

25th November 2013

The Arc
High Street
Clowne
Derbyshire
S43 4JY

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 Chamber Suites 1& 2, The Arc, Clowne, on Wednesday 11th December 2013 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 - Chamber Suite 3 @ 1000 hours
Unions - Meeting Room 4 @ 1000 hours

Register of Members' Interest - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised on page 2.

Yours faithfully



Chief Executive Officer

To: Chairman & Members of the Union Employee Consultation Committee

ACCESS FOR ALL

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 **01246 242528** **Democratic Services**
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Chief Executive Officer: Wes Lumley, B.Sc. F.C.C.A.

CUSTOMER
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The Government Standard

UNION / EMPLOYEE CONSULTATION COMMITTEE

AGENDA

**Wednesday 11th December 2013 at 1100 hours in Chamber Suites 1 & 2,
The Arc, Clowne**

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	To receive apologies for absence, if any.	
2.	Appointment of Vice Chair	
3.	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.	
4.	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.	
5.	To approve the Minutes of a meeting held on 14 th March 2013.	3 to 11
6.	Sickness Absence/Occupational Health Statistics July to September 2013.	12 to 15
7.	Equalities Monitoring January to March 2013.	16 to 24
8.	Equalities Monitoring April to June 2013.	25 to 32
9.	Equalities Monitoring July to September 2013.	33 to 39
10.	Exit Information 1 st April 2012 to 31 st March 2013.	40 to 44
11.	Draft Time Off and Facilities Agreement for Bolsover District Council.	45 to 65
12.	Smoke Free Policy	66 to 70
13.	Policy and Procedures for Organisational Review.	71 to 81

UNION/EMPLOYEE CONSULTATION COMMITTEE

Minutes of a meeting of the Union/Employee Consultation Committee of the Bolsover District Council held in Chamber Suite 3, The Arc, Clowne, on Thursday 14th March 2013 at 1100 hours.

PRESENT:-

Council Representatives:-

Councillors R.J Bowler, K. Bowman, Mrs P.M Bowmer, J.A Clifton, H.J Gilmour, D. McGregor, A.M Syrett, A.F Tomlinson and G.O Webster.

Unison Representatives:-

J. Wilmot, R. Frisby, C. McKinney, C. Hirst, K. Shillitto and L. Cheong.

Unite Representatives:-

I. Barber.

Officers:-

W. Lumley (Chief Executive Officer), A. Grundy (Assistant Director of Human Resources and Payroll), P. Wilmot (Human Resources Manager) and A. Bluff (Democratic Services Officer).

1015. APOLOGIES

Apologies for absence were received on behalf of Councillors E. Watts and K. Reid, S. Sambrooks (Unite) and T. Walker (Unite).

1016. ELECTION OF CHAIR FOR MEETING

Moved by Councillor K. Bowman, seconded by Councillor D. McGregor

RESOLVED that Councillor A.F. Tomlinson be elected as Chair for the meeting.

Councillor A.F. Tomlinson in the Chair

UNION/EMPLOYEE CONSULTATION COMMITTEE

1017. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

1018. DECLARATIONS OF INTEREST

There were no declarations of interest made.

1019. MINUTES – 30TH JANUARY 2013

Minute No 816; - Informal Meeting of UECC held on 24th January 2013

Councillor Bowman referred to the informal meeting of UECC held on 24th January 2013 where Members had indicated that membership of the Union/Employee Consultation Committee would be discussed prior to Annual Council in May on the basis of a proposal of six representatives from the employers side and six representatives from the employees side.

A Union Representative stated that the Unions had no issue with reducing the number of representatives on the Committee.

It was agreed that from the new Civic Year in May, membership of UECC be reduced to six representatives from the employer's side and six representatives from the employee's side.

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

RESOLVED that the minutes of a meeting held on 30th January 2013 be approved as a correct record,

RECOMMENDED that as from the new Civic Year in May 2013, membership of UECC consists of six representatives from the employer's side and six representatives from the employee's side.

(Head of Democratic Services / Council)

1020. SICKNESS ABSENCE / OCCUPATIONAL HEALTH STATISTICS OCTOBER TO DECEMBER 2012

The Assistant Director of Human Resources presented a report in relation to sickness absence / occupational health statistics for the period October to December 2012.

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The target for sickness absence for October to December 2012 was two days per full time employee (FTE) and the outturn was 2.42 days per FTE. The outturn for the same period in the previous year was 2.38 days per FTE. A breakdown of the figures by department and by long and short term sickness absence was attached to the report for Members information.

The Assistant Director of Human Resources reminded Members that at the last meeting she had reported that the corporate target of eight days would not be met this year and an outturn of 9.09 days was projected. It was now projected that this could be 8.87 days, and although still disappointing, it was a step in the right direction.

Six referrals to Occupational Health had been made in the period compared to sixteen in the same period last year. Members were asked to note that there was one additional ill health retirement on 31st July 2012 which should have been reported in the July to September 2012 quarter.

Four routine health surveillance clinics had been held during the period.

The Assistant Director of Human Resources reported that the number of employees absent from work due to stress continued to be monitored, though it was noted that there were relatively few incidents of work related stress.

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

RESOLVED that the sickness absence / occupational health statistics report for the period October to December 2012 be received.

1021. EQUALITIES MONITORING APRIL TO JUNE 2012

The Human Resources Manager presented a report in respect of Equalities Monitoring data for the period April to June 2012 on the Council's performance on equality issues in relation to its employment practices.

Performance Indicators

The report provided information on outturn figures for performance indicators relevant to equalities for the period.

Apprentices

There were no apprenticeship vacancies during the period.

Permanent Employees

Six vacancies were advertised for the period, 73 applications received, 18 candidates shortlisted and four successful candidates. It was noted that two of the six vacancies received no applications.

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Training / Development

Ninety places had been 'taken up' with regard to off the job training.

Disciplinary

There was one disciplinary action during the period.

Grievances (including Harassment / Bullying)

No grievances were lodged during the period.

Labour Turnover

There had been 44 leavers during the period.

Voluntary Leavers

There had been two voluntary leavers during the period.

Dismissals

There were no dismissals during the period.

Redundancy/Efficiency of the Service

There was one redundancy during the period.

Ill Health Retirements

There were no ill health retirements during the period.

It was noted that the 2001 Census figures had been used in the report and Members requested that figures from the 2011 Census be used for future reports.

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

RESOLVED that the Equalities Monitoring report for the period April to June 2012 be received.

1022. EQUALITIES MONITORING JULY TO SEPTEMBER 2012

The Human Resources Manager presented a report in respect of Equalities Monitoring data for the period July to September 2012 on the Council's performance on equality issues in relation to its employment practices.

UNION/EMPLOYEE CONSULTATION COMMITTEE

Performance Indicators

The report provided information on outturn figures for performance indicators relevant to equalities for the period.

Apprentices

There were no apprenticeship vacancies during the period.

Permanent Employees

Three vacancies were advertised for the period, 49 applications received, 17 candidates shortlisted and three successful candidates.

Training / Development

Eighty Nine places had been 'taken up' with regard to off the job training.

Disciplinary

There was no disciplinary action during the period.

Grievances (including Harassment / Bullying)

No grievances were lodged during the period.

Labour Turnover

There had been 14 leavers during the period.

Voluntary Leavers

There had been seven voluntary leavers during the period.

Dismissals

There were no dismissals on grounds of capability during the period.

Redundancy/Efficiency of the Service

There were four redundancies during the period.

Ill Health Retirements

There were two ill health retirements during the period. Members were asked to note that there was one additional ill health retirement on 31st July 2012 which should have been reported in the July to September 2012 quarter.

UNION/EMPLOYEE CONSULTATION COMMITTEE

Moved by Councillor D. McGregor, seconded by C. Hirst
RESOLVED that the Equalities Monitoring report for the period July to September 2012 be received.

1023. EQUALITIES MONITORING OCTOBER TO DECEMBER 2012

The Human Resources Manager presented a report in respect of Equalities Monitoring data for the period October to December 2012 on the Council's performance on equality issues in relation to its employment practices.

Performance Indicators

The report provided information on outturn figures for performance indicators relevant to equalities for the period.

Apprentices

There were no apprenticeship vacancies during the period.

Permanent Employees

Eight vacancies were advertised (two of which were unfilled) for the period, 65 applications received, 25 candidates shortlisted and 12 successful candidates.

Training / Development

204 places had been 'taken up' with regard to off the job training.

Disciplinary

There was no disciplinary action during the period.

Grievances (including Harassment / Bullying)

No grievances were lodged during the period.

Labour Turnover

There had been 12 leavers during the period.

Voluntary Leavers

There had been seven voluntary leavers during the period.

Dismissals

There were two dismissals on grounds of capability during the period.

UNION/EMPLOYEE CONSULTATION COMMITTEE

Redundancy/Efficiency of the Service

There was one redundancy during the period.

Ill Health Retirements

There was one ill health retirements during the period.

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

RESOLVED that the Equalities Monitoring report for the period October to December 2012 be received.

1024. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor D. McGregor, seconded by Councillor G.O. Webster

RESOLVED that under Section 100(A) (4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

1025. ENHANCEMENTS IN LIEU OF ANNUAL LEAVE EXEMPT PARAGRAPH 4

The Human Resources Manager presented a report to inform Members that the Authority's Legal section had identified that a provision included in the Authority's Pay Agreement to provide an enhancement in lieu of annual leave was in breach of the Working Time Regulations.

Under the Working Time Regulations all Workers and Employees were entitled to a legal minimum of 28 days paid leave, including bank holidays, pro rata to hours worked. Providing an enhancement in lieu of annual leave was effectively denying employees a statutory right and therefore the Authority could not legally continue with the practice.

In January 2013, the Trade Unions' agreement was sought to adjust this practice on an interim basis until a report could be submitted to the next available UECC to fully consider what steps needed to be taken to correct the provision to ensure the Authority's legal compliance and to also consider the implications of adjusting the provision.

It was proposed that the Council's Pay Agreement section 3.2.10 be amended.

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The section is currently as follows:

“Where part-time employees/casual employees are required to work ad hoc hours over and above their contractual hours, they will receive the following enhancements on the hourly rate in lieu of annual leave:

Less than 5 years service	12%
5 years service or over	14%

Any hours worked in excess of 37 hours will not attract this enhancement.

This payment will be shown separately in your contract of employment and on your pay slip. It does not offset your entitlement to take annual leave and managers must ensure that a minimum of 25 days annual/concessionary leave (excluding bank holidays) is taken by every employee (pro rata for part timers).

During periods of annual leave employees will be paid in accordance with their contractual hours.”

The report proposed that the section be revised as follows:

‘Casual workers are entitled to the equivalent of 28 days annual leave during each holiday year (including all bank holiday entitlements), calculated on a pro rata basis depending on the number of hours that actually worked.

Annual leave must be taken in line with the operational needs of the Council and agreed in advance with a supervisor. If any public holidays and/or ‘fixed closure days’ fall during the period of this engagement the casual worker may take annual leave on such days, with the agreement of their supervisor, from their accrued statutory leave entitlement.

When the arrangement for casual work is terminated the casual worker will be paid for holidays accrued but not taken on a pro rata basis.

Part-time employees who work additional hours over and above their contractual hours may accrue additional annual leave on a pro rata basis based on the Council’s annual leave entitlement and the additional hours’.

A lengthy discussion took place.

It was agreed that the recommendation in the report be amended to read;

That the Authority’s Pay Agreement, section 3.2.10, ‘Enhancements in lieu of annual leave’, be adjusted as detailed above and consultation commence with the recommended Unions, affected part-time employees and Casual Workers, leading to a variation of contract, either with immediate effect or subject to a longer time frame depending on legal advice.

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

RESOLVED that the Authority's Pay Agreement, section 3.2.10, 'Enhancements in lieu of annual leave', be adjusted as detailed above and consultation commence with the recommended Unions, affected part-time employees and Casual Workers, leading to a variation of contract, either with immediate effect or subject to a longer time frame depending on legal advice.

The meeting concluded at 1145 hours.

Committee:	Union/Employee Consultation Committee	Agenda Item No.:	6.
Date:	11 th December 2013	Category	*
Subject:	Sickness Absence/Occupational Health Statistics July to September 2013	Status	Open
Report by:	Joint Assistant Director – Human Resources		
Other Officers involved:	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 2013 and 2012 .
 - 1.1 The sickness absence outturn for the second quarter of 2013 (July to September) is shown below, with comparisons for the same period during 2012:-:

July to September 2012	July to September 2013
2.51 days per FTE	2.50 days per FTE

The target for July to September 2013 was 2 days per FTE. A breakdown of these figures by Department, and by long term/short term sickness absence, is attached for information.

Whilst the overall sickness absence figure is virtually the same the following should be noted:-

- Total number of days lost has reduced in 2013 by 175.5 days
- The average number of FTE employees has reduced in 2013 by 67.87 FTE
- The number of days lost due to long term sickness has reduced in 2013 by 134.5 days
- The number of days lost due to short term sickness has reduced in 2013 by 41 days

1.2 The outcome of occupational health referrals for the second quarter of 2013, with comparisons for 2012 are shown below:

	July to September 2012	July to September 2013
Rehabilitated	11	8
Continuing	7	2
Ill Health	1	1
TOTAL	19	11

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

Reasons for Long Term Sickness Absence July to September 2013		
Reason for Absence	No. of Employees Citing this Reason July to September 2012	No. of Employees Citing this Reason July to September 2013
Back/Neck	6	2
Stomach/Digestion	2	0
Heart/BP/Circulation	2	0
Muscular/Skeletal	0	2
Sick/Other	1	4
Neurological	2	1
Stress/Depression	3	1
Genito/Gynaechological	1	0
Back/Neck	2	0
Ear/Nose/Mouth	0	1
TOTAL	19	11

1.4 The following routine health surveillance clinics have been held during July to September 2013:

- 16th July
- 15th August
- 19th September

and covered topics such as

- Hand Arm Vibration,
- Audiometry
- Driver medicals
- Blood Tests and
- Hepatitis B Immunisation to 'at risk' groups.

There have been four employees undergoing counselling during this period (none of which were work related).

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(S)

1. The report be received.

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

BVPI12 - JULY TO SEPTEMBER 2013 OUT-TURN LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE EMPLOYEES 6 MTHS	DAYS LOST	FTE DAYS	LONG TERM ABSENCE NO OF DAYS	SHORT TERM ABSENCE NO OF DAYS	LT ABSENCE PER FTE	ST ABSENCE PER FTE
CHIEF EXECS DIRECTORATE							
CHIEF EXECUTIVES AND PARTNERSHIP STRATEGY/PERFORMANCE	5.50	1	0.182	0	1	0.000	0.182
HUMAN RESOURCES AND PAYROLL DEMOCRATIC	6.50	5	0.769	0	5	0.000	0.769
LEGAL AND LAND CHARGES	6.50	6.5	1.000	0	6.5	0.000	1.000
	8.69	3	0.345	0	3	0.000	0.345
RESOURCES DIRECTORATE							
FINANCE	10.02	39	3.892	35	4	3.493	0.399
PROCUREMENT	1.81	0	0.000	0	0	0.000	0.000
CUSTOMER SERVICE	24.79	77	3.106	33	44	1.331	1.775
REVENUES	37.95	20	0.527	0	20	0.000	0.527
HEALTH AND WELL BEING							
LEISURE	42.52	11	0.259	0	11	0.000	0.259
ENVIRONMENTAL HEALTH	0.50	2.5	5.000	0	2.5	0.000	5.000
NEIGHBOURHOODS							
COMMUNITY SAFETY	9.88	4	0.405	0	4	0.000	0.405
STREET SERVICES	78.92	315.5	3.998	188.5	127	2.388	1.609
HOUSING (REPAIRS AND MANAGEMENT)	108.17	445	4.114	367	78	3.393	0.721
DEVELOPMENT							
PLANNING/HOUSING STRATEGY	18.60	14	0.753	0	14	0.000	0.753
REGENERATION	22.62	34	1.503	0	34	0.000	1.503
GRAND TOTAL	390.67	977.50	2.50	623.5	354.00	1.596	0.906
Street Services include Depot Resources, Street Scene and Waste Services							
Housing includes Repairs and Maintenance and Supporting People Service							
Legal includes Land Charges							
Planning includes Housing Strategy							
Joint Directors included at 50%							
Joint Assistant Directors only at 50%							

Committee:	Union/Employee Consultation Committee	Agenda tem No.:	7.
Date:	11 th December 2013	Category	*
Subject:	Equalities Monitoring Report January to March 2013	Status	Open
Report by:	Senior Human Resources Officer Human Resources Officer		
Other Officers involved:	Equalities Monitoring Report Human Resources Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holders	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 2011 census provides the following information: -

1. The local population is 75,866, of which 37,442 are economically active.
2. The local economically active black and ethnic population percentage of the economically active population is not yet available.
3. The percentage of people of working age who had a limiting long-term illness comparable to the definition of disability in the Equalities Act 2010 is not yet available.
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#	0.35%	65.17%	0.11%	0.14%	0.15%	0.19%	0.04%	6.82%	27.03%
Workforce##	1.03%	52.46%	0	0	0	0.20%	0	29.92%	16.39%

#based on 2011 Census

based on employee personal data as at 31st March 2013

Performance Indicators

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

INDICATOR	MEDIAN DERBYSHIRE AUTHORITIES 2011/12	AUTHORITY TARGET 2012/13	AUTHORITY OUT-TURN 2012/13
HR11A - Percentage of top 5% of earners that are women	34.89%	45%	31.57%
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	5.28%	7%	5.26%
HR16A - Percentage of disabled employees (permanent employees)	5.24%	6%	7.42%
HR17A - Percentage of employees from minority ethnic communities'	1.44%	0.50%	0.82%

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. For the period 1st January to 31st March 2013 there were no Apprenticeship vacancies advertised as the Programme has now ended.

Applicants Breakdown

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	0	0	0	0	0	0	0	0	0
2012	100%	0%	56.67%	43.33%	1.11%	100%	0%	0%	0%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	0	0	0	0	0
2012	91.11%	2.22%	0%	0%	6.67%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2013	0	0	0	0	0	0	0	0
2012	35.56%	0%	0%	0%	0%	0%	1.11%	63.33%

Shortlisted Candidates Breakdown

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	0	0	0	0	0	0	0	0	0
2012	100%	0%	56.67%	43.33%	1.11%	100%	0%	0%	0%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	0	0	0	0	0
2012	91.11%	2.22%	0%	0%	6.67%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2013	0	0	0	0	0	0	0	0
2012	35.56%	0%	0%	0%	0%	0%	1.11%	63.33%

Successful Candidates

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	0	0	0	0	0	0	0	0	0
2012	100%	0%	60%	40%	3.33%	100%	0%	0%	0%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	0	0	0	0	0
2012	93.33%	0%	0%	0%	6.67%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2013	0	0	0	0	0	0	0	0
2012	36.67%	0%	0%	0%	0%	0%	3.33%	60%

Permanent Employees

For the period 1st January to 31st March 2013 there were 18 vacancies advertised (seven of which were unfilled), 204 applications received, 89 shortlisted and 16 successful candidates. On three occasions there was more than one successful candidate per vacancy. For the period 1st January to 31st March 2012 there were 14 vacancies advertised (one of which was unfilled), 125 applications received, 54 candidates shortlisted and 14 successful candidates. On three occasions there was more than one successful candidate per vacancy.

Applicants Breakdown

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	97.5%	2.45%	46.57%	53.43%	3.43%	23.53%	35.29%	23.03%	18.15%
2012	92.8%	7.2%	70.4%	29.6%	2.4%	36%	37.6%	15.2%	11.2%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	87.74%	0.49%	0%	0.98%	10.79%
2012	79.2%	0.8%	0.8%	0%	19.2%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2013	51.96%	0.49%	0.49%	0%	0.49%	0%	0.49%	46.08%
2012	47.2%	0%	0.8%	0%	0%	0%	0%	52%

Shortlisted Candidates Breakdown

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	100%	0%	51.68%	48.32%	3.37%	25.84%	25.84%	23.60%	24.72%
2012	94.44%	5.56%	66.67%	33.33%	3.7%	48.15%	24.07%	18.52%	9.26%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	85.39%	1.12%	0%	2.25%	11.24%
2012	85.19%	0%	0%	0%	14.81%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2013	55.06%	0%	0%	0%	0%	0%	0%	44.94%
2012	55.56%	0%	1.85%	0%	0%	0%	0%	42.59%

Successful Candidates

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	100%	0%	62.5%	37.5%	6.25%	37.5%	31.25%	18.75%	12.5%
2012	92.86%	7.14%	57.14%	42.86%	0%	50%	28.57%	21.43%	0%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	81.25%	0%	0%	0%	18.75%
2012	92.86%	0%	0%	0%	7.14%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2013	43.75%	0%	0%	0%	0%	0%	0%	56.25%
2012	64.29%	0%	0%	0%	0%	0%	0%	35.71%

Workforce Monitoring

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	99.18%	0.82%	53.69%	46.31%	7.38%	6.35%	23.16%	31.76%	38.73%
2012	99.47%	0.53%	53.10%	46.9%	6.72%	15.57%	21.06%	29.03%	34.34%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	66.60%			0.20%	33.20%
2012	67.08%			0.18%	32.74%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None
2013	52.46%				0.20%		1.03%	46.31%
2012	48.5%	0.18%					1.41%	49.91%

Employee numbers are based on headcount @ 31st March 2013 with comparative figures @ 31st March 2012.

Training/Development

114 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+
2013	100%		62.28%	37.72%	3.51%	4.38%	28.95%	37.72%	28.95%
2012	99.60%	0.40%	53.36%	46.64%	7.11%	37.94%	18.18%	21.74%	22.14%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	67.54%				32.46%
2012	76.29%			1.58%	22.13%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None
2013	48.25%						0.87%	50.88%
2012	47.04%						1.18%	51.78%

Discipline

There were no disciplinary actions during this period.

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	0	0	0	0	0	0	0	0	0
2012	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+
2013	0	0	0	0	0	0	0	0	0
2012	88.89%	11.11%	55.56%	44.44%			44.44%	55.56%	

Labour Turnover

There have been 36 leavers during this period, 25 of these were 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+
2013	100%		52.78%	47.22%	8.33%	72.22%	8.33%	2.78%	16.67%
2012	97.92%	2.08%	58.33%	41.67%	14.58%	22.92%	22.92%	25%	29.16%

Voluntary Leavers

There have been 10 voluntary leavers during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	100%		50%	50%	30%	10%	20%	10%	60%
2012	100%		54.55%	45.45%	18.19%	18.19%	27.27%	27.27%	27.27%

Dismissals

There were no dismissals on grounds of capability during this period.

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	0	0	0	0	0	0	0	0	0
2012	0	0	0	0	0	0	0	0	0

Redundancies

There were no redundancies during this period.

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	0	0	0	0	0	0	0	0	0
2012	100%		100%		50%				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+
2013	0	0	0	0	0	0	0	0	0
2012	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 that recommendations be received as to improvements to current performance levels.

SOURCE DOCUMENTS:
FILE REFERENCES:

Committee:	Union/Employee Consultation Committee	Agenda tem No.:	8.
Date:	11 th December 2013	Category	*
Subject:	Equalities Monitoring Report April to June 2013	Status	Open
Report by:	Senior Human Resources Officer Human Resources Officer		
Other Officers involved:	Equalities Monitoring Report Human Resources Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holders	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 2011 census provides the following information: -

1. The local population is 75,866, of which 37,442 are economically active.
2. The local economically active black and ethnic population percentage of the economically active population is not yet available.
3. The percentage of people of working age who had a limiting long-term illness comparable to the definition of disability in the Equalities Act 2010 is not yet available.
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#	0.35%	65.17%	0.11%	0.14%	0.15%	0.19%	0.04%	6.82%	27.03%
Workforce##	1.03%	52.46%	0	0	0	0.20%	0	29.92%	16.39%

#based on 2011 Census

based on employee personal data as at 31st March 2013

Performance Indicators

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

INDICATOR	MEDIAN DERBYSHIRE AUTHORITIES 2011/12	AUTHORITY TARGET 2012/13	AUTHORITY OUT-TURN 2012/13
HR11A - Percentage of top 5% of earners that are women	34.89%	45%	31.57%
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	5.28%	7%	5.26%
HR16A - Percentage of disabled employees (permanent employees)	5.24%	6%	7.42%
HR17A - Percentage of employees from minority ethnic communities'	1.44%	0.50%	0.82%

Information and Analysis

Recruitment/Selection

Permanent Employees

For the period 1st April to 30th June, 2013 there were 14 vacancies advertised, 143 applications received, 58 candidates shortlisted and 14 successful candidates. For the period 1st April to 30th June 2012 there were 6 vacancies advertised, 73 applications received, 18 candidates shortlisted and 4 successful candidates. (Please note two of the vacancies received no applications)

Applicants Breakdown

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	95.81%	4.19%	46.15%	53.85%	7.69%	16.08%	34.26%	23.07%	26.59%
2012	98.63%	1.37%	36.99%	63.01%	0%	19.18%	42.46%	26.03%	12.33%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	84%	2.09%	0%	0.69%	13.22%
2012	87.67%	1.37%	0%	0%	10.96%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2013	50.34%	0%	0%	0%	0%	0%	0%	49.66%
2012	57.53%	0%	0%	0%	0%	0%	0%	42.47%

Shortlisted Candidates Breakdown

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	96.56%	3.44%	34.49%	65.51%	6.89%	32.14%	29.31%	25.86%	12.69%
2012	94.44%	5.56%	50%	50%	0%	5.56%	50%	33.33%	11.11%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	81.85%	2.18%	0%	2.18%	13.79%
2012	94.44%	0%	0%	0%	5.56%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2013	58.63%	0%	0%	0%	0%	0%	0%	41.37%
2012	72.22%	0%	0%	0%	0%	0%	0%	27.78%

Successful Candidates

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	0%	100%	57.15%	42.85%	7.14%	14.28%	14.28%	42.86%	28.58%
2012	100%	0%	25%	75%	0%	0%	50%	25%	25%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	92.86%	0%	0%	0%	7.14%
2012	100%	0%	0%	0%	0%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2013	42.86%	0%	0%	0%	0%	0%	0%	57.14%
2012	75%	0%	0%	0%	0%	0%	0%	25%

Workforce Monitoring

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	99.21%	0.79%	53.97%	46.03%	7.74%	7.15%	22.62%	32.34%	37.89%
2012	99.26%	0.74%	52.96%	47.04%	7.78%	12.22%	22.96%	30%	34.82%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	68.85%	0%	0%	0.20%	30.95%
2012	68.33%	0%	0%	0.19%	31.48%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Seikh	Any other	None	Prefer not to say
2013	53.37%	0%	0%	0%	0%	0%	1.19%	17.46%	27.98%
2012	52.22%	0%	0%	0%	0%	0%	1.30%	18.52%	27.96%

Employee numbers are based on headcount @ 30th June 2013 with comparative figures @ 30th June 2012.

Training/Development

111 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+
2013	100%	0%	39.64%	60.36%	0%	1.80%	16.22%	39.64%	42.34%
2012	100%	0%	36.67%	63.33%	14.44%	0%	21.11%	33.33%	45.56%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	69.37%	0%	0%	0%	30.63%
2012	75.55%	0%	0%	0%	24.45%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Seikh	Any other	None
2013	57.66%	0%	0%	0%	0%	0%	0.90%	41.44%
2012	54.45%	0%	0%	0%	0%	0%	1.11%	44.44%

Discipline

There was no disciplinary action during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	0%	0%	0%	0%	0%	0%	0%	0%	0%
2012	100%	0%	0%	100%	0%	0%	0%	0%	100%

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+
2013	0%	0%	0%	0%	0%	0%	0%	0%	0%
2012	0%	0%	0%	0%	0%	0%	0%	0%	0%

Labour Turnover

There have been 14 leavers during this period, the breakdown is as follows: -

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	100%	0%	71.43%	28.57%	14.29%	14.29%	35.71%	14.29%	35.71%
2012	100%	0%	59.09%	40.91%	6.82%	50%	15.91%	13.64%	20.45%

Voluntary Leavers

There have been 7 voluntary leavers during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	100%	0%	100%	0%	0%	0%	42.86%	28.57%	28.57%
2012	100%	0%	50%	50%	0%	50%	50%	0%	0%

Dismissals

There were no dismissals during this period.

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	0%	0%	0%	0%	0%	0%	0%	0%	0%
2012	0%	0%	0%	0%	0%	0%	0%	0%	0%

Redundancy/Efficiency of the Service

There was one redundancy during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	100%	0%	0%	100%	100%	0%	0%	0%	100%
2012	100%	0%	0%	100%	0%	0%	0%	0%	100%

Ill-Health Retirements

There were no ill health retirements during this period.

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	0%	0%	0%	0%	0%	0%	0%	0%	0%
2012	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 that recommendations be received as to improvements to current performance levels.

SOURCE DOCUMENTS:
FILE REFERENCES:

Committee:	Union/Employee Consultation Committee	Agenda tem No.:	9.
Date:	11 th December 2013	Category	*
Subject:	Equalities Monitoring Report July to September 2013	Status	Open
Report by:	Senior Human Resources Officer Human Resources Officer		
Other Officers involved:	Equalities Monitoring Report Human Resources Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holders	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 2011 census provides the following information: -

1. The local population is 75,866, of which 37,442 are economically active.
2. The local economically active black and ethnic population percentage of the economically active population is not yet available.
3. The percentage of people of working age who had a limiting long-term illness comparable to the definition of disability in the Equalities Act 2010 is not yet available.
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#	0.35%	65.17%	0.11%	0.14%	0.15%	0.19%	0.04%	6.82%	27.03%
Workforce##	1.03%	52.46%	0	0	0	0.20%	0	29.92%	16.39%

#based on 2011 Census

based on employee personal data as at 31st March 2013

Performance Indicators

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

INDICATOR	MEDIAN DERBYSHIRE AUTHORITIES 2011/12	AUTHORITY TARGET 2012/13	AUTHORITY OUT-TURN 2012/13
HR11A - Percentage of top 5% of earners that are women	34.89%	45%	31.57%
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	5.28%	7%	5.26%
HR16A - Percentage of disabled employees (permanent employees)	5.24%	6%	7.42%
HR17A - Percentage of employees from minority ethnic communities'	1.44%	0.50%	0.82%

Information and Analysis
Recruitment/Selection

Permanent Employees

For the period 1st July to 30th September, 2013 there were 22 vacancies advertised, 97 applications received, 44 candidates shortlisted and 20 successful candidates. For the period 1st July to 30th September 2012 there were 3 vacancies advertised, 49 applications received, 17 candidates shortlisted and 3 successful candidates.

Applicants Breakdown

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	98.96%	1.04%	64.94%	35.06%	6.18%	17.52%	42.26%	23.71%	16.51%
2012	97.96%	2.04%	91.82%	8.18%	0%	22.45%	32.65%	28.57%	16.33%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	92.78%	1.04%	0%	0%	6.18%
2012	95.92%	0%	0%	0%	4.08%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2013	48.45%	0%	0%	0%	0%	0%	0%	51.55%
2012	48.98%	0%	0%	0%	0%	0%	2.04%	48.98%

Shortlisted Candidates Breakdown

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	97.73%	2.27%	61.36%	38.64%	11.36%	18.18%	50%	15.90%	15.92%
2012	100%	0%	82.35%	17.65%	0%	11.76%	35.29%	47.06%	5.89%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	40.90%	0%	0%	0%	59.10%
2012	88.26%	0%	0%	0%	11.74%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2013	93.18%	0%	9%	0%	0%	0%	0%	6.82%
2012	41.18%	0%	0%	0%	0%	0%	0%	58.82%

Successful Candidates

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	95%	5%	70%	30%	10%	30%	45%	20%	5%
2012	100%	0%	66.67%	33.33%	0%	33.34%	33.33%	33.33%	0%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	90%	0%	0%	0%	10%
2012	100%	0%	0%	0%	0%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None/Prefer Not to Say
2013	30%	0%	0%	0%	0%	0%	0%	70%
2012	66.67%	0%	%	0%	0%	0%	0%	33.33%

Workforce Monitoring

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	99.18%	0.82%	53.10%	46.90%	7.85%	6.40%	21.70%	32.23%	39.67%
2012	99.26%	0.74%	52.88%	47.12%	7.79%	12.06%	21.71%	30.61%	35.62%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	69%	0%	0%	0.21%	30.79%
2012	68.46%	0%	0%	0.18%	31.36%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None
2013	53.51%	0%	0%	0%	0%	0%	1.24%	45.25%
2012	52.32%	0%	0%	0%	0%	0%	1.30%	46.38%

Employee numbers are based on headcount @ 30th September 2012 with comparative figures @ 30th September 2011.

Training/Development

90 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+
2013	100%	0%	16.67%	83.33%	27%	8.88%	18.89%	34.45%	37.78%
2012	100%	0%	24.72%	75.28%	6.74%	5.62%	14.61%	24.72%	55.05%

Year	Heterosexual	Gay	Lesbian	Bisexual	Prefer Not to Say
2013	82.22%	0%	0%	0%	17.78%
2012	75.28%	0%	0%	0%	24.72%

Year	Christian	Buddhist	Hindu	Jewish	Muslim	Sikh	Any other	None
2013	66.67%	0%	0%	0%	0%	0%	2.22%	31.11%
2012	60.67%	0%	0%	0%	0%	0%	2.25%	37.08%

Discipline

There were no disciplinary actions during this period.

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	0%	0%	0%	0%	0%	0%	0%	0%	0%
2012	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+
2013	0%	0%	0%	0%	0%	0%	0%	0%	0%
2012	0%	0%	0%	0%	0%	0%	0%	0%	0%

Labour Turnover

There have been 18 leavers during this period, the breakdown is as follows: -

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	100%	0%	61.11%	38.89%	0%	38.89%	33.33%	5.56%	22.22%
2012	100%	0%	50%	50%	21.43%	21.43%	21.43%	28.57%	28.57%

Voluntary Leavers

There have been 7 voluntary leavers during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	100%	0%	42.86%	57.14%	0%	42.86%	42.86%	14.28%	0%
2012	100%	0%	42.85%	57.15%	28.57%	42.85%	14.29%	28.57%	14.29% ¹

Dismissals

There were no dismissals on grounds of capability during this period.

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	0%	0%	0%	0%	0%	0%	0%	0%	0%
2012	0%	0%	0%	0%	0%	0%	0%	0%	0%

Redundancy/Efficiency of the Service

There were 3 redundancies during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	100%	0%	66.67%	33.33%	0%	0%	33.33%	0%	66.67%
2012	100%	0%	25%	75%	25%	0%	25%	25%	50%

Ill-Health Retirements

There was one ill health retirements during this period, the breakdown is as follows:-

Year	White	Ethnic	Male	Female	Disabled	16-24	25-39	40-49	50+
2013	100%	0%	100%	0%	0%	0%	0%	0%	100%
2012	100%	0%	100%	0	0	0	0	50%	50%

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.:	10.
Date:	11 th December 2013	Category	
Subject:	Exit Information 1 st April 2012 to 31 st March 2013	Status	Open
Report by:	Senior Human Resources Officer		
Other Officers involved:	Joint Assistant Director - Human Resources		
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 highlighting potential discrimination and areas for improvement.

TARGETS

Does not contribute to any targets specified in the Corporate Plan.

VALUE FOR MONEY

To monitor employees leaving the Authority to avoid discrimination and to highlight areas for improvement.

THE REPORT

Exit information and a summary of primary reasons for permanent employees leaving the Authority for periods 1st April 2012 to 31st March 2013, with comparisons with 1st April 2011 to 31st March 2012, is provided below.

1 st April 2011 to 31 st March 2012	1 st April 2012 to 31 st March 2013
18	12

A breakdown by department is provided below for both years.

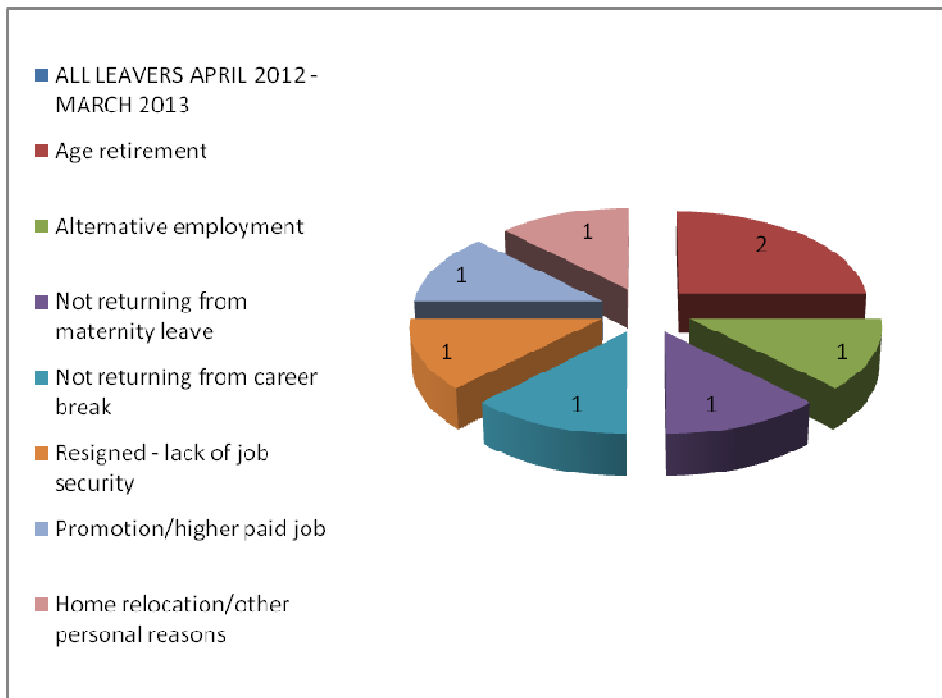
Department	1 st April 2011 to 31 st March 2012	1 st April 2012 to 31 st March 2013
Community & Street Services	3	1
CSPD	1	0
Democratic Services	0	1
Finance	0	0
HR and Payroll	1	1
Housing	4	1
Legal	0	0
Leisure	4	3
Planning & Env. Health	1	0
Regeneration	3	1
Resources (Customer Services)	0	2
Revenues	1	1
Strategy & Performance	0	1
TOTAL	18	12

As can be seen from the above statistics there has been a decrease in employee turnover over the last 12 months.

A copy of the standard exit questionnaire is attached for information.

As previously reported, from 1st April 2011 to 31st March 2012 seven employees returned their completed Exit Questionnaires. However, from 1st April 2012 to 31st March 2013 eight employees returned their completed Exit Questionnaires and the following reasons were given:-

Department	1 st April 2011 to 31 st March 2012 - Reason Given	1 st April 2012 to 31 st March 2013 - Reason Given
Community & Street Services	Age Retirement	Age Retirement
Democratic Services		Alternative Employment
Housing	2 x Age Retirement	
HR & Payroll		Not returning from maternity leave
Leisure	1 x Promotion/higher paid job 1 x Lack of job security	1 x Resigned, lack of job security 1 x Promotion/higher paid job
Regeneration	Lack of job security	
Resources (Customer Services)		1 x Not returning after career break 1 x Age Retirement (65 yrs)
Revenues	Age Retirement	No problems, home relocation, other personal reasons



Based on the above information no areas for improvement have been identified.

RECOMMENDATION that the report be received.

ATTACHMENT: Y
 FILE REFERENCE: N/A
 SOURCE DOCUMENT: N/A

LEAVERS QUESTIONNAIRE

We are sorry to hear that you are leaving Bolsover District Council. The purpose of this questionnaire is to enable the Council to examine the reasons why people leave the organisation and to identify any improvements in employment practice that could be made.

We would appreciate it if you could be as frank as possible with your answers to the questions. Please note that your comments will not influence future references or re-employment with the Council. The information you provide will be used to produce regular monitoring information to help the Council develop its employment practices.

If you wish to discuss this matter formally either one to one or by telephone please contact a member of the Human Resources Team on (01246) 242430.

1. YOUR REASON FOR LEAVING

Please select your main reason for leaving by ticking only one box.

1.1 Job

Temporary contract/lack of job security
Job dissatisfaction

<input type="checkbox"/>
<input type="checkbox"/>

1.2 Workplace

Dissatisfaction with working environment
Problems with work colleagues
Problems with manager
Discrimination
Harassment and/or bullying

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

1.3 Career

Promotion/higher paid job
Lack of training/career development opportunities
Taking up full/part-time education/study

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

1.4 Personal

Health
Home relocation
Caring responsibilities
Not returning to work following maternity leave
Need for change
Travel problems/work closer to home
Retirement
Other personal reasons

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

2. ADDITIONAL COMMENTS

2.1 Please provide any additional comments regarding your reasons for leaving.

2.2 Please provide any additional comments on your employment with us and make any suggestions about how we can become a better employer.

Name:

Department:

Leaving Date:

PLEASE RETURN YOUR COMPLETED FORM TO HUMAN RESOURCES

Thank you for your assistance

Committee:	Union/Employee Consultation Committee	Agenda Item No.:	11.
Date:	11th December 2013	Category	*
Subject:	Draft Time Off and Facilities Agreement for Bolsover District Council	Status	Open
Report by:	Senior Human Resources Adviser		
Other Officers involved:	Joint Assistant Director - Human Resources		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E Watts, Leader of the Council		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

TARGETS

No direct connection to specific targets but may contribute indirectly to all service plans and targets

VALUE FOR MONEY

Ensures that employee representation is available to support ongoing improvements to the service.

THE REPORT

When the Trade Union Facilities agreement became due for review recently, in the interests of increased efficiency and consistency of approach it was proposed to draft the revised document in line with the equivalent agreement recently reviewed at North East Derbyshire District Council. Discussions took place with representatives of the trade unions, and as a result it was agreed that the attached draft Time Off and Facilities Agreement should be submitted to Union/Employee Consultation Committee for consideration. There are a few

minor differences in the BDC and NEDDC documents, but essentially the approach is consistent.

Strategic Alliance Management Team have considered the draft Agreement on 14 November 2013 and have approved the contents.

ISSUES FOR CONSIDERATION

That the Draft Time off and Facilities Agreement be recommended to Council for approval.

IMPLICATIONS

Financial : Time off for trade union duties is a paid entitlement. Where no backfill is required this entitlement represents an indirect cost only. However where backfill is required there may be a direct cost and this would be met by the relevant department.

Legal : The terms of the agreement are in line with the ACAS Code of Practice in relation to time off for trade union duties. Whilst this is not legally enforceable, the terms of the Code are taken into account in cases where there is a dispute.

Human Resources : Human Resources is governed by legislation, codes of practice, caselaw and good practice. ACAS Codes of Practice lay down minimum requirements which should be followed to ensure the Council meets its obligations.

RECOMMENDATION that

UECC agree that the attached Draft Time off and Facilities Agreement for Bolsover District Council should be presented to Council for agreement and adoption.

ATTACHMENT: Y: Draft Agreement Dec 2013; Original BDC Agreement 2011

FILE REFERENCE: ***BDC Policies and Procedures***

SOURCE DOCUMENT: ***Existing agreements at BDC and NEDDC***

TIME OFF AND FACILITIES AGREEMENT

Between

**Bolsover District Council
The Arc
High Street
Clowne
Derbyshire**

and

UNISON, UNITE

1. DEFINITION OF TERMS

In this agreement:

The Council	refers to Bolsover District Council
The Unions	refers to the Bolsover Branch of UNISON and UNITE
Employees	refers to all employees of the Organisation.

2. COMMENCEMENT DATE

This Agreement commences from 2013.

3. INTRODUCTION

- 3.1 The Council supports the system of collective bargaining and the principle of solving employee relations problems by discussion and agreement.
- 3.2 All parties recognise that it is vital to good employee relations for the workforce to be properly represented by the recognised unions.
- 3.3 The Trade Union and Labour Relations (Consolidation) Act 1992 (S168 (1) and (2)) makes provision for employees to be given the right to time off under various circumstances. The following document sets out these provisions as recommended by the ACAS Code of Practice and agreed by the Unions and the Organisation in this respect.

4. DEFINITIONS

A trade union official (either a work place representative and/or a branch executive officer) is a person who has been elected or appointed in accordance with the rules of the union.

Trade Union Learning Representatives (ULRs)/ Lifelong Learning Representatives are a type of lay union representative whose main function is to advise union members about their training, educational and developmental needs. They must be a member of a recognised independent trade union, they must be elected or appointed in accordance with the union's rules, they must have met a statutory training condition and the trade union must have given written notice to the employer that the employee is a ULR.

5. REPRESENTATION

- 5.1 The provisions of this agreement shall apply to accredited representatives of the Unions, who have been duly elected or appointed in accordance with the rules of their Union.
- 5.2 The Unions will determine the appropriate number of representatives they wish to appoint, having regard for the size and location of its membership. The Unions agree to inform the Council in writing of the names of all elected representatives at the earliest possible opportunity and to notify the Council of any subsequent changes. Persons whose names have been notified to the Council shall be the sole representatives of the Unions' membership.

6. TIME OFF FOR GENERAL TRADE UNION REPRESENTATION

- 6.1 This agreement seeks to establish a formal policy and procedure on trade union duties and activities in accordance with the legislative framework. It is recognised that it is not possible to be prescriptive about all duties and activities, or the time required to carry them out. It is agreed that requests for time off will not be unreasonably made or unreasonably refused.
- 6.2 Accredited representatives will be permitted reasonable paid time off during working hours to carry out duties that are concerned with any aspect of collective bargaining and representation of individual members, including but not limited to:
 - terms and conditions of employment including physical working conditions, job evaluation etc;
 - engagement, termination or suspension of employment and the duties of employment;

- allocation of work or the duties of employment as between employees or groups of employees;
- discipline and grievance
- activities associated with trade union membership;
- facilities for officials of the union
- machinery for negotiation or consultation and other procedures;
- procedures for collective bargaining, disputes, joint consultation, communicating with members and other trade union branch officers.

7 TIME OFF FOR HEALTH AND SAFETY REPRESENTATIVES

7.1 Trade Unions are responsible for the appointment of health and safety representatives. The Organisation has the duty to permit safety representatives such reasonable time off with pay as necessary for the purposes of:

- Performing their functions under health and safety legislation;
- Undergoing such training as is reasonable
- Attending health and safety meetings at local, regional and national levels where appropriate and with prior agreement with management.

8 TIME OFF FOR LIFELONG LEARNING ADVISERS / UNION LEARNING REPRESENTATIVES

8.1 Accredited lifelong learning advisers / learning representatives are entitled to take reasonable paid time off for the following specific purposes:

- Analysing learning or training needs;
- Providing information and advice about learning or training matters;
- Arranging learning or training;
- Promoting the value of learning or training;
- Consulting the employer in relation to such activities;
- Preparation in relation to such activities;
- Undergoing training relevant to their functions as a ULR

It should be noted that trade union members have the right to reasonable UNPAID time off to avail themselves of the services of a

Union Learning Adviser/ Learning Representative, but can ask the Council to consider granting paid leave.

9 TIME OFF FOR TRADE UNION ACTIVITIES

9.1 To ensure that workplace meetings are fully representative, paid time off for trade union representatives and members may be considered for the following, but it is agreed that requests for time off will not be unreasonably made or unreasonably refused.:

- Attending workplace meetings to discuss and vote on the outcome of negotiations;
- Meeting full-time officials to discuss issues relevant to the workplace;
- Conducting union elections.

9.2 BDC and the Unions also recognise that it is in the interests of the effective and democratic operation of the Unions that representatives or officials participate in other activities of the Trade union. Reasonable time off without pay during working hours will be granted for these purposes which may include:

- Participation, as a representative, in meetings of official policy making and consultative bodies of the Union such as regional meetings, annual conference etc. (NB BDC allows paid time off for one nominated representative to attend the annual conference).
- Representing the union on external bodies such as committees or working parties within the official union structure;
- Holding office on official bodies of the union;

The Unions will notify the Organisation at the beginning of each year of the anticipated calendar of such events wherever possible and the likely number of representatives who wish to attend.

10 TIME OFF FOR BRANCH CHAIRS AND SECRETARIES

10.1 The Branch Chair and/or Secretary of UNISON will be allowed to take two days contractual employment time per week (two days in total if shared between officials) for the purpose of carrying out trade union duties. The Branch Chair and/or Secretary of UNITE will be allowed to take half a day's contractual employment time per week (half a day in total if shared between officials) for the purpose of carrying out trade union duties.

It is recognised that on occasion when there is a particularly high level of issues, it may be necessary to agree to additional paid facility time, either on a one-off or a longer term basis. Such cases will be subject to agreement between the appropriate Branch Secretary, the Joint

Assistant Director – Human Resources, and appropriate management. It is agreed that requests for time off will not be unreasonably made or unreasonably refused.

- 10.2 Facilities time for other union branch officers (in addition to existing entitlement to time off where those branch officers are also accredited representatives and/or are the Learning and/or Health and Safety Representative) will be subject to agreement between the appropriate Branch Secretary, the Assistant Director - Human Resources and appropriate management.
- 10.3 At the end of a period in office, the Branch Secretary shall:
- EITHER return to their substantive post subject to availability of the post, or subject to some other arrangement agreed either prior to or during the term of office;
- OR be redeployed under the Council's Redeployment Procedure,
- and shall be no better off nor worse off as a result of their period of office as Branch Secretary.
- 10.4 Representatives appointed as described in paragraph 5.1 will be given reasonable paid time off during normal working hours to carry out functions related to their responsibilities as representative.

11. SPECIAL ARRANGEMENTS FOR TIME OFF

- 11.1 In the case of employees who work shifts or unsocial hours, the Council will allow reasonable time off for trade union duties and normally will make suitable arrangements when the duties fall outside their on-duty hours (see 11.2 – 11.5 below).
- 11.2 Where representatives attend meetings called by management, management will make every effort to ensure that the meetings take place at a mutually convenient time, and where this is not possible will try to facilitate the amending of rotas by agreement with the individual concerned.
- 11.3 When representatives, other than those on full-time secondment, attend meetings called by management during their normal working hours which extend beyond normal finishing time / the end of the flexitime band width, they will be paid at plain time rates. Where earnings vary with the work done, the amount will be calculated by reference to the average hourly earnings for the work they are employed to do.

- 11.4 Where representatives attend meetings called by management which occur in their off-duty time or on their day off, they will be reimbursed for the hours spent at the meetings at plain time rates.
- 11.5 If a meeting is to take place on the representative's day off or while the representative is not on duty and the proposals mentioned in 11.2 above are not possible, then an equivalent amount of time off in lieu will be given at a time agreeable to both parties, subject to the contingencies of the service. If it is impossible to arrange time in lieu then payment for this time will be made.
- 11.6 In the case of disabled representatives, the Council will allow additional time and facilities, if necessary, and make suitable arrangements to allow them to carry out their responsibilities.

12. PAYMENT FOR TIME OFF

- 12.1 Where it is indicated that Trade Union representatives on recognised duties should receive paid time off, they will be paid either the amount they would have earned had they worked during the time taken or, where earnings vary with the work done, an amount calculated by reference to the average hourly earnings for the work they are employed to do. This amount will include average overtime payments where these are contractual.
- 12.2 Senior branch officers who spend the majority or whole of their contractual time on trade union duties will be entitled to the full package of pay and conditions which they would normally have received had they been working, including all allowances and any rights to professional training or registration.
- 12.3 Travelling and subsistence costs will be reimbursed to accredited representatives for periods of work approved in accordance with this agreement.

13. COVER AND BACKFILL

- 13.1 During the approved absence of UNISON and UNITE workplace representatives carrying out their duties under this agreement, the Council will make every effort, where necessary, to provide alternative cover at the representative's workplace. However it is acknowledged that there may be rare occasions when suitable cover is not available, eg within the Leisure Services. In these circumstances discussion between the management and trade unions should take place with a view to arriving at a way forward, which may include rearranging the meeting, or the employee not being released.

- 13.2 Where major projects (such as, for example, single status) require sustained time off for workplace representatives, the project plan will take account of, and fully fund backfill, for the duration of the project. The Council and the unions will jointly agree the numbers of trade union representatives to be involved.

14. TRAINING

- 14.1 Reasonable time off with pay will be granted to attend training courses relevant to the official's duties at the workplace and which are approved by the TUC or the official's union.
- 14.2 This would include but is not limited to:
- initial basic training
 - training for changes in legislation
 - training for changes in structure or topics of negotiation
- 14.3 The Trade Unions will give as much advance notice as possible (preferably at least a few weeks) of course dates in writing to relevant line managers and co-operate in making arrangements to cover jobs during their absence on courses. Details of the course should be provided on request.
- 14.4 Where attendance at an approved course of training falls outside of an employee's normal hours, then this will be dealt with in accordance with the Council's general agreement on training.

15. PROCEDURES

- 15.1 Before taking time off, the accredited representatives must obtain the permission of their line manager, informing the manager of the general purpose of the time off, the intended location, the expected timing and the duration of time off required. The form attached at Appendix 1 should be used for this purpose.
- 15.2 Representatives will be required to complete and submit facility time recording sheets on a regular basis to the relevant Branch Secretary, who will forward the recording sheets to the appropriate manager.

16. TRADE UNION FACILITIES

- 16.1 The Council agrees to provide defined facilities to the Union representatives to enable them to discharge their duties including: provision of secure office space where appropriate; a notice board; access to confidential telephone, fax, internal mail, email, and intranet; reasonable use of equipment such as telephones, franking machines,

photocopiers and PCs; reasonable accommodation for meetings and trade union education, and reasonable access to administrative support.

17. NO DETRIMENT

17.1 Individuals will not be discriminated against during the course of their employment for membership of a trade union or activities as a trade union representative.

18. DISPUTES

18.1 The Council and Unions agree to make every effort to resolve disputes in relation to time off for trade union duties and activities.

18.2 Where permission to take time off is withheld, an explanation for the reason(s) will be given by the appropriate management representative.

18.3 If the Union official is dissatisfied with the decision, the matter may be referred to the Joint Assistant Director - HR.

18.4 If agreement cannot be reached, the matter may be referred to the Council UECC.

18.5 The Council recognises that individual union representatives have the right to take a claim to an Employment Tribunal if internal procedures fail to resolve a dispute related to time off for trade union duties.

19. AMENDMENT OR TERMINATION OF AGREEMENT

19.1 Either side may submit proposals in order to amend this agreement. Such proposals will be in writing to the sides concerned, and will be the subject of joint discussions.

19.2 Both sides agree to review this Agreement in twelve months, and annually thereafter.

APPENDIX 2

APPLICATION FOR TIME OFF FOR TRADE UNION DUTIES AND ACTIVITIES

I request *paid/unpaid time off from work for the reason shown.

Name _____	Trade Union _____	
Date of Duties: _____	Location of Duties _____	
Purpose of Time Off: _____		

Time Start : _____	Time Finish if known: _____	Total Time: _____
Signature: _____	Date: _____	

* delete as appropriate

Approved/Not Approved*

Reason Not Approved

This form should be given to your Service Manager to give the maximum possible notice and if possible at least 14 days prior to the date on which time-off is requested. In the case of a union training course 21 days prior notice must be given, and your Service Manager will provide a response at least 10 days prior to commencement of the course. A copy of the form will be returned to you. **This form cannot be authorised by another union member.**

BOLSOVER DISTRICT COUNCIL

Trade Union Facilities

Local Agreement

September 2011



ACCESS FOR ALL

If you need help understanding this document or require a larger print or translation, please contact us on the telephone number at the bottom of the page.

Jeśli potrzebują Państwo pomocy w zrozumieniu tego dokumentu lub jeśli chcieliby Państwo otrzymać jego tłumaczenie czy też wersję dużym drukiem, proszę się z nami skontaktować pod numerem telefonu podanym na dole strony.

Nel caso in cui si abbia bisogno di aiuto per comprendere il presente documento o si necessiti di un documento stampato in un formato più grande o di una traduzione, contattateci al numero di telefono riportato in fondo alla pagina.

倘若您需要幫助瞭解本檔的內容，或需要提供大字體格式或翻譯件，請按照頁面底端的電話號碼聯絡我們。

اگر آپ کو یہ دستاویز سمجھنے میں مدد کی ضرورت ہو یا یہ بڑے حروف یا ترجمہ کی شکل میں درکار ہو تو برائے مہربانی اس صفحے کے آخر میں دیے گئے نمبر پر ہم سے رابطہ کریں۔

 01246 242430 Department: **Human Resources/Payroll**

Minicom: 01246 242450 Fax: 01246 242423

Website: www.bolsover.gov.uk

TRADE UNION FACILITIES AGREEMENT

Introduction

Bolsover District Council and the recognised Trade Unions acknowledge the importance of positive and constructive employee relations in achieving high levels of service to the community. This agreement sets out the framework within which employee relations matters will be managed. The agreement is made with reference to the ACAS Code of Practice on Time-Off for Trade Union Duties and Activities.

Objectives

- To promote effective employee relations
- To support the swift resolution of issues between managers and employees
- To ensure that all parties are aware of the arrangements applying to Time Off for Trade Union Officials facilities.
- To make the most effective use of Officers' and Trade Union Representatives' time by resolving problems, wherever possible, at the lowest level of representation.
- To enable and promote partnership working for the benefit of the community and employees

Parties to the Agreement

The signatory parties to this agreement are Bolsover District Council, UNISON and UNITE.

Employee Relations Matters

In addition to his/her work as an employee, a Trade Union Representative/ Branch Official may have important duties concerned with employee relations. These duties will include:-

- Collective bargaining with the appropriate level of management
- Informing members about negotiations or consultations with management
- Meetings with other Trade Union Representatives or with full-time Officers on matters of concern with employee relations between Bolsover District Council and its employees.
- Interviews with and on behalf of members on grievance and discipline matters concerning them and Bolsover District Council.
- Appearing on behalf of members before an outside body, e.g. an Employment Tribunal.
- Providing support, advice and assistance to members concerning employee relation matters.

Other Trade Union Activities

It is recognised that Trade Union activities are wide and varied. For the purposes of this document they are regarded as issues which are the sole responsibility of Trade Unions and outside the authority of the Council. For example this may include arranging social activities, branch administration and Membership benefits. In these cases, paid time off is not granted and the work should be completed outside of normal working hours.

Definition of a Trade Union Representative

Trade Union Representatives can be classified into two groups, Departmental representatives and Branch Officials. Branch Officials for this purpose are considered to be The Chair, The Secretary/Senior Steward, Health & Safety Representative, Equalities Officer and Union Learning Representative.

The duties of Trade Union Representatives are detailed at Appendix 1.

Number of Trade Union Representatives

At the time of producing this document trade union membership for each recognised Trade Union stands at:

UNISON	43%
UNITE	15%

In order to ensure that the number of representatives for each Trade Union is proportionate to the number of members, the number of Departmental Representatives will not exceed a ratio of ONE to every 25 members. Based on current membership levels this will mean:

UNISON	No more than 11 departmental representatives
UNITE	No more than 4 departmental representatives

Entitlement to Time Off

Approval will be given for time-off with pay for Trade Union representatives to take part in union activities as follows:-

- Union Employee Consultation Committee or any other negotiating meeting
- Pre-Agenda meetings concerned with the above
- Safety Committee meetings
- Job Evaluation Scoring Panels and Consistency Check Group Meetings
- Branch Executive Meetings – one meeting per month of no more than 2 hours duration

In respect of the above meetings attendance lists will be maintained by the meeting organiser. It will not be necessary for the attendees to complete the application for time off form at Appendix 2.

Approval **will be** given for up to 5 days time-off per financial year with pay for ONE Branch Official from each union to attend the following:

- National Conference
- Local Government Conference
- Regional Committees and Forums
- District Committees

In recognition of the additional workload associated with the most senior positions in each trade union the UNISON Branch Secretary, UNISON Branch Chair and the UNITE Senior Steward will each be granted one day of time off with pay. Departmental Representatives will be granted reasonable time-off with pay to attend to employee relations matters which are directly related to their office. It is accepted that Branch Officials may require more time-off for consultation, etc. than Departmental Representatives. This will be taken into account when considering granting time-off.

Union Learning Representatives

Reasonable time-off to undertake duties of a Union Learning Representative will be provided subject to the following:

Notification being provided in writing that the official is a learning representative and that the training condition is met.

The functions for which time off as a Learning Representative will be given are:

- Analysing learning or training needs
- Providing information and advice about learning or training matters.
- Arranging learning or training
- Promoting the value of learning or training
- Consulting the Council about carrying on any such activities
- Undergoing relevant training

Time-Off for Trade Union Training

Any requests for training of officials/representatives of a Trade Union shall be made in writing, using the form at Appendix 2, no later than 21 days prior to the commencement of the training, stating:

- Details of the training to be undertaken
- At the end of the training the official/representative will be able to undertake the identified role.
- Providing a copy of the syllabus or prospectus indicating the contents of the course.

Bolsover District Council will notify the relevant Trade Union of their decision to release at least 10 days in advance of the commencement of any course.

Normally, in total, officials/representatives will request no more than 10 days of paid release training in any one financial year. However, in exceptional circumstances, and especially for Health & Safety representatives where regulations dictate, more training may be required.

Training should be in aspects of employee relations relevant to their duties

Industrial Action

Where an official is not taking part in industrial action, but represents members who are involved, normal arrangements for time-off with pay should apply. However, there is no right to time-off for trade union activities which, themselves, consist of industrial action.

Requesting Time-Off

For time-off arrangements to work satisfactorily, both the Trade Unions and the employer should ensure that its officers and representatives are fully aware of their role, responsibilities and functions.

The Unions will normally give 14 days notice in respect of requests for time-off. However, there may be circumstances where less than 14 days notice will be accepted. Whilst it is the responsibility of the employer to maintain services to the public, the Trade Union Representatives should bear in mind the problem of discharging these responsibilities and should ensure that every request for time off is notified to the relevant Head of Service as far in advance as is reasonable in the circumstances.

Subject to the exceptions set out under 'Entitlement to Time Off' all requests for time-off are to be made in writing to the relevant Head of Service, using the form at Appendix 2. The Trade Union Representative should indicate the general nature of the business for which time-off is required, the intended location and the expected period of absence, although the confidential nature of certain requests must be respected and need not be revealed.

Each application should be considered on its merits and no reasonable request should be refused. However, Managers may request that time-off be deferred or refused because of operational reasons, e.g. problems of office cover or safety which would result if time-off were taken at a particular time. The grounds for postponement/refusal should be made clear and parties should endeavour to agree on an alternative time for the time-off. In considering postponement, both parties should weigh the urgency of the matter for which time-off is required against the consequences of granting the time-off. It may also be necessary to ask for alternative union representatives to be available to employees, in the event that absence of a preferred union representative is likely to have a major impact on work.

Managers should be willing to consider urgent requests for time-off in response to emergencies. For example, in cases where immediate consultation with the employer is needed on issues involving restructuring, redundancies and re-deployment, where representation at disciplinary proceedings or in grievance cases is required or where potential disputes require immediate attention.

On occasions representatives may be called on to represent Union members who work in other departments and/or locations.

Where workplace meetings are requested, consideration should be given to holding them towards the end of a shift/working day, or before/after a meal break.

Conditions Relating to Time-Off

Annually, on the 1st April, the Trade Unions must provide the Head of Human Resources and Payroll with a written list of Branch Officials/Departmental Representatives. Any changes that occur to this list, during the year, should be provided in writing as soon as possible. The Head of Human Resources and Payroll will ensure that the relevant Head of Service is notified of Branch Officials/Departmental Representatives in their Department. No request for time-off shall be agreed for any employee where the Trade Union has not notified the Head of Human Resources and Payroll of their Trade Union role.

The principle of time-off, whether for full or part-time employees, is one of time-off during the employee's working hours. However, part-time representatives attending a full-time union course will be paid for all hours spent on the training course.

Where there is evidence of abuse of the system by either party, the matter should be referred to the relevant Director. If the Director is unable to deal with the matter, it should be referred to the Chief Executive Officer who will seek to resolve the issue.

Facilities for Trade Union Representatives

The Council shall make available the following facilities necessary for Trade Union Representatives to perform their duties efficiently and to communicate effectively with members, other representatives and full-time officers:

- The use of a room as an office, where available, at the representative's normal place of work.
- The provision of facilities at the representative's workplace for secure filing of Union documents.
- Reasonable access to a telephone.
- Where available, the use of notice boards, photocopying and PC equipment.
- The use of a room for Branch Executive meetings.

Whilst it will not be possible to provide these facilities at all offices and depots, the Council has agreed to endeavour to provide suitable Trade Union accommodation wherever possible and will provide the above facilities at Riverside, Doe Lea.

Duration

This Agreement will be reviewed after 3 years but may be revised at any time before then by initially raising the matter at Union Employee Consultation Committee.

APPENDIX 1

Duties – Corporate Representative

1. Participate in corporate consultation and negotiation procedures
2. Assist departmental representatives in resolving employee relations problems where normal procedures have been exhausted or where there are significant cross-service implications.
3. Communicate effectively to the various parties and groups concerned the wishes and views of trade union members.
4. Co-ordinate the work of Departmental representatives providing advice and leadership on employee relations. Brief departmental representatives on corporate developments and negotiations.
5. Provide cover for departmental representatives as appropriate.
6. Be responsible for maintaining accurate lists of accredited trade union representatives, and providing such lists on an annual basis, and as necessary to the Head of Human Resources and Payroll.
7. Inform the Head of Human Resources and Payroll of any potential employee relations problems as necessary.

Duties – Departmental Representative

1. To undertake negotiations at a departmental level and refer problems to the corporate representative where he/she is unable to resolve issues at that level.
2. Identify and refer to a corporate representative any problems associated with departmental employee relations and procedures.
3. Inform the corporate representative of any service issues, which may have corporate implications.
4. Communicate effectively to the various parties and groups concerned the wishes and views of trade union members.

APPENDIX 2

APPLICATION FOR TIME OFF FOR TRADE UNION DUTIES AND ACTIVITIES

I request *paid/unpaid time off from work for the reason shown.

Name _____	Trade Union _____	
Date of Duties: _____	Location of Duties _____	
Purpose of Time Off: _____		

Time Start : _____	Time Finish if known: _____	Total Time: _____
Signature: _____	Date: _____	

* delete as appropriate

Approved/Not Approved*

Reason Not Approved

This form should be given to your Head of Service to give the maximum possible notice and if possible at least 14 days prior to the date on which time-off is requested. In the case of a union training course 21 days prior notice must be given, and your Head of Service will provide a response at least 10 days prior to commencement of the course. A copy of the form will be returned to you. **This form cannot be authorised by another union member.**

Committee:	Union/Employee Consultation Committee	Agenda Item No.:	12.
Date:	11th December 2013	Category	*
Subject:	Smoke Free Policy	Status	Open
Report by:	Human Resources Manager		
Other Officers involved:	Joint Assistant Director - Human Resources		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E Watts, Leader of the Council		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

TARGETS

No direct connection to specific targets

VALUE FOR MONEY

A healthy working environment is conducive to more efficient working.

THE REPORT

With the increase in popularity of electronic cigarettes, it has become necessary to review the Council's Smoke Free Policy.

ISSUES FOR CONSIDERATION

That the Draft Smoke Free Policy be recommended to Council for approval.

IMPLICATIONS

Financial : None arising directly from this report.

Legal : None arising directly from this report.

Human Resources : None arising directly from this report.

RECOMMENDATION

That UECC agree that the attached Draft Smoke Free Policy for Bolsover District Council should be presented to Council for agreement and adoption.

ATTACHMENT: Y: Draft Agreement Dec 2013;
FILE REFERENCE: ***BDC Policies and Procedures***
SOURCE DOCUMENT: ***Existing agreements at BDC and NEDDC***

SMOKE FREE POLICY

1. Introduction

It is a well known and scientifically proven fact that exposure to second hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or segregating smokers in the same airspace as non-smokers does not completely eliminate potentially dangerous exposure.

Since the introduction of electronic cigarettes there has been little research into the possible side effects and ongoing effects of using electronic cigarettes as an alternative to cigarettes. For this reason electronic cigarettes will be treated in the same way as cigarettes by the Council and for the purpose of this policy.

2. Aims of the Policy

The Council recognises that exposure to second hand smoke has an adverse effect on the health of employees, workers, service users, customers and visitors.

This Policy Statement has been prepared and seeks to

- make arrangements which will protect persons employed by or having business with the Council from exposure to second hand smoke, and
- assist compliance with the Health Act 2006.

3. Policy Statement

It is the policy of the Council that

- all workplaces under the Council's control are smoke free and
- the Council's image and reputation are protected and
- that all employees have a right to a smoke free environment.

The original policy came into effect on 1st October 2007. This revised version of the policy includes the addition of electronic cigarettes. The following rules will apply.

- Smoking and the use of electronic cigarettes is prohibited in all Council controlled workplaces with no exceptions. This includes council vehicles.
- The policy applies to all employees, elected members, workers, contractors, customers, and visitors.
- Smoking and the use of electronic cigarettes will not be permitted in Council grounds.

The Council will introduce guidance to limit employee exposure to second hand smoke from clients / members of the public, the following steps will be taken.

- Ask any service users or clients who are visited regularly not to smoke for a certain period prior to any pre-arranged visit and during a visit. The client should also be asked to ensure that no-one living in the house with them smokes.
- If people do smoke, ask that they limit their smoking to rooms where people will not be working and open windows in rooms where people are working to help clear secondhand smoke.
- Identify employees who have a pre-existing condition that is made worse by exposure to tobacco smoke, such as asthma, COPD and cardiovascular disease or who face additional risks e.g. due to pregnancy. Employees who have such conditions are at higher risk and particular care should be taken to prevent or minimise their exposure to tobacco smoke.
- Ensure that no employee is expected to make consecutive visits, or even a sequence of visits, to houses in which they are likely to be exposed to tobacco smoke.
- Smoking is permitted outside the workplace and outside working hours, i.e. before/after work or during breaks. Employees on flexi time may be permitted to take smoking breaks, subject to the requirement to 'clock/swipe' out. However this is at the discretion of the manager, and is subject to the needs of the service.
- Employees are prohibited from smoking within 5 metres of any Council workplace.

4. Implementation

Overall responsibility for the implementation of this policy rests with Line Managers.

All employees are expected to co-operate in the implementation of the policy.

The policy shall be included in the Employee Handbook/Intranet.

Line managers shall ensure that all new employees are made aware of the requirements of the policy.

Appropriate signs relating to smoking restrictions shall be displayed in all premises and vehicles.

Tender documents shall include reference to the policy requirements where appropriate.

5. Non-Compliance

Disciplinary action will be taken against any employee failing to comply with the policy.

Any visitor seen to be smoking or using electronic cigarettes at any premises will be advised of the policy and asked to extinguish/put away smoking materials and/or electronic cigarettes.

Any contractor seen to be smoking or using electronic cigarettes at any premise shall be reminded of the contractual conditions verbally and in writing.

All persons attending Council premises need to be aware of the requirement to comply with the policy and that non-compliance will be a breach of the Health Act 2006 and therefore a criminal offence.

Private Dwellings: smokers will be requested to refrain from smoking during visits from Council employees and that, if people insist on smoking in the presence of Council employees, the visit will be ended and they will be asked to attend a Council office.

6. Policy Review

This policy shall be reviewed as necessary and will be subject to change to take account of any operational or legislative requirements.

September 2013

Committee:	Union/Employee Consultation Committee	Agenda Item No.:	13.
Date:	11th December 2013	Category	*
Subject:	Policy and Procedures for Organisational Review	Status	Open
Report by:	Senior Human Resources Adviser		
Other Officers involved:	Joint Assistant Director - Human Resources		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E Watts, Leader of the Council		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

TARGETS

No direct connection to specific targets but may contribute indirectly to all service plans and targets

VALUE FOR MONEY

Will provide a framework for facilitating organisational review, which is a vital part of the efficiency programme.

THE REPORT

For some years North East Derbyshire District Council has had a policy for use in organisational reviews and recently this was redrafted and updated to reflect recent experience. However, because Bolsover District Council do not have a similar policy, and in line with current thinking about moves to harmonise policies wherever possible, it is proposed to forward the same draft policy to UECC in December and JCG in January for consideration.

A draft of the revised document was circulated to Strategic Alliance Management Team and Joint Assistant Directors towards the end of August, and amendments

have been made to the document. Subsequently a discussion took place with a joint group of trade union representatives, and their views were also taken into account, resulting in the attached document.

ISSUES FOR CONSIDERATION

That the Draft Policy and Procedures for Organisational Review be recommended to Council for approval

IMPLICATIONS

Financial : None arising directly from the report.
Legal : Legal obligations have been taken into consideration in the production of the draft policy.
Human Resources : The policy has been drafted to take account of HR experiences in recent departmental reviews, as well as good practice and legal precedent.

RECOMMENDATION that

UECC approve the attached draft policy so that it can be submitted to Council in January for adoption.

ATTACHMENT: **Y: draft policy**
FILE REFERENCE: ***BDC Policies and Procedures***
SOURCE DOCUMENT: ***NEDDC original draft***

Policy and Procedures for Organisational Review

(To be read in conjunction with the Redeployment Policy, the Policy on Redundancy and Early Retirement and the TUPE Protocol (Protocol for Employee Consultation on Service Reviews, Procurement Decisions and the Transfer of Employees under TUPE) where appropriate (NEDDC) and the Policy on Redeployment and Early Retirement (BDC))

This policy and these procedures apply to all employees of North East Derbyshire District Council and Bolsover District Council, except in the case of potential redundancy of any post subject to the JNC for Chief Officers / Chief Executives of Local Authorities, for which there are separate provisions.

1. Introduction

- 1.1 The Council must have the flexibility to respond to and initiate change. The government's agenda for local authorities is focused on the continuous improvement of efficient service delivery in line with the needs of the public.
- 1.2 There will always be a range of internal and external factors that require the Council to review and redesign what, where, when and how work is done, and by whom.
- 1.3 This document outlines the procedures to be followed when circumstances arise that necessitate changes to organisational structures and employee numbers.
- 1.4 It is the Council's policy to manage organisational change in a way that minimises the impact on employees wherever possible and it will take all reasonably practicable steps to avoid compulsory redundancy. Compulsory redundancies will not be considered until all other approaches have been exhausted. In circumstances where compulsory redundancies are unavoidable, they will be properly planned and carried out in a fair and reasonable manner.

2. Communication and Consultation

- 2.1 The Council is committed to ensuring that employees and their representatives are kept fully informed about decisions and developments and the reasons for them. This is particularly important on issues that affect their own jobs, working environments and work activities. The Council will ensure that employees and their representatives have the opportunity to express their views and to contribute to decision making via the consultation process. Consultation involves giving employee representatives and employees an opportunity to influence decisions about any proposed review before a final decision is taken.
- 2.2 The Council will provide information to all employees employed in an area which is subject to a programme of change, and consult with directly affected employees and recognised unions about the nature of proposed changes.

Consultees (in addition to Affected Employees)

- 2.3 Not all changes will require the approval of elected Members. However the Directors and Chief Executive will establish whether the proposed changes lie within their respective delegated powers, whether to consult with the relevant portfolio holder, or whether the decision is a Cabinet (NE)/Executive (BDC) and/or Council decision. The consultation process may be conducted by a Director, Assistant Director or Service Manager, depending on the scale and extent of the change being proposed, but will always be agreed at SAMT and/or SAJC level before commencement.

Early Consultation

Managers are encouraged to discuss proposals for organisational review informally with Trade Union representatives at as early a stage as possible.

- 2.4 When a proposal for a review has been agreed by SAMT, management will provide information to employees in affected areas and enter into consultation* with employees and their trade union representatives (*see 2.6 below). This will take place whilst the proposals are still at a formative stage and before any firm decisions are made. Outline proposals may be included in the regular Medium Term Financial Plan report, or in a separate freestanding report to Cabinet (NEDDC and BDC) prior to the formal consultation period.
- 2.5 Where the proposals relate to a review affecting both Councils, Union representatives will be made aware of the proposals by management via the Strategic Alliance Trade Union Group. Proposed reviews affecting NEDDC only will be considered at the monthly Trade Union representatives' meeting, and those affecting BDC only will go to the bi-monthly Management Team / Trade Union Liaison meeting.

- * Consultation involves managers actively seeking and taking account of the views of employees before making a decision.

Meeting to Consult on the Proposals

- 2.6 Union representatives will be invited to a meeting at which the proposal will be discussed with staff, with a representative from HR in attendance.
- 2.7 At the meeting, the management proposal will be explained and questions for clarification invited. Feedback or alternative proposals, which could be from individuals or groups or via union representatives, should be invited at the end of the meeting, to be submitted within the first 10 working days of the 30 (calendar) days consultation period. This period may be extended or shortened by mutual agreement.
- 2.8 Once feedback/alternative proposals have been received, these will be considered by management. A response will be given to the comments received, explaining the reasons for acceptance or rejection of the proposals and a proposed way forward communicated. This response will be given within 10 working days of receipt of comments, although this may

also be extended by mutual agreement. Further comments and proposals will be accepted up to the end of the 30-day consultation period.

- 2.9 A further report will be submitted to the next available Cabinet (NEDDC) / Council (BDC) meeting to make a decision on the proposals.
- 2.10 A copy of the final document setting out the changes will then be sent to union representatives and, where practicable, to employees in the affected area.

Potential Reduction in Posts

- 3.1 The Council's policies on Redeployment and Redundancy (NEDDC) / Redeployment and Early Retirement (BDC) will be followed where the proposed change will potentially result in a reduction in the number of posts.
- 3.2 All employees in the affected areas will receive notification of dismissal, outlining the necessary information should the employee not be successful in securing a post in the new structure. This will enable implementation of the new structure to be carried out smoothly and without delay, but in many cases it will be possible to withdraw this notice of dismissal as employees are confirmed in post. (See Appendix 1, Stage 3 paragraph 1)
- 3.3 Part of the consultation process may involve looking at ways to:
 - Avoid the proposed redundancies
 - Reduce the number of employees to be dismissed
 - Mitigate the consequences of the dismissals on the individuals concerned.
- 3.4 Agreement with the Trade Unions and employees is the Council's preferred goal. However management reserves the right to implement its proposals where agreement has not been reached after meaningful consultation has taken place and where the process is considered to have been exhausted, in line with the ACAS Advisory Booklet on Communication and Consultation.
- 3.5 Where it is proposed to dismiss as redundant 20 or more employees at one establishment over a period of 90 days or less, the Joint Assistant Director – Human Resources will ensure that form HR1 is submitted to the Government's Insolvency Service Redundancy Payments Service if necessary.

4. Selection Procedure in relation to Structural Changes

- 4.1 Full details of the procedure to be followed in cases where there is a need for structural changes are included in Appendix 1.

5. Appeals

- 5.1 Any employee dismissed following the application of this procedure shall have the right of appeal in accordance with the appeals provisions of the Council's Grievance Procedure.

6. Payments

- 6.1 Employees who are made redundant (voluntary or compulsory) may be entitled to receive a redundancy payment. The details of entitlement to payments are contained in the Council's policy on Redundancy and Early Retirement (NEDDC) / Redeployment and Early Retirement (BDC).

NB As a result of the Redundancy Payments (Continuity of Employment in Local Government)(Modification) Order 1999, employees, who receive an offer of employment in local government or a related service, to commence immediately, or within 4 weeks of the date of termination of their contract, will not be entitled to redundancy payments.

7. Assistance to Employees under Notice of Redundancy

- 7.1 Employees who are selected for redundancy will be given as much individual help and advice as possible by their managers and the HR Section, and external advice and assistance may be obtained, if considered desirable. Please refer to the Council's policy on Redundancy and Early Retirement (NEDDC) / Redeployment and Early Retirement (BDC).

APPENDIX 1

Selection Procedure in relation to Structural Changes

Job Evaluation

1. Following the consultation process, a job description and person specification will be produced for each post in the proposed revised structure. All new or changed posts will be evaluated in accordance with the Council's job evaluation scheme. Any changes made to job descriptions after the job evaluation will be subject to a discussion with the trade union to establish whether a further job evaluation is necessary.

Schedule of Posts Plan

2. Following Member approval of proposals involving structural changes, the Director / Assistant Director /Service Manager, supported if required by a representative from the HR Section, will seek to agree with the trade union(s) those employees directly affected by the proposal in order to establish those as having rights to posts in the revised structure, and a schedule of posts plan should be drawn up (see Appendix '2').

Stage 1 – Allocation of Employees to the New Structure

1. Following completion of the job evaluation process, if relevant, the Director / Assistant Director / Service Manager will produce a schedule of posts on the existing structure, showing the post title, grade, and name of the employee and whether it is intended to give 'slotting in' or 'ring fencing' rights to that individual (see Appendix '2').
2. Written notification, together with a revised/new job description if appropriate, will be issued to all employees named on the schedule confirming the Director's / Assistant Director's / Service Manager's view and asking them to confirm their agreement to the proposed selection arrangements within 10 working days.
3. Where the post is substantially unchanged i.e. the duties and responsibilities of the post are materially the same, it is of the same status and on the same grade and hours, 'slotting in' will apply. NB If the number of identical posts is reduced then the relevant employees will be interviewed under the Council's Selection Procedure (NEDDC) / Recruitment and Retention Procedure (BDC).
4. Where the Director / Assistant Director / Service Manager considers that there are posts in the structure that do not 'match' according to the above criteria, but which are 'broadly comparable' and can be designated as an 'equivalent' post to that currently held, and there is only one employee with a claim to the post (or no more employees than the number of posts available where there is more than one post), the Director / Assistant Director / Service Manager will confirm to the employee(s) that it is intended that they be 'slotted in' to that

post. In this instance if the post is on a lower grade or at a lower status than that previously occupied, the employee(s) will be entitled to be ringfenced for posts at an equivalent grade/status to their previous post (see Redeployment Procedure). Some posts may, however, also be at a higher salary and/or higher status, in which case they will not be ringfenced for these other posts.

5. Exceptions to exclusion from ringfencing for 'slotted in' employees:

By applying the rules above in relation to the ability for 'slotted in' employees to apply for posts in the new structure, it is possible that, in certain circumstances, the employee could be disadvantaged and suffer inequitable treatment. These circumstances would be where:

- An employee is 'slotted in' to a post on the same or higher grade, and
- Where lower graded employees in the same line management structure have ringfencing rights to a post at a higher grade than the slotted in employee

Under these circumstances, the 'slotted in' employee will be eligible to apply for the more senior post together with the lower graded employees with ringfencing rights. If appointed to the post, that employee's post will, in turn, become available as a ringfenced post.

6. 'Ringfencing' will take place where there are fewer posts in the new structure than eligible employees or where there are posts which contain elements of an employee's previous job, but which do not meet the criteria for slotting in.

In addition, where employees in substantive employment have been seconded into another vacant post on a temporary basis, consideration will be given to giving them 'ringfencing' rights to their temporary post. Should they subsequently be unsuccessful in being appointed to the seconded post on a substantive basis, they will revert to their previous position (i.e. be slotted in to their previous post or, if that no longer exists, potentially at risk).

7. Following agreement of the schedule of posts plan, written confirmation will be sent to all employees confirming that they have been 'slotted in' or 'ringfenced'.

8. Where objections are raised during the 10 day response period (see 2.7 above), the confirmation letter to any employees raising or affected by the objection will be deferred until an individual meeting has been held by the Director with the employee(s) concerned, accompanied by their representative if relevant, to attempt to resolve the objection. At this meeting, the Director will explain the proposals and the employee will be asked to explain why he/she disagrees with the proposal. Following completion of any such meetings, written confirmation, together with a full explanation of the reason(s) for the decision will be sent to the employee(s) concerned. If the employee disagrees with the Director's decision, there will be no further right of appeal. N.B. If the Director has been directly involved with the allocation of employees to posts, the meeting will be held by the Chief Executive.

9. Where employees are slotted in at the same or higher grade, they will be no longer be eligible to apply for posts in the revised structure until other employees with ringfencing rights from the current organisational review (or from a previous organisational review who have not yet obtained substantive employment) have first been considered. However, they will then be entitled to apply for any posts which are still vacant at the point at which it is decided that a post needs to be advertised more widely.

Stage 2 – Ringfenced Appointments

1. Selection for appointment to posts for ringfenced employees will be based on the most suitable candidate. Each employee ringfenced to more than one post may choose to indicate in writing the order of preference and attempts will be made to interview candidates in that order. Appointment to the posts will be carried out in accordance with the Council's Recruitment and Selection Policy (NEDDC) / Recruitment and Retention Policy (BDC).
2. Where the panel does not consider that an appointment can be made to a particular post following interview and assessment of any other employees with rights of prior consideration, the post may be advertised more widely. In the first instance, such posts will normally be advertised internally only, although where it is agreed with the Assistant Director HR that the vacant post is a specialist, technical or professional post then this may be advertised internally and externally concurrently. In the case of a major change involving substantial numbers of employees, SAMT will monitor and approve proposed advertising.

Stage 3 - At Risk Notification

1. To facilitate the smooth implementation of a service review, affected employees will all receive a letter of notice as soon as call-in has passed following Cabinet/ Council approval of the final proposals (NB if the decision has been made by Council, there is no call-in period). This notice letter will identify the proposed termination date, should the employee not be successful in obtaining a post within the review; and it will confirm at risk status to allow the employee to be ringfenced for suitable alternative vacancies. Although redundancy may not be a necessary outcome, outline information will also be given about this option in the interests of completeness.
2. A redundancy situation can only exist where the review results in a reduction in the number of posts needed, or the cessation or reduction of a specific area of work.
3. If employees do express an interest in voluntary redundancy/early retirement, acceptance will be at the discretion of the Council and in accordance with the Council's policy on Redundancy and Early Retirement (NEDDC) / Redeployment and Early Retirement (BDC). However, full details of the financial options should be provided in writing before a recommendation is made to Members.

4. As a general rule, in considering an application for voluntary redundancy/early retirement, the Council will consider the need to maintain effective services, the need to retain a balance of skills and experience and cost implications, as well as mitigation against compulsory redundancy.

Stage 4 Redeployment

1. Any displaced employee who wishes to continue in employment or whose application for voluntary redundancy/early retirement is not accepted, will be invited to complete a skills audit and will be given prior consideration for redeployment into suitable alternative employment before the post is advertised more widely. The Council's Policy on Redeployment (NEDDC) / Redeployment and Redundancy (BDC) will be followed in these circumstances.
2. Where there is a dispute about the suitability of the post, the matter should be discussed between the Appointing Officer and the HR representative.
3. Any employee who unreasonably refuses an offer of suitable alternative employment, will not be entitled to a redundancy payment.

APPENDIX 2

SCHEDULE OF POSTS PLAN

1. Once the new structure has been agreed, then a schedule of posts plan will be drawn up according to the following principles:

Slotting in – Where there is only one potential candidate to a post at an appropriate level and where the post is substantially unchanged, i.e. the duties and responsibilities of the post are materially the same, it is of the same status and on the same grade and hours, they will be slotted in to the new post.

Ring-fencing – 'Ringfencing' will take place where there are fewer posts in the new structure than eligible employees or where there are posts which contain elements of an employee's previous job, but which do not meet the criteria for slotting in. Unsuccessful candidates will automatically be considered under ringfencing arrangements for other appropriate posts, by agreement.

2. The schedule of posts plan will then be produced for discussion and agreement with employees and trade unions:

New Post Title	Grade of New Post	Current Comparable Post(s)	Grade of Current Post(s)	Postholder(s)	Method of Assimilation e.g. slot in, ringfence, competition etc.