



To: Chair & Members of the Union /
Employee Consultation Committee

The Arc
High Street
Clowne
S43 4JY

Contact: Alison Bluff
Telephone: 01246 242528
Email: alison.bluff@bolsover.gov.uk

Tuesday, 1 September 2020

Dear Councillor

UNION / EMPLOYEE CONSULTATION COMMITTEE

You are hereby summoned to attend a meeting of the Union / Employee Consultation Committee of the Bolsover District Council to be held as a virtual meeting and live stream on Thursday, 17th September, 2020 at **10:00** hours.

Members will be sent the details on how to access the Virtual Meeting by email.

Virtual Attendance and Hybrid Meetings

I have provided the Leader and Deputy Leader with advice on the holding of "hybrid" meetings outlining the risks including to employees dealing with the Chamber and to Members. Hybrid meetings are those where some attendance is in person in the Council Chamber and some is virtual.

I would encourage you all to attend virtually.

Accordingly if you attend in person you will be deemed to have accepted the following disclaimer (overleaf) as applying.



We speak your language
Polish **Mówimy Twoim językiem**
Slovak **Rozprávame Vaším jazykom**
Chinese **我们会说你的语言**

**If you require this agenda in large print
or another format please call us on 01246 217753**

If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.

Risk Assessment Disclaimer

When attending this meeting in person, I confirm that I have read and understood the contents of each of the following risk assessments and agree to act in line with its content.

- Covid-19 ARC RTW RA001
- Working in Offices At The Arc During Covid-19 Pandemic Guidance – ARC – SSW001

Both documents have been emailed to Members and are available on the Modern.Gov App library.

The same advice is given to officers who are also encouraged to participate in the meeting remotely.

Register of Members' Interests - 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 from page 3 onwards.

Yours faithfully

A handwritten signature in black ink, reading "Sarah Sheuberg". The signature is written in a cursive style with a large, looped 'S' at the beginning and a long, sweeping tail that extends to the right.

Solicitor to the Council & Monitoring Officer

**UNION / EMPLOYEE CONSULTATION COMMITTEE
AGENDA**

Thursday, 17th September 2020 at 10:00 hours taking place as a virtual meeting

Item No.		Page No.(s)
1.	Apologies For Absence	
2.	Urgent Items of Business 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.	Declarations of Interest 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 To consider the minutes of the last meeting held on 6 th February 2020.	4 - 9
5.	Sickness Absence Quarter 1 (April 2020 - June 2020).	10 - 17
6.	Discussion regarding COVID-19 and impact on Workforce.	Verbal Discussion

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 6th February 2020 at 1100 hours.

PRESENT:-

Council Representatives:- Councillors Mary Dooley, Graham Parkin and Rita Turner.

Unison Representatives:- Kevin Shillitto and Liz Robinson.

Unite Representatives:- No representatives present.

Officers:- Lee Hickin (Strategic Director – People), Sara Gordon (Human Resources & OD Manager) and Alison Bluff (Governance Officer).

Christopher McKinney (Unison) in the Chair

0610. APOLOGIES

An apology for absence was received on behalf of Councillor Derek Adams.

0611. URGENT ITEMS OF BUSINESS

There were no urgent items of business.

0612. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0613. MINUTES – 26TH SEPTEMBER 2020

Moved by Kevin Shillitto (Unison) and seconded by Councillor Mary Dooley
RESOLVED that subject to the first paragraph of Minute 0336 being amended to read;
‘... sickness absence figures for the Quarter 1 period (April 2019 to June 2019)’, the Minutes of a Union/Employee Consultation Committee held on 26th September 2019 be approved as a correct record.

UNION/EMPLOYEE CONSULTATION COMMITTEE

0614. SPECIAL MINUTES – 5TH DECEMBER 2020

Moved by Kevin Shillitto and seconded by Councillor Mary Dooley

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

0615. SICKNESS ABSENCE QUARTER 2 (JULY TO SEPTEMBER 2019)

Committee considered a report which provided sickness absence figures for the Quarter 2 period (July 2019 to September 2019), with comparative data from previous years 2016/17, 2017/18 and 2018/19.

Absence for senior managers was shown as 50% of the total absence for senior managers as this was split between Bolsover and North East Derbyshire District councils.

The average number of days lost per employee for Quarter 2 was 1.84 days. The 2019/20 predicted outturn figure for the average number of days lost per employee was 7.38 days. The annual target for the Local Performance Indicator to the end of March 2020 was 8.5 days.

A summary of key corporate trends in table formats were included in the report and covered;

- Organisational Outturn Average Number of Days Absence
- Organisational Long Term/Short Term Split Days Percentage
- Number of Long Term/Short Term Cases
- Top 3 services proportionately experiencing highest levels of absence
- Top 3 services proportionately experiencing lowest level of absence
- Top 3 reasons for absence

The average number of days lost per full time employee during Quarter 2 (1.84) was lower than the previous 3 corresponding Quarters. Six departments in total had nil sickness during Quarter 2 in comparison to only 1 department with nil sickness in Quarter 1 - the 3 Departments listed within the report were selected due to the highest number of full time employees.

Other Muscular Skeletal and Stress/Depression continued to remain within the top 3 reasons for absence and there seemed to be a direct correlation between employees aged over 50 undertaking physically demanding work and high levels of sickness.

In response to a Unison representative's query regarding sickness absence cost to the Council as set out in the report, the Human Resources & OD Manager advised the meeting that the figures were calculated on salary cost only.

A Member noted that the Council provided good support for employees who were absent due to stress whether work or home related and it was important that this support was in place.

UNION/EMPLOYEE CONSULTATION COMMITTEE

Moved by Kevin Shillitto and seconded by Councillor Mary Dooley

RESOLVED that the report be noted.

0616. SICKNESS ABSENCE QUARTER 3 (OCTOBER TO DECEMBER 2019)

Committee considered a report which provided sickness absence figures for the Quarter 3 period (October 2019 to December 2019), with comparative data from previous years 2016/17, 2017/18 and 2018/19.

Absence for senior managers was shown as 50% of the total absence for senior managers as this was split between Bolsover and North East Derbyshire District councils.

The average number of days lost per employee for Quarter 3 was 2.43 days. The 2019/20 predicted outturn figure for the average number of days lost per employee was 8.16 days. The annual target for the Local Performance Indicator to the end of March 2020 was 8.5 days.

A summary of key corporate trends in table formats were included in the report and covered;

- Organisational Outturn Average Number of Days Absence
- Organisational Long Term/Short Term Split Days Percentage
- Number of Long Term/Short Term Cases
- Top 3 services proportionately experiencing highest levels of absence
- Top 3 services proportionately experiencing lowest level of absence
- Top 3 reasons for absence

The average number of days per full time employee lost during Quarter 3 (2.43) was lower than the previous corresponding Quarter. Other Muscular Skeletal and Stress/Depression/Chest Respiratory continued to remain within the top three reasons for absence. There seemed to be a direct correlation between employees aged over 50 undertaking physically demanding work and high levels of sickness.

Moved by Councillor Graham Parkin and seconded by Councillor Mary Dooley

RESOLVED that the report be noted.

0617. DRAFT ORGANISATIONAL POLICIES – MILEAGE AND RELATED TRAVEL EXPENSES

Committee considered a report in relation to the revised Mileage and Related Travel Expenses Policy.

At a special meeting of the Committee held on 5th December 2019, it was resolved that the Human Resources and OD Manager send a revised draft of the policy to union representatives that incorporated the following changes:

UNION/EMPLOYEE CONSULTATION COMMITTEE

- a) paragraph 2 of Part 10 shall clearly apply to the first bullet point in Part 3 of the policy;
- b) wording in the 5th bullet point of Part 1 of the policy as highlighted in bold below;

*Employees must provide ~~the following details~~ **sufficient and reasonable detail** on a mileage claim form*

- c) additional wording be added to the policy to clarify what constituted 'a normal place of work'

It was further resolved that union representatives would respond to the above and provide the Human Resources & OD Manager with a list of their outstanding issues.

The draft revised Mileage and Related Travel Expenses Policy now presented to Committee incorporated the changes agreed between the unions and management and the Human Resources & OD Manager confirmed that a Manager must confirm to an employee what constituted 'their normal place of work' for the post.

Unison representatives thanked the Human Resources & OD Manager for her partnership working on the policy and for her patience and cooperation and also Members on the Committee for helping Unison to get to a conclusion.

A Member also thanked the Human Resources & OD Manager.

Moved by Kevin Shillitto (Unison) and seconded by Councillor Mary Dooley
RESOLVED that the draft revised Mileage and Related Travel Expenses Policy be recommended to Council for approval.

(Human Resources & OD Manager/Governance Manager)

0618. FACILITIES AGREEMENT AMENDMENTS

A Unison representative presented a report in relation to proposed trade union Facilities Agreement amendments.

In January 2018, the Bolsover Branch of UNISON merged with the wider Derbyshire Branch. Terminology in the Trade Union Facilities Agreement required updating with a view to recognising the current position. The agreement also required updating to reflect changes in job titles within the Council.

A draft agreement with tracked changes to reflect the proposed updates had been circulated to Committee members after the publication of the agenda for this meeting.

In addition to updated terminology, the agreement contained amendments to deal with issues in relation to facility time.

UNION/EMPLOYEE CONSULTATION COMMITTEE

Branch Facility Time

It was the democratic right of any UNISON member at the Council to stand for official positions within the Derbyshire Branch. It was important to recognise the contribution Bolsover members could make through these roles to the wider branch, the visibility this would offer Bolsover within the Branch and that this cooperation reflected well on the Council in its recognition of the trade union movement.

It was proposed that in this respect the Agreement be amended to provide one day of paid facility time per week to any Bolsover employee elected to one of the following recognised branch officer roles:

- Branch chair
- Branch secretary
- Branch treasurer
- Branch health and safety officer
- Branch young members' officer
- Branch equalities co-ordinator
- Branch education co-ordinator
- Branch lifelong learning co-ordinator
- Branch communications officer
- Branch membership officer
- Branch welfare officer
- Branch women's officer
- Labour Link officer
- Environmental officer

It was proposed that this facility time be limited to a single person (whether or not combined with other duties). Any additional facility time for Branch roles would need to be determined through negotiation with the Branch and Derbyshire County Council.

Local Facility Time

While the Convenor for Bolsover benefitted from a set amount of facility time for organising purposes, trade union duties (whether carried out by the same person or others) were determined on an ad hoc basis.

Recent experience had demonstrated that an ad hoc approach to facility time was difficult for those who had fluctuating workloads and/or work in teams too small for effective cover arrangements to be determined on such a basis. This could lead to situations where both the individual and their department were unable to properly plan and manage their workloads and availability.

In the case of the current UNISON Convenor it had resulted in negotiations, representation and other TU duties being undertaken in time set aside for organising, consuming much of that fixed period of facility time and undermining the purpose of having that time allocated to them.

UNION/EMPLOYEE CONSULTATION COMMITTEE

Therefore it was proposed that the agreement be amended to provide fixed periods of facility time for trade union duties where appropriate. It was suggested that requests should generally be based on providing a minimum period of facility time. For example, a steward could be granted 5 hours a week of fixed facility time but could still request additional ad hoc time as and when demanded by their case load.

It is anticipated that determining fixed periods of facility time would be done following discussion between the trade union, the individual's manager and HR.

Members were requested to recommend the above amendments for inclusion in the Trade Union Facilities Agreement.

In response to a query from the Strategic Director – People, the Unison representative confirmed that the proposals were for 1 trade union person to have 1 day per week to spend on branch roles. Holding multiple roles would not result in additional days' release.

The Human Resources & OD Manager suggested that the wording in bold and underscored below be added at 10.2 in the Agreement;

*The Council understands the positive contribution that local UNISON members can make to the wider Derbyshire Branch and the importance of Bolsover having a voice within the Branch Committee. In recognition of that the Council will permit one day per week of paid time off for one employee elected to one **or more** of the following recognised branch officer roles:*

Moved by Councillor Mary Dooley and seconded by Kevin Shillitto (Unison) **RESOLVED** that subject to the following amendment highlighted in bold and underscored below, the revised trade union Facilities Agreement amendments be recommended for approval by SAMT under delegated powers;

*The Council understands the positive contribution that local UNISON members can make to the wider Derbyshire Branch and the importance of Bolsover having a voice within the Branch Committee. In recognition of that the Council will permit one day per week of paid time off for one employee elected to one **or more** of the following recognised branch officer roles:*

The meeting concluded at 1125 hours.

Bolsover District Council

Report of HR & OD Manager

Sickness Absence Quarter 1 (April – June 2020)

1. Purpose of the Report

1.1 To report the sickness absence figures throughout the Council for Quarter 1 (April to June 2020).

2. Issues for Consideration

2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months April to June 2020.

2.2 The **average number of days lost per employee** for the Quarter One was **1.50 days**

2.3 The projected **2020/21** outturn figure for the **average number of days lost per employee is 6 days**

2.4 The annual target for the Local Performance Indicator to the end of March 2020 is **8.5 days**.

2.5 For the purposes of sickness reporting, following recent restructures Senior Management is split as follows

- 1 x Joint Director (2 x 0.5 fte), 1 x Director (BDC), 3 x Joint Heads of Service and 1 x Head of Service and 1 x Assistant Director (BDC only). Sickness equates to 3.5 days with costs of £1086.87, split between the both Councils (this will be subject to review due to further proposed changes)

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

	2017/18	2018/19	2019/20	Current Year 20/21	Current Year Costs
Quarter One	2.00	2.23	1.85	1.50	**£51,292.61
Quarter Two	2.12	1.86	1.84		
Quarter Three	2.38	2.52	2.43		
Quarter Four	2.80	2.09	1.68		
Overall Outturn	9.3	8.7	7.8		

** Please refer to Key trends section towards the end of the report.

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

	2017/18		2018/19		2019/20		2020/21	
	Short term	Long Term	Short term	Long Term	Short term	Long Term	Short Term	Long Term
Quarter One	31.4%	69.6%	34.0%	66.0%	43%	57%	33%	67%
Quarter Two	35.5%	64.5%	35.0%	65.0%	54%	46%		
Quarter Three	50.3%	49.7%	32.4%	67.6%	44.8%	55.2%		
Quarter Four	49.4%	50.6%	43.6%	56.4%	60.1%	39.9%		
Overall Outturn	37.4%	62.6%	36.25%	63.75%	48.1%	51.9%		

Table Three: Number of Long Term/Short Term Cases

	2017/18		2018/19		2019/20		2020/21	
	Short term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term
Quarter One	69	16	104	18	94	15	48	15
Quarter Two	96	18	85	14	87	11		
Quarter Three	112	18	98	21	102	14		
Quarter Four	144	18	103	14	90	9		
Overall Outturn	421	70	390	67	373	49		

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

	2017/18	2018/19	2019/20	Current Year 2020/21
Quarter One	1. Customer Services 2. Housing 3.Planning	1.Customer Services 2.Property/Estates 3.Housing/CS	1.Elections 2.Customer Services 3.CEO/Dir/HoS	1. Leaders/Exec.Team 2. Legal 3. Revs. & Bens.
Quarter Two	1. Planning 2. Customer Services 3. Democratic	1. Customer Services 2. Elections 3 .Revs & Bens	1.Customer Services 2.Revs & Bens 3.Housing	1. 2. 3.
Quarter Three	1. Customer Services 2. ICT 3. Democratic	1. Elections 2.. HR/Payroll/H&S 3 CEO/Dir/HoS	1. Customer Services 2.HR/Health & Safety 3. Revs & Bens	1. 2. 3.
Quarter Four	1. Streetscene 2. Customer Services 3. Revenues	1. CEO/Dir/HoS 2. Democratic 3. Customer Services	1.Legal 2.Revs & Bens 3.Partnership	1. 2. 3.
Overall Outturn	1. Cust Services 2. Housing 3. Revenues	1. Cust Services 2 .CEO/Dir/HoS 3. HR &Payroll	1.Customer Services 2.Comms 3.Housing/CS	1. 2. 3.

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

	2017/18	2018/19	2019/20	Current Year 20/21
Quarter One	1. Perf/Comms 2. ICT 3. Legal	1. HR & Payroll 2. Elections 3.Procurement	1. Performance 2. HR& HS 3. Econ Dev	1.Elections Health&Safety, HR Comms Performance & Finance 2. Democratic 3. Customer Services
	1. Finance 2. Perf/Comms 3. CEPT	1. Perf/Comms 2. CEPT 3. Econ Growth	1.Legal 2.Governance 3.HR&Health& Safety	1. 2. 3.
Quarter Three	1. Finance 2. Planning 3. Econ. Dev	1. Procurement 2. Partnerships 3. Finance	1. Elections 2. Performance 3. Econ Dev	1. 2. 3.

Quarter Four	1. Finance 2. CEPT 3. Legal	1. Finance 2. Partnerships 3. Procurement	1.Elections 2.Econ Dev 3.Legal	1. 2. 3.
Overall Outturn	1. Finance 2. Legal 3. CEPT	1. Procurement 2. Finance 3. CEPT	1.Performance 2.Econ Dev 3.Planning	1. 2. 3.

Table Five: Top Three Reasons for Absence

	2017/18	2018/19	2019/20	Current Year 20/21
Quarter One	1 Operations/Hosp 2 Stress/Dep 3 Other Musc Skeletal	1 Stress/Dep 2 Other Musc Skeletal 3 Other	1.Viral Infection 2.Other Musc Skeletal 3.Other	1.Stress/Depression 2.Other 3.Headaches/Migraines
Quarter Two	1 Stress/Dep 2 Operations/Hosp. 3 Other Musc Skeletal	1 Stress/Depression 2 Other Musc Skeletal 3 Other	1.Stress/Depression 2.Other Musc/Skeletal 3.Chest/Respiratory	1. 2. 3.
Quarter Three	1 Stress/Dep 2 Operations/Hosp 3 Other Musc Skeletal	1 Other Musc Skeletal 2 Operations/Hosp 3 Stress/Dep	1. Stress/Depression 2. Chest/Respiratory 3.Other Musc/Skel	1. 2. 3.
Quarter Four	1 Other Musc Skeletal 2 Operations/Hosp 3 Stress/Dep	1 Ops/Hospital 2 Stress/Depression 3 Viral	1.Stress/Depression 2.Coronavirus Symptoms 3.Other Musc/Skel	1. 2. 3.
Overall Outturn	1 Stress/Dep 2 Other Musc Skeletal 3 Operations/Hosp	1 Other Musc Skeletal 2 Stress/Depression 3 Back Problems	1.Stress/Depression 2.Other Musc/Skel 3.Operations/Hosp	1. 2. 3.

Key Trends

- The average number of days per full time equivalent employee lost during Quarter 1 (1.50)
- Other Stress/Depression continues to remain within the top two reasons for absence and stress/depression remains consistently in the top 3, a significant proportion of these are as a result of non-work related issues.
- Six Departments experienced zero sickness in Quarter One.
- This is the lowest quarter reported over the last 4 financial years – which is interesting given the following factors

- Streetscene & Housing have continued to operate throughout the lockdown period
- Leisure staff have been subject to normal sickness arrangements even while on furlough
- Many employees have been working at home
- Further analysis will be undertaken as part of the corporate Home Working group established by SAMT

5. Actions

- 5.1 Managers have support from dedicated service area HR Link Officers and are issued monthly sickness absence information. 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 Operational concerns about the management of sickness absence cases that exist are being raised with the respective managers and dealt with as per standard practice and policy.

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 absent	Long term days	No. of Employees absent	Total Days lost	FTE No. in Section	Average days lost per FTE
Directors and Heads of Service	3.5	1	0	0	3.5	7	0.5
Democratic	1.5	1	0	0	1.5	6.51	0.23
Elections	0	0	0	0	0	4	0

Health & Safety	0	0	0	0	0	4	0
Human Resources	0	0	0	0	0	2.43	0
Legal	0	0	63	1	63	8.69	7.25
Communications	0	0	0	0	0	5	0
Performance	0	0	0	0	0	2.81	0
Finance	0	0	0	0	0	12.42	0
Revenues & Benefits	26	3	19	1	45	29.23	1.54
Customer Services	5	5	0	0	5	19.81	0.25
Leisure	3	1	35	2	38	42.09	0.90
Leaders/Executive Team	0	0	56	1	56	6.82	8.21
Streetscene	49	15	46	2	95	81.28	1.69
Development/Business Growth	1	1	22	1	23	7.22	3.18
Housing Management (including CS)	46	6	110	2	156	65.18	2.39
Housing Repairs (BDC)	38	7	22	1	60	63	0.95
Planning	18	1	35	2	53	21.05	2.51

Prop/Commercial/Estates	7	2	0	0	7	15.75	0.44

FOR INFORMATION ONLY – EMPLOYEES HOSTED BY NEDDC

Service	Short term days	No. of Employees absent	Long term days	No. of Employees absent	Total Days lost	FTE No. in Section	Average days lost per FTE
Environmental Health	1	1	18	2	19	38.9	0.49
ICT	16	4	0	0	16	31.45	0.51

Figure Two: Directorate Breakdown Short/Long Term Split

Directorate	No. of FTE Employees	Short term days	No of employees absent		Long term Days	No of employees absent
Directors/Heads of Service	7	3.5	1		0	0
Corporate Services	143.81	35.5	10		173	5
Development BDC	85.97	46	13		44	2
Env/Enforcement	167.51	113	22		191	8

Figure Three: Top Three Reasons for Absence per Directorate

Directorate	No. of FTE Employees	Top 3 Reasons for Absences
Directors/Heads of Service	7	1.Stomach/Kidney/Liver
Corporate Services	143.81	1. Other 2.Headaches/Migraines 3.Operations/Hospital
Development	85.97	1. Stress/Depression 2.Other 3.Stomach/Kidney/Liver
Env/Enforcement	167.51	1.Other Musc/Skeletal 2. Stress/Depression 3. COVID related symptoms