

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, 1st 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 – 5TH 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 5th 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 1st 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.