

UNION / EMPLOYEE CONSULTATION COMMITTEE

**WEDNESDAY
23RD FEBRUARY 2011
AT 1100 HOURS IN
COMMITTEE ROOM 1**

PROVIDING ACCESS FOR ALL

If you need help understanding any of our documents or require a larger print, audio tape copy or a translator to help you, we can arrange this for you. Please contact us on the telephone numbers provided:



01246 242407 or 01246 242323.

Other Equalities information is available on our web site.
www.bolsover.gov.uk or by e-mail from equalities.officer@bolsover.gov.uk

Minicom: 01246 242450 Fax: 01246 242423

Date: 9th February 2011

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, 23rd February, 2011 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 – 1000 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 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 11.

Yours faithfully,



Chief Executive Officer

To: Members of the Union/Employee Consultation Committee

Tel 01246 242424 **Fax** 01246 242423 **Minicom** 01246 242450
Email enquiries@bolsover.gov.uk **Web** www.bolsover.gov.uk
Chief Executive Officer: Wes Lumley, B.Sc., F.C.C.A.

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 Monday 15th November, 2010 at 10.30 hours.

PRESENT:-

Councillor E. Watts - Chair

Council Representatives:-

Councillors R.J. Bowler, K. Bowman, Mrs. P.M. Bowmer, J.A. Clifton, D. McGregor, A.F. Tomlinson (left during Minute No 566) and K.F. Walker.

Unison Representatives:-

R. Farnsworth, W. Hatton, J. Woods and C. Hirst.

Unite Representatives:-

S. Sambrooks.

Officers:-

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

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

556. APOLOGIES

Apologies for absence were received on behalf of Councillors B.R. Murray-Carr and A. Waring, P. Burrows (Unison), R. Frisby (Unison) and C. Dodsworth (Unite).

557. URGENT ITEMS

There were no urgent items of business to consider.

558. DECLARATIONS OF INTEREST

There were no declarations of interest made.

UNION / EMPLOYEE CONSULTATION COMMITTEE

559. MINUTES – 1st SEPTEMBER 2010

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

RESOLVED that the minutes of a meeting of the Union / Employee Consultation Committee held on 1st September 2010 be approved as a correct record.

560. PUBLIC SECTOR APPRENTICESHIP PROGRAMME UPDATE; JULY TO SEPTEMBER 2010

The Head of Human Resources and Payroll presented a report which gave details of progress being made on the Public Sector Apprenticeship Programme.

Some of the figures had changed since the report was written and the Head of Human Resources and Payroll gave a verbal update to the meeting with regard to these.

The number of apprentices employed in the 16 to 18 year age group was fourteen with a final starter from 17th November 2010. This would bring the project to its total of 15 apprentices in place for that age group.

In the 18 year plus age group, 59 placements had been filled with one awaiting a start date; this would bring the project to its total of 60 apprentices for that age group.

It was noted that ten apprentices had left the programme for various reasons, and five apprentices had achieved their apprenticeship framework.

The report detailed an apprenticeship event to be held on the 15th December 2010, which the trade unions were attending to present on the role of the trade unions.

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

RESOLVED that the report be received.

561. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS - JULY TO SEPTEMBER 2010

The Head of Human Resources and Payroll presented a report which gave details of the sickness absence/occupational health referral statistics for the period July to September 2010.

The sickness absence outturn figure for July to September 2010 was 1.97 days per full time employee compared to 2.65 days per full time employee for the same quarter in 2009. The target for July to September 2010 was 2.13 days per full time employee. It was noted that there had been a decrease in long term and short term sickness absence in the July to September 2010 period compared to the same period in 2009.

UNION / EMPLOYEE CONSULTATION COMMITTEE

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

The meeting's attention was drawn to the table in the report regarding 'outcome of occupational health referrals'; it was noted that the dates should read 2010 and 2009, and not 2009 and 2008.

A group of volunteers had been recruited to become Workplace Health Champions and all had now achieved the level 2 qualification in public health. The group would set up health promotional events and one to one sessions with staff which would complement the occupational health service, and would provide opportunities for employees and elected members to make lifestyle changes.

Unison confirmed that they would be interested in running a day with fifteen minute slots for head massages etc. This had been trialled at North East Derbyshire District Council and had been successful.

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

562. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

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

563. DRAFT WORK EXPERIENCE PLACEMENTS POLICY EXEMPT PARAGRAPH 4

The Head of Human Resources and Payroll presented a report to consult with committee members on a new policy for work experience placements. The policy set out details of responsibilities for all participants internally and externally.

In 2010 it was decided to take a more proactive approach by determining where and when work experience placements could be offered and communicating this to schools in the area.

Consultation with management groups had taken place on the new policy.

UNION / EMPLOYEE CONSULTATION COMMITTEE

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

RESOLVED that (1) the report be received,

RECOMMENDED that (2) the Work Experience Placements Policy be referred to Council for approval.

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

564. DRAFT VOLUNTEER POLICY EXEMPT PARAGRAPH 4

The Head of Human Resources and Payroll presented a report to consult with committee members on a revised Volunteer Policy.

It had been recognised that the Volunteer Policy document was too lengthy and some of the measures impractical in terms of recruiting volunteers for one off events. The Head of Human Resources and Payroll in consultation with the Head of Leisure had undertaken a review of the Policy in July 2010 and these changes were highlighted in the report.

Consultation with management groups had taken place and suggested amendments taken on board.

A short discussion took place.

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

RESOLVED that (1) the report be received,

RECOMMENDED that (2) the Volunteer Policy be referred to Council for approval.

(Head of Human Resources / Head of Democratic Services)

565. DRAFT MANAGING SICKNESS ABSENCE POLICY / PROCEDURE EXEMPT PARAGRAPH 4

The Head of Human Resources and Payroll presented a report to inform committee members of changes made to the Managing Sickness Absence Policy and Procedure following feedback from six focus groups held in February/March 2010. These changes were identified through tracked changes in the Policy and Procedure which was attached to the report.

Consultation on the suggested changes had taken place with various management groups, though it was noted that the IIP Working Group had been missed off the list of groups identified in the report. A full Equality Impact Assessment had been carried out and presented to the Equality Services Development Group where no equality issues had been raised.

UNION / EMPLOYEE CONSULTATION COMMITTEE

The Head of Human Resources and Payroll had also attended the Equalities Working Group meeting on 5th November 2010, to give detail of the history of why the revisions to the Policy and Procedure had occurred, and to clarify each of the changes made. The Equalities Working Group had suggested a further amendment to the Procedure in terms of the checklist for conducting a return to work interview contained within paragraph 4 of the procedure. It was suggested that the following additional wording be included as the first bullet point in the checklist, "Check with the employee if the medical issues may be sensitive and provide them with an opportunity to discuss these issues with a manager of the same gender".

Unison representatives sought further clarification on changes in relation to short term sickness absence.

Lengthy debate took place regarding staff using annual leave to cover short term sickness absence and concerns were raised that this could be covering underlying medical health problems. Examples of these types of situations were given by the Head of Human Resources and Payroll.

Further discussion took place regarding referrals from GPs, occupational health, adjustments in the work life balance policy to help with appointments, and other support measures which the Council offered to its employees.

The Chair suggested an additional recommendation that, in consultation with the Unions, the Policy be reviewed in twelve months time.

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

RECOMMENDED that (2) the Managing Sickness Absence Policy and Procedure be referred to Council for approval, subject to the additional wording in relation to the Return to Work checklist in the Procedure.

(3) in consultation with the Unions, the Policy be reviewed in twelve months time.

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

566. DRAFT HARASSMENT & BULLYING PROCEDURE & TRANSGENDER GUIDANCE EXEMPT PARAGRAPH 4

The Head of Human Resources and Payroll presented a report to inform committee members of revisions made to the Harassment and Bullying Procedure which also included guidance on Transgender issues as a result of the Equalities Act 2010.

UNION / EMPLOYEE CONSULTATION COMMITTEE

Changes had been made to the Harassment and Bullying Procedure as a result of feedback from managers and users that the document was too lengthy and difficult to use.

The meeting's attention was drawn to paragraph 8.2 of the Procedure. The Head of Human Resources and Payroll advised the meeting that in addition to the procedure she had produced and circulated a briefing note for employees and line managers on what they should do if cases of harassment, bullying or violence by service users were reported. Notices had also been drawn up and these were displayed at the contact centres, leisure centres and community houses – these notices made it clear to members of the public the standards of behaviour expected and that the Council would support its employees if these standards were breached.

Councillor Tomlinson left the meeting at this point.

Guidance on transgender issues in the work place had also been produced for managers and employers and had been put together following research of best practice. The guidance did not require Council approval as it was not a Policy or Procedure but was provided to the meeting for comments and any suggested changes, prior to it being made available on the intranet.

Moved by Councillor J.A. Clifton, seconded by Councillor E. Watts

RESOLVED that (1) the report be received,

RECOMMENDED that (2) the Harassment and Bullying Procedure be referred to Council for approval.

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

567. MOBILE WARDENS STAND-BY ALLOWANCES – PENSIONABLE PAY STATUS – UPDATE EXEMPT PARAGRAPH 4

The Head of Human Resources and Payroll presented a report to provide an update to committee members on a report of the same title, which was submitted to Union Employee Consultation Committee on 5th February 2010, regarding mobile warden stand-by allowances and that these payments should have been treated as pensionable since 1982.

Following consultation with the Trade Unions, and options provided to the affected employees, the financial liability for the Council was £29,309.36 and this had already been paid to Derbyshire County Council.

Moved by Councillor J.A. Clifton, seconded by Councillor E. Watts

RECOMMENDED that the report be referred to Council for retrospective approval for the £29,309.36 to be funded from Reserves.

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

UNION / EMPLOYEE CONSULTATION COMMITTEE

568. LOCAL GOVERNMENT PENSION SCHEME – CONSULTATION EXERCISE RESULTS RECOMMENDED CHANGE TO TRANSFERS- IN POLICY EXEMPT PARAGRAPH 4

The Head of Human Resources and Payroll presented a report to consult with committee members on proposed changes to the Council's policy in relation to transfers-in to the Local Government Pension Scheme following a recommendation from Derbyshire County Council that all employers in the Fund operate a common approach from 1st December 2010.

Documents received from Derbyshire County Council, which provided background and other information regarding the changes, had been made available for committee members in the Members' Rooms and also in Democratic Services.

Committee members were requested to approve an amendment to the Chief Executive Officer's delegated authority to allow him, in consultation with the section 151 Officer, to apply the discretions as covered in points 3 and 4 of the report as he/she saw fit. The Head of Human Resources and Payroll sought a further amendment to this recommendation that the consultation also include the Leader and Deputy Leader.

Moved by Councillor D. McGregor, seconded by C. Hirst

RECOMMENDED that (1) the following matters be referred to Council for approval by 1st December 2010;

1.1 Transfers-in are restricted to local authority and "Club" transfers, where reciprocal transfer arrangements operate and,

1.2 Requests for all transfers-in are restricted to the 12 month period commencing with the date a person became an active member in Derbyshire County Council's Pension Fund.

1.3 Discretion is included to allow transfers-in from non local authority and non "Club" schemes.

1.4 Discretion is included to allow transfers-in outside the 12 month period in exceptional circumstances from all schemes. Each Scheme employer is able to determine its own view on 'exceptional circumstances' but this should not be taken a Scheme member's right to a transfer,

(2) the delegation in respect of points 1.3 and 1.4 of the policy on LGPS transfers-in be delegated to the Chief Executive Officer, in consultation with the section 151 Officer, the Leader and Deputy Leader, and referred to Standards Committee for updating the Council's Constitution,

UNION / EMPLOYEE CONSULTATION COMMITTEE

(3) the option form be returned to Derbyshire County Council subject to approval at Council on 1st December 2010,

(4) Human Resources and Payroll amend the Acceptance of Appointment form in line with the decision on this Policy.

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

The meeting concluded at 1140 hours.

UNION / EMPLOYEE CONSULTATION COMMITTEE

AGENDA

Wednesday 23rd February 2011 at 1100 hours in Committee Room 1

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 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 15 th November 2010.	3 to 10
5.	Public Sector Apprenticeship Programme Update – October to December 2010.	To follow
6.	Sickness Absence/Occupational Health Statistics October – December 2010	To follow
7.	Budget Savings.	To follow
PART 2 – EXEMPT ITEMS <i>The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a</i>		
<u>Exempt – Paragraph 4</u>		
8.	Draft Corporate References Policy.	To follow
9.	Draft Probation Procedure.	To follow

Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 11th February 2011

Dear Sir or Madam

UNION EMPLOYEE CONSULTATION COMMITTEE – WEDNESDAY 23RD
FEBRUARY 2011

I refer to your recently circulated agenda for the above meeting and now enclose the following items:

Part One – Open Items

Agenda Item 5 – Public Sector Apprenticeship Programme Update – October to December 2010 (Pages 11 to 13) **Recommendation on page 13**

Agenda Item 6 – Sickness Absence/Occupational Health Statistics October – December 2010 (Pages 14 to 17) **Recommendation on page 16**

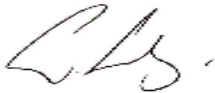
Agenda Item 7 – Budget Savings (Pages 18 to 25) **Recommendation on page 23**

**Part Two – Exempt Items
Exempt Paragraph 4**

Agenda Item 8 – Draft Corporate References Policy (Pages 26 to 34)
Recommendation on page 27

Agenda Item 9 – Draft Probation Procedure (Pages 35 to 49)
Recommendation on page 36

Yours faithfully



Chief Executive Officer

To: Chairman & Members of the Union Employee Consultation Committee



Committee:	Union Employee Consultation Committee	Agenda Item No.:	5.
Date:	23rd February 2011	Category	
Subject:	Public Sector Apprenticeship Programme Update – October to December 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 November 2010, the following Apprentices have been appointed during January to November 2010.

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

16-18 year old NEETs

All 15 apprentices have been recruited and remain on programme at the time of writing this report.

Four apprentices in this age group have achieved their apprenticeship frameworks

18+ age group

60 have been recruited since January 2010, and 47 remain on programme.

13 have left the programme;

Dismissed x 3

Moved area x 1

Resigned with no destination x 5

Found full time work x 3

Completed shortened contract x 1 – now in employment

Six apprentices in this age group have achieved their apprenticeship frameworks

An apprentice event took place on 15th December 2010, and an evaluation of this event has been undertaken to learn lessons for the future. A detailed evaluation was provided to the Apprenticeship Steering Group on 31st January 2011 and is available from Mike Gibson, Apprenticeship Co-ordinator.

A survey of apprentices, by an external consultant, is also in progress. This survey is undertaken in three stages:

- At the start of the programme
- At the mid point in the programme
- At the end of the programme

The first stage has been completed with 56 Bolsover apprentices and 24 Chesterfield Borough Council apprentices. Stage two questionnaires have been completed by 22 Bolsover apprentices. The evaluation process is designed to test confidence and wellbeing throughout the different stages; as well trying to assess the impact being on the scheme has had on their attitudes to work, views of the training programme, and relationships with colleagues, friends and family. At the present time this is showing favourable impact on all of these qualitative measures which can be used alongside the numerical data relating to success rates for completion of the apprenticeship frameworks. Full details of the evaluation results so far were presented to the Apprenticeship Steering Group on 31st January 2011 and are available from Mike Gibson, Apprenticeship Co-ordinator.

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 been 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:	23rd February 2011	Category	
Subject:	Sickness Absence/Occupational Health Statistics October – December 2010	Status	Open
Report by:	Head of Human Resources/ Payroll		
Other Officers involved:	Human Resources Officer		
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 October to December 2010 and 2009.
 - 1.1 The sickness absence outturn for the third quarter of 2010 (October to December) is shown below, with comparisons for the same period during 2009:

October to December 2010	October to December 2009
2.01 days per FTE	1.76 days per FTE

The target for October to December 2010 was 2.10 days per FTE.

The target for 2010/11 is 8.5 days, with the outturn for the nine month period to the end of December being 5.62 days.

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

The overall sickness figure is on track to outturn on target, but is higher than the same quarter last year due to an increase in long term sickness absence as can be seen from the breakdown of figures below.

	Long Term	Short Term
October to December 2010	1.00 days per FTE	1.02 days per FTE
October to December 2009	0.65 days per FTE	1.12 days per FTE

However, the long term sickness figure is still lower than the same quarter in 2008, when long term sickness was running at 1.19 days per FTE.

- 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:

	Oct- Dec 2010	Oct-Dec 2009
Rehabilitation	7	5
Resigned	0	0
Dismissal	1	0
Ill Health Retirement	0	0
Outstanding	1	0
TOTAL	9	5

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

Reasons for Long Term Sickness Absence		
Reason for Absence	No. of Employees Citing this Reason Apr-June 2010	No. of Employees Citing this Reason Apr-June 2009
Muscular Skeletal	2	2
Stress/Depression	2	1
Back/Neck	2	0
Neurological	1	0
Ear/Nose/Mouth	1	1
Chest	1	0
Heart/Blood Pressure	0	1
TOTAL	9	5

- 1.4 Details of health surveillance events, held during the period October - December 2010, are given below:

Three clinics were held during this period audiometry, driver medicals and hand arm vibration assessments for 46 employees.

There have been 4 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

The report be received.

ATTACHMENT: Y (1)

FILE REFERENCE: N/A

SOURCE DOCUMENT: N/A

BVPI12 - OCTOBER TO DECEMBER 2010 LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE FTE 9 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
CHIEF EXECS DIRECTORATE							
CHIEF EXECUTIVES AND PARTNERSHIP	6.00	7	1.17	0	7	0.00	1.17
CONTACT CENTRES	23.75	26	1.09	0	26	0.00	1.09
CUSTOMER SERVICE/PERFORMANCE	11.93	13	1.09	0	13	0.00	1.09
HUMAN RESOURCES AND PAYROLL	10.90	15	1.38	0	15	0.00	1.38
APPRENTICES	54.50	184.5	3.39	45	139.5	0.83	2.56
LEGAL/DEMOCRATIC DIRECTORATE							
DEMOCRATIC	11.10	34	3.06	27	7	2.43	0.63
LEGAL/LICENSING AND LAND CHARGES	12.10	14	1.16	7	7	0.58	0.58
RESOURCES DIRECTORATE							
FINANCE	11.04	2.5	0.23	0	2.5	0.00	0.23
PROCUREMENT	3.00	0	0.00	0	0	0.00	0.00
ICT	9.50	5	0.53	0	5	0.00	0.53
REVENUES	37.98	38	1.00	0	38	0.00	1.00
NEIGHBOURHOODS							
LEISURE	46.86	40.5	0.86	20	20.5	0.43	0.44
COMMUNITY	15.00	10	0.67	0	10	0.00	0.67
STREET SERVICES	97.69	278	2.85	168	110	1.72	1.13
HOUSING (REPAIRS AND MANAGEMENT)	115.67	351.5	3.04	263	88.5	2.27	0.77
DEVELOPMENT							
PLANNING/ENVIRONMENTAL HEALTH	34.60	15.5	0.45	0	15.5	0.00	0.45
REGENERATION	40.70	61	1.50	16	45	0.39	1.11
DEVELOPMENT ADMIN	5.26	7	1.33	0	7	0.00	1.33
GRAND TOTAL	547.58	1102.50	2.01	546	556.50	1.00	1.02

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

Housing includes Repairs and Maintenance and Warden Service

Regeneration includes Security, Markets, Env Health Residential

Legal includes Land Charges and Licensing

Committee:	Union Employee Consultation Committee	Agenda Item No.:	7.
Date:	23rd February 2011	Category	
Subject:	Budget Savings	Status	Open
Report by:	Chief Executive Officer and Head of Human Resources/Payroll		
Other Officers involved:			
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 ensuring planned cost reductions take place to match reduced budgets.

TARGETS

The subject matter of this report does not directly contribute to a target in the Corporate Plan.

VALUE FOR MONEY

The proposals deliver value for money for the Council and its customers, by ensuring expenditure on employee related costs is contained within the reduced budgets from 2011 onwards

THE REPORT

Background

Information was provided to Elected Members and Trade Unions in November 2010 giving information on the Council's likely financial position in view of the Comprehensive Spending Review announcements. This information was based on replicating the national figures for Bolsover, with grant being cut by 19.7% in cash terms over the 4 year period amounting to £1,561,607. This being front loaded over the four years as follows:-

2011/12	43%	= £671,491
2012/13	30%	= £468,482
2013/14	4%	= £62,464
2014/15	23%	= £359,170

Other budget pressures were set out which in total meant that we would have to reduce budgets by some £4m by March 2015.

In mid December 2010, the provisional settlement for Bolsover was announced. This is for two years as set out below:-

2011/12	£995,000
2012/13	£650,000

Initial Action Taken

In view of the extent of the budget reductions announced, it was recognised that we needed to start taking action as soon as possible to make the savings needed. Reports were submitted to Full Council for approval on 17th December 2010, which achieved the following reductions in budgets from April 2011 onwards:

1. 25 vacant posts were disestablished resulting in a recurring budget saving in excess of £591,000.
2. 8 employees were granted voluntary redundancy resulting in recurring budget savings of £179,000 (albeit with one off costs of £151,631 having to be met to fund redundancy and pension strain costs).
3. Agency budgets reduced by £65,490 per annum.
4. Rationalisation of working patterns for Mobile Wardens generating ongoing savings of £23,417 per annum.

During January 2011 an analysis will be undertaken of the information gathered from employees at Appraisal Reviews to determine who may wish to take advantage of the following options:-

- Voluntary redundancy
- Reduced Working Hours
- Unpaid Extended Career Breaks
- Buying additional annual leave

This information will be considered as part of service reviews and it is hoped that this will lead to further reports throughout the next 12 months to Full Council in terms of voluntary redundancies. Implementation of other cost saving measures will be introduced where possible from 1 April 2011, to try and minimise the need for compulsory redundancies.

Further Cost Saving Measures

At the Management Team Trade Union Liaison meetings in September, November and January, discussions have been held regarding proposals relating to:

- Termination of the lease car scheme
- Termination of the facility to apply for car loans
- Review of the Essential/Casual Car User Scheme
- A pay freeze for 2011/12

The following management proposals were put to the trade unions for consultation purposes at the Management Team Trade Union Liaison meeting on 26 January 2011.

Termination of Lease Car Scheme

There are currently 32 lease car users.

Following discussions with the trade unions in November 2010, it was agreed to put on hold the ordering of any new lease cars for both new and existing users with immediate effect. This was to allow time for the implications of the review of the essential/casual car user scheme to be assessed.

It is now proposed to terminate the lease car scheme. All existing lease car users will be allowed to retain their existing lease car until the lease expires. This means that the lease car scheme will cease completely by 1st April 2014.

To ensure equality of treatment with those employees in receipt of the essential car user allowance, it will be necessary to adjust the contribution the Council makes to this scheme from 1st April 2013, to bring this in line with the current essential car user changes referred to later in this report. This will only affect 9 employees at this time based on current information and will cost the Council a maximum of £4,000 in total. This figure may be reduced if any of the employees leave prior to 1st April 2013.

The Council is currently investigating options such as salary sacrifice car leasing to identify whether this would be a suitable alternative to offer to all employees.

Car Loans

Car loans have traditionally been made available to any employee designated as a car user. However, since 1st May 2009 these have been suspended because of the interest rates as a result of the economic climate. A detailed explanation is provided at Appendix 1.

It is unlikely that this situation will change in the short term, due to the current economic climate. It is, therefore, proposed to cease the provision of car loans from the Council with immediate effect.

Essential/Casual Car User Scheme

There are currently 161 essential users and 78 casual users.

The framework for car allowances is set out in the National Joint Council for Local Government Services - National Agreement on Pay and Conditions of Service (Green Book). Part 2 of the Green Book contains key national provisions which are for application by all local authorities and are standard throughout the UK. This states:

Where an employing authority authorises an employee to use a private car on official business, the employee will receive an allowance in accordance with the provision set out in Part 3 Section 6.

Part 3 contains other national provisions which are modified by local negotiation. This states:

Employees required to use their motor vehicles for the efficient performance of their duties will receive allowances for the use of their motor vehicles on business only after being so authorised by the local authority. The local authority may determine whether the use is casual or essential and the cubic capacity of car considered appropriate.

The rates agreed nationally from 1st April 2010 are:

Essential Users	451 - 999cc	1000 - 1199cc	1200 - 1450 cc (and above)
Lump Sum per annum	£846	£963	£1239
per mile first 8,500	36.9p	40.9p	50.5p
per mile after 8,500	13.7p	14.4p	16.4p
Casual Users	451 - 999cc	1000 - 1199cc	1200 - 1450 cc (and above)
per mile first 8,500	46.9p	52.2p	65.0p
per mile after 8,500	13.7p	14.4p	16.4p

The total cost of this scheme for 2009/10 was £346,222 (including lease car users). Based on the increases in lump sum allowances/mileage rates the estimated cost for 2010/11 is £369,623.

Three options have been considered as follows:

- Review essential user status by introducing local criteria such as a mileage threshold, but retain all three bands of the national scheme. This would generate savings of between £76,000 and £151,000 depending on the mileage threshold used.
- Review essential user status by introducing local criteria such as a mileage threshold and limit payments to the bottom banding of the national scheme for both essential and casual car users, i.e. for cars 451-999 cc. This would generate between £82,000-£199,000 dependent on

- the mileage threshold used.
- Replace the existing national scheme with HMRC business travel rates – currently 40p per mile – for all business mileage. This would generate savings of £220,000 per annum based on current mileage levels.

A detailed report was submitted to SMT/Extended Management Team and Management Team Trade Union Liaison in August/September 2010. Analysis was requested of the impact of this proposal on different grades if a mileage threshold was to be introduced. An indication of the gender equality impact for each mileage threshold was also included. This analysis is attached at Appendix 2 and demonstrated that care needed to be taken if using a mileage threshold as too low a mileage threshold would impact on more females than males.

Concern was expressed regarding the potential for the introduction of a mileage threshold encouraging employees to undertake more journeys to reach the threshold and so other local criteria were considered such as number of journeys per week. However, based on an assessment of the data held, this again appeared to present difficulties.

Now that the extent of budget reduction is known, it is proposed to introduce the HMRC rate of 40p per mile from 1st April 2013. It is felt that this option will generate the maximum savings for the Council, and by providing a two year notice period will overcome the equalities issues for essential users compared to lease car users.

It is also proposed that in the interim, i.e. for 2011/12 and 2012/13, that the car mileage allowances/mileage rates for both essential and casual car users are frozen. Any national increases will not be applied.

A full equality impact assessment has been conducted on this proposal and no equalities issues have been identified.

Pay Freeze 2011/12

It is proposed to introduce a pay freeze for all employees for the financial year 2011/12, regardless of the outcome of the national pay negotiations. This will generate a one year saving of approximately £240,000.

ISSUES FOR CONSIDERATION

Consultation on the following management proposals commenced in January 2011:

1. Termination of the lease car scheme – with the Council contribution to this scheme being amended from 1st April 2013. This will incur a maximum cost of £4,000, but will lead to savings as set out under the review of the essential/casual car user scheme.
2. Termination of the provision of car loans.
3. Replacement of the national car user scheme with the HMRC mileage rate for cars from 1st April 2013. This will generate recurring savings of £220,000 per annum from 2013/14 onwards.

4. Current car allowances/mileage rates will be frozen for 2011/12 and 2012/13, to maintain current costs during the implementation period of the car scheme changes.
5. Pay Freeze for 2011/12 only. This will generate a one off saving of £240,000

The trade unions will be consulting their members on these proposals, which are necessary to reduce the need for compulsory redundancies, and will feed back their consultation comments at the meeting.

IMPLICATIONS

Financial : £240,000 for 2011/12 only. £220,000 per annum from 2013/14 onwards

Legal : Management proposals are subject to consultation under the Information and Consultation Regulations

Human Resources : Following consultation – communication/implementation of the proposals will need to be undertaken.

RECOMMENDATION(S)

1. **Consultation feedback be received and considered by management side.**
2. **Following consideration of the consultation feedback a report be submitted to Council setting out the final management proposals for approval.**

ATTACHMENT: Y (2)
 FILE REFERENCE: N/A
 SOURCE DOCUMENT: N/A

FOR INFORMATION

TITLE: Assisted Car Purchase Scheme

DATE:

FILE NAME: Interest Rate May 2009

OPEN

PURPOSE OF THE REPORT

To advise about the interest rate for car loans provided under the Assisted Car Purchase Scheme with effect from 1st May 2009.

It was resolved at the meeting of the Policy and Resources Committee of 29th July 1998 (minute 498) that the interest rate under the Assisted Car Purchase Scheme is reviewed annually and set at 1% below the official interest rate for the Revenue Support Grant as contained in the Local Government Finance Report. It was further resolved that the effective date of any change would be 1st May each year.

The Local Government Finance Report for 2008/2009 indicated that the interest rate for the Revenue Support Grant will be 5.5%. Therefore the interest rate for any Assisted Car Purchase Scheme loans made on or after 1st May 2009 will be 4.5%.

Issues for Consideration

The Inland Revenue Official Loan rate for the year 2009/2010 is 4.75%, therefore provided this rate stays above 4.5% there are no tax implications arising from this change. If this position changes during the year, the interest rate will be reviewed and members advised of the outcome.

Credit Licence: provided the council does not exceed 1% above the base rate it will not require a credit licence. The current base rate is 0.5%, therefore if the rate offered by the council is above 1.5% a credit licence is due. This is the case from May 2009.

Due to the Interest Rates meaning the Council would need a Credit Licence which would increase costs and administration the decision was taken to suspend Car Loans until the economic climate changed. Employees who currently have a loan are not effected.

Appendix 2

Mileage Threshold Analysis

GRADE

Mileage Threshold (miles)	F 1	M 1	F 2	M 2	F 3	M 3	F 4	M 4	F 5	M 5	F 6	M 6	F 7	M 7	F 8	M 8	F 9	M 9	F 10	M 10	F 11	M 11	F 12	M 12	SOL F	DIR M	CEOM	FEMALE	MALE	Total
1,000							1	1	1	2	1	3	1	3	8	9	3	1	2	3	1	3	2	3	1	2		40	30	70
1,500									4	1	1		2	3	2	2			1		1			1				11	7	18
2,000									1	3			2	6	1	3	1		1		1	1		2			1	7	16	23
2,500									1	3		4	2	1	4	3						1						7	12	19
3,000									1	1	1			1	1													3	2	5
4,000								1	1			2	1	1		3		2										2	9	11
5,000									1	1	1			2		2												2	5	7
8,500						2			1	0				5														1	7	10
Total grade	0		0		2		3		32		13		39		38		7		7		8		8		1	2	1	73	88	161

*1 male employee currently exceeds the 8,500 mileage threshold