

UNION/EMPLOYEE CONSULTATION COMMITTEE

Minutes of a meeting of the Union/Employee Consultation Committee of the Bolsover District Council held in Chamber Suites 1 and 2, The Arc, Clowne, on Monday 28th September 2015 at 1100 hours.

PRESENT:-

Council Representatives:- Councillors Mrs P.M. Bowmer, M.J. Dooley, A. Joesbury and K.F. Walker.

Unison Representatives:- C. McKinney and W. Edge.

Unite Representatives:- S. Sambrooks, D. Reeves, D. Provines and M. Hill.

Officers:-

P. Hackett (Executive Director – Transformation), S. Gordon (HR and Payroll Operations Manager) and A. Bluff Governance Officer.

0388. APOLOGIES

Apologies for absence were received on behalf of Councillors K. Reid and A. Syrett and Unison representative, J. Clayton.

0389. APPOINTMENT OF VICE CHAIR (*ELECTION OF CHAIR*)

The Governance Officer noted that the appointment of a vice chair for the Committee had been determined at the Annual Council meeting held in May and it was the election of a Chair for the ensuing year from the Union side which was needed to be agreed at this meeting.

A Unison representative requested that election of a chair for the ensuing year be deferred until the next meeting in December.

The Governance Officer requested nominations for a chair for the meeting.

Moved by W. Edge (Unison) and seconded by S. Sambrooks (Unite)

RESOLVED that (1) election of a Chair for the Committee for the ensuing year (from the Union side) be deferred until the next meeting of UECC in December,

(2) C. McKinney (Unison) be elected as Chair for the meeting.

C. McKinney in the Chair

UNION/EMPLOYEE CONSULTATION COMMITTEE

0390. URGENT ITEMS OF BUSINESS

The Chair informed the meeting of an urgent item of business to be considered being a report relating to a Waste Services Local Agreement.

The Chair noted that the report had not had its full consultation with both unions in advance of coming to UECC but that it was being expedited to avoid delays in the implementation of the changes proposed in the report. As a result, the Chair sought comments as to whether members of the Committee wished to consider the report.

A Unite representative advised Committee that the report would be considered at a Unite Area meeting which would take place on 29th September. He explained that Unite representatives were unable to make a decision at this meeting in advance of the Unite Area meeting. However, he advised that personally they had no problem with the proposed Waste Services Local Agreement.

In light of this situation, the Executive Director – Transformation suggested that the report could be heard and that the recommendations could be reviewed to take account of the Unite Area meeting.

Unison representatives stated they were happy to consider the report on this basis also.

It was agreed that the report be considered after agenda item 8, Appraisal Templates and Competency Framework.

Moved by Councillor M.J. Dooley, seconded by W. Edge

RESOLVED that the Waste Services Local Agreement report be considered after agenda item 8, Appraisal Templates and Competency Framework.

0391. DECLARATIONS OF INTEREST

There were no declarations of interest.

0392. MINUTES – 8TH JUNE 2015

Moved by K.F. Walker, seconded by Councillor A. Joesbury

RESOLVED that the minutes of a meeting held on 8th June 2015 be approved as a correct record.

0393. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS APRIL 2015 TO JUNE 2015

Committee considered a report in relation to sickness absence/occupational health statistics for the April 2015 to June 2015 quarter.

UNION/EMPLOYEE CONSULTATION COMMITTEE

The sickness absence target for the quarter was 8.5 days and the outturn was 1.35 days. In comparison, the outturn for the same quarter in 2014 was 1.86 days. Committee were asked to note that there had been a reduction in all directorates

A breakdown of the figures by department and by long term/short term sickness absence was attached to the report for Committee's information.

The top three causes of sickness absence for the quarter was back/neck, stress and other. In comparison for the same period in 2014, the top three causes were muscular/skeletal, stress and heart/circulation.

Days lost were as follows;

2015		2014	
Back/neck	103.5	muscular/skeletal	214.5
Stress	94.5	stress	158
Other	77	heart/circulation	101
Total	473.5	Total	275

The outcome of occupational health appointments for April to June 2015 was 1 and 14 for the same period in 2014.

A breakdown of the reasons for all long term sickness absence for April to June 2015 with comparative data for the same period of 2014 was as follows:

	2015	2014
Back/neck	1	1
Muscular/skeletal	0	7
Stress/depression	1	5
Heart/BP/circulation	-	1
Other	2	0
Totals	4	14

Three employees had undergoing counselling during the April to June 2015 quarter.

The total number of working days lost in the quarter due to stress related illness was 94.5 days and in the same period of 2014 was 158 days.

A short discussion took place.

Members noted the improvement in the figures for sickness absence over the April to June quarter period. The Executive Director – Transformation noted that the winter period would be the challenging period for sickness absence.

Moved by Councillor W. Edge, seconded by Councillor K.F. Walker
RESOLVED that the report be received.

UNION/EMPLOYEE CONSULTATION COMMITTEE

0394. REWARD, RECOGNITION AND RETENTION FRAMEWORK

Committee considered a report of the HR and Payroll Operations Manager in relation to the Reward, Recognition and Retention Framework.

The Framework pulled together existing practice into a clear framework that demonstrated the current approach to employee reward, recognition and retention.

The Council recognised that employees were essential to excellent delivery of services to its residents and communities and it was imperative that a framework was in place which attracted, retained, motivated and engaged individuals to enable the organisation to sustain high performance, together with improving services through transformation and growth.

An appendix to the report listed the current initiatives that were in place. Any proposed changes to the initiatives would be progressed through established approval channels as appropriate.

The Framework had been circulated to the Trade Unions in June 2015, prior to the Investors in People assessment and had also been discussed at Strategic Alliance Management Team.

It was a recommendation of the Investors in People framework which was also included in the Corporate Plan, that the Council had a clear approach to reward, recognition and retention. Further, the Framework was a good guide for employees to be aware of the initiatives available to them.

A Member noted that this was an example of the Council being an excellent employer.

Moved by Councillor K.F. Walker and seconded by Councillor M.J. Dooley
RESOLVED that the report be noted.

0395. APPRAISAL TEMPLATES AND COMPETENCY FRAMEWORK

Committee considered a report of the HR and Payroll Operations Manager in relation to Learning and Development and Appraisal Templates and Competency Framework.

An interim review of learning and development processes, appraisal templates and the competency framework had been undertaken following feedback received from managers, employees and the Investors in People assessment.

There had been overwhelming support for more streamlined, flexible and user friendly processes and templates, to benefit both employees and managers.

The half year review in relation to yearly appraisals was no longer mandatory as feedback received noted that these added very little value and were already incorporated within regular one to one meetings or other equivalent mechanisms.

UNION/EMPLOYEE CONSULTATION COMMITTEE

Learning and development budgets were to be devolved to assistant directors from 1st April 2016 to facilitate employee development. As officers had found the employee appraisal preparation form a beneficial document, this was to be retained. A revised appraisal form was now in place which capture key information in a more concise and user friendly format. A refreshed competency framework was now in place which more closely reflected the Corporate Plan and was a standalone document from the appraisal form.

A simple one place employee learning and development record and evaluation form was now in place which would be completed by the employee or team after each activity. This could be used to cover both updating of training records and evaluation of learning and development undertaken. This form would be available online over the coming months as part of HR's 'E' Forms project.

It was intended to use the revised processes at the next round of appraisals due to take place in late 2015, early 2016.

All the revised documents were attached to the report for Committee's information.

Committee welcomed the revisions to the documents and processes.

Moved by Councillor A. Joesbury and seconded by W. Edge (Unison)
RESOLVED that the report be noted.

0396. URGENT ITEM OF BUSINESS – WASTE SERVICE LOCAL AGREEMENT

Committee considered a report of the Assistant Director – Streetscene in relation to a Waste Service Local Agreement.

The purpose of the report was to formally consult recognised trade unions and employees in the development of a proposed Waste Service Local Agreement (WSLA), which would, if approved, introduce a measured performance management system in the Council's waste collection arrangements, prior to seeking approval from Council.

The proposed Waste Services Local Agreement formed part of work undertaken by Streetscene to progress harmonisation and joint service delivery standards across Bolsover and North East Derbyshire; in particular, reviewing the Councils' functional waste collection arrangements to stimulate increased efficiency and to promote parity in pay arrangements between the two councils' workforces to facilitate scope for wider joint working.

The major gain was anticipated to arise at BDC, where opportunity had been identified to reduce the number of refuse collection vehicles from seven to six. This would secure cashable efficiency savings, which were summarised in the report. However, securing these savings required a review of refuse collector roles at BDC and the establishment of a common Local Agreement with a measured performance management framework.

UNION/EMPLOYEE CONSULTATION COMMITTEE

The review of waste collection service arrangements had been discussed with frontline staff at team meetings; further to which, the Waste Services Local Agreement had been developed with initial consultation taking place with waste services staff and local Union representatives (UNITE) in its development stage.

Feedback received to date from waste service Union representatives was set out in the report.

The Assistant Director – Streetscene added that he would be adding a statement to the report in relation to 'round rotation'. The Chair asked if the referred to statement would be available for the Unite Area meeting.

A Unite representative reiterated Unite's earlier statement that the report would be considered at a Unite Area meeting, which was to take place on 29th September.

In light of this situation, the Chair noted the need for revised recommendations to take account of the need for feedback from both of the Unions' comments.

Moved by Councillor M.J. Dooley, seconded by Councillor A. Joesbury
RESOLVED that subject to written confirmation from both Unite and Unison, the developed Waste Services Local Agreement be endorsed and recommended to Council for approval.

The meeting concluded at 1130 hours.