

**NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

**ORGANISATION SCRUTINY COMMITTEE – 6 JANUARY 2016**

**EXTRACT OF MINUTE**

**513 Administrative Arrangements and Joint Officers Scrutiny Review**

The Committee considered, as part of its review into 'Administrative Arrangements and Joint Officers' data on the following:-

- Sickness
- Use of agency/consultants
- Recruitment and Retention
- Overtime

Concerns were raised by Members over the lack of exit questionnaires being carried out when an employee left the Council. It was felt that the Council should be collecting this information to help improve services within the Council.

The Committee requested a copy of the 'Exit Questionnaire' and questioned if Managers in the Council received training on exit interviews.

The data received showed an apparent rise in sickness absence in North East Derbyshire compared to Bolsover and members considered whether there was a link with North East Derbyshire hosting more services in the Strategic Alliance.

However, the Committee felt that the data provided to them was not detailed enough to carry out a thorough analysis. Therefore, they requested the following information/documentation for consideration ahead of the next meeting on 3 February 2016:-

- Copies of the authority's exit questionnaire and guidance/policies supporting this.
- Did Managers receive training/instructions on the need to carry out exit interviews?
- Current percentages of sickness within the authority, the current target and the percentage of people working under these arrangements – sickness levels at North East Derbyshire and Bolsover District Council.
- Percentage of workforce at North East Derbyshire and Bolsover District Councils working under these arrangements and the Strategic Alliance as a whole.
- A breakdown of the pay bands of people working within these arrangements and the numbers for each.
- Had any risk assessments been carried out on the staff working under these arrangements and what were they? Was there a standard form?

- The number of vacancies/leavers that had occurred in each area working under these arrangements and what rates of pay were these on.

The Committee also requested that a representative from Human Resources attend the next Organisation Scrutiny Committee meeting on 3 February 2016 to provide an explanation of the data to Members and to answer any questions on the data provided.

**RESOLVED** – That:-

- (1) All the information requested above be provided to the Committee ahead of its meeting on 3 February 2016.
  - (2) A representative from Human Resources attend the next meeting of the Organisation Scrutiny Committee on 3 February 2016 to provide an explanation to Members and to answer any questions on the data provided.
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