

## **UNION / EMPLOYEE CONSULTATION COMMITTEE**

Minutes of a meeting of the Union/Employee Consultation Committee of the Bolsover District Council held in the Council Chamber, Sherwood Lodge, Bolsover, on Wednesday 20<sup>th</sup> April, 2011 at 1100 hours.

### **PRESENT:-**

Councillor E. Watts - Chair

### Council Representatives:-

Councillors R.J. Bowler, Mrs. P.M. Bowmer, J.A. Clifton, B.R. Murray-Carr, A.F. Tomlinson, K.F. Walker and A. Waring

### Unison Representatives:-

G. Buxton, R. Farnsworth, R. Frisby, C. Hirst, A. Lowery, N. Potter and J. Woods.

### Unite Representatives:-

C. Dodsworth and S. Sambrooks.

### Officers:-

S.E.A. Sternberg (Solicitor to the Council), L. Keeling (Head of Human Resources & Payroll) and A. Bluff (Democratic Services Officer).

Also in attendance at the meeting was P. Burrows (Unison) and L. Cheong (Unison), observing.

### **1059. APOLOGIES**

Apologies for absence were received from Councillors J. E. Bennett, K. Bowman, D. McGregor and W. Lumley (Chief Executive Officer).

### **1060. URGENT ITEMS**

The Chair advised the meeting of an urgent item of business to be considered, being a 'Proposal of One Minutes Silence at Midday on Thursday 28<sup>th</sup> April 2011, in support of 'International Workers Memorial Day'. This item would be discussed after agenda item 8; Corporate Learning and Development Evaluation Report 2009/10.

## UNION / EMPLOYEE CONSULTATION COMMITTEE

### 1061. DECLARATIONS OF INTEREST

Minute No.	Member	Level of Interest
1065	Councillor A. Waring	Personal and Prejudicial
1072	Councillor A Waring	Personal

### 1062. MINUTES – 23<sup>rd</sup> FEBRUARY 2011

Moved by Councillor B.R. Murray Carr, seconded by C. Hirst

**RESOLVED** that the minutes of a meeting of the Union/Employee Consultation Committee held on 23<sup>rd</sup> February 2011 be approved as a correct record.

### 1063. CORPORATE PLAN EMPLOYEE CONSULTATION

The Head of Human Resources and Payroll presented a report on behalf of the Head of Customer Service and Performance.

The report advised of a requirement for a new Corporate Plan for the period 2011 to 2015 in line with the next civic period. Consultation with employees, stakeholders and customers would be carried out and a 'Make Your Views Count' survey had already been circulated to employees, a copy of which was attached to the report. Similar surveys had been issued to customers, stakeholders and elected members. Deadline for completion of the survey was Thursday 21<sup>st</sup> April 2011.

Moved by C. Hirst, seconded by Councillor E. Watts

**RESOLVED** that the report be noted.

### 1064. PUBLIC SECTOR APPRENTICESHIP PROGRAMME UPDATE; OCTOBER TO MARCH 2011

The Head of Human Resources and Payroll presented a report which gave details of the Public Sector Apprenticeship Programme for the period January to November 2010.

The total number of apprentices employed in the 16 to 18 year age group was 15; this brought the project to its total number of apprentices in place for that age group.

In the 18 year plus age group, 60 apprentices had been recruited and 47 remained on programme. Fifteen apprentices had left the programme for various reasons.

Some apprentices, in both groups, were moving up to NVQ level 3 apprenticeships or additional training interventions.

## UNION / EMPLOYEE CONSULTATION COMMITTEE

An External Consultant was currently undertaking a survey of apprentices and this would be done in three stages; at the start of the programme, middle, and at the end of the programme. Some of the apprentices would be leaving in July 2011 and proceeding on to 'Pathways to Progression', which entailed training in job search, curriculum vitae construction and interview skills etc. This was to be delivered in 5 day blocks to small groups by specialist trainers.

Moved by Councillor B.R. Murray-Carr, seconded by C. Hirst  
**RESOLVED** that the report be received.

Councillor Waring declared a personal and prejudicial interest in the following item and left the meeting.

### **1065. FEEDBACK FROM BUDGET SAVINGS REPORT**

The Head of Human Resources and Payroll presented a report which gave details of feedback in relation to the Budget Savings Report presented at the last meeting.

Feedback had been received from;

- non Trade Union employees,
- a Unison meeting held on 28<sup>th</sup> March 2011, and,
- other non Trade Union employees received after the 31<sup>st</sup> March 2011 deadline.

Lengthy discussion took place.

It was agreed that Unison be given one month to look at alternative budget savings. This additional information would be considered at a Management Team/Trade Union Liaison meeting, following which a further report would be brought to the next UECC meeting.

Moved by Councillor E. Watts, seconded by C. Hirst  
**RESOLVED** that Unison be given one month to look at alternative budget savings and, following further discussion at Management Team/Trade Union Liaison, a further report be brought to UECC.

(Unison / Head of HR/Payroll)

Councillor Waring returned to the meeting.

### **1066. CORPORATE LEARNING & DEVELOPMENT EVALUATION REPORT 2009/10**

The Head of Human Resources and Payroll presented information in relation to proposed changes to the Corporate Learning and Development Evaluation Report for 2010/11.

## UNION / EMPLOYEE CONSULTATION COMMITTEE

The Corporate Learning and Development Evaluation Report was compiled using post learning and development evaluation forms which were completed at appraisal and appraisal review with input from the Appraiser and Employee. Due to the amount of detail and work involved in putting together the report, discussions had taken place with Senior Management Team, Extended Management Team, Appraisals Working Group and the IIP Working Group to make changes to the production of the report and how it was formulated. A template of the new form was attached to the report.

Moved by C. Hirst, seconded by Councillor E. Watts

**RESOLVED** that the proposed changes to the Corporate Learning and Development Evaluation Report for 2010/11 onwards be noted.

**1067. URGENT ITEM OF BUSINESS  
PROPOSAL OF ONE MINUTES SILENCE AT MIDDAY ON  
THURSDAY 28<sup>TH</sup> APRIL 2011 IN SUPPORT OF INTERNATIONAL  
WORKERS MEMORIAL DAY**

C. Hirst gave details of a request which had been made to her that the Authority takes part in a 'one minute silence' at midday on Thursday 28<sup>th</sup> April 2011, in support of 'International Workers Memorial Day'.

Councillor Watts requested that this be carried out via the Communications Officer in the Customer Service and Performance Department.

A short discussion took place.

Moved by C. Hirst, seconded by Councillor E. Watts

**RESOLVED** that the Authority take part in a 'one minute silence' at midday on Thursday 28<sup>th</sup> April 2011, in support of 'International Workers Memorial Day'.

(C. Hirst (Unison) / Communications Officer)

**1068. 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.

## UNION / EMPLOYEE CONSULTATION COMMITTEE

### 1069. DRAFT LEARNING AND DEVELOPMENT POLICY EXEMPT PARAGRAPH 4

The Head of Human Resources and Payroll presented a report to seek Committee's feedback in relation to changes made to the Learning and Development Policy.

Following a full review, amendments had been made to the policy, and these key changes were itemised in the report.

Consultation on the revised policy had taken place with Senior Management Team (SMT), Extended Management Team (EMT), Heads of Service (outside EMT), Investors in People Working Group and the Appraisal Working Group. Suggested amendments had been taken on board and a final draft policy was attached to the report.

Moved by Councillor E. Watts, seconded by C. Hirst  
**RESOLVED** that 1) the report be received,

**RECOMMENDED** that 2) the draft Corporate Learning and Development Policy be referred to Council for approval.

(Head of HR/Payroll / Head of Democratic Services)

### 1070. DRAFT HOME WORKING POLICY EXEMPT PARAGRAPH 4

The Head of Human Resources and Payroll presented a report to seek Committee's feedback in relation to changes made to the Draft Home Working Policy.

The Policy had been reviewed to clarify the provisions around submitting an application for home working and the different rules which apply to ad hoc home working and contracted home working.

Consultation on the revised policy had taken place with Senior Management Team (SMT), Extended Management Team (EMT) and Heads of Service (outside EMT). Suggested amendments had been taken on board and a final draft policy was attached to the report.

C. Hirst raised concern that as tracked changes did not appear on the report, making it unclear where the changes had been made, the report be deferred until the next UECC meeting to enable Unison to consult with their members on the changes made to the draft policy.

Moved C. Hirst, seconded Councillor E. Watts

**RESOLVED** that the report be deferred until the next meeting of UECC to enable Unison to consult with Unison Members on the changes made to the draft policy.

(Unison /Head of HR/Payroll / Head of Democratic Services)

## UNION / EMPLOYEE CONSULTATION COMMITTEE

### 1071. ABOLITION OF DEFAULT RETIREMENT AGE

The Government's abolition of the default retirement age of 65 would come into effect for all employees who reach the age of 65 on or after 1<sup>st</sup> October 2011.

The Head of Human Resources and Payroll presented a report to inform Committee of the transitional arrangements put in place for employees who reach the age of 65 on or before 30<sup>th</sup> September 2011 and employees who are currently working beyond age 65. These arrangements were set out in a flow chart attached to the report.

Appraisal paperwork and guidelines had been updated to reflect the change. Information would also be put on ERIC to replace the Age Retirement Policy.

Moved by Councillor E. Watts, seconded by C. Hirst

**RESOLVED** that the report be received.

Councillor Waring declared a personal interest in the following item and stayed in the meeting.

### 1072. PROPOSED CHANGE TO GRADING REVIEW PROCEDURE/PROCESSES

It was agreed to defer the Proposed Change to Grading Review Procedure/Processes Report to the next meeting.

Moved by Councillor E. Watts, seconded by C. Hirst

**RESOLVED** that the report on the proposed changes to the Grading Review Procedure/Processes be deferred to the next meeting of UECC.

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

### 1073. EXIT INTERVIEWS 1<sup>ST</sup> APRIL 2010 TO 31<sup>ST</sup> MARCH 2011 EXEMPT PARAGRAPH 11

The Head of Human Resources and Payroll presented a report which gave exit interview information and a summary of primary reasons for permanent employees leaving the Authority for the period 1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2011. Comparisons with 1<sup>st</sup> April 2009 to 31<sup>st</sup> March 2010 were also provided for comparison.

Moved by Councillor E. Watts, seconded by C. Hirst

**RESOLVED** that the report be received.

The meeting concluded at 1150 hours.