

EMPLOYEES CONSULTATIVE COMMITTEE

Monday, 11th July, 2016

Present:- Councillor Elizabeth Shenton – in the Chair
Councillors Cooper, Huckfield, Proctor and Wright

7. DECLARATIONS OF INTEREST

There were no declarations of interest stated.

8. MINUTES OF A PREVIOUS MEETING

Resolved: That the minutes of the meeting held on 26 February, 2016 be agreed as a correct record.

9. PROPOSED POLICY ON MANAGING CONFLICT

Consideration was given to a report on the introduction of the proposed Managing Conflict Policy.

The Policy would be formalising what is already happening in practice.

Officers had met previously with Trade Union representatives and had agreed some amendments to the Policy. At the meeting, a further discussion was held with regard to Appendix A of the Policy. Under the heading 'Do I have to take Part in Mediation', the Trade Unions' requested that the final sentence ('it may not be possible...') be removed.

Resolved: That it be recommended, subject to the removal of the sentence indicated above, to introduce the Managing Conflict Policy.

10. PROPOSED POLICY AND PROCEDURE ON GRIEVANCE.

Consideration was given to a report regarding the introduction of a revised Grievance Policy Procedure.

The revisions would bring the Policy up to date with the ACAS Code of Practice and the process had been simplified.

The Chair thanked officers for the work that had been carried out on the document.

Resolved: That it be recommended that the revised Grievance Policy Procedure be introduced.

11. PROPOSED GUIDE TO AGILE WORKING

Consideration was given to a report regarding a proposed Guide to Agile Working. The document would supersede the Homeworking Policy.

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This document would be used more extensively when the Council is relocated to the new Civic Hub in 2017 and relates to employees working flexibly from any location.

The Trade Unions raised three areas of concern which would require consideration:

- (i) Would working from home affect an employee's mortgage?
- (ii) Building / contents insurance may cost more if working from home.
- (iii) There would be an increase in employees' utility bills when working from home.

The Trade Unions suggested that the document stay in draft form and have it reviewed six months after occupying the Hub.

The training of managers would be key and it would be a large learning curve for members.

Officers were thanked for the work that had gone into the document.

The Trade Unions also suggested a review of working hours, for example starting at 6.30am to give parents the opportunity to take their children to school.

Members agreed to endorse this as a working document and that a six month review be made, following relocation to the Hub. The document would, however, be continuously fed into.

Resolved: That it be recommended that the proposed Guide to Agile Working be endorsed as a working document, with a six month review following relocation to the Hub.

12. PROPOSED POLICY AND PROCEDURE ON ATTENDANCE MANAGEMENT

Consideration was given to a report requesting members' views and comments on adopting the proposed Attendance Management Policy and Procedure.

Members were advised that there were currently two policies in existence – this one and the Capability Policy. However the Attendance Management Policy would incorporate the two.

Members were advised that the Bradford Factor would be used to measure attendance. The mitrefinch system currently used by officers to record attendance and this would be upgraded later in the year and would only pick up on sickness absence.

Members agreed that the Bradford Factor should be trailed for a short period – commencing 1 September, following the Staffing Committee. However, the Head of Human Resources advised members that certain officers would need to be trained in the system and that 1 October would be a more realistic date to commence the trial.

- Resolved:**
- (i) That the new Attendance Policy and Procedure be agreed in principle.
 - (ii) That the Bradford Factor score be trialed for a period of six months. After this period it will be reviewed and if the Trade Unions' and officers are not in agreement for the continued

use, other means of measuring attendance will be sought and brought back to this Committee.

13. URGENT BUSINESS

There was no Urgent Business.

COUNCILLOR ELIZABETH SHENTON
Chair