capture and feedback their experiences. This will be feedback to the steering group by nominated apprentices along with suggestions for the future.

If representatives from the unions would like to attend and talk about unions and their role in general they would be welcomed.

### **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 have been resolved and contract variations for partners are being sent out.)

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.:	6.
Date:	15 <sup>th</sup> November 2010	Category	
Subject:	Sickness Absence/Occupational Health Statistics July to September 2010	Status	Open
Report by:	Head of Human Resources/ Payroll		
Other Officers involved:	Senior HR Officer Human Resources Assistant		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor J. E. Bennett, Portfolio Holder for Performance and Heritage Champion		

#### **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 July to September 2010 and 2009.
  - 1.1 The sickness absence outturn for the second quarter of 2010 (July to September) is shown below, with comparisons for the same period during 2009:

July to September 2010	July to September 2009
1.97 days per FTE	2.65 days per FTE

The target for July to September 2010 was 2.13 days per FTE.

The target for 2010/11 is 8.5 days, with the outturn for the six month period to the end of September being 3.61 days.

A breakdown of these figures by Department and Long Term/Short Term Sickness Absence is provided at page 4 for information.

A breakdown of the quarterly outturn by long term/short term sickness absence is as follows:

	Long Term	Short Term
July to September 2010	1.26 days per FTE	0.72 days per FTE
July to September 2009	1.83 days per FTE	0.83 days per FTE

If this trend can be maintained during the next six months of the year the outturn figure will be met.

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

	July-Sep 2010	July-Sept 2009
Rehabilitation	7	17
Resigned	0	0
Dismissal	0	1
Ill Health Retirement	0	0
Outstanding	7	0
<b>TOTAL</b>	<b>14</b>	<b>18</b>

1.3 As requested a breakdown of the reasons for absence is given below:

<b>Reasons for Long Term Sickness Absence</b>		
<b>Reason for Absence</b>	<b>No. of Employees Citing this Reason July - Sep 2010</b>	<b>No. of Employees Citing this Reason July - Sep 2009</b>
Muscular Skeletal	7	5
Back/Neck	2	1
Genito/Gynaechological	1	1
Neurological	1	0
Heart/Blood Pressure	1	2
Infection	1	1
Pregnancy	1	0
Ear/Nose/Mouth	0	0
Stress/Depression	0	4
Miscellaneous	0	3
Chest	0	1
<b>TOTAL</b>	<b>14</b>	<b>18</b>

1.4 Details of health surveillance events, held during the period July to September 2010 period are given below:

Two health surveillance clinics were held during this period covering, audiometry reviews and hand arm vibration assessments for 30 employees.

There have been 3 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

## BVPI12 - JULY TO SEPTEMBER 2010 LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE FTE 6 MTHS	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 EXECS DIRECTORATE</b>							
CHIEF EXECUTIVES AND PARTNERSHIP	6.00	0	0.00	0	0	0.00	0.00
CONTACT CENTRES	23.75	49	2.06	25	24	1.05	1.01
CUSTOMER SERVICE/PERFORMANCE	12.43	18	1.45	0	18	0.00	1.45
HUMAN RESOURCES AND PAYROLL	11.30	0	0.00	0	0	0.00	0.00
APPRENTICES	48.00	115.5	2.41	46	69.5	0.96	1.45
<b>LEGAL/DEMOCRATIC DIRECTORATE</b>					0		
DEMOCRATIC	11.10	26	2.34	25	1	2.25	0.09
LEGAL/LICENSING AND LAND CHARGES	12.10	71	5.87	65	6	5.37	0.50
<b>RESOURCES DIRECTORATE</b>					0		
FINANCE	10.95	0	0.00	0	0	0.00	0.00
PROCUREMENT	4.00	0	0.00	0	0	0.00	0.00
ICT	9.50	17	1.79	0	17	0.00	1.79
REVENUES	37.98	38	1.00	19	19	0.50	0.50
<b>NEIGHBOURHOODS</b>					0		
LEISURE	47.63	33	0.69	0	33	0.00	0.69
COMMUNITY	15.00	62	4.13	58	4	3.87	0.27
STREET SERVICES	97.69	222.5	2.28	149	73.5	1.53	0.75
HOUSING (REPAIRS AND MANAGEMENT)	116.03	326	2.81	234	92	2.02	0.79
<b>DEVELOPMENT</b>					0		
PLANNING/ENVIRONMENTAL HEALTH	35.10	2	0.06	0	2	0.00	0.06
REGENERATION	41.37	91	2.20	65	26	1.57	0.63
DEVELOPMENT ADMIN	5.26	5	0.95	0	5	0.00	0.95
<b>GRAND TOTAL</b>	<b>545.19</b>	<b>1076.00</b>	<b>1.97</b>	<b>686</b>	<b>390.00</b>	<b>1.26</b>	<b>0.72</b>

## UNION / EMPLOYEE CONSULTATION COMMITTEE

### AGENDA

**Monday 15<sup>th</sup> November 2010 at 1030 hours in Committee Room 1**

<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 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.	
4.	To approve the Minutes of a meeting held on 1 <sup>st</sup> September 2010	3 to 6
5.	Public Sector Apprenticeship Programme Update; July to September 2010. <b>Recommendation on Page 9.</b>	7 to 9
6.	Sickness Absence/Occupational Health Statistics – July to September 2010. <b>Recommendation on Page 12.</b>	10 to 13
<b>PART 2 – EXEMPT ITEMS</b> <i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a</i>		
<b><u>Exempt Paragraph 4</u></b>		
7.	Draft Work Experience Placements Policy. <b>Recommendation on Page 15.</b>	14 to 33
8.	Draft Volunteer Policy. <b>Recommendation on Page 35.</b>	34 to 58

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| 9.  | Draft Managing Sickness Absence Policy / Procedure.<br><b>Recommendation on Page 61.</b>   | 59 to 110  |
| 10. | Draft Harassment & Bullying Procedure & Transgender Guidance.  | To Follow  |
| 11. | Mobile Wardens Stand by Allowances – Pensionable Pay Status – Update.<br><b>Recommendation on Page 112.</b>                                      | 111 to 112 |
| 12. | Local Government Pension Scheme – Consultation Exercise Results Recommended Change to Transfers-in Policy.<br><b>Recommendation on Page 115.</b> | 113 to 115 |