

Joint Employee Council

Minutes of the Meeting held on Wednesday, 17th January, 2024 at The Ceres Suite, Worksop Town Hall, S80 2AH

Present:

Councillors:

S Scotthorne
F McFarland

P J Ducey
N J Sanders

Employee
Representatives in
attendance:

J Common, M Bassett, T Walstow and J Whalley

Officers in attendance: K Childs and C Hopkinson

(The meeting opened at 3.00 pm.)

19 Apologies For Absence

Apologies for absence were received from Councillor J Sanger and employee representative K Circuit.

20 Declarations Of Interest By Members And Officers

20a Members

There were no Declarations of Interest by Members.

20b Officers

There were no Declarations of Interest by Officers.

21 Minutes Of The Meeting Held On 4th October 2023

It was noted that Members were listed on the attendance twice.

Resolved that the Minutes of the meeting on 4th October 2023 be approved subject to the removal of the duplicated Members in attendance.

22 Outstanding Minutes List

Resolved that the Outstanding Minutes List be received.

Section A – Items For Discussion In Public

Key Decisions

None.

Other Decisions

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23 Report(s) Of The Head Of People And Culture

23a 2023 Employee Survey

The report detailed the results of the 2023 Employee Survey, which incorporated questions about workplace stress. Members of the Joint Employee Council were invited to make comments and suggestions which will inform further discussions about the outcomes and actions.

Attached at Appendix 1 were the overall results and analysis of the employee survey together with recommendations. The analysis also compared the results with those received during 2022.

The report included a series of recommendations arising from the feedback provided by staff, in particular in relation to the key themes identified from the optional comments that were provided. These will be incorporated into the People Strategy Action Plan, where appropriate, for implementation from 2024/25.

The survey results will be communicated to staff and a staff communications session will be arranged in the spring to discuss them further.

An elected Member commented that it would be useful to ask a specific question about the Council Plan to ensure that employees understand it. He also felt that it would be useful to have a comparison of the surveys in the last ten years.

In response to questions raised regarding concerns the information could be requested under a freedom of information request the Head of People and Culture advised that the questions have been carefully worded to ensure employees are not identifiable Giving the service area was not a mandatory field.

In response to the suggestion of an external provider conducting the survey she advised that historically this has not achieved a higher response rate.

Resolved that the contents of the report and survey results be noted.

23b Appraisal Policy and Procedure

The report proposed that a new Appraisal Policy is introduced to improve performance management of the workforce and ensure consistent annual discussions take place to maximise job satisfaction and that outcomes are aligned to the Corporate plan.

A performance management survey of managers and employees had been undertaken to better understand the activities managers undertake to manage performance, and how well these are received. The outcome of the survey was detailed within the report. It was clear from the survey that annual appraisal discussions are valued both by employees and managers, and that an improved format and timetable would be helpful to improve completions whilst ensuring greater consistency of experience.

The draft policy has been developed in consultation with the Policies Working Group, comprising trade union and HR representatives, the policy was appended to the report.

Resolved that:

1. The contents of the report be noted.
2. The Joint Employee Council supports the introduction of the new Appraisal Policy, attached at Appendix 1 of the report, for recommendation to Cabinet.

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23c Update On Progress Of People Strategy Action Plan

The report presented an update on progress against the actions identified in the People Strategy Action Plan for 2023/24, for the period October to December 2023.

Resolved that the Joint Employee Council note the contents of the update report and attachment, which is for information only.

23d Update on Review of Policies to Meet DAHA Accreditation Requirements

Members were presented with an update on the review of policies to meet Domestic Abuse Housing Alliance (DAHA) accreditation requirements.

Resolved that the Joint Employee Council note the contents of the update report, which is for information only.

24 Local Government Access to Information Act 1985

Resolved that in accordance with Part I of Schedule 12A of the Local Government Act 1972, and after considering the public interest test as set out by the officer in the body of the report, Members agreed that the following items of business involved the likely disclosure of exempt information as described in Paragraph 4 and, therefore, in accordance with Section 100A(4) of the Act, the press and public be excluded from the meeting:

Agenda Item No. 6(a) – Review of Agency Workers – Paragraph 4

Section B Items for Discussion in Private

Key Decisions

None.

Other Decisions

25 Report(s) Of The Head Of People And Culture

25a Review of Agency Workers

Members received an update on the use of agency workers and consultants by the Council for the period 1st July 30th September 2023. The information was appended to the report with a year's worth of data for comparison.

Resolved that:

1. The information contained within the report and appendices be noted.
2. The use of agency working be monitored by requiring managers to complete the quarterly monitoring form.

26 Any Other Business Which The Chair Considers To Be Urgent

As there was no other urgent business the Chair thanked everyone for their attendance and closed the meeting.

(Meeting closed at 3.53 pm.)