

UNION / EMPLOYEE CONSULTATION COMMITTEE

**THURSDAY
7TH JUNE 2012
AT 1100 HOURS IN THE
COUNCIL CHAMBER**

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21st May 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 Thursday 7th June, 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 - Executive Meeting Room @ 1000 hours
Unions - F49 @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.

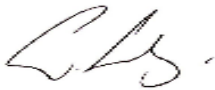
Copies of the Bolsover Code of Conduct for Members will be available for inspection by any Member at the meeting.

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 pages 53 and 54.

Yours faithfully,



Chief Executive Officer

To: Members of the Union/Employee Consultation Committee



INVESTORS IN PEOPLE

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EXCELLENCE



The Customer Service

(10) UNION/EMPLOYEE CONSULTATION COMMITTEE

1. OBJECTS

The general objectives of this Union/Employee Consultation Committee are:-

- (i) To bring together representatives of Management and employees in consultation with the object of furthering the aims of and improving the efficiency of the Council.
- (ii) To afford a regular basis of consultation and negotiation as appropriate on matters relevant to these objectives and also on matters appertaining to employee relations, working and other arrangements and terms and conditions of employment which are not reserved for negotiation at national, provincial or other agreed local level.
- (iii) Thus, to give the employees concerned a wider interest and greater responsibility in these matters.

2. FUNCTIONS

In pursuance of these general objectives the following are cited as specific matters for consideration by the Committee:-

- (i) Operational matters which are for Management to decide but which Management should explain to the employees with the objective of affording them an opportunity of seeking views and thus encouraging a sense of personal involvement, e.g. organisational and reorganisation and provision of equipment and use.
- (ii) Monitoring that, at every point where decisions are made about individuals including their engagement, promotion, training, treatment, remuneration, hours and other conditions there are no signs that:-
 - (a) Prejudice about sex, ethnic origin, age disability sexual orientation or religion/belief or any other prejudice against a minority group are influencing decisions.
 - (b) Indirect discrimination, e.g. in the form of non essential age limits or qualifications criteria, or word of mouth recruitment is having an adverse impact on women, ethnic minorities, people with disabilities or older people or any other minority group.
- (iii) Ensuring that necessary data is recorded to ensure monitoring is

possible.

- (iv) Administrative matters on which Management should keep the employees informed as to plans and intentions particularly in regard to changes, which will affect them. This will involve consultation with a view to assisting Management in decision making or negotiation according to the subject. Examples of the two types of classification are:-

3. *Consultation:-

- (i) Current and probable business developments.
- (ii) Restructuring of employment and possible redundancies.
- (iii) Decisions likely to lead to substantial changes in work organisation or contractual relations, including collective redundancies or business transfers.
- (iv) Content and conduct of local training programmes, procedure for selection and promotion, physical and social welfare amenities, formulation and application of disciplinary rules and other people management policies.

- *Consultation is defined as enabling employee representatives to put forward their views and to obtain a reasoned opinion from the employer to any such opinion.*

- (v) With regard to point (iii), consultation must take place with a view to reaching agreement.

4. Negotiation

- (i) Local terms and conditions of employment not reserved to the national, provincial or agreed local procedures; incentive bonus schemes and efficiency agreements; application of National and Provincial agreements and grievance procedure.

5. CONSTITUTION

(1) MEMBERSHIP

- (i) The Committee shall comprise representatives of Management and Employees holding office for a period of one year and eligible for reappointment or re-election.
- (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 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).
- (iv) The Trade Unions shall submit the names of their representatives forming the employees' side to the Committee to the Chief Executive Officer of the Council not later than the beginning of each meeting.
- (v) The Committee shall appoint a Chairman and Vice Chairman from among the Committee. When the Chairman is appointed from one side of the Committee the Vice-Chairman will be appointed from the other side. These Officers will also act as Chairman of their respective sides of the Committee.
- (vi) The Chief Executive Officer will act as Secretary to the Joint Committee.
- (vii) The Members of the Committee shall hold office for one year and shall be eligible for re-appointment. Any vacancy that occurs shall be filled as it arises.

(2) ADVISERS

- (i) Either side shall have the right to have in attendance upon them, persons with a specialised knowledge, in a consultative or advisory capacity but without the right to vote. Such attendant shall be notified to the Secretary of the Employers' Side who will arrange for notices of meetings, agendas and minutes to be forwarded to such representatives unless requested otherwise.

(3) PROCEDURE

- (i) The tenure of office of the Committee shall be from May each year to the following May (the Annual Meeting of the Council to the following Annual Meeting) (one year).
- (ii) Regular meetings shall be convened during working hours at three monthly intervals and held at Sherwood Lodge, Bolsover.

- (iii) Meetings may be called by the Chairman at any time at the request of either side submitted through their respective Chairmen.
- (iv) Employees will be granted time off with pay to attend meetings and will be entitled to payment in the event of meetings continuing beyond normal working hours.
- (v) Separate meetings of the Employers' Side and of the Employees Side of the Committee shall take place immediately prior to the meeting of the Union/Employee Consultation Committee and facilities for this purpose will be provided at the venue of the meeting.
- (vi) The Employees Side shall submit to their respective secretaries' items which they wish to be included on the agendas of regular meetings, and they will be responsible for forwarding this information to the Chief Executive Officer not later than fourteen days prior to a meeting.
- (vii) In the event of a scheduled meeting being due and there being no items from either side, following consultation with the Chairman and Vice Chairman, the meeting be cancelled and members advised accordingly.
- (viii) The agenda for business of regular meetings shall be circulated by the Chief Executive Officer to each member and to any consultative or advisory representative not later than 10 days before a meeting. The matters to be discussed at any meetings of the Committee shall be stated on the agenda with a notice summoning the meeting provided that any other business may be considered if admitted by a majority vote of each side. Nominated Trade Union Officers shall be provided with 10 copies of the agenda and reports to circulate to their Members as appropriate and to their full-time Trade Union Officials.
- (ix) Four members of the Employers' Side and four members of the Employees Side of the Committee shall together constitute a quorum.
- (x) Recommendations shall be reached only by a majority of each of the two sides voting separately.
- (xi) An individual employee wishing to raise with the Committee any question within the function shall do this through his/her appropriate

representative on the Committee.

- (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 the **provincial joint secretaries** if necessary”.
- (xiii) The draft minutes of the Committee to be agreed between the Chairman and Vice Chairman of the Committee prior to submission to the Council and circulated to members of the Committee.
- (xiv) Both sides accept that this agreement is binding in honour upon them but both expressly agree that it is not intended to constitute a legally enforceable agreement between them. It is further agreed that the parties to the agreement will use their best endeavours to ensure that the spirit and intention of the agreement is honoured at all times.

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 7th March, 2012 at 1100 hours.

PRESENT:-

A. Lowery (Unison) – Chair

Council Representatives:-

Councillors R.J. Bowler, Mrs. P.M. Bowmer, J.A. Clifton, J.E. Hall, D. McGregor, K.F. Walker and G.O. Webster.

Unison Representatives:-

G. Buxton, R. Frisby, C. Hirst and J. Woods.

Also in attendance at the meeting was Roger Young, Regional Organiser, Unison.

Unite Representatives:-

I. Barber, 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).

953. APOLOGIES

Apologies for absence were received from Councillors B.R. Murray-Carr, A.M. Syrett, A.F. Tomlinson, E. Watts, W. Lumley (Chief Executive Officer) and R. Farnsworth (Unison).

954. URGENT ITEMS

There were no urgent items of business to consider.

The Chair advised the meeting that he wished to introduce and welcome Roger Young from Unison Regional Office who had replaced Andy Freeman as Regional Organiser.

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The Head of Human Resources & Payroll welcomed Roger to the meeting and advised him that the Chief Executive Officer would be in contact with him shortly to arrange a mutual time and date for them to meet.

955. DECLARATIONS OF INTEREST

There were no declarations of interest made.

956. MINUTES – 10TH AUGUST 2011

Minute Number 309 – Draft Trade Union Facilities Agreement 2011

The Chair raised concern that to date no progress had been made toward the Unions having their own, and, direct access to a web page on the Council's intranet site. The Solicitor to the Council replied that this would be subject to the Council complying with the Local Government Publicity Code as there were restrictions. The Solicitor to the Council would liaise with the Communications Officer and advise the Unions of progress with regard to this.

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

RESOLVED that the minutes of a meeting of the Union/Employee Consultation Committee held on 10th August 2011 be approved as a correct record.

(Solicitor to the Council)

957. MINUTES – 30TH NOVEMBER 2011

The minutes of the inquorate meeting held on 30th November 2011 were noted.

958. MINUTES – 8TH FEBRUARY 2012

The Chair stated that the Unions would like it to be clear that they had declined to attend the special meeting of the UECC on 8th February 2012 not because of any items on the agenda for that meeting but because of other issues that the Unions were in negotiation with and also because of a request that had been made to the Authority. The Unions had felt that the special meeting had been unnecessary and bearing in mind the timescales in relation to this meeting, was not warranted and was inflammatory. These concerns had been made known to the Leader and the Chief Executive Officer. Further, at the Chief Executive Officer's briefings, he had been informed that language had been used to infer that the item on the budget savings proposals had been passed at Council on 15th February 2012 because the Unions had not attended the special meeting on 8th February. The Unions had made

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it clear that the special meeting would not be recognised by the Unions and the item could have been deferred to this meeting for discussion, however, Union members are being led to believe that the item had been agreed because of the Unions non attendance at the special meeting.

It was moved by Councillor D. McGregor, seconded by Councillor G.O. Webster that the minutes of a special meeting held on 8th February 2012 be approved.

Upon being put to the vote all of the Employers side were in favour of the motion and all of the Union side were against the motion.

959. PUBLIC SECTOR APPRENTICESHIP PROGRAMME

The Head of Human Resources and Payroll presented a report which gave details of the Public Sector Apprenticeship Programme up to February 2012.

16 -18 year old NEET's

The Head of Human Resources and Payroll advised the meeting that 13 apprentices had now achieved their apprenticeship framework and not 12 as stated in the report. This was because the apprentice who had originally refused help had now completed the framework.

18 plus age group

Sixty one apprentices had been recruited since January 2010, (this was one over profile), with 17 remaining on programme. Thirty Seven had achieved their apprenticeship framework and the Head of Human Resources and Payroll advised the meeting that additional training had also being provided to these 37 apprentices.

All Apprentices

Fifty Four apprentices had now left and 22 remained on programme. The reasons for those who had left the programme were provided in the report.

A full update would be provided to Members at the end of June 2012 when phase 1 of the programme closes, along with an update on the survey being carried out with apprentices and managers.

Future Funding - Phase 2 Public Sector Apprentices

A funding bid to the Coalfields Regeneration Trust had been successful and this had enabled a further 30 apprentices to be recruited and placed with public sector placement partners (none within the Authority). An induction week for all 30 apprentices had taken place week commencing 20th February 2012.

In addition, a bid for a private sector apprenticeship scheme had been successful; these apprentices will be employed by private sector businesses that will receive grants of up to £1000k. West Nott's and Chesterfield Colleges would be carrying out the recruitment and training provision in relation to the placements.

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Moved by Councillor D. McGregor, seconded by Councillor J.A. Clifton
RESOLVED that the report be received.

958. Ct'd MINUTES – 8TH FEBRUARY 2012

The Chair stated that he wished to refer back to the special meeting on 8th February 2012. He referred to a letter he had received from the Chief Executive Officer dated 9th February 2012, which informed the Unions that both the Budget Savings Proposals report and the Senior Pay Policy statement had both been on the 8th February UECC agenda for information only and not for consultation. The Chair stated a subsequent letter had been sent to employees who were affected by this and were due to TUPE transfer on the 1st March 2012, providing them with details of the decision taken by Council on the 15th February 2012, and also stating that the Employers are still open to further consultation on the issue. The Unions requested clarification on where the Employers are in terms of consultation.

The Head of Human Resources and Payroll replied that the report to the 8th February Council meeting had been for information only as it set out the extensive consultation that had taken place and the failure to reach any agreement through the Regional Joint Secretaries at the meeting in October 2011. The letter had also set out an opportunity for the Unions to come back again by the 30th November 2011 but nothing was received by the Employers and nothing to say that it had been closed down. The reason the report was for information only was to inform the Unions that the report was going to the 15th February Council as the Employers felt that consultation had been exhausted. The letter further stated that the Employers were open to further consultation because if the Union were open to reaching a collective agreement on the proposals, the Employers were still open to discussion.

The Regional Organiser, Unison, raised concern regarding the Employers decision to issue an HR1 giving notice of potential redundancies. To resolve this matter the Unions would be open to further dialogue to find a solution. The particular concern was the impact on the staff who were transferring to Shirebrook Town Council and the staff who were transferring to North East Derbyshire District Council, the decision to change their entitlement to lump sum car allowance or essential car user allowance prior to transfer and the Unions would ask that that be reconsidered and withdrawn.

The Head of Human Resources and Payroll replied that she would like to clarify the point that was being made and had tried to clarify with some staff involved but had not received a response. It was a statutory requirement to issue the HR1. With regard to changing their terms and conditions, the letter sent was clear that the Employers did not intend to change their conditions prior to 1st April 2013, which is in line with the remainder of the workforce. The HR1 had to be issued prior to transfer because the decision had been taken by Members on the 15th February and employees needed to be notified of this decision and its impact. The decision was not made in connection with the transfer but it was necessary to notify the employees of that.

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The Regional Organiser, Unison, replied that this had covered his concern he had that the HR1 notice to the employees concerned that there was no intention to make them redundant; this is just about the car user allowance – I hope it is still possible to resolve the issue prior to the 1st April.

The Head of Human Resources and Payroll replied that it would be necessary to arrange an appropriate meeting with the Chief Executive Officer to discuss these issues.

960. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS APRIL TO JUNE 2011

The Head of Human Resources and Payroll presented a report in respect of sickness absence/occupational health statistics for the period April to June 2011.

The sickness absence target for April to June 2011 was 2 days per full time employee with the outturn being 1.63 days compared to 1.64 days for the same period during 2010. A breakdown of these figures was as follows;

	<u>Long Term</u>	<u>Short Term</u>
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

In relation to short term sickness absence the relevant Directors/Heads of Service had been informed of any adverse trends in their departments. The outcome of occupational health referrals for this quarter was attached to the report for committee's information. A breakdown of reasons for long term sickness absence was also provided in the report.

It was noted that there were no health surveillance clinics held during this period.

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

RESOLVED that the Sickness Absence/Occupational Health Statistics report for the period April to June be received.

961. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS JULY TO SEPTEMBER 2011

The Head of Human Resources and Payroll presented a report in respect of sickness absence/occupational health statistics for the period July to September 2011.

The sickness absence target for July to September 2011 was 2 days per full time employee with the outturn being 2.39 days compared to 1.97 days for the same period during 2010. This gave an outturn for the first six months (April to Sept) of

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4.02 days per full time employee against a target of 4 days per full time employee. A breakdown of these figures was as follows;

	<u>Long Term</u>	<u>Short Term</u>
July-Sept 2011	1.53 days per FTE	0.86 days per FTE
July-Sept 2010	1.26 days per FTE	0.71 days per FTE

It was noted that there was a marked increase in the overall sickness absence figures for both long and short term sickness absence with the majority of the increase resulting from the Apprentices and Street Services sections.

The Head of Human Resources and Payroll advised the meeting that concerns had been raised with both sections with the purpose of ensuring that the managing sickness absence procedure was being consistently applied.

There were four health surveillance clinics held during this quarter covering HAVS (Hand Arm Vibration Syndrome), audiometry, and driver reviews for 43 employees.

The outcome of occupational health referrals for this quarter was attached to the report for committee's information. A breakdown of reasons for long term sickness absence was also provided in the report.

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

RESOLVED that the Sickness Absence/Occupational Health Statistics report for the period July to September 2011 be received.

962. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS OCTOBER TO DECEMBER 2011

The Head of Human Resources and Payroll presented a report in respect of sickness absence/occupational health statistics for the period October to December 2011.

The sickness absence target for October to December 2011 was 2 days per full time employee with the outturn being 2.42 days compared to 2.02 days for the same period during 2010. The year to date outturn was 6.44 days per full time employee against a target of 6 days per full time employee. A breakdown of these figures was as follows;

	<u>Long Term</u>	<u>Short Term</u>
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 overall sickness absence figure was higher than the figure for the same period in 2010 and worse than the target. This was due to an increase of 148.4 working days in long term sickness, and 16 days in short term sickness. The majority of the increase in long term sickness had occurred within the Contact Centre service, which also has high levels of short term sickness absence.

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There were five health surveillance clinics held during this period covering HAVS, audiometry, hepatitis B, and driver reviews for 73 employees.

A breakdown of the reasons for long term sickness absence was provided in the report and it was noted that there had been an increase in muscular/skeletal and stress related sickness absence. A report regarding this had been presented to Safety Committee on 2nd March 2012 outlining that these cases were 50/50 work and home related.

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

RESOLVED that the Sickness Absence/Occupational Health Statistics report for the period October to December 2011 be received.

963. EQUALITIES MONITORING REPORT JULY TO SEPTEMBER 2011

The Head of Human Resources and Payroll presented a report in respect of Equalities Monitoring Data for the period July to September 2011 on the Council's performance on equalities issues in relation to its employment practices.

Information and analysis in relation to the recruitment and selection of apprentices for the period July to September 2010 had been circulated to committee members at their pre meeting.

Committee's attention was drawn to information relating to permanent employees in the report and was advised that 15 posts in total were advertised and 14 of the posts appointed to.

The Head of Human Resources and Payroll further advised Committee that a policy had been agreed to help avoid redundancies, vacant posts were in the first instance advertised internally before going external, unless a specific professional qualification was not available in the workforce.

A number of 50 plus employees from the Street Services section had left the Authority through voluntary redundancy.

A Unison representative queried the Council's policy on unfilled vacancies. The Head of Human Resources and Payroll replied that currently the recruitment drag period was four weeks. A three month recruitment drag period had been discussed but this had not been taken up by Strategic Alliance Management Team at this time. There now has to be a business case if a vacant post is to be advertised.

Further to questions raised by the Chair, the Head of Human Resources and Payroll explained to the meeting that the Governance Management Team (GMT) had been set up following the appointment of the Joint Directors, and consisted of the Chief Executive Officer, the Head of Human Resources and Payroll, the Solicitor to the Council and the Director of Corporate Resources. The purpose of the GMT was to discuss issues around human resources, governance and finance. The Solicitor to

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the Council added that GMT meetings were officer meetings with powers of the individual officers named above.

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

RESOLVED that the Equalities Monitoring report for the period July to September 2011 be noted.

964. EQUALITIES MONITORING REPORT OCTOBER TO DECEMBER 2011

The Head of Human Resources and Payroll presented a report in respect of Equalities Monitoring Data for the period October to December 2011 on the Council's performance on equalities issues in relation to its employment practices.

Committee's attention was drawn to information relating to permanent employees in the report and was advised that 11 posts in total were advertised, 10 had been successful and one post unfilled.

The Head of Human Resources and Payroll sought Committee's views and consideration that in future, the Equalities Monitoring report be presented to UECC on an annual basis rather than a quarterly basis. An annual report would be more meaningful in terms of information and pie charts could be used with provision of explanatory text within the report.

The Chair replied that the Unions would discuss the proposal outside of the committee meeting and provide feed back to the next meeting of UECC. The Head of Human Resources and Payroll queried whether the January to March 2013 quarter report be suspended, with a full years report for 2011/2012, being presented at the June meeting. The Chair replied that the Union would discuss this matter and provide an answer to the Head of Human Resources and Payroll before the deadline of the UECC meeting in June. Councillor McGregor welcomed the Head of Human Resources and Payroll's suggestion for a more informative way of presenting the equalities monitoring information and also that it would save paper.

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

RESOLVED that (1) the Equalities Monitoring report for the period October to December 2011 be noted,

(2) that the Unions provide feedback to the Head of Human Resources and Payroll before the deadline of the next meeting in June 2012 in relation to the Equalities Monitoring report being presented on an annual basis at future UECC meetings.

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

Moved by Councillor J.A. Clifton, seconded by Councillor D. McGregor

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.

966. DRAFT SOCIAL MEDIA POLICY EXEMPT PARAGRAPH 4

The Chair requested that the Draft Social Media Policy be deferred to the next meeting of UECC in June as the two Unions had not yet been able to discuss the report.

Moved by Councillor D. McGregor, seconded by Councillor J.A Clifton

RESOLVED that the Draft Social Media Policy be deferred until the next meeting of UECC to enable the two Unions to discuss the report.

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

967. DRAFT RECRUITMENT AND SELECTION POLICY EXEMPT PARAGRAPH 4

The Chair requested that the Draft Recruitment and Selection Policy be deferred to the next UECC meeting in June as the two Unions had not yet been able to discuss the report.

Moved by Councillor D. McGregor, seconded by Councillor J.A Clifton

RESOLVED that the Draft Social Media Policy be deferred until the next meeting of UECC to enable the two Unions to discuss the report.

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

The meeting concluded at 1145 hours.

Committee:	Union Employee Consultation Committee	Agenda Item No.:	8.
Date:	7 th June 2012	Category:	*
Subject:	Equalities Monitoring January to March 2012	Status:	
Report by:	Senior Human Resources Officer		
Other Officers involved:	Human Resources Officer		
Director:	Joint Chief Executive Officer		
Relevant Portfolio Holder:	Councillor Eion 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
Population#		78.10%*	0.08%	0.12%	0.07%	0.09%	0.02%	8.80%	12.61%
Workforce##	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:-

INDICATOR	MEDIAN SHIRE DISTRICTS 2010/11	AUTHORITY TARGET 2011/12	AUTHORITY OUT-TURN 2011/12
HR11A - Percentage of top 5% of earners that are women	30%	45%	42.85%
HR11B - Percentage of top 5% of earners from black or ethnic communities	0%	0%	0%
HR11C - Percentage of top 5% of earners who are disabled	1%	7%	3.57%
HR16A - Percentage of disabled employees (permanent employees)	6.67%	5.70%	6%
HR17A - Percentage of employees from minority ethnic communities'	1.13%	0.9%	0.5%

Information and Analysis
Recruitment/Selection

Apprentices

For the period 1st January to 31st March 2012 there were 13 Apprenticeship vacancies advertised, 90 applications received, 90 candidates shortlisted and 30 successful candidates. On six occasions there was more than one successful candidate per vacancy. However, for the period 1st January to 31st March 2011, there were no Apprenticeship vacancies advertised.

Applicants Breakdown

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2012	100%	0%	56.67%	43.33%	1.11%	100%	0%	0%	0%
2011	0%	0%	0%	0%	0%	0%	0%	0%	0%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2012	91.11%	2.22%	0%	0%	6.67%
2011	0%	0%	0%	0%	0%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2012	35.56%	0%	0%	0%	0%	0%	1.11%	63.33%
2011	0%	0%	0%	0%	0%	0%	0%	0%

Shortlisted Candidates Breakdown

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2012	100%	0%	56.67%	43.33%	1.11%	100%	0%	0%	0%
2011	0%	0%	0%	0%	0%	0%	0%	0%	0%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2012	91.11%	2.22%	0%	0%	6.67%
2011	0%	0%	0%	0%	0%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2012	35.56%	0%	0%	0%	0%	0%	1.11%	63.33%
2011	0%	0%	0%	0%	0%	0%	0%	0%

Successful Candidates

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2012	100%	0%	60%	40%	3.33%	100%	0%	0%	0%
2011	0%	0%	0%	0%	0%	0%	0%	0%	0%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2012	93.33%	0%	0%	0%	6.67%
2011	0%	0%	0%	0%	0%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2012	36.67%	0%	0%	0%	0%	0%	3.33%	60%
2011	0%	0%	0%	0%	0%	0%	0%	0%

Permanent Employees

For the period 1st January to 31st March 2012 there were 14 vacancies advertised (two of which were unfilled), 125 applications received, 54 candidates shortlisted and 14 successful candidates. On three occasions there was more than one successful candidate per vacancy. For the period 1st January to 31st March 2011 there were 9 vacancies advertised, one unfilled, 178 applications received, 33 candidates shortlisted and 12 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+
2012	92.8%	7.2%	70.4%	29.6%	2.4%	36%	37.6%	15.2%	11.2%
2011	96.07%	3.93%	93.85%	6.15%	0.56%	17.98%	39.89%	29.21%	12.92%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2012	79.2%	0%	0.8%	0%	20%
2011	89.33%	0.56%	0%	0%	10.11%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2012	47.2%	0%	0.8%	0%	0%	0%	0%	52%
2011	52.81%	0%	0.56%	0%	0.56%	0.56%	2.81%	42.70%

Shortlisted Candidates Breakdown

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2012	94.44%	5.56%	66.67%	33.33%	3.7%	48.15%	24.07%	18.52%	9.26%
2011	96.97%	3.03%	75.76%	24.24%	0%	18.18%	36.36%	3.03%	42.43%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2012	85.19%	0%	0%	0%	14.81%
2011	87.88%	0%	0%	0%	12.12%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2012	55.56%	0%	1.86%	0%	0%	0%	0%	42.58%
2011	57.57%	0%	0%	0%	0%	0%	0%	42.43%

Successful Candidates

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2012	92.86%	7.14%	57.14%	42.86%	0%	50%	28.57%	21.43%	0%
2011	91.67%	8.33%	83.33%	6.67%	0%	41.66%	16.67%	25.00%	16.67%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2012	92.86%	0%	0%	0%	7.14%
2011	91.67%	0%	0%	0%	8.33%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2012	64.29%	0%	0%	0%	0%	0%	0%	35.71%
2011	66.67%	0%	0%	0%	0%	0%	0%	33.33%

Workforce Monitoring

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2012	99.47%	0.53%	53.10%	46.9%	6.72%	15.57%	21.06%	29.03%	34.34%
2011	99.20%	0.80%	55.41%	44.59%	7%	14.81%	23.41%	28.18%	33.60%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2012	67.08%	0	0	0.18%	32.74%
2011	66.08%	0.16%	0%	1.48%	33.28%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Seikh	Any other	None
2012	48.5%	0.18%	0	0	0	0	1.41%	49.91%
2011	46.02%	0.32%	0%	0%	0%	0%	1.60%	52.06%

Employee numbers are based on headcount @ 31st March 2012 with comparative figures @ 31st March 2011.

Training/Development

253 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+
2012	99.60%	0.40%	53.36%	46.64%	7.11%	37.94%	18.18%	21.74%	22.14%
2011	98.65%	1.35%	52.70%	47.30%	6.76%	17.57%	18.92%	27.48%	36.03%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2012	76.29%	0	0	1.58%	22.13%
2011	72.52%	0%	0%	0.90%	26.58%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Seikh	Any other	None
2012	47.04%	0	0	0	0	0	1.18%	51.78%
2011	50%	0%	0%	0%	0%	0%	1.80%	48.20%

Discipline

There were no disciplinary actions during this period.

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2012	0	0	0	0	0	0	0	0	0
2011	100%	0%	100%	0%	100%	0%	0%	100%	0%

Grievances (including Harassment/Bullying)

There were 9 grievances lodged during this period (one group of 7 employees), the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2012	88.89%	11.11%	55.56%	44.44%	0	0	44.44%	55.56%	0
2011	0%	0%	0%	0%	0%	0%	0%	0%	0%

Labour Turnover

There have been 48 leavers during this period, this includes 9 Apprentices who had successfully completed the Apprenticeship Framework and 28 employees transferred under TUPE to NEDDC, the breakdown is as follows: -

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2012	97.92%	2.08%	58.33%	41.67%	14.58%	22.92%	22.92%	25%	29.16%
2011	100%	0%	56.25%	43.75%	6.25%	37.5%	12.5%	18.75%	31.25%

Voluntary Leavers

There have been 11 voluntary leavers during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2012	100%	0	54.55%	45.45%	18.19%	18.19%	27.27%	27.27%	27.27%
2011	100%	0%	83.34%	16.66%	0%	66.66%	16.67%	0%	16.67%

Dismissals

There were no dismissals during this period.

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2012	0	0	0	0	0	0	0	0	0
2011	100%	0%	100%	0%	0%	50%	0%	50%	0%

Redundancies

There were 2 redundancies during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2012	100%	0	100%	0	50%	0	0	0	100%
2011	100%	0%	20%	80%	20%	0%	0%	20%	80%

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+
2012	0	0	0	0	0	0	0	0	0
2011	0%	0%	0%	0%	0%	0%	0%	0%	0%

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(S) that

- (1) the report be noted,**
- (2) recommendations be received as to improvements to current performance levels.**

SOURCE DOCUMENTS:

FILE REFERENCES:

Committee:	Union Employee Consultation Committee	Agenda Item No.:	9.
Date:	7th June 2012	Category	
Subject:	Sickness Absence/Occupational Health Statistics 2011/12	Status	Open
Report by:	Assistant Director, Human Resources		
Other Officers involved:	Human Resources Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor Eion 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 2010/11 and 2011/12.

1.1 The sickness absence outturn for 2011/12 are shown below, with comparisons for 2010/11:

Target 2011/12	Out turn 2011/12	Out turn 2010/11
8.days	7.83 days	7.97 days

A breakdown of these figures for 2011/12 by Department, and by long term/short term sickness absence, is attached for information.

1.2 The outcome of occupational health referrals 2011/12, with comparisons for 2010/11 is shown below:

	2010/11	2011/12
Rehabilitation	42	39
Resigned	1	0
Ill Health Retirement	0	0
Dismissed	1	2
Redundancy	1	0
Retired	1	0
Outstanding	2	0
Compromise Agreement	0	1
12 month career break	0	1
TOTAL	48	43

1.3 The top three causes of sickness absence for 2010/11 and 2011/12 are as follows:

2010/11		2011/12	
Cause	Days Lost	Cause	Days Lost
Musc/Skeletal	1137	Musc/Skeletal	1152
Stress	481	Stress	801
Infections	444	Stomach/Digestion	548
TOTAL	2062	TOTAL	2501

1.4 A breakdown of the reasons for all long term sickness absence is as follows:

Reasons for Long Term Sickness Absence 2011/12	
Reason for Absence	No. of Employees Citing this Reason
Muscular/Skeletel	22
Genito/Gynae	4
Other	2
Back/neck	1
Stress/Depression	9
Stomach/Digestion	4
Neurological	1

1.5 The following routine health surveillance clinics have been held during the financial year 2011/12:

- 12th and 27th July 2011
- 24th August 2011
- 21st September 2011
- 18th and 21st October 2011
- 16th and 23rd November 2011
- 15th December
- 21st February 2012

and covered topics such as Hand Arm Vibration, audiometry, driver medicals, blood tests and hepatitis B immunisation to 'at risk' groups.

There have been 15 employees undergoing counselling during this period.

ISSUES FOR CONSIDERATION

The report is for monitoring purposes only and there are no specific issues for consideration.

IMPLICATIONS

Financial : None
Legal : None
Human Resources : None

RECOMMENDATION

That the report be received.

ATTACHMENT: Y (1)
FILE REFERENCE: N/A
SOURCE DOCUMENT: N/A

BVPI12 - APRIL 2011 TO MARCH 2012 LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE FTE 12 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
CHIEF EXECS DIRECTORATE							
CHIEF EXECUTIVES AND PARTNERSHIP	5.75	15	2.609	0	15	0.000	2.609
CONTACT CENTRES	21.12	449	21.259	195	254	9.233	12.027
CUSTOMER SERVICE/PERFORMANCE	12.52	77.5	6.190	51	26.5	4.073	2.117
HUMAN RESOURCES AND PAYROLL	11.50	17.5	1.522	0	17.5	0.000	1.522
APPRENTICES	77.46	552.5	7.133	250	302.5	3.227	3.905
DEMOCRATIC	10.10	14	1.386	0	14	0.000	1.386
LEGAL/LICENSING AND LAND CHARGES	11.19	52.5	4.692	0	52.5	0.000	4.692
RESOURCES DIRECTORATE							
FINANCE	10.67	58	5.436	26.5	31.5	2.484	2.952
PROCUREMENT	2.81	18	6.406	18	0	6.406	0.000
REVENUES	36.50	195.5	5.356	96	99.5	2.630	2.726
NEIGHBOURHOODS							
LEISURE	47.89	153	3.195	118	35	2.464	0.731
COMMUNITY	14.00	31	2.214	22	9	1.571	0.643
STREET SERVICES	98.23	1116	11.361	739	377	7.523	3.838
HOUSING (REPAIRS AND MANAGEMENT)	117.79	1032	8.761	632.5	399.5	5.370	3.392
DEVELOPMENT							
PLANNING/ECON DEV/HOUSING STRATEGY	25.40	159.5	6.280	122.5	37	4.823	1.457
REGENERATION/ENVIRONMENTAL HEALTH	42.79	343	8.016	181	162	4.230	3.786
DEVELOPMENT ADMIN	5.51	33	5.989	0	33	0.000	5.989
GRAND TOTAL	551.23	4317.00	7.83	2451.5	1865.50	4.447	3.384

Street Services include Depot Resources, Street Scene and Waste Services

Housing includes Repairs and Maintenance and Supporting People Service

Regeneration includes Security, Markets, Environmental Health

Legal includes Land Charges and Licensing

Planning includes Economic Development and Housing Strategy

Directors included as 50% in Leisure, Finance, Development Admin, CEPT, Street Services

UNION / EMPLOYEE CONSULTATION COMMITTEE

AGENDA

Thursday 7th June 2012 at 1100 hours in the Council Chamber

Item No.		Page No.(s)
PART 1 – OPEN ITEMS		
1.	To receive apologies for absence, if any.	
2.	Election of Chair (Member's side).	
3.	Appointment of Vice Chair (Union side).	
4.	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.	
5.	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.	
6.	To agree the Terms of Reference.	3 to 7
7.	To approve the Minutes of a meeting held on 7 th March 2012.	8 to 16
8.	Equalities Monitoring January 2012 to March 2012.	17 to 25
9.	Sickness Absence/Occupational Health Statistics 2011/12	26 to 29
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 11</u>		
10	Exit Information 1 st April 2011 to 31 st March 2012.	30 to 33

Exempt Paragraph 4

- | | | |
|-----|--|----------|
| 11. | Draft Social Media Policy | 34 to 42 |
| 12. | Draft Recruitment and Selection Policy | 43 to 71 |

Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 25th May 2012

Dear Sir or Madam

UNION EMPLOYEE CONSULTATION COMMITTEE – THURSDAY 7TH JUNE 2012

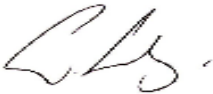
I refer to your recently circulated agenda for the above meeting and now enclose the following item:

Part Two – Exempt Item

Exempt Paragraph 1

Agenda Item 10 – Exit Information 1st April 2011 to 31st March 2012
(Pages 55 to 58)

Yours faithfully



Chief Executive Officer

To: Members of the Union Employee Consultation Committee



INVESTORS IN PEOPLE

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The Council's commitment to excellence