

COUNCIL JOINT CONSULTATIVE COMMITTEE

Wednesday, 15th October, 2014

Present:-

Representing the Council

Councillors Elliott
Gibson
Hill
Innes
King
Slack

T Eyre

A Kaushik

B Offiler

C Woodfine

GPGS (for Minute
No. 8)

Human Resources

Democratic Services

Human Resources

Representing Employees

T Devereux UNISON

A Fowler UNISON

P Longley UNISON

R Wilkes UNISON

1 APPOINTMENT OF CHAIR FOR 2014/15

RESOLVED –

That Councillor King be appointed Chair for the 2014/15 Council year.

2 APPOINTMENT OF VICE-CHAIR FOR 2014/15

RESOLVED –

That Andy Fowler be appointed Vice-Chair for the 2014/15 Council year.

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Andy Daley and Phil Mallender.

4 MINUTES OF MEETING HELD ON 16 JANUARY, 2013

RESOLVED –

That the minutes of the meeting held on 16 January, 2013 be approved as a true record.

5 ZERO HOURS POLICY

Ashish Kaushik presented a report on the introduction of the new Zero Hours Policy and Guidance.

The policy had been developed through a process of consultation with Service Managers and Trade Union representatives. The report included comments, and responses, made during the consultation and an Equalities Impact Assessment.

The policy referred to the Council's commitment to ensure that variable hours staff were not exploited as a result of their zero hours status.

It was suggested that further monitoring take place of the allocation of available shifts to staff on zero hours contracts to ensure fairness and transparency.

RESOLVED –

That the proposed Zero Hours Policy and Guidance be approved for referral to the Employment and General Committee with the recommendation that it be implemented immediately following its approval by that Committee.

6 SMOKING POLICY

Ashish Kaushik presented a report on the introduction of the revised Smoking Policy.

The Council had introduced a Smoking Policy in 1988, and this had been most recently revised in July 2007. The current review of the policy aimed to provide clarity on the subject of electronic cigarettes and more detailed guidance to managers and staff on issues relating to smoking at work, such as smoking not being allowed in Council vehicles.

The revised policy had been the subject of consultation with Service Managers and Trade Union representatives. The report included an Equalities Impact Assessment.

RESOLVED –

That the revised Smoking Policy be approved for referral to the Employment and General Committee with the recommendation that it be implemented immediately following its approval by that Committee.

7 FLEXIBLE WORKING POLICY

Ashish Kaushik presented a report on the introduction of the revised Flexible Working Policy.

The Council's existing Flexible Working Policy had been reviewed to comply with recent changes in legislation which allowed every employee, not just those who were parents or carers, the statutory right to request flexible working after 26 weeks employment.

RESOLVED –

That the revised Flexible Working Policy be approved for referral to the Employment and General Committee with the recommendation that it be implemented immediately following its approval by that Committee.

**8 HOME WORKING POLICY AND AGILE WORKING GUIDANCE
PROGRESS REPORT**

Tara Eyre provided a verbal progress report on the changes to the Home Working Policy and development of a Guidance Note on Agile Working to address situations where employees were working across different locations or off-site.

The guidance had been developed through the Flexible Working User Group and would be subject to further consultation with Trade Union representatives the following week.

RESOLVED –

That changes to the Home Working Policy and progress on the development of a Guidance Note on Agile Working be noted and that a special meeting of the Council Joint Consultative Committee be arranged to consider this once it had been finalised.

9 PROPOSED CHANGES TO CJCC CONSTITUTION

Councillor King presented a revised Constitution for the Council Joint Consultative Committee which had been prepared in consultation with Andy Fowler on behalf of the Trade Union representatives.

The revised constitution provided more flexibility in respect of the attendance of Trade Union representatives.

RESOLVED –

That the revised Constitution for the Council Joint Consultative Committee be approved.