

UNION/EMPLOYEE CONSULTATION COMMITTEE

Minutes of a meeting of the Union/Employee Consultation Committee of the Bolsover District Council held in the Chamber Suites 1 and 2, The Arc, Clowne, on Monday 9th June 2014 at 1100 hours.

PRESENT:-

Council Representatives:-

Councillors P.M. Bowmer, V.P. Mills and K. Reid

Unison Representatives:-

W. Edge, K. Shillitto, J. Wilmot

T&GWU Representatives:-

None Present.

Officers:-

W. Lumley (Chief Executive Officer), B. Mason (Executive Director of Operations) (until Minute No. 0075), P. Wilmot (Human Resources Manager), L. Johnson (Payroll Manager) (until Minute No. 0075), J. Barltrop (Human Resource Officer) and A. Brownsword (Governance Officer)

0068. APOLOGIES

Apologies for absence were received from Councillors E. Watts and A. Tomlinson, J. Clayton (Unison) and A. Grundy (Assistant Director of Human Resources and Payroll).

0069. ELECTION OF CHAIR

Moved by Councillor K. Reid and seconded by Councillor V.P. Mills

RESOLVED that Councillor E. Watts be elected Chair of the Union Employee Consultation Committee for the ensuing year.

0070. ELECTION OF CHAIR FOR THE MEETING

Moved by J. Wilmot (Unison) and seconded by Councillor V.P. Mills

RESOLVED that Councillor K. Reid be elected Chair of the meeting.

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Councillor K. Reid in the Chair

0071. URGENT ITEMS OF BUSINESS

There were no urgent items of business.

0072. ORDER OF BUSINESS

Due to work obligations of the Executive Director of Operations, the Chair consented to Agenda Item No. 10 – Local Government Pension Scheme Discretions, being taken after the Minutes.

0073. DECLARATIONS OF INTEREST

There were no declarations of interest.

0074. MINUTES – 12TH MARCH 2014

Moved by Councillor P.M. Bowmer and seconded by J. Wilmot (Unison)

RESOLVED that the minutes of a Union/Employee Consultation Committee held on 12th March 2014 be approved as a true and correct record.

0075. LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS

The Human Resources Manager presented the report which sought to consult on the discretions which the Council has to make, publish and keep under review under the Local Government Pension Scheme following new regulations.

The Payroll Manager explained that whilst the Council would not exercise discretions as a matter of policy due to potential costs to local taxpayers, the Chief Finance Officer would consider individual cases on their merits, where applications were received to vary the agreed approach concerning discretions. If the applicant was not happy with the decision made by the Chief Finance Officer, an appeal could be made to the Chief Executive Officer who would submit a report to Council for a decision.

Moved by K. Shillitto (Unison) and seconded by Councillor P.M. Bowmer

RECOMMENDED that (1) the proposals be forwarded to Council for adoption,

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(2) the report and outcome of the UECC consideration be submitted to Council so that the policy can be approved within the deadline of 30th June 2014,

(3) subject to Council approval, the Council's Redeployment and Early Retirement Policy which incorporates the Policy Statement on LGPS discretions be updated to reflect the decisions,

(4) whilst the general approach is not to exercise any discretion where there is a cost to the Council, there may be some circumstances where this approach is too restricting and the discretionary powers need further consideration. Whenever such circumstances arise, the case would firstly be considered by the Chief Financial Officer and if appropriate, budgetary provision would be recommended to Council for its consideration. Where the decision is not to vary the standard policy, the individual would have a right to appeal to Council,

(5) the Council's existing policies be amended as set out in the report.

(Assistant Director of Human Resources and Payroll/Governance Officer)

The Executive Director of Operations and the Payroll Manager left the meeting.

0076. APPRAISAL POLICY AND PROCEDURE

Moved by J. Wilmot (Unison) and seconded by Councillor K. Reid
RESOLVED that the report be withdrawn.

0077. BASELINE PERSONNEL SECURITY STANDARDS

The Human Resource Officer presented the report regarding the requirements regarding the Baseline Personnel Standards (BPSS).

It was explained that there was now a requirement that all users of the Public Service Network must be validated to the BPSS by June 2015.

This included all users of the secure GCSX email, DWP CIS system users, Individual Electoral Registration users and staff with access to the Tell Us Once system. The BPSS was the minimum standard required to ensure the identity and integrity of an employee with access to official information. The BPSS involves four main elements which were identity check, nationality and immigration status, past three years employment history and the verification of criminal record (unspent convictions only).

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The Council currently carried out the first three elements as part of normal recruitment practices.

DBS Disclosures to check criminal records were only carried out on posts that required it. Initially, 114 staff would need full BPSS checks by June 2014. It was noted that the Government had removed the requirement for all staff with email access to be DBS checked.

The Council would need to become a Registered Body with Disclosure Scotland as they were the body responsible for carrying out Basic Disclosures. There was an annual charge of £75 which included the Lead Signatory and up to four counter-signatories.

It was confirmed that it would be a one off check of existing employees and would be carried out upon appointment of new staff in relevant posts.

Moved by K. Shillitto (Unison) and seconded by Councillor K. Reid

RESOLVED that the Union/Employee Consultation Committee note the requirements of the BPSS.

0078. DISCLOSURE AND BARRING SERVICE POLICY

The Human Resources Officer presented the report which sought to replace the existing Criminal Records Bureau Policy with a new Disclosure and Barring Service (DBS) Policy.

The DBS no longer issued certificates to employers, so employees/prospective employees were now required to bring certificates to Human Resources and Payroll for verification. SAMT had previously agreed that employees/prospective employees would be required to register with the DBS online update service so that annual status checks could be carried out and the cost would be reimbursed.

It was noted that annual checks would be carried out with the consent of the employee and the costs could be reclaimed through expenses. Staff would be able to register with the DBS using Council ICT equipment. An assessment would need to take place on whether terms and conditions were in need of amendment for existing staff. Moved by K. Shillitto (Unison) and seconded by Councillor V.P. Mills
RECOMMENDED that the Union Employee Consultation Committee support the Disclosure and Barring Service Policy 2014 and recommends its approval by Council.

(Human Resources Manager/Governance Officer)

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0079. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS 2013/14

The Human Resources Manager presented the report which gave information regarding the sickness absence and occupational health statistics for 2013/14.

It was noted that the target for 2014/15 was 8.5 days per FTE employee. A question was asked regarding whether any profiling of sickness reasons had taken place to see if any preventative measures could be put in place.

The Human Resources Manager noted that currently there was some profiling, but this could be expanded further to provide a breakdown of reasons for sickness across the directorates.

Moved and seconded

RESOLVED that the report be noted.

The meeting concluded at 1130