

UNION / EMPLOYEE CONSULTATION COMMITTEE

AGENDA

Thursday 29th November 2018 at 11am in the Council Chamber, The Arc, Clowne

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	To receive apologies for absence, if any.	
2.	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.	
3.	Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct 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.	
4.	Minutes of a meeting held on 20 th September 2018.	3 to 6
5.	Sickness Absence/Occupational Health Statistics; Quarter 2 - July 2018 to September 2018.	7 to 14
6.	Learning and Development.	Verbal Update
7.	Employee Health & Wellbeing.	Verbal Update

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 Thursday 20th September 2018 at 1100 hours.

PRESENT:-

Council Representatives:-

Councillor K. Reid in the Chair

Councillors Mrs P.M. Bowmer, M.J. Dooley, A. Joesbury and A.M. Syrett.

Unison Representatives:- C. McKinney, K. Shillitto and L. Cheong.

Unite Representatives:- No representatives present.

Officers:- L. Hickin (Strategic Director – People), S. Gordon (Human Resources and OD Manager) and A. Bluff (Governance Officer).

0298. APOLOGIES

Apologies for absence were received on behalf of Councillor D. McGregor and the Chief Executive Officer.

0299. APPOINTMENT OF VICE CHAIR

It was noted that the appointment of a Vice Chair for the ensuing year had been resolved at the last meeting.

0300. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0301. DECLARATIONS OF INTEREST

There were no declarations of interest made.

UNION/EMPLOYEE CONSULTATION COMMITTEE

0302. MINUTES – 21ST JUNE 2018

Moved by Councillor A. Joesbury and seconded by K. Shillitto

RESOLVED that the Minutes of a Union/Employee Consultation Committee be approved as a correct record.

0303. CODE OF CONDUCT

Committee considered a report regarding the Employee Code of Conduct document which had been refreshed.

The Council's Constitution had been reviewed in 2017 with minor amendments being made to the Employee Code of Conduct.

Although the revised Constitution was approved at Council in May 2018, it was subsequently identified that the refreshed Employee Code of Conduct had not been considered by this Committee as part of the consultation process when changes were proposed to ensure it was reflective of business needs.

Only minor changes had been made to the document, for example, job titles as a result of restructures.

The report sought Committee's recommendation that the refreshed Employee Code of Conduct document be presented to Standards Committee for approval and recommendation to Council for adoption.

Unison raised no concerns regarding the document, however, commented that it would be helpful if future changes to any documents appeared as tracked changes.

Moved by Councillor A.M. Syrett and seconded by Councillor A. Joesbury.

RECOMMENDED that Standards Committee approve the refreshed Employee Code of Conduct document and recommend to Council for adoption.

(Governance Manager)

0304. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS; QUARTER 1 – APRIL 2018 TO JUNE 2018

Committee considered a report in relation to sickness absence/occupational health statistics for Quarter 1 of 2018/19 (April 2018 to June 2018).

The average number of days lost per employee for sickness absence in Quarter 1 was 2.23 days. This was against an annual target set of 8.5 days per employee. The outturn figure for Quarter 1 in 2017/18 was 2 days.

A breakdown of days lost in Quarter 1 for short term and long term sickness absence for each service area was attached to the report for Committee's information.

UNION/EMPLOYEE CONSULTATION COMMITTEE

The top three reasons for sickness absence in the Quarter was as follows;

Directors/Heads of Service - Operations/Hospital Stomach/Kidney/Liver.
People Directorate - Stomach, Kidney, Liver, Musc/Skeletal, Other.
Place Directorate - Stress/Depression, Musc/Skeletal, Other.

A Member queried if those staff who took no sickness absence during the course of a year were recognised in anyway, for example, by way of praise. The HR and OD Manager replied that this was a difficult area to balance as the Authority employed some staff who had disabilities and who would most likely need to take some sickness absence during the course of a year.

A Member commented that it may help the Committee if more detail was provided with regard to reasons for staff being absent with stress and depression.

A Unison representative commented that it was important that those staff who covered the work of absent staff were also recognised.

The HR and OD Manager noted that the Council's Employee Celebration Awards would be held in December and this was an opportunity for Managers and/or Members to put staff or teams forward to be recognised for these types of achievements as well as other achievements.

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

0305. TRADE UNION (FACILITY TIME PUBLICATION REQUIREMENTS) REGULATIONS 2017

The HR and OD Manager provided a verbal update to Committee on new regulations regarding Trade Union Facility Time publication requirements.

New regulations had come into place regarding time spent by officers on trade union activities and duties were significantly more detail would need to be provided and published than previous requirements.

A Unison representative acknowledged the report and that Unison were happy to provide information subject to no breach of any rules around confidentiality.

At the request of the Chair, C. McKinney (Unison), provided an update to the meeting on the situation regarding the ongoing historic equal pay claims. C. McKinney also expressed his thanks, on behalf of Unison, to the Leader, Councillor Syrett, the former Deputy Leader, Councillor Dooley and also the Chief Executive Officer, for their engaged approach to negotiations in order to progress the cases to a resolution. The Chair requested that Unison's acknowledgement to Members and the Chief Executive Officer regarding the progress made be noted in the Minutes.

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

UNION/EMPLOYEE CONSULTATION COMMITTEE

0306. CHRISTMAS CLOSEDOWN

Committee considered a report submitted by Unison in relation to the Christmas closedown in December 2018.

The report informed Committee of a request by Unison for the Authority to consider a full day closure of the Council offices at the Arc on 24th December 2018.

At present Unison understood that the intention was for the Council buildings to be open on the morning of Monday 24th December 2018, closing at lunchtime. This was in line with convention whereby the offices opened for half a day on Christmas Eve.

Based on feedback from some UNISON members, Unison believed that most staff would welcome the closure of the Council for the full day on the 24th December, i.e., closing on Friday 21st December 2018 and reopening on 2nd January 2019. This would be a more efficient use of Council resources instead of opening for little more than three hours on a day when the likely demands on services would be minimal and the usual emergency cover which applied for the duration of the Christmas shutdown could be equally effective for the short period of the morning of 24th December.

Unison sought to negotiate the matter with the Authority in accordance with the functions of UECC and if agreement could be reached the amount of time between now and Christmas would enable staff to build up the necessary amount of flexi/TOIL to enable them, if they did not have the option, to use annual leave.

The Strategic Director – People stated that Heads of Service should take a pragmatic approach to the needs of their service for the three hours on the morning of 24th December in relation to staff cover. In terms of close down for the three hours, there were staff who wished to work on the morning of Christmas Eve and closing the building could have a negative impact on those members of staff. If a whole department wished to take leave, a view would need to be taken as that service would not be provided to the public on Christmas Eve.

A Member raised that this was a situation which wouldn't happen often in the calendar and she hoped that a flexible approach would be taken by Managers.

A Unison representative noted that some services would have no demand on them on Christmas Eve and others would have some demand which created a level of unfairness on certain departments and they wouldn't have a level of flexibility.

The Chair noted that Unison would go back to the model agreed with management and this would be sent out to Unison members and also staff not in a trade union. The Chair requested that he be kept informed of progress.

Moved by Councillor K. Reid and seconded by C. McKinney (Unison)

RESOLVED that (1) Unison go back to the model agreed with management and this be sent out to Unison members and members not in a trade union.

(2) the Chair be kept informed of progress.

The meeting concluded at 1130 hours.

Bolsover District Council

UECC

November 2018

Report of HR & OD Manager

Sickness Absence Quarter 2 - July to September 2018

1. **Purpose of the Report**

- 1.1 To report the sickness absence figures throughout the Council for Quarter 2.

2. **Issues for Consideration**

- 2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months of July to September 2018 inclusive.
- 2.2 Absence for the Senior Managers Group is shown as 50% of the total absence for Senior Managers as this is split with Bolsover/NE Derbyshire District Council.
- 2.3 The **average number of days lost per employee** for the Quarter 2 was **1.86 days**.
- 2.4 The target for the Local Performance Indicator to the end of March 2019 is 8.5 days.

3. **Summary of Key Corporate Trends**

The following tables detail the key pattern and trends being experienced corporately in relation to sickness absence.

Table One: Organisational Outturn Average Number of Days Absence

	2015/16	2016/17	2017/18	Current Year 18/19
Quarter One	1.35	1.92	2.00	2.23
Quarter Two	1.49	2.74	2.12	1.86
Quarter Three	1.65	3.05	2.38	
Quarter Four	1.91	3.14	2.80	
Overall Outturn	** 6.28	** 10.75	9.3	

**** NB for 2015/16 and 2016/17 out-turn figures include retrospective TMS revisions.**

Table Two: Organisational Long Term/Short Term Split Days Percentage

	2015/16		2016/17		2017/18		2018/19	
	Short term	Long Term	Short term	Long Term	Short term	Long Term	Short term	Long Term
Quarter One	43.5%	56.5%	28.9%	71.1%	31.4%	69.6%	34.0%	66.0%
Quarter Two	57.8%	42.2%	47.4%	52.6%	35.5%	64.5%	35.0%	65.0%
Quarter Three	47.9%	52.1%	29.7%	70.3%	50.3%	49.7%		
Quarter Four	42.9%	57.1%	34.0%	66.0%	49.4%	50.6%		
Overall Outturn	47.6%	52.4%	27.0%	73.0%	37.4%	62.6%		

Table Three: Number of Long Term/Short Term Cases

	2015/16		2016/17		2017/18		2018/19	
	Short term	Long Term	Short term	Long Term	Short term	Long Term	Short term	Long Term
Quarter One	77	9	78	18	69	16	104	16
Quarter Two	101	7	69	24	96	18	85	14
Quarter Three	108	11	112	25	112	18		
Quarter Four	104	15	110	25	144	18		
Overall Outturn	390	42	369	92	421	70		

Table Four: Top Three Services Proportionately Experiencing Highest Levels of Absence

	2015/16	2016/17	2017/18	Current Year 18/19
Quarter One	1 Housing 2 Legal 3 Revenues	1 Legal 2 Finance 3 Democratic	1 Customer Services 2 Housing 3 Planning	1 Customer Services 2 Property/Estates 3 Leisure
Quarter Two	1 Democratic 2 Ec. Growth/Hsg Strat 3 Revenues	1 Democratic 2 Streetscene 3 Property & Estates	1 Planning 2 Cust Services 3 Democratic	1 Customer Services 2 Elections 3 Revs & Bens
Quarter Three	1 Democratic 2 Legal 3 HR & Payroll	1 Democratic 2 Finance 3 HR & Payroll	1 Customer Services 2 ICT 3 Democratic	1 2 3
Quarter Four	1 Democratic 2 Street Services 3 Finance	1 Democratic 2 Property & Estates 3 Housing	1 Streetscene 2 Customer Services 3 Revenues	1 2 3
Overall Outturn	1 Democratic 2 Ec. Growth/Hsg Str. 3 Revenues	1 Democratic 2 Property & Estates 3 Streetscene	1 Cust Services 2 Housing 3 Revenues	1 2 3

Table Five: Top Three Services Proportionately Experiencing Lowest Level of Absence

	2015/16	2016/17	2017/18	Current Year 18/19
Quarter One	1 CEPT 2 Community Safety 3 HR & Payroll	1 CEPT 2 Economic Growth 3 HR & Payroll	1 Perf/Comms 2 ICT 3 Legal	1 HR & Payroll 2 Legal 3 Performance/Comms.
Quarter Two	1 Finance 2 CEPT 3 Planning	1 CEPT 2 Improvement 3 Planning	1 Finance 2 Perf/Comms 3 CEPT	1 Performance/Comms 2 CEPT 3 Econ Dev
Quarter Three	1 Ec. Growth/Hsg Strat 2 CEPT 3 Finance	1 Comm Safety 2 Improvement 3 Planning	1 Finance 2 Planning 3 Econ Dev.	1 2 3

Quarter Four	1 Comm Safety 2 Improvement 3 Legal	1 CEPT 2 Legal 3 Improvement	1 Finance 2 CEPT 3 Legal	1 2 3
Overall Outturn	1 CEPT 2 Comm Safety 3 Improvement	1 CS&I 2 CEPT 3 Comm Safety	1 FINANCE 2 LEGAL 3 CEPT	1 2 3

Table Five: Top Three Reasons for Absence

	2015/16	2016/17	2017/18	Current Year 18/19
Quarter One	1 Musc Skeletal 2 Other 3 Stomach/digestion	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Operations/Hospital 2 Stress/Dep 3 Musc Skeletal	1 Other 2 Stress/Depression 3 Musc Skeletal
Quarter Two	1 Stress/Dep 2 Musc Skeletal 3 Other	1 Musc Skeletal 2 Stress/Depression 3 Other	1 Stress/Dep 2 Operations/Hosp 3 Musc/Skeletal	1 Stress/Depression 2 Musc Skeletal 3 Stomach/Kdny/Lvr
Quarter Three	1 Musc Skeletal 2 Stress/Dep 3 Back/Neck	1 Musc Skeletal 2 Other 3 Heart Circulation	1 Stress/Depression 2 Operations/Hosp 3 Musc/Skeletal	1 2 3
Quarter Four	1 Stress/Dep 2 Musc Skeletal 3 Infections	1 Musc Skeletal 2 Infections 3 Stomach/Digestion	1 Musc/Skeletal 2 Ops/Hospital 3 Stress/Dep	1 2 3
Overall Outturn	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Stress/Dep 2 Musc/Skeletal 3 Ops/Hosp	1 2 3

Key Trends

- Sickness has been reducing for the last 3 quarters
- The number of long and short term cases have also reduced over the same period
- Long term absences have a considerable influence over the overall outturn
- Stress related cases remain in the top three reasons for sickness absence - the majority of cases are personal related
- Musc Skeletal has been in the top three reasons for sickness absence

5. **Actions**

- 5.1 Managers have support from dedicated service area HR Link Officers and are issued monthly sickness absence information, Patterns and trends are discussed in more detail with managers to determine the most appropriate course of action based on The circumstances of each case. Managers are also able to access sickness information for their teams' on a daily basis via HR21 Self Service.
- 5.2 Support for managers and employees is provided by Occupational Health where appropriate and employees have access to the 24 hour, 7 days a week Employee Assistance Programme where confidential advice is provided on a range of issues
- 5.3 There are no major issues with sickness at present and operational concerns about the management of sickness absence cases that exist are being raised with the respective managers and dealt with as per normal practice.

Recommendations

- 6.1 To note the contents of this report

Appendix One: Summary Figures for the Quarter by Directorate/Service

Figure One – Service Breakdown Short/Long Term Split

Service	Short term days	No. of Employees off	Long term days	No. of Employees off	Total Days lost	FTE No. in Section	Average days lost per FTE
CEO, Directors and Heads of Service	14.75	1	0	0	14.75	5	2.95
Democratic	2	2	0	0	2	5.51	0.36
Elections	0	0	26	1	26	4	6.50
Human Resources/Payroll/H&S	0	0	27	1	27	7.83	3.45
Legal	1	1	0	0	1	8.69	0.12
Perf/Comms - Performance	0	0	0	0	0	6.31	0
Finance	1	1	0	0	1	7.49	0.13
Revenues & Benefits	51	11	80	3	131	33.89	3.87
Customer Services	15	4	202	5	217	23.71	9.15
ICT (Service Desk)	0	0	0	0	0	0	0
Leisure	26	12	0	0	26	41.94	0.62

Partnerships Strategy	0	0	0	0	0	8.81	0
Streetscene	73.5	25	55	2	128.5	81.04	1.59
Econ Dev	0	0	0	0	0	3.6	0
Housing/ CS	101	18	59	2	160	122.99	1.30
Procurement	0	0	0	0	0	2	0
Planning	9	1	0	0	9	18.92	0.48
Prop/Commercial/Estates	5	3	9	1	14	17.82	0.79

Figure Two: Directorate Breakdown Short/Long Term Split

Directorate	Short term days	No of employees off		Long term Days	No of employees off
Directors/Heads of Service	14.75	1		0	0
People	169.5	55		390	11
Place	115	23		68	3

Figure Three: Top Three Reasons for Absence Per Directorate

Directorate	Top 3 Reasons for Absences
Directors/Heads of Service	Stomach, Kidney, Liver Headache/Migraine Stress Depression
People	Stress Musc/Skeletal Stomach, Kidney, Liver
Place	Muscl/Skeletal Stress/Depression Other