

# **UNION / EMPLOYEE CONSULTATION COMMITTEE**

**WEDNESDAY  
7<sup>TH</sup> MARCH 2012  
AT 1100 HOURS IN THE  
COUNCIL CHAMBER**

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Date: 21<sup>st</sup> February 2012

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 Bolsover District Council to be held in the Council Chamber, Sherwood Lodge, Bolsover, on Wednesday, 7<sup>th</sup> March, 2012 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 - F49 – 1000 hours  
Unions - Committee Room 1 – 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 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 72 and 73.

Yours faithfully,



Chief Executive Officer

To: Chairman and Members of the Union/Employee Consultation Committee

**Tel** 01246 242424 **Fax** 01246 242423 **Minicom** 01246 242450  
**Email** [enquiries@bolsover.gov.uk](mailto:enquiries@bolsover.gov.uk) **Web** [www.bolsover.gov.uk](http://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 Wednesday 10<sup>th</sup> August, 2011 at 1100 hours.

### **PRESENT:-**

Council Representatives:-

Councillors R.J. Bowler, K. Bowman, Mrs. P.M. Bowmer, J.A. Clifton, J.E. Hall, D. McGregor, B.R. Murray-Carr, K. Reid, A.F. Tomlinson, K.F. Walker, E. Watts, G.O. Webster and A.M. Syrett.

Unison Representatives:-

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

Unite Representatives:-

C. Dodsworth, S. Sambrooks and T. Walker

Officers:-

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

### **295. APOLOGIES**

Apologies for absence were received from W. Lumley (Chief Executive Officer), J. Hendy (Unison) and C. Gillfillan (Unison).

### **296. ELECTION OF CHAIR (UNION SIDE)**

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

**RESOLVED** that A. Lowery be elected Chair of the Union/Employee Consultation Committee for the ensuing year.

A. Lowery in the Chair.

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### 297. APPOINTMENT OF VICE CHAIR (MEMBER'S SIDE)

Moved by Councillor K. Bowman, seconded by Councillor B.R. Murray-Carr  
**RESOLVED** that Councillor E. Watts be appointed Vice Chair of Union/Employee Consultation Committee for the ensuing year.

### 298. URGENT ITEMS

There were no urgent items of business to consider.

### 299. DECLARATIONS OF INTEREST

There were no declarations of interest made.

### 300. TERMS OF REFERENCE

The Terms of Reference were submitted for the meetings consideration.

The Head of Human Resources and Payroll referred to paragraph 12 under the heading, 'Procedure', and stated that this should now be changed from 'ACAS' to 'provincial joint secretaries'.

Moved by Councillor B.R. Murray-Carr, seconded by Councillor G.O. Webster  
**RESOLVED** that paragraph 12 under the heading, 'Procedure', be amended to;

(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 the **provincial joint secretaries** if necessary".

Unison referred to paragraphs 2 and 3 under the heading, 'Membership', and stated that as the composition for both the Employers side and the Employees side was now twelve, this would need amending in the Terms of Reference.

Moved by Councillor E. Watts, seconded by G. Buxton  
**RESOLVED** that paragraphs 2 and 3 under the heading, 'Membership', be amended to;

(ii) The composition of the Employers' Side of the Committee shall be **twelve** 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

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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 **twelve** representatives selected by the local branch of the Trade Union representing the employees, together with full-time Trade Union officials (if required).

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

**RESOLVED** that subject to the inclusion of the above amendments, the Terms of Reference for the Union/Employee Consultation Committee, be agreed.

**RECOMMENDED** the amendments be referred to Standards Committee for changes to the Constitution.

(Solicitor to the Council & Monitoring Officer / Head of Democratic Services)

### **301. MINUTES – 20<sup>th</sup> APRIL 2011**

Moved by Councillor G.O. Webster, seconded by Councillor E. Watts

**RESOLVED** that the minutes of a meeting of the Union/Employee Consultation Committee held on 20<sup>th</sup> April 2011 be approved as a correct record.

### **302. PUBLIC SECTOR APPRENTICESHIP PROGRAMME**

The Head of Human Resources and Payroll presented a report which gave details of the Public Sector Apprenticeship Programme for the period April to June 2011.

The 15 apprentices in the 16 to 18 year age group remained on programme at the end of June, though one apprentice had tendered his resignation and had left on 5<sup>th</sup> July. Five of these apprentices had achieved their level 2 apprenticeship frameworks.

In the 18 plus age group, 40 out of the 61 recruited since January 2010 remained on programme. Reasons for the 21 leavers were given in the report of which six were dismissals. Unison raised concern with regard to the high level of dismissals and that none of these were Unison members. The Head of Human Resources and Payroll replied that this group were from the long term unemployed and as such should not be compared with the dismissal rates of other employees. All support measures had been put in place prior to dismissal. She also added that all apprentices were provided with information on joining a Union at induction stage.

It was reported that further bids had been submitted to allow the continuance of the apprenticeship programme but one of these bids had been unsuccessful. Councillor Watts informed the meeting that he had recently been advised that the second bid

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had also been unsuccessful. He added that although there was a high level of dismissals, the positive outcomes from the scheme should be focused on. Natasha Engel, Labour MP for North East Derbyshire, had looked into the apprenticeship scheme and had met Bolsover's apprentices. The apprentices realised and appreciated the opportunity they had been given, which had changed their lives. Apprentices at the Royal Hospital had been put into permanent employment and the hospital had approached the Authority directly for further apprentices.

A Unison representative raised a question with regard to multi-agency work and how vulnerable young people could be protected.

Councillor Watts and the Head of Human Resources and Payroll replied that a lot of 'behind the scenes' work was carried out to support apprentices and added that it would be worthwhile for the Unison representative to speak further with the Apprenticeship Co-ordinator regarding this.

Councillor Reid added that the apprentices were having a get together day in September at the Assembly Rooms in Bolsover and suggested that the Unions could go along to this. The Head of Human Resources and Payroll added that Graham Emberton from Unison, and Mark Young from UNITE had previously attended a meeting with the apprentices.

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

### **303. EQUALITIES MONITORING REPORT**

The Head of Human Resources and Payroll presented a report in respect of Equalities Monitoring Data on the Council's performance on equalities issues in relation to its employment practices.

Unison requested clarification on recommendation two in the report. The Head of Human Resources and Payroll replied that this was with regard to looking at correcting any adverse trends in data.

The Head of Human Resources and Payroll advised the meeting of an error on the report and that it covered the period April to June 2011 and not January to March 2011 as stated.

Councillor Syrett raised a question in relation the word 'gay' being used in the Council's monitoring forms instead of 'homosexual'. The Head of Human Resources and Payroll replied that this was the terminology that had always been used and no issues had been raised from the Equality and Improvement Officer regarding this.

Councillor Tomlinson raised whether the data outlining where applicants had seen the vacancies was useful to the Committee. It was agreed that for future reports this information was not needed.

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Moved by Councillor G.O. Webster, seconded by Councillor E. Watts

**RESOLVED** that (1) the report be noted,

(2) data relating to where the candidates had seen the advert should not be included in future reports.

(Head of Human Resources and Payroll)

### **304. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS 2010/11**

The Head of Human Resources and Payroll presented a report in respect of sickness absence/occupational health statistics. The report was for monitoring purposes only and there were no specific issues for consideration.

Unison queried if the report needed to be presented to UECC as it was also presented to Safety Committee. The Head of Human Resources and Payroll replied that she had been asked to present the report to both committees.

A short discussion took place and it was agreed that the report continue to be presented to UECC.

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

**RESOLVED** that the Sickness Absence/Occupational Health Statistics Report continue to be presented to UECC.

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

The sickness/absence target for 2010/11 was 8.4 days and the outturn was 7.97 days compared to 8.39 days for 2009/10. A breakdown by department was attached to the report.

There were 48 occupational health referrals in 2010/11 compared to 47 in 2009/10. A breakdown of reasons for these was included in the report.

The meeting's attention was drawn to the figures regarding the top three causes of sickness absence in 2010/11 and the Head of Human Resources and Payroll advised that some of the figures were incorrect in the table. The figure for number of days lost due to muscular/skeletal illnesses was correct at 1137. The figure regarding stress should be 483 and not 481, and the figure for infections should be 447 and not 444, this bringing the total number of days lost to 2067.

The Head of Human Resources and Payroll reported that out of the 16 number of employees citing muscular/skeletal as reason for absence, only two of these cases were work related.

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A number of routine health surveillance clinics had been held during the financial year 2010/11 and had covered topics such as hand arm vibration, audiometry, driver medicals, blood tests, and hepatitis B immunisations to 'at risk' groups.

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

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

### 305. DRAFT PEOPLE STRATEGY 2011-15

The Head of Human Resources and Payroll presented the draft People Strategy 2011-15 for Committee's consideration and to suggest any amendments necessary to the Strategy.

An evaluation of the key outcomes for the People Strategy 2008-11 was included in the Draft People Strategy 2011-15 at appendix one and a summary of these outcomes was included in the body of the report. It was noted that the key outcomes did not include the apprenticeship programme, as this was introduced following production of the People Strategy.

Appendix two outlined key improvement activities focusing on the key challenges relating to reductions in budgets, and the implementation of the Strategic Alliance. Until the implementation of the Strategic Alliance and the Corporate Plan was finalised, it was not possible to produce a four year strategy and so it had been agreed to commence a refresh of the Strategy in April 2012.

With regard to 'Savings Targets' at Appendix two, Unison raised concern that they had not been provided with any updates or meetings for further negotiation and consultation as previously agreed to by management. A number of savings ideas had also been put forward with no feedback from management. Unison expected a greater involvement than what was currently being given.

A lengthy discussion took place.

Councillor Watts replied that full consultation with the Unions would be put in place, though not all information could be provided as some information was 'sensitive'.

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

(2) the Draft People Strategy 2011-15 be referred to Council for approval.

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



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### 306. BUDGET SAVINGS

The Head of Human Resources and Payroll presented a report regarding proposed budget savings in relation to changes to the car allowances/lease car scheme. The Head of Human Resources and Payroll also circulated the latest savings strategy to the meeting.

Feedback from the Unions and non trade union employees regarding these changes had been presented to the UECC meeting in April 2011, and following debate, it had been agreed that further feedback on alternative suggestions be presented to a meeting of the Management Team/Trade Union Liaison for discussion. This additional feedback had been presented to Management Team/TUL in June and was now attached to the report. Detailed feedback had been provided to the UNISON separately. The report set out the current position on the proposals along with a response from the Director of Resources in respect of car loans.

It was noted that the Employer's side proposals remained unchanged in view of the funding gap which exists over the next three years.

Unison raised concern that the length of time between receiving the UECC agenda and the meeting taking place, did not give the Unions time to consult with their Members.

A lengthy discussion took place.

### 307. LUNCH TIME ADJOURNMENT

The time being 1230 hours consideration was given as to whether the day's business could be concluded by 1400 hours.

Moved by Councillor E. Watts, seconded by Councillor A.F. Tomlinson  
**RESOLVED** that in view of the number of items remaining on the agenda, the meeting should continue.

### 306. BUDGET SAVINGS (Continued)

Unison further raised concern that they had not received updates on a number of issues regarding the savings strategy, only the update circulated at this meeting by the Head of Human Resources and Payroll.

Following further lengthy discussion it was agreed to refer the decision to the dispute resolution procedure set out in the National Agreement (Green Book).

Moved by Councillor D. McGregor, seconded by C. Hirst  
**RESOLVED** that (1) following consideration of the consultation feedback from both sides, referral be made to the dispute resolution procedure set out in the

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National Agreement (Green Book), in respect of the proposed changes to the NJC Car Allowance Scheme, the Lease Car Scheme and the withdrawal of the provision of car loans,

(2) the employer's side position that it was not prepared to agree to binding arbitration through ACAS be noted.

(Head of Human Resources and Payroll)

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

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

**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.

### 309. DRAFT TRADE UNION FACILITIES AGREEMENT 2011 EXEMPT PARAGRAPH 4

The Head of Human Resources and Payroll presented a report in respect of the draft Trade Union Facilities Agreement.

Consultation on the draft Trade Union Facilities Agreement had taken place with UNISON/UNITE representatives, Senior Management Team, Extended Management Team, Heads of Service (outside Extended Management Team) and suggested amendments had been made which could be seen as tracked changes in the document attached to the report.

A discussion took place with regard to the Unions having their own, and, direct access to a web page on the Council's intranet. It was made clear that the Council had no objections to this, but that this would be subject to the Government Publicity Code.

Councillors Clifton and Bowman left the meeting at this point.

Moved by Councillor E. Watts, seconded by Councillor G.O. Webster

**RESOLVED** that (1) the report be received,

(2) the Trade Union Facilities Agreement be referred to Council for approval.

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

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### 310. DRAFT GRADING REVIEW PROCEDURE 2011 EXEMPT PARAGRAPH 4

The Head of Human Resources and Payroll presented the draft Grading Review Procedure 2011 for Committee's consideration and feedback.

A report had been submitted to UECC in April 2011; however, this had been deferred and as a result had provided time for a full review of the Grading Review Procedure to take place.

Consultation on the draft Grading Review Procedure had taken place with Senior Management Team, Extended Management Team, Heads of Service (outside Extended Management Team) and UNISON/UNITE representatives with suggested amendments taken on board which could be seen as tracked changes in the document.

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

(2) the draft Grading Review Procedure be approved.

(Head of Human Resources and Payroll)

### 311. DRAFT FLEXI TIME SCHEME EXEMPT PARAGRAPH 4

The Head of Human Resources and Payroll presented the draft Flexi Time Scheme document for Committee's feedback on amendments made to the scheme.

The amendments had been made to bring the document in line with Leave Guidelines and Pay Agreement which had already been previously approved by Council.

Consultation on the draft Flexi Time Scheme had taken place with Senior Management Team, Extended Management Team and Heads of Service (outside Extended Management Team).

Moved by Councillor A.F. Tomlinson, seconded by C. Hirst  
**RESOLVED** that (1) the report be received,

(2) the draft Flexi Time Scheme be approved and updated on ERIC.

(Head of Human Resources and Payroll)

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### 312. DRAFT SHARED SERVICES PROTOCOL 2011 EXEMPT PARAGRAPH 4

The Head of Human Resources and Payroll presented the draft Shared Services Protocol 2011 for Committee's consideration.

The draft document had been produced due to the discontinuation of the Joint Working Consultation Forum across Chesterfield Borough, North East Derbyshire and Bolsover District Council, and replacement of the forum with ad hoc meetings on shared services.

The Head of Human Resources and Payroll drew the meeting's attention to paragraph four in the report and advised that September was incorrect and this would now be October. The following changes were also proposed to the protocol:

Point 1.1 - a note had been added that the bullet points listed are not an exhaustive list.

Point 1.2 - a note had been added to explain that once the outline business case had been concluded the proposal for joint working on a shared service may cease at this stage.

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

**RESOLVED** that (1) the report be received,

(2) the amended draft Shared Services Consultation Protocol be referred to Council for approval and Council be recommended to send it to Standards Committee for inclusion in the Council's Constitution.

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

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

The Head of Human Resources and Payroll presented the draft Home Working Policy which had been reviewed to clarify provisions for staff submitting applications for home working, ad hoc home working and contracted home working.

Consultation on the draft Home Working Policy had taken place with Senior Management Team, Extended Management Team and Heads of Service (outside Extended Management Team) and suggested amendments had been taken on board but no substantive changes had been made to the Policy.

Further to a question raised by Councillor Walker, the Head of Human Resources and Payroll advised that there had not been any increases in applications for home working.

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

**RESOLVED** that the Home Working Policy be referred to Council for approval.

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

### 314. UPDATE TO LIST OF EMPLOYEES AUTHORISED TO TAKE DISCIPLINARY ACTION EXEMPT PARAGRAPH 4

The Head of Human Resources and Payroll presented a report in relation to the list of employees authorised to take disciplinary action as part of the Disciplinary Procedure.

In respect of apprentices, it was proposed to add the Head of Human Resources and Payroll to the list at level 3, and the Apprenticeship Co-ordinator at level 1, for the reasons outlined in the report.

Unison raised that apprentices should expect the same level of treatment as full time employees.

The Head of Human Resources and Payroll stated that one issue was that most of the apprentices are not placed with the Council but with outside companies who could refuse to have an apprentice on their premises. Also that it usually would take two to four weeks to get in a Director's diary.

A short discussion took place.

It was agreed that the report be deferred to allow further discussions to take place.

Moved by Councillor E. Watts, seconded by Councillor E. Hall

**RESOLVED** that the report be deferred until the next meeting of UECC to allow further discussions to take place.

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

The meeting concluded at 1255 hours.

## **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 30<sup>th</sup> November, 2011 at 1100 hours.

### **PRESENT:-**

Officers:-

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

### **656. APOLOGIES**

Apologies for absence were received from Councillors R.J. Bowler, J.A. Clifton and J.E. Hall and W. Lumley (Chief Executive Officer).

### **657. ADJOURNMENT OF MEETING**

At the appointed hour and after waiting the statutory fifteen minutes there was no quorum of Members or the Union side present at the meeting. The meeting was therefore abandoned.

## **UNION / EMPLOYEE CONSULTATION COMMITTEE**

Minutes of a special meeting of the Union/Employee Consultation Committee of the Bolsover District Council held in the Council Chamber, Sherwood Lodge, Bolsover, on Wednesday 8<sup>th</sup> February, 2012 at 1100 hours.

### **PRESENT:-**

Council Representatives:-

Councillors R.J. Bowler, Mrs P.M. Bowmer, J.E. Hall, D. McGregor, B.R. Murray-Carr, K. Reid, A.M. Syrett, A.F. Tomlinson, K.F. Walker and G.O. Webster.

Officers:-

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

### **859. APOLOGIES**

Apologies for absence were received from Councillor J.A. Clifton and W. Lumley (Chief Executive Officer).

### **860. ADJOURNMENT OF MEETING**

At the appointed hour and after waiting the statutory fifteen minutes there was no quorum of members, as the representatives from the Union side were not present at the meeting. The meeting was therefore adjourned.

Committee:	Union/Employee Consultation Committee	Agenda Item No.:	7.
Date:	7th March 2012	Category	
Subject:	Public Sector Apprenticeship Programme Update – February 2012	Status	Open
Report by:	Head of Human Resources and Payroll		
Other Officers involved:	Apprenticeship Co-ordinator		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E. Watts Leader of the Council		

#### **RELEVANT CORPORATE AIMS**

SOCIAL INCLUSION – promoting the development of skills and learning within communities by creating apprenticeships

#### **TARGETS**

The subject matter contributes directly to a target in the Corporate Plan 2008-11:

- To create 75 apprenticeship opportunities across the public sector by February 2011

The subject matter contributes directly to a target in the Corporate Plan 2011-15:

- Produce a People Strategy 2011-15 by September 2011 and fully deliver milestones by March 2015, which has two milestones:
  - To review the feasibility of commencing a further apprenticeship programme by March 2012
  - To evaluate the Public Sector Apprenticeship Programme from the Corporate Plan 2008-11, by June 2012

#### **VALUE FOR MONEY**

The proposals deliver value for money for the Council and its residents, by providing 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 August 2011, the position as at the beginning of February 2012 is as follows:

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

Of the 15 apprentices recruited 5 remain on programme, and 12 have achieved their apprenticeship framework. 1 has refused all help but only requires 15 minutes work to complete.

### **18+ age group**

Of the 61 recruited since January 2010 (one over profile), 17 remain on programme. 37 have achieved their apprenticeship framework (plus 2 x agreed outcomes, 2x PETLS, 3 x NVQ2, 1x Food Hygiene, 2 x Key skills, 3 x dyslexia tests, 1 x L1 NVQ and 2 x technical certificates).

### **All Apprentices**

Of the total apprentices 54 have now left the programme and 22 remain on programme. Of those who have left the programme this has been for the following reasons:

- Dismissed x 7
- Resigned x 10
- Resigned employment x 16
- Reached end of contract x 19
- Transferred to internal roles x 2

A full update on the destinations of apprentices will be provided, along with an evaluation of the programme at the end of June 2012.

### **Additional Training/Events**

Art of Brilliance – several courses provided and supervisor/partner events gained 5 star feedback.

Graduation/Success Event – 20 September 2011

Meeting and Minute Skills Training – provided in October for 10 candidates

### **Survey**

A survey of apprentices and managers, by an external consultant, is still in progress. This survey will not be completed until all 76 apprentices have left the programme, i.e. by June 2012.

## **Future Funding**

We have been advised that a funding bid to the Coalfields Regeneration Trust has been successful which will see a further 30 apprentices recruited with a provisional start date of February 2012.

The placements being offered by placement partners are:

Business Administration  
Electrical  
ICT  
Front of House  
Theatre Support  
Warehousing  
Horticulture  
Arts Technician  
Construction

An induction week for all apprentices will take place week commencing 20 February 2012.

A further bid for a private sector apprenticeship scheme has been developed and submitted to CRT. BDC will be the lead financial body for the programme that will span the BDC, CBC and NEDDC districts. The local colleges will take the lead on recruitment. An update on this will be provided at the meeting.

## **ISSUES FOR CONSIDERATION**

Members of the Committee are asked to note progress being made on the Public Sector Apprenticeship Programme in relation to Phase 1 and Phase 2, as well as the possibility of funding for a private sector apprenticeship scheme.

A further update will be provided to the next meeting.

## **IMPLICATIONS**

Financial :               None – this project is externally funded by Future Jobs Fund, WNF and CRT  
Legal :                    Issues over employers liability insurance have been resolved and contract variations for partners have 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.:	8.
Date:	7th March 2012	Category	*
Subject:	Sickness Absence/Occupational Health Statistics April to June 2011	Status	Open
Report by:	Head of Human Resources/ Payroll		
Other Officers involved:	Senior HR Officer Human Resources Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E. Watts Leader of the Council		

#### **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 2011 and 2010.
  - 1.1 The sickness absence outturn for the first quarter of 2011 (April to June) is shown below, with comparisons for the same period during 2010:

Apr-June 2011	Apr-June 2010
1.63 days per FTE	1.64 days per FTE

The target for April to June 2011 was 2 days per FTE.

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

The overall sickness figure is slightly down on last year's figure and better than the target. This is largely due to a decrease of 62 working days less due to long term sickness, but with a corresponding increase in short term sickness of 41.5 working days. The breakdown of this figure into long term/short term sickness is shown below.

	Long Term	Short Term
Apr-June 2011	0.89 days per FTE	0.74 days per FTE
Apr-June 2010	0.93 days per FTE	0.70 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.

- 1.3 The outcome of occupational health referrals for the first quarter of 2011, with comparisons for the same period during 20 are shown below:

	Apr-June 2011	Apr-June 2010
Rehabilitation	4	1
Resigned	0	0
Dismissal	1	0
Unpaid Career Break	1	0
Ill Health Retirement	0	0
Outstanding	0	0
<b>TOTAL</b>	<b>6</b>	<b>12</b>

- 1.4 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 2011</b>	<b>No. of Employees Citing this Reason Apr-June 2010</b>
Muscular Skeletal	2	3
Stress/Depression	1	2
Other	1	3
Genito/Gynaechological	1	1

Neurological	0	1
Back/Neck	1	1
Ear/Nose/Mouth	0	1
<b>TOTAL</b>	<b>6</b>	<b>12</b>

- 1.5 Details of health surveillance events, held during the period April to June 2011, are as follows:

There was no health surveillance clinics held during this period.

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(S)**

- The report be received.**

ATTACHMENT: Y (1)

FILE REFERENCE: N/A

SOURCE DOCUMENT: N/A

## LPI12 - APRIL TO JUNE 2011 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 EXECS DIRECTORATE</b>							
CHIEF EXECUTIVES AND PARTNERSHIP	5.00	4	0.80	0	4	0.00	0.80
CONTACT CENTRES	20.10	78.5	3.91	55	23.5	2.74	1.17
CUSTOMER SERVICE/PERFORMANCE	12.43	39.5	3.18	30	9.5	2.41	0.76
HUMAN RESOURCES AND PAYROLL	11.00	0	0.00	0	0	0.00	0.00
APPRENTICES	64.46	149.5	2.32	42	107.5	0.65	1.67
<b>LEGAL/DEMOCRATIC DIRECTORATE</b>							
DEMOCRATIC	10.10	0	0.00	0	0	0.00	0.00
LEGAL/LICENSING AND LAND CHARGES	11.19	8	0.71	0	8	0.00	0.71
<b>RESOURCES DIRECTORATE</b>							
FINANCE	10.42	6.5	0.62	0	6.5	0.00	0.62
PROCUREMENT	2.81	0	0.00	0	0	0.00	0.00
REVENUES	35.61	11	0.31	0	11	0.00	0.31
<b>NEIGHBOURHOODS</b>							
LEISURE	47.14	33	0.70	26	7	0.55	0.15
COMMUNITY	14.00	23	1.64	22	1	1.57	0.07
STREET SERVICES	95.21	157.5	1.65	100	57.5	1.05	0.60
HOUSING (REPAIRS AND MANAGEMENT)	114.29	227	1.99	138	89	1.21	0.78
<b>DEVELOPMENT</b>							
PLANNING/ECON DEV/HOUSING STRATEGY	25.40	33	1.30	23.5	9.5	0.93	0.37
REGENERATION/ENVIRONMENTAL HEALTH	43.42	91	2.10	34	57	0.78	1.31
DEVELOPMENT ADMIN	5.76	1	0.17	0	1	0.00	0.17
<b>GRAND TOTAL</b>	<b>528.34</b>	<b>862.50</b>	<b>1.63</b>	<b>470.5</b>	<b>392.00</b>	<b>0.89</b>	<b>0.74</b>

Committee:	Union/Employee Consultation Committee	Agenda Item No.:	9.
Date:	7th March 2012	Category	*
Subject:	Sickness Absence/Occupational Health Statistics July to September 2011	Status	Open
Report by:	Head of Human Resources/ Payroll		
Other Officers involved:	Senior HR Officer Human Resources Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E. Watts Leader of the Council		

#### **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 2011 and 2010.
  - 1.1 The sickness absence outturn for the second quarter of 2011 (July to September) is shown below, with comparisons for the same period during 2010:

Jul-Sept 2011	Jul-Sept 2010
2.39 days per FTE	1.97 days per FTE

The target for July to September 2011 was 2 days per FTE. Giving an outturn for the first six months of 4.02 days per FTE against a target of 4 days per FTE.

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

The overall sickness figure is higher than last year's figure and worse than the target. This is largely due to an increase of 114 working days due to long term sickness, and an increase in short term sickness of 63 working days. The vast majority of this increase results from the following sections where there have been increases in both long term and short term sickness absence:

- Apprentices
- Street Services

Concerns have been raised with both sections, with the purpose of ensuring the managing sickness absence procedure is being consistently applied. A breakdown of the total sickness figures into long term/short term sickness is shown below.

	Long Term	Short Term
Jul- Sept 2011	1.53 days per FTE	0.86 days per FTE
Jul-Sept 2010	1.26 days per FTE	0.71 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.

- 1.3 The outcome of occupational health referrals for the second quarter of 2011, with comparisons for the same period during 2010 are shown below:

	Jul-Sept 2011	July-Sept 2010
Rehabilitation	8	13
Normal Age Retirement	0	1
Dismissed	1	
Outstanding	0	1
<b>TOTAL</b>	<b>9</b>	<b>15</b>



- 1.4 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 July-Sept 2011</b>	<b>No. of Employees Citing this Reason July-Sept 2010</b>
Muscular Skeletal	6	7
Genito/Gynaechological	2	1
Stomach/Digestion	1	0
Back/Neck	0	2
Infections	0	2
Heart/Blood Pressure	0	1
Other	0	1
Pregnancy	0	1
<b>TOTAL</b>	<b>9</b>	<b>15</b>

- 1.5 Details of health surveillance events, held during the period July to September 2011, are as follows:

There were four health surveillance clinics held during this period covering HAVS, audiometry and driver reviews for 43 employees.

There have been 2 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(S)**

- The report be received.**

ATTACHMENT: Y (1)

FILE REFERENCE: N/A

SOURCE DOCUMENT: N/A

## LPI12 - JULY TO SEPTEMBER 2011 LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE FTE 6 MONTHS	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	5.00	0	0.000	0	0	<b>0.00</b>	<b>0.00</b>
CONTACT CENTRES	21.12	114	5.398	97.5	16.5	<b>4.62</b>	<b>0.78</b>
CUSTOMER SERVICE/PERFORMANCE	11.77	22	1.869	21	1	<b>1.78</b>	<b>0.08</b>
HUMAN RESOURCES AND PAYROLL	11.00	3	0.273	0	3	<b>0.00</b>	<b>0.27</b>
APPRENTICES	60.46	235.5	3.895	145	90.5	<b>2.40</b>	<b>1.50</b>
<b>LEGAL/DEMOCRATIC DIRECTORATE</b>							
DEMOCRATIC	10.10	1	0.099	0	1	<b>0.00</b>	<b>0.10</b>
LEGAL/LICENSING AND LAND CHARGES	11.19	10	0.894	0	10	<b>0.00</b>	<b>0.89</b>
<b>RESOURCES DIRECTORATE</b>							
FINANCE	10.42	3	0.288	0	3	<b>0.00</b>	<b>0.29</b>
PROCUREMENT	2.81	0	0.000	0	0	<b>0.00</b>	<b>0.00</b>
REVENUES	36.56	29	0.793	9	20	<b>0.25</b>	<b>0.55</b>
<b>NEIGHBOURHOODS</b>							
LEISURE	47.64	55.5	1.165	43	12.5	<b>0.90</b>	<b>0.26</b>
COMMUNITY	14.00	1	0.071	0	1	<b>0.00</b>	<b>0.07</b>
STREET SERVICES	94.48	324.5	3.435	179	145.5	<b>1.89</b>	<b>1.54</b>
HOUSING (REPAIRS AND MANAGEMENT)	112.79	281.5	2.496	189.5	92	<b>1.68</b>	<b>0.82</b>
<b>DEVELOPMENT</b>							
PLANNING/ECON DEV/HOUSING STRATEGY	25.40	56	2.205	50	6	<b>1.97</b>	<b>0.24</b>
REGENERATION/ENVIRONMENTAL HEALTH	42.83	98	2.288	66	32	<b>1.54</b>	<b>0.75</b>
DEVELOPMENT ADMIN	5.76	19	3.299	0	19	<b>0.00</b>	<b>3.30</b>
<b>GRAND TOTAL</b>	<b>523.33</b>	<b>1253.00</b>	<b>2.39</b>	<b>800</b>	<b>453.00</b>	<b>1.53</b>	<b>0.87</b>

Committee:	Union/Employee Consultation Committee	Agenda Item No.:	10.
Date:	7th March 2012	Category	*
Subject:	Sickness Absence/Occupational Health Statistics October to December 2011	Status	Open
Report by:	Head of Human Resources/ Payroll		
Other Officers involved:	Senior HR Officer Human Resources Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E. Watts Leader of the Council		

#### **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 2011 and 2010.
  - 1.1 The sickness absence outturn for the third quarter of 2011 (October to December) is shown below, with comparisons for the same period during 2010:

Oct-Dec 2011	Oct-Dec 2010
2.42 days per FTE	2.01 days per FTE

The target for October to December 2011 was 2 days per FTE. The year to date outturn is 6.44 days per FTE against a target of 6 days per FTE.

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

The overall sickness figure is higher than last year's figure and worse than the target. This is due to an increase of 148.4 working days due to long term sickness, and 16 days due to short term sickness. The vast majority of the increase in long term sickness has occurred within the Contact Centre service, which also has high levels of short term sickness absence.

	Long Term	Short Term
Oct-Dec 2011	1.36 days per FTE	1.06 days per FTE
Oct-Dec 2010	1.00 days per FTE	1.02 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.

- 1.3 The outcome of occupational health referrals for the third quarter of 2011, with comparisons for the same period during 2010 are shown below:

	Oct-Dec 2011	July-Sept 2010
Rehabilitation	14	8
Termination of Employment	1	1
Outstanding	1	0
<b>TOTAL</b>	<b>16</b>	<b>9</b>

A verbal update will be given at the meeting in respect of the one outstanding sickness case, from this quarter.

- 1.4 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 Oct-Dec 2011</b>	<b>No. of Employees Citing this Reason Oct-Dec 2010</b>
Muscular Skeletal	7	2
Stress/Depression	6	2
Stomach/Digestion	2	0
Other	1	0
Back/Neck	0	2
Chest	0	1
Ear/Nose/Mouth	0	1
Neurological	0	1
<b>TOTAL</b>	<b>16</b>	<b>9</b>

- 1.5 Details of health surveillance events, held during the period October to December 2011, are as follows:

There were five health surveillance clinics held during this period covering HAVS, audiometry, hepatitis B and driver reviews for 73 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(S)**

- The report be received.**

ATTACHMENT: Y (1)

FILE REFERENCE: N/A

SOURCE DOCUMENT: N/A

## LPI12 - OCTOBER TO DECEMBER 2011 LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE FTE 9 MONTHS	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	5.75	4	0.696	0	4	0.00	0.70
CONTACT CENTRES	21.12	177.5	8.404	128	49.5	6.06	2.34
CUSTOMER SERVICE/PERFORMANCE	11.77	12	1.020	0	12	0.00	1.02
HUMAN RESOURCES AND PAYROLL	10.50	4.5	0.429	0	4.5	0.00	0.43
APPRENTICES	52.46	132	2.516	78	54	1.49	1.03
DEMOCRATIC	10.10	1	0.099	0	1	0.00	0.10
LEGAL/LICENSING AND LAND CHARGES	11.19	14.5	1.296	0	14.5	0.00	1.30
<b>RESOURCES DIRECTORATE</b>							
FINANCE	10.67	32.5	3.046	13.5	19	1.27	1.78
PROCUREMENT	2.81	0	0.000	0	0	0.00	0.00
REVENUES	36.50	85	2.329	65	20	1.78	0.55
<b>NEIGHBOURHOODS</b>							
LEISURE	46.61	52.5	1.126	26	26.5	0.56	0.57
COMMUNITY	14.00	5	0.357	0	5	0.00	0.36
STREET SERVICES	90.72	284	3.131	100.5	183.5	1.11	2.02
HOUSING (REPAIRS AND MANAGEMENT)	112.79	291.5	2.584	186.5	105	1.65	0.93
<b>DEVELOPMENT</b>							
PLANNING/ECON DEV/HOUSING STRATEGY	25.60	25	0.977	16	9	0.63	0.35
REGENERATION/ENVIRONMENTAL HEALTH	41.23	102	2.474	81	21	1.96	0.51
DEVELOPMENT ADMIN	5.51	12	2.178	0	12	0.00	2.18
<b>GRAND TOTAL</b>	<b>509.33</b>	<b>1235.00</b>	<b>2.42</b>	<b>694.5</b>	<b>540.50</b>	<b>1.36</b>	<b>1.06</b>

Committee:	Union/Employee Consultation Committee	Agenda Item No.:	11.
Date:	7 <sup>th</sup> March 2012	Category:	*
Subject:	Equalities Monitoring Report July to September 2011	Status:	Open
Report by:	Senior Human Resources Officer		
Other Officers involved:	Human Resources Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E. Watts Leader of the Council		

#### **RELEVANT CORPORATE AIMS**

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

Ensuring that the Council has a framework in place for monitoring recruitment and selection, workforce breakdown, training, disciplinaries, grievances, labour turnover, efficiency and ill-health retirements by ethnic origin, gender, disability, age, sexual orientation and religion and pay and grading information in relation to market supplements, and appointments within the grade

#### **TARGETS**

Monitoring data will contribute towards Level 3 of the Local Government Equalities Standard

#### **VALUE FOR MONEY**

The monitoring of statistics/trends enables efficient and effective corrective action to be taken where necessary.

#### **THE REPORT**

To submit for Members attention monitoring data on the Council's performance on equalities issues in relation to its employment practices. This report does not cover corporate policy/service delivery monitoring.

It is recognised good practice to have a workforce that is broadly representative of the local community. With regard to the local community, the 2001 census provides the following information: -

1. The local population is 73,200, of which 43,172 are economically active.
2. The local economically active black and ethnic population is 0.85% of the economically active population that equates to 368 people.
3. 22% of people of working age had a limiting long-term illness comparable to the definition of disability in the Disability Discrimination Act.
4. An analysis of Bolsover District's population and workforce in respect of religion/beliefs is as follows:-

	Other	Christian	Hindu	Sikh	Buddhist	Muslim	Jewish	Prefer Not to Say	No Religion
<b>Population#</b>		78.10%*	0.08%	0.12%	0.07%	0.09%	0.02%	8.80%	12.61%
<b>Workforce##</b>	1.57%	46.47%	0	0	0.31%	0	0	34.07%	17.58%

#based on 2001 Census

\*which is 6.2% higher than the national figure of 71.8%.

## based on employee personal data audit conducted in June 2010.



### **Performance Indicators**

The following table identifies all performance indicators relevant to Equalities:-

<b>INDICATOR</b>	<b>MEDIAN DERBYSHIRE AUTHORITIES 2009/10</b>	<b>AUTHORITY TARGET 2011/12</b>	<b>OUT-TURN JULY TO SEPT 2010/11</b>
<b>HR11A</b> - Percentage of top 5% of earners that are women	26.14%	45%	41.37%
<b>HR11B</b> - Percentage of top 5% of earners from black or ethnic communities	0%	0%	0%
<b>HR11C</b> - Percentage of top 5% of earners who are disabled	4.50%	7%	6.89%
<b>HR16A</b> - Percentage of disabled employees (permanent employees)	5.25%	5.70%	6.98%
<b>HR17A</b> - Percentage of employees from minority ethnic communities'	1.55%	0.9%	0.6%

**Information and Analysis**  
**Recruitment/Selection**

**Apprentices**

For the period 1<sup>st</sup> July to 30<sup>th</sup> September 2011 there was 0 Apprenticeship vacancy advertised, 1 application received. There was 1 candidate shortlisted. There was 1 successful candidate.

**Applicants Breakdown**

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011/12	100%	0%	100%	0%	0%	0%	0%	100%	0%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2011/12	100%	0%	0%	0%	0%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2011/12	100%	0%	0%	0%	0%	0%	0%	0%

**Shortlisted Candidates Breakdown**

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011/12	100%	0%	100%	0%	0%	0%	0%	100%	0%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2011/12	100%	0%	0%	0%	0%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2011/12	100%	0%	0%	0%	0%	0%	0%	0%

### Successful Candidates

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011/12	100%	0%	100%	0%	0%	0%	0%	100%	0%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2011/12	100%	0%	0%	0%	0%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2011/12	100%	0%	0%	0%	0%	0%	0%	0%

### Permanent Employees

For the period 1<sup>st</sup> July to 30<sup>th</sup> September 2011 there were 9 vacancies advertised (one of which was unfilled), 83 applications received, 32 candidates shortlisted and 14 successful candidates. On four occasions there was more than one successful candidate per vacancy. For the period 1<sup>st</sup> July to 30<sup>th</sup> September 2010 there were 7 vacancies advertised but on two occasions there was more than one post, 1 unfilled, 101 applications received, 39 candidates shortlisted and 9 successful candidates.

### Applicants Breakdown

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	98.80%	1.20%	85.54%	14.46%	3.61%	34.94%	21.69%	28.91%	14.46%
2010	88.12%	11.88%	61.39%	38.61%	2.97%	51.48%	30.69%	8.91%	8.92%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2011	91.57%	0%	0%	0%	8.43%
2010	80.20%	1.98%	1.98%	0.99%	14.85%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2011	48.19%	1.21%	0%	0%	0%	0%	0%	50.60%
2010	46.53%	0.99%	2.97%	0%	0.99%	2.97%	0.99%	44.56%

**Shortlisted Candidates Breakdown**

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	100%	0%	90.63%	9.37%	0%	34.38%	15.63%	37.50%	12.49%
2010	92.31%	7.69%	56.41%	43.59%	5.13%	53.85%	53.89%	5.13%	5.13%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2011	90.63%	0%	0%	0%	9.37%
2010	79.49%	0%	5.13%	0%	15.38%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2011	40.63%	3.13%	0%	0%	0%	0%	0%	56.24%
2010	48.72%	0%	2.56%	0%	0%	0%	0%	48.72%

**Successful Candidates**

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	100%	0%	92.86%	7.14%	0%	35.71%	7.14%	35.71%	21.44%
2010	100%	0%	44.44%	55.56%	0%	44.44%	33.33%	22.23%	0%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2011	85.71%	0%	0%	0%	14.29%
2010	88.89%	0%	0%	0%	11.11%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2011	42.86%	0%	0%	0%	0%	0%	0%	57.14%
2010	44.44%	0%	0%	0%	0%	0%	0%	55.56%

## Workforce Monitoring

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	99.32%	0.68%	53.66%	46.34%	6.98%	13.29%	23.51%	28.96%	34.24%
2010	99.39%	0.61%	54.38%	45.62%	7.22%	15.82%	23.50%	27.50%	33.18%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2011	66.95%	0	0	0.51%	32.54%
2010	65.44%	0.15%	0	0.46%	33.95%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Seikh	Any other	None
2011	48.05%	0.17%	0	0	0	0	1.53%	50.25%
2010	46.39%	0.31%	0	0	0	0	1.38%	51.92%

Employee numbers are based on headcount @ 30<sup>th</sup> September 2011 with comparative figures @ 30<sup>th</sup> September 2010.

## Training/Development

215 places have been 'taken up' with regard to off the job training. The breakdown of attendees is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	99.54%	0.46%	81.86%	18.14%	3.25%	6.51%	21.86%	31.63%	40%
2010	100%	0	69.59%	30.41%	7.02%	7.02%	26.61%	34.79%	31.58%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2011	51.63%	0	0	0.93%	47.44%
2010	64.33%	0	0	0	35.67%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Seikh	Any other	None
2011	39.07%	0	0	0	0	0	0.93%	60%
2010	48.83%	0	0	0	0	0	1.17%	50%

### **Discipline**

There were no disciplinary actions during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	0	0	0	0	0	0	0	0	0
2010	0	0	0	0	0	0	0	0	0

### **Grievances (including Harassment/Bullying)**

There were no grievances lodged during this period.

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	0	0	0	0	0	0	0	0	0
2010	0	0	0	0	0	0	0	0	0

### **Labour Turnover**

There have been 39 leavers during this period, this includes 10 Apprentices who had successfully completed the Apprenticeship Framework the breakdown is as follows: -

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	97.44%	2.56%	82.05%	17.95%	5.13%	41.03%	15.38%	7.69%	35.90%
2010	100%	0	78.95%	21.05%	10.53%	36.84%	36.84%	10.53%	15.79%

### **Voluntary Leavers**

There have been 17 voluntary leavers during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	100%	0	82.35%	17.65%	1.76%	41.18%	23.53%	11.76%	23.53%
2010	100%	0	81.82%	18.18%	9.09%	36.36%	36.36%	9.09%	18.19%

### **Dismissals**

There was 1 dismissal on grounds of capability during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	100%	0	100%	0	0	0	0	100%	0
2010	100%	0	100%	0	0	100%	0	0	0

**Redundancy/Efficiency of the Service**

There were 9 redundancies during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	100%	0	100%	0	0	0	0	0	100%
2010	100%	0	100%	0	0	100%	0	0	0

**II-Health Retirements**

There were no ill health retirements during this period.

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	0	0	0	0	0	0	0	0	0
2010	100%	0	100%	0	50%	0	0	0	100%

**ISSUES FOR CONSIDERATION**

Analysis of the statistics/information presented/possible changes to policy to improve performance.

**IMPLICATIONS**

- Financial - None
- Legal - None
- Environmental - None
- Human Resources - None

**RECOMMENDATION that;**

**Recommendations be received as to improvements to current performance levels.**

SOURCE DOCUMENTS:

FILE REFERENCES:

Committee:	Union/Employee Consultation Committee	Agenda Item No.:	12.
Date:	7 <sup>th</sup> March 2012	Category:	*
Subject:	Equalities Monitoring Report October to December 2011	Status:	Open
Report by:	Senior Human Resources Officer		
Other Officers involved:	Human Resources Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E. Watts Leader of the Council		

**RELEVANT CORPORATE AIMS**

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning  
 STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

Ensuring that the Council has a framework in place for monitoring recruitment and selection, workforce breakdown, training, disciplinaries, grievances, labour turnover, efficiency and ill-health retirements by ethnic origin, gender, disability, age, sexual orientation and religion and pay and grading information in relation to market supplements, and appointments within the grade

**TARGETS**

Monitoring data will contribute towards Level 3 of the Local Government Equalities Standard

**VALUE FOR MONEY**

The monitoring of statistics/trends enables efficient and effective corrective action to be taken where necessary.

**THE REPORT**

To submit for Members attention monitoring data on the Council's performance on equalities issues in relation to its employment practices. This report does not cover corporate policy/service delivery monitoring.



It is recognised good practice to have a workforce that is broadly representative of the local community. With regard to the local community, the 2001 census provides the following information: -

1. The local population is 73,200, of which 43,172 are economically active.
2. The local economically active black and ethnic population is 0.85% of the economically active population that equates to 368 people.
3. 22% of people of working age had a limiting long-term illness comparable to the definition of disability in the Disability Discrimination Act.
4. An analysis of Bolsover District's population and workforce in respect of religion/beliefs is as follows:-

	Other	Christian	Hindu	Sikh	Buddhist	Muslim	Jewish	Prefer Not to Say	No Religion
<b>Population#</b>		78.10%*	0.08%	0.12%	0.07%	0.09%	0.02%	8.80%	12.61%
<b>Workforce##</b>	1.57%	46.47%	0	0	0.31%	0	0	34.07%	17.58%

#based on 2001 Census

\*which is 6.2% higher than the national figure of 71.8%.

## based on employee personal data audit conducted in June 2010.

**Performance Indicators**

The following table identifies all performance indicators relevant to Equalities:-

<b>INDICATOR</b>	<b>MEDIAN DERBYSHIRE AUTHORITIES 2009/10</b>	<b>AUTHORITY TARGET 2011/12</b>	<b>OUT-TURN OCTOBER TO DECEMBER 2011/12</b>
<b>HR11A</b> - Percentage of top 5% of earners that are women	26.14%	45%	41.37%
<b>HR11B</b> - Percentage of top 5% of earners from black or ethnic communities	0%	0%	0%
<b>HR11C</b> - Percentage of top 5% of earners who are disabled	4.50%	7%	6.89%
<b>HR16A</b> - Percentage of disabled employees (permanent employees)	5.25%	5.70%	7.36%
<b>HR17A</b> - Percentage of employees from minority ethnic communities'	1.55%	0.9%	0.7%

**Information and Analysis**  
**Recruitment/Selection**

**Apprentices**

For the period 1<sup>st</sup> October to 31<sup>st</sup> December 2011 there were no Apprenticeship vacancies advertised. However, for the period 1<sup>st</sup> October to 31<sup>st</sup> December 2010, there were 3 Apprenticeship vacancies advertised, 7 applications received, however, it was only possible to provide monitoring data for 6 candidates as one candidate failed to return their monitoring form. There were 7 candidates shortlisted, however, it was only possible to provide monitoring data for 6 candidates as one candidate failed to return their monitoring form. There were 3 successful candidates.

**Applicants Breakdown**

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2010/11	100%	0%	66.67%	33.33%	16.67%	100%	0%	0%	0%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2011/11	100%	0%	0%	0%	0%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2010/11	66.67%	0%	0%	0%	0%	0%	0%	33.33%

**Shortlisted Candidates Breakdown**

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2010/11	100%	0%	66.67%	33.33%	16.67%	100%	0%	0%	0%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2010/11	100%	0%	0%	0%	0%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2010/11	66.67%	0%	0%	0%	0%	0%	0%	33.33%

### Successful Candidates

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2010/11	100%	0%	66.67%	33.33%	0%	100%	0%	0%	0%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2010/11	100%	0%	0%	0%	0%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2010/11	66.67%	0%	0%	0%	0%	0%	0%	33.33%

### Permanent Employees

For the period 1<sup>st</sup> October to 31<sup>st</sup> December 2011 there were 9 vacancies advertised (one of which was unfilled), 126 applications received, 38 candidates shortlisted and 10 successful candidates. On two occasions there was more than one successful candidate per vacancy. For the period 1<sup>st</sup> October to 31<sup>st</sup> December 2010 there were 7 vacancies advertised, one unfilled, 77 applications received, 24 candidates shortlisted and 7 successful candidates. On one occasion there was more than one successful candidate per vacancy.

### Applicants Breakdown

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	99.21%	0.79%	88.89%	11.11%	0.79%	24.60%	30.95%	29.36%	15.09%
2010	94.81%	5.19%	48.05%	51.95%	3.87%	46.75%	27.27%	15.58%	10.40%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2011	92.06%	0%	0%	0%	7.94%
2010	89.61%	0%	2.60%	0%	7.79%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2011	61.90%	0%	0%	0%	0%	0.79%	0%	37.31%
2010	59.74%	0%	0%	0%	0%	0%	6.49%	33.77%

### Shortlisted Candidates Breakdown

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	100%	0%	78.95%	21.05%	2.63%	36.84%	10.53%	28.95%	23.68%
2010	95.83%	4.17%	50%	50%	0%	50%	12.50%	2.83%	16.67%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2011	92.11%	0%	0%	0%	7.89%
2010	88.33%	0%	8.33%	0%	8.34%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2011	84.21%	0%	0%	0%	0%	0%	0%	15.79%
2010	58.33%	0%	0%	0%	0%	0%	8.33%	33.34%

### Successful Candidates

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	100%	0%	50%	50%	0%	40%	20%	10%	30%
2010	100%	0%	71.43%	28.57%	0%	42.86%	14.28%	28.58%	14.28%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2011	100%	0%	0%	0%	0%
2010	100%	0%	0%	0%	0%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2011	80%	0%	0%	0%	0%	0%	0%	20%
2010	42.86%	0%	0%	0%	0%	0%	14.28%	42.86%

## Workforce Monitoring

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	99.30%	0.70%	53.40%	46.60%	7.33%	11.17%	24.08%	29.67%	35.08%
2010	99.38%	0.62%	54.90%	45.10%	7.15%	15.24%	23.17%	28.46%	33.13%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2011	66.15%	0	0	0.17%	33.68%
2010	65.47%	0.16%	0	0.47%	33.90%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Seikh	Any other	None
2011	47.47%	0.17%	0	0	0	0	1.57%	50.79%
2010	46.04%	0.31%	0	0	0	0	1.55%	52.10%

Employee numbers are based on headcount @ 31<sup>st</sup> December 2011 with comparative figures @ 30<sup>th</sup> December 2010.

## Training/Development

99 places have been 'taken up' with regard to off the job training. The breakdown of attendees is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	95.96%	4.04%	53.54%	46.46%	13.13%	4.04%	30.30%	35.36%	30.30%
2010	99.02%	0.98%	61.76%	38.24%	7.35%	17.16%	21.08%	30.39%	31.37%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2011	69.70%	0	0	0	30.30%
2010	72.05%	0.49%	0	0	27.46%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Seikh	Any other	None
2011	49.50%	0	0	0	0	0	0	50.50%
2010	45.49%	0.49%	0	0	0	0	0.98%	52.94%

### **Discipline**

There were no disciplinary actions during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	0	0	0	0	0	0	0	0	0
2010	100%	0	100%	0	0	0	100%	0	0

### **Grievances (including Harassment/Bullying)**

There were no grievances lodged during this period.

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	0	0	0	0	0	0	0	0	0
2010	100%	0	100%	0	0	0	0	50%	50%

### **Labour Turnover**

There have been 26 leavers during this period, this includes 7 Apprentices who had successfully completed the Apprenticeship Framework the breakdown is as follows: -

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	100%	0	69.23%	30.77%	0	50%	19.23%	11.54%	19.23%
2010	100%	0	60%	40%	12%	28%	20%	20%	32%

### **Voluntary Leavers**

There have been 9 voluntary leavers during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	100%	0	66.67%	33.33%	0	44.45%	11.11%	11.11%	33.33%
2010	100%	0	50%	50%	0	75%	0	0	25%

### **Dismissals**

There was one dismissal on grounds of capability during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	100%	0	0	100%	0	100%	0	0	0
2010	100%	0	0	100%	0	100%	0	0	0

### **Redundancies**

There were two redundancies during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	100%	0	50%	50%	0	0	50%	50%	0
2010	100%	0	60%	40%	20%	0	0	0	100%

### **II-Health Retirements**

There were no ill health retirements during this period.

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2011	0	0	0	0	0	0	0	0	0
2010	100%	0	0	100%	100%	0	0	0	100%

### **ISSUES FOR CONSIDERATION**

Analysis of the statistics/information presented/possible changes to policy to improve performance.

### **IMPLICATIONS**

Financial - None

Legal - None

Environmental - None

Human Resources - None

### **RECOMMENDATION that;**

**recommendations be received as to improvements to current performance levels.**

SOURCE DOCUMENTS:

FILE REFERENCES:



**UNION / EMPLOYEE CONSULTATION COMMITTEE**

**AGENDA**

**Wednesday 7<sup>th</sup> March 2012 at 1100 hours in the Council Chamber**

<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 10 <sup>th</sup> August 2011.	3 to 13
5.	To approve the Minutes of a meeting held on 30 <sup>th</sup> November 2011.	14
6.	To approve the Minutes of a special meeting held on 8 <sup>th</sup> February 2012.	15
7.	Public Sector Apprenticeship Programme Update – February 2012.	16 to 18
8.	Sickness Absence/Occupational Health Statistics April to June 2011.	19 to 22
9.	Sickness Absence/Occupational Health Statistics July to September 2011.	23 to 26
10.	Sickness Absence/Occupational Health Statistics October to December 2011.	27 to 30
11.	Equalities Monitoring Report July to September 2011.	31 to 39

12. Equalities Monitoring Report October to December 2011. 40 to 48

**PART 2 – EXEMPT ITEMS**

*The Local Government (Access to Information) Act 1985, Local Government Act 1972, Part 1, Schedule 12a*

**Exempt Paragraph 4**

13. Draft Social Media Policy. 49 to 57
14. Draft Recruitment and Selection Policy. 58 to 71