

**ORGANISATION SCRUTINY COMMITTEE****MINUTES OF MEETING HELD ON 8 MARCH 2017****I N D E X**

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## **ORGANISATION SCRUTINY COMMITTEE**

### **MINUTES OF MEETING HELD ON 8 MARCH 2017**

#### **Present:**

Councillor B Wright ..... Chair  
Councillor T Mansbridge ..... Vice-Chair  
Councillor L Robinson ..... Councillor J Windle  
“ R Welton

#### **Also Present**

Stephanie Barker – Assistant Director – HR & Payroll (for Min Nos 547 & 548)  
Sue Veerman – Overview and Scrutiny Manager  
Sarah Cottam – Senior Governance Officer (Acting)

#### **541 Apologies for Absence**

Apologies for absence had been received from Councillors A Dale and B Ridgway.

#### **542 Declarations of Interest**

Members were requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

There were no interests declared at this meeting.

#### **543 Minutes of Last Meeting**

**RESOLVED** – That the Minutes of the meeting of the Organisation Scrutiny Committee held on 21 February 2017 be approved as a correct record and signed by the Chair.

#### **544 Exclusion of Public**

**RESOLVED** – That the public be excluded from the meeting during the discussion of the following item of business to avoid the disclosure to them of exempt information as defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006).

**545 Scrutiny Review – Triangulation of Evidence**

A discussion took place between the Committee to triangulate the evidence gathered in the Scrutiny Review of Health and Wellbeing and Morale in the Council. A report and recommendations would be produced for submission to Cabinet for consideration. The discussion covered good practice and areas for improvement from which recommendations would be formulated.

(Overview and Scrutiny Manager)

**RESOLVED** – That the triangulated evidence for the Scrutiny Review into Health and Wellbeing and Morale in the Council be included in the Scrutiny Review report.

**546 Re-admission of the Public**

**RESOLVED** – That the public be re-admitted to the meeting.

**547 Administrative Arrangements and Joint Officers**

The Committee considered the progress against the Scrutiny Review Action Plan for 'Administrative Arrangements and Joint Officers'. Stephanie Barker – Assistant Director – HR and Payroll attended the meeting to update members on progress. The progress report covered the period October to December 2016 and the figures provided related to that period.

- Leavers – overall 20;
- 6 resignations;
- 1 ill health retirement;
- 1 redundancy;
- 1 dismissal;
- 11 end of temporary contracts.

The only leaver in a joint role was one relating to dismissal.

- Grievances – 0
- Sickness absence
  - Days sickness – 982.32 = average of 0f 2.74 days per employee;
  - The performance indicator for sickness absence was 8.5 days per employee per year (the East Midlands Average was 9.5 days per employee);

Currently the projected outturn for 2016/17 was 11 days per employee which was similar to the previous year but higher than the target and the East Midlands Average.

The Assistant Director advised that the figures were currently out of context as they only covered one period. A report would be produced for the Scrutiny meeting in April 2017 showing the statistics for the four years which would be more meaningful. The Committee were advised that an Organisational Review Policy was already in place which addressed the Committee's concerns. Regular meetings were being held with staff and

trade unions in relation to any staffing changes and/or restructuring exercises.

The number of days sickness absence for the period October to December 2016 was quoted above. For this figure 58.5 days sickness absence was attributed to officers working in joint posts, which was an average of 0.8 days per joint officer. Bolsover's sickness absence days lost for the period was 1,148.5 and of the Joint Officers' absence of 58.5 days, only two days were attributable to those Joint Officers directly employed by North East Derbyshire.

The on-line induction was not yet utilised by all managers. Regular reminders were issued but there had been some technical issues. The HR Link Officer (Organisational Development) had been tasked with reviewing this process given it had now been in place almost a year.

The Committee were advised that leavers' questionnaires were now being issued once a resignation had been received. Details relating to leavers and the reasons for leaving would be issued as part of the annual report at the April meeting. An offer of an Exit Interview was made should the employee wish.

With regards to the Council's ageing workforce raw data had now been produced in relation to the age profile of both Councils. This was currently being analysed and was being included in a wider review of the Absence Management Policy and Re-deployment Policy.

As well as monitoring through exit questionnaires and interviews, further work was being done in relation to the outcome of the recent employee survey and once focus groups had been taken an action plan would be developed. It was anticipated that some of these issues would be raised through those focus groups and options for addressing them would be discussed. The Committee were advised that the environment at Mill Lane was being monitored through the Health and Safety Sub-Group which included input from trade unions and management and there was further opportunity for the trade unions to raise issues at the monthly meeting held with the Chief Executive, the Section 151 Officer and the Assistant Director – HR and Payroll. There would also be a further opportunity for staff to discuss any issues relating to their working environment.

At the end of 2016 a Health and Wellbeing Survey was carried out. From this survey a number of employees volunteered to be Health and Wellbeing Champions and had developed an action plan response for this in response to the results of the survey. The Committee were advised that this was a joint survey and the action plan related to both North East Derbyshire and Bolsover. The Health and Wellbeing Champions were across both Councils and met as a joint group.

Members raised questions over harmonisation at both Authorities. The Assistant Director – HR and Payroll advised that it was difficult as it was two very different employers but work had begun on the options available. The Committee were advised that there had been a delay on the discussions of harmonisation as the Assistant Director – HR and Payroll wished to get the HR structure in place before any work could commence.

**RESOLVED** – That the update on progress against the Action Plan be noted.  
(Assistant Director – HR and Payroll)

**548    Strategic Alliance People Strategy 2016-2019**

The Committee considered a verbal update from the Assistant Director – HR and Payroll on the Strategic Alliance People Strategy 2016-2019.

As part of the Action Plan, key actions and priorities had been agreed. The Committee were advised that there was a health and wellbeing section on the intranet which included local and national information as well as services in the area. A programme of lunch time activity taster sessions had been offered to staff at both The Arc and Mill Lane. The Leisure Centres' activities and rates would be promoted to staff regularly. The workplace challenge throughout the year would be promoted to encourage people to be more physically active.

A programme of health MOTs across both districts would be delivered and the leisure staff would deliver health and wellbeing sessions which would be a 20 minute appointment during lunchtime. External providers would be invited to the Council to deliver lunchtime sessions for example Derbyshire Alcohol Advice Services. A Healthy Eating and Health and Wellbeing section would be included on the intranet and a series of healthy eating stories/information in weekly bulletins would be developed. The Committee were advised that the Council were no longer pursuing the Investors in People (IIP) accreditation, but would be developing its own strategy from the Action Plan provided.

**RESOLVED** – That the Committee notes the update on the Strategic Alliance People Strategy 2016-2019.

(Assistant Director – HR and Payroll)

**549    Sickness Update**

The Committee considered an update on sickness levels within the Council. The Committee noted that the sickness figures were covered in a previous agenda item.

The Chair, on behalf of the Committee thanked the Assistant Director – HR and Payroll for attending the meeting.

**550 List of Key Decisions – Issue No 57**

RESOLVED – That the List of Key Decisions issue number 57 be noted.

**551 Work Programme**

The Committee considered its work programme for 2016-2017 which set out the items that the Committee had considered over the year.

The Overview and Scrutiny Manager advised that the next meeting would be the last of this Municipal Year and at that meeting members would consider an update on the Transformation Programme from the Executive Director – Transformation and the draft Scrutiny Review Report would be brought to the Committee to finalise the report before its submission to Cabinet.

RESOLVED – That the Organisation Scrutiny Committee notes its Work Programme for 2016/2017.

(Overview and Scrutiny Manager)

**552 Additional Urgent Items**

There were no additional urgent items to be considered at the meeting.

**553 Date of Next Meeting**

The next meeting of the Organisation Scrutiny Committee would take place on 12 April 2017 at 3.00 pm.