

UNION/EMPLOYEE CONSULTATION COMMITTEE

Minutes of a meeting of the Union/Employee Consultation Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Wednesday 8th June 2016 at 1100 hours.

PRESENT:-

Council Representatives:- Councillors A. Joesbury, K. Reid and K.F. Walker.

Unison Representatives:- L. Cheong and J. Woods.

Unite Representatives:- No representatives present.

Officers:- S. Barker (Assistant Director – Human Resources and Payroll), P. Wilmot (Human Resources Manager) and A. Bluff (Governance Officer).

Councillor A.M. Syrett in the Chair

0057. APOLOGIES

Apologies for absence were received on behalf of Councillors Mrs P.M. Bowmer, T. Cannon, M.J. Dooley, K. Shillitto (Unison) and C. McKinney (Unison).

0058. APPOINTMENT OF VICE CHAIR (UNION SIDE)

It was agreed to defer the appointment of a vice Chair to the next meeting of Union / Employee Consultation Committee.

Moved by Councillor A.M. Syrett and seconded by Councillor K.F. Walker.

RESOLVED that the appointment of a vice Chair be deferred to the next meeting of Union / Employee Consultation Committee.

(Governance Manager)

0059. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0060. DECLARATIONS OF INTEREST

There were no declarations of interest made.

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0061. MINUTES – 28TH SEPTEMBER 2016

It was noted that the Resolution at Minute Number 0393; Sickness Absence/Occupational Health Statistics April 2015 – June 2015, that the report be received, had been moved by W. Edge, Unison and not W. Edge, Councillor.

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

RESOLVED that subject to the above amendment, the minutes of a Union / Employee Consultation Committee held on 28th September 2015 be approved as a true record.

0062. SICKNESS ABSENCE AND OCCUPATIONAL HEALTH STATISTICS 2015/16

Committee considered a report of the Assistant Director – Human Resources which provided information regarding Sickness Absence/Occupational Health Statistics for 2015/16 with comparative data from the previous year.

The sickness absence outturn for 2015/16 was 6.28 days compared to a target of 8.5 days. The outturn for the 2014/15 period was 9.20 days. A breakdown of the figures for 2015/16 by department and long term/short term sickness absence was attached to the report for information.

The Human Resources Manager noted that the reduction in sickness levels was excellent performance.

The outcome of occupational health referrals for 2015/16 was; Rehabilitation 29, Outstanding 6, Left the Authority 2. Comparisons for 2014/15 were; Rehabilitation 39, Outstanding 2, Left the Authority 0.

The top three causes of sickness absence for 2015/16 with days lost was; Stress 555 days lost, Muscular/skeletal 549.5 days lost and Infections 250.5 days lost, totalling 1355 days lost. Comparisons for 2014/15 were; Muscular/Skeletal 789.5 days lost, Stress 540 days lost, Infections 344 days lost, totalling 1673.5 days lost.

Reasons for long term sickness absence were provided in the report. Nine employees had undergone counselling during the period.

A Member acknowledged the decrease in the sickness absence figures and that the Authority's sickness absence policies and procedures were working for employees. In relation to stress, the Member also suggested that consideration be given to those employees receiving treatment for cancer be taken out of the sickness triggers/monitoring

A discussion took place and it was agreed not to differentiate sickness figures in the report between work related stress and personal stress as this could help identify individuals.

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A Unison representative queried the timescale on a decision for referring an individual to occupational health. The Human Resources Manager replied that this could be dependent on the circumstance of a particular case but the general rule was approximately a four week period taking into consideration any adjustments that may be required. He added that each area of work had a Human Resources Link officer and that both Human Resources and Unison could flag up a case where it was felt it was taking too long to refer.

The Assistant Director – Human Resources acknowledged that the sickness absence figures were good but they could be unpredictable. Human Resources were being proactive by introducing an employee assistance programme which would be launched in the near future and were also working with Public Health looking at physical health and mental health etc.

A Member noted that the Authority was looking at having a 'pop up' healthy lunch store for staff and also looking at the Leisure facilities in relation to staff with muscular/skeletal issues. In relation to the reduction in sickness absence levels, she added that the workforce should be congratulated on what had been achieved.

Moved by Councillor K. Reid and seconded by Councillor K.F. Walker
RESOLVED that the report be noted.

0063. ANNUAL LEAVERS BREAK DOWN REPORT FOR 2015/16

Committee considered a report of the Assistant Director – Human Resources in relation to exit information and a summary of primary reasons for permanent employees leaving the Authority during the period 1st April 2015 to 31st March 2016. Comparisons for the period 1st April 2014 to 31st March 2015 were also provided for information.

The number of leavers in the 2015/16 period was 29. The number of leavers in the 2014/15 period was 27. A breakdown of the figures for each period and by department was also provided in the report.

A copy of the standard exit questionnaire was attached to the report for committee's information.

Moved by Councillor K. Reid and seconded by Councillor A. Joesbury
RESOLVED that the report be received.

0064. RECRUITMENT AND SELECTION POLICY

Committee considered a report of the Assistant Director – Human Resources in relation to a draft Recruitment and Selection Policy and guidance documents to the Policy.

The documents were new and not based on either of the district councils' existing policies. The intention was to provide a generic policy based on good practice with

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local requirements added. A key difference for Bolsover District Council was for the recruiting department to be responsible for long/short listing and that all applicants who met the essential criteria would progress to the next stage of the process.

Managers would be responsible for recruiting to their department's posts.

Discussion on the draft Policy had already taken place with senior managers and with trade union representatives.

The Human Resources Manager advised the meeting that it was intended to carry out briefing sessions with Managers in relation to the Policy.

Moved by Councillor K. Reid and seconded by L. Cheong

RECOMMENDED that Council be recommended to adopt the Recruitment and Selection Policy and associated guidance documents.

(Assistant Director – Human Resources / Governance Manager)

The meeting concluded at 1130 hours.