

WEST SUFFOLK JOINT STAFF CONSULTATIVE PANEL

MONDAY 29 OCTOBER 2012

3.00 PM - 4.35 PM

Members Present

Forest Heath District Council
 (Employers' Side)

St Edmundsbury Borough Council
 (Employers' Side)

Staff Representatives
 (Employees' Side)

Councillor S J Edwards
 Councillor G Jaggard
 Councillor T Simmons

Councillor B Cockle
 Councillor Mrs A Rushen
 Councillor C Springett

L Cocker
 H Cook
 D Goss
 D Heslop
 M Johnson
 J Orton

Also in attendance

L Hammond, Head of Human Resources and Organisational Development
 K Points, Human Resources Manager
 C Woodhouse, ICT Shared Services Manager
 S Turner, Committee Administrator (Team Leader)

Apologies

Apologies for absence were received from C Young (Employees' Side).

Substitutes

D Goss (Employees' Side) attended the meeting as substitute for C Young (Employees' Side).

SCHEDULE OF RECOMMENDATIONS

	ITEMS OF BUSINESS	RECOMMENDATION
001	<u>ELECTION OF CHAIRMAN FOR 2012/2013</u> That H Cook (Employees' Side) be elected as Chairman for 2012/2013.	RESOLVED
002	<u>APPOINTMENT OF VICE CHAIRMAN FOR 2012/2013</u> That Councillor G Jaggard (Employers' Side) be appointed as Vice Chairman for 2012/2013.	RESOLVED

	ITEMS OF BUSINESS	RECOMMENDATION
003	<p data-bbox="277 210 1117 277"><u>PRESENTATION ON THE STAFF SURVEY RESULTS (VERBAL)</u></p> <p data-bbox="277 315 1117 562">The Human Resources Manager presented to the meeting, the results from the Staff Survey which had been undertaken in August 2012 across both Forest Heath District Council and St Edmundsbury Borough Council. This survey had not included the staff from the Anglia Revenues Partnership (ARP), as they had participated in a separate survey.</p> <p data-bbox="277 600 1117 741">In terms of the number of staff responses received to the survey, there had been 121 responses from Forest Heath District Council and 200 responses from St Edmundsbury Borough Council.</p> <p data-bbox="277 779 1117 987">The Human Resources Manager explained that the overall results from the survey showed a positive picture from staff overall and there appeared to be no significant differences between the views of the staff of each Council. There had also been a consistency of the feedback and comments made by both sets of staff.</p> <p data-bbox="277 1025 1117 1234">The new Joint Leadership Team would be reviewing the results of the staff survey. Each Head of Service would be provided with the data relevant to their individual service area, for feeding back to their staff. An action plan would also be produced to address the issues raised within the survey.</p> <p data-bbox="277 1272 1117 1659">It was acknowledged, both by the Panel and by the Officers, that the survey had been undertaken at a 'snap-shot' in time in August 2012. Since that time, changes were now starting to take effect, with a number of long serving staff leaving and with concerns over the proposed new payline, all of which were affecting morale. It was considered that a further full comprehensive survey would be required to be undertaken again, possibly in Spring/early Summer 2013, to be able to effectively register the effect of these changes on staff.</p> <p data-bbox="277 1697 1117 1906">There was discussion regarding the demographic data collected to analyse the survey. It was agreed that a balance needed to be struck between protecting individual confidentiality and understanding the views of particular groups of staff. This would be reviewed when drafting the next survey.</p> <p data-bbox="277 1944 986 1980">That the results from the staff survey be noted.</p>	RESOLVED

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004	<p><u>UPDATE ON PROGRESS ON THE SINGLE PAY AND REWARD STRATEGY (VERBAL)</u></p> <p>The Human Resources Manager provided an update with the negotiations on the single pay and reward strategy across both Councils.</p> <p>The formal 90 day negotiation period had commenced with UNISON on 18 October 2012. Meetings were being held on a fortnightly basis, between UNISON and Human Resources and an agreed protocol had been established for this negotiation process.</p> <p>The intention was to achieve a collective agreement at the end of the 90 day consultation period (expiring on 15 January 2013), which could then be recommended onto staff.</p> <p>The Chairman also reported on the initial feedback being received from staff on preferences for their proposed new terms and conditions, with differing priorities between that of Depot and Office based staff.</p> <p>That the update be noted.</p>	RESOLVED
005	<p><u>JOINT FOREST HEATH DISTRICT COUNCIL AND ST EDMUNDSBURY BOROUGH COUNCIL EMAIL AND INTERNET USAGE POLICY (REPORT NO JSP12/001)</u></p> <p>The ICT Shared Services Manager presented this report which sought Member approval for the adoption of a new Joint Forest Heath and St Edmundsbury Borough Council Email and Internet Usage Policy.</p> <p>Although this was a new Policy, in its joint format, it was fundamentally an amalgamation of the two existing Forest Heath and St Edmundsbury policies. Therefore, there were no major changes in the content.</p> <p>The ICT Shared Services Manager also explained that to comply with the requirements of the mandatory Code of Connection, it was essential that, as services were shared between the two Councils, the Policies in this area were aligned.</p> <p>The proposed new Policy was attached as Appendix A to the report.</p> <p>As part of the consideration of this Policy, the Panel requested that, in future, for any changes to policies to</p>	

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	<p>be 'tracked-changed', so that the changes could be easily identifiable.</p> <p>That:</p> <p>1. The new Joint Email and Internet Usage Policy be recommended for approval, subject to the following comments/amendments:</p> <p>(a) Paragraph 2. (Failure to comply) – this paragraph be re-ordered/re-formatted, as follows:</p> <p style="padding-left: 40px;">“2. Failure to comply</p> <p style="padding-left: 80px;">2.1 It is vital that you ensure that you are familiar with the contents of this Policy. If there is anything that you do not understand, it is your responsibility to ask your manager to explain. By accessing and using the Councils' internet and e-mail facilities you are acknowledging your agreement to this policy. Failure to comply</p> <p style="padding-left: 80px;"><i>a) may result in legal claims against you and the Council; and</i></p> <p style="padding-left: 80px;"><i>b) may lead to disciplinary action being taken against you, (see <u>Disciplinary and Capability Policy and Procedures on the Intranet</u>).</i>”</p> <p>(b) Paragraph 5. (General rules) – Paragraph 5.1 The Panel considered that it would be useful for further guidance to be stated within this paragraph as to what was considered to be 'reasonable'. Reference should also be made to the Social Media/Networking Policy, as that set out what is considered to be reasonable behaviour.</p> <p>(c) Paragraph 6. (Good practice in using email):</p> <p style="padding-left: 40px;">(i) Paragraph 6.1 – the following words be deleted from this paragraph: <i>“(old para 5.9)”</i></p> <p style="padding-left: 40px;">(ii) Paragraph 6.6 – The advice referred to within this paragraph to contain the</p>	RECOMMENDED

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	<p>appropriate links to the documents stated, to ensure that the correct advice is followed.</p> <p>(iii) Paragraph 6.7 – this paragraph to be re-worded, possibly removing the words <i>“at least once each working day.”</i></p> <p>(iv) Paragraphs 6.10 – 6.13 – to be re-ordered and re-formatted.</p> <p>2. Any future minor/housekeeping changes required to the Internet and Email Usage Policy, be delegated to the Head of Human Resources and Organisational Development to amend and that only major/fundamental changes be referred to Members.</p>	RECOMMENDED
006	<p><u>ANY OTHER BUSINESS</u></p> <p><u>Workforce Data/Statistics</u></p> <p>The Employees’ Side explained that, in the past, workforce data/statistics had been presented to the Forest Heath District Council Joint Consultative Working Group. It was queried whether this information would now be presented to this Joint Panel.</p> <p>The Human Resources Manager explained that it was the intention to present this information to the Panel, annually, as had been the practice at both Councils, to inform future workforce planning actions. The data presented would be both combined and also individual to each authority.</p>	NOTED
007	<p><u>DATE OF NEXT MEETING</u></p> <p>It was proposed for the next meeting of the Panel to be held in the week commencing Monday 28 January 2013, at West Suffolk House, as this coincided with the conclusion of the 90 day consultation period on the single payline negotiations.</p> <p>Proposed dates for this meeting would be circulated to the Panel in due course.</p>	RESOLVED