

**Draft Minutes of the Local Joint Consultative Committee Meeting held 25th July 2007
at the Council Offices, Monkton Park, Chippenham at 2.30pm**

Present:

Employer's side: Councillors D.B. Allen, J.M. Hartless, and I.J. Henderson

Staff side: A. Inkpen and B. Matthews (UNISON)

Officers Present: N. Appleby (Temporary Policy and Democratic Services Assistant), D. Burbidge (Chief Executive), D. Lardner (Human Resources Advisor) and S. Pangbourne (Acting Deputy Chief Executive).

LJCC10. Election of Chairman for the Meeting

Resolved that Councillor D.B. Allen be elected as Chairman for the meeting.

Councillor D.B. Allen in the Chair.

LJCC11. Apologies for Absence

Apologies were received from E. Orchard (Human Resources Team Leader).

LJCC12. Minutes

Consideration was given to the Minutes of the meeting of the Local Joint Consultative Committee held on 13th June 2007.

Resolved that the Minutes of the Meeting of the Local Joint Consultative Committee held on 13th June 2007 be approved and signed as a correct record.

LJCC13. Declarations of Interest

No declarations of interest were received.

LJCC14. Annual Monitoring Report 2006/07

D. Lardner presented the Annual Monitoring Report 2006/07 which provided statistical information on various areas of the Council's performance on HR related matters.

Issues discussed during the consideration of this item included:

- This is the 5th Annual Monitoring Report;
- There have been slight increases in the number of employees, the number of employees from ethnic groups and female workers;
- The Council is in the top quartile for women in the top 5% earners;
- There has been an increase in the number of employees declaring disability – could still be under-reporting;
- The age group 35-44 is the highest represented at the Council with 18-24 being the lowest;
- Employer grievances are down on the previous year;
- An increase in the number of leavers – employee turnover is higher than the national average but lower than neighbouring authorities;
- There has been an increase in sickness days from an average of 9.44 days to an average of 13.27 days per person – this is above the national average;
- Return to work interviews are being carried out more consistently in some business areas;
- Recruitment has increased with customer services being the most applied to business area; and
- Work with Shaw Trust has helped to encourage more applications from minority groups.

Resolved that the Committee note the report and any actions that have been identified for improvement.

LJCC15. Annual Equality Monitoring Report 2006/07

D. Lardner presented the Annual Equality Monitoring Report 2006/07 which provided an update on the progress made in relation to the actions contained in the Council's Corporate Equality & Diversity Policy and where possible other related Equality Schemes.

Issues discussed during the consideration of this item included:

- This is the first Annual Equality Monitoring Report to be presented to the LJCC;
- The Council had progressed on equality impact assessments;
- The Council had achieved Level 2 of the National Equality Standard;
- There have been improvements on recording the profile of customers, enabling a better understanding;
- Production of Equality & Diversity newsletters, promoting the work;
- There had been an increase in the number of employees using 'access to work';
- Following a presentation from Shaw Trust there had been an increase in managers accommodating work placements; and
- UNISON valued the equalities and diversity work that the Council undertakes.

Resolved that the Committee note the report and agree:

1. That the next Annual Equality Monitoring Report is submitted to the Local Joint Consultative Committee after April 2008 and incorporates an update on the progress made against the Council's Equality & Diversity Policy, Gender & Disability Equality Scheme Action Plans; and
2. That the Internal Equality & Diversity Group, in consultation with the Lead Member, revises the Equality & Diversity Action Plan accordingly and include any new actions that have arisen as a result of the equality work carried out within the Council.

LJCC16. Recruitment JIQ

D. Lardner presented the Recruitment Job Information Questionnaire (JIQ) which is a combination of two forms – the Job Description and the Job Information Questionnaire – into one form.

Issues discussed during consideration of this item included:

- That the form will assist the recruitment process, giving managers the option to select the relevant information from the form for the position that they are recruiting for; and
- UNISON's concerns with the competencies selection criteria.

Resolved that the Committee approve the Recruitment JIQ for future use.

LJCC17. Update on Unitary Status

D. Burbidge provided a verbal update on the current status of the Unitary bid.

Issues discussed during consideration of this item included:

- The Unitary bid had been successful and all Members and staff had been informed;
- Contact had been made with Wiltshire County Council stating NWDC desire to work closely with them throughout the transitional process;
- Timescales unknown, but expecting vesting day to be in August 2008;
- The current restructuring system will remain with no external advertising of posts;
- A need to manage support to officers, transition to unitary and continuity of service;
- UNISON's hope that management, Members and UNISON can work together to ensure the best outcome for officers;
- UNISON's concern that officers fear job security and that County Council staff will have priority;
- UNISON's concerns that in the current climate the service delivery will suffer; and
- UNISON's concern that sickness levels during 2007/8 will increase.

LJCC18. Any Other Business

There was no other business.

The meeting concluded at 3:45pm.