



Civic Centre,
Arnot Hill Park,
Arnold,
Nottinghamshire,
NG5 6LU

Agenda

Joint Consultative and Safety Committee

Date: **Tuesday 12 August 2014**

Time: **5.30 pm**

Place: **Reception Room**

For any further information please contact:

Lyndsey Parnell

Members' Services Officer

0115 901 3910

Joint Consultative and Safety Committee

Membership

Chair Councillor Steve Ainley

Vice-Chair Councillor Emily Bailey

Councillor Paul Feeney
Councillor Sarah Hewson
Councillor John Parr
Councillor Roland Spencer
Councillor John Truscott

AGENDA

Page

- 1 **Apologies for Absence.**
- 2 **Declaration of Interests.**
- 3 **To approve, as a correct record, the minutes of the meeting held on 17 June 2014.** 1 - 4
- 4 **Health and Safety Annual Report** 5 - 24
Report of the Health and Safety Officer
- 5 **Current Trends and Issues in Sickness Absence.** 25 - 30
Report of the Chief Executive and Service Manager, Organisational Development.
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Report of the Chief Executive and Service Manager, Organisational Development.
- 7 **Minor changes to Establishment agreed by Chair and trade unions outside formal full JCSC process.** 39 - 40
Report of the Service Manager, Organisational Development.
- 8 **Any other item which the Chairman considers urgent.**
- 9 **Exclusion of the Press and Public**
To move that under Section 100(A)(4) of the Local Government Act 1972 the public and press be excluded from the meeting during consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972.
- 10 **Closure of consultation; Staffing Report - Elections and Members' Services** 41 - 86

Report of Corporate Director (Stephen Bray) and Service Manager Elections and Members' Services.

11 Closure of Formal Consultation - Community Leisure, Economic Development and Housing 87 - 226

Report of Corporate Director (Paula Darlington).

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MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE

Tuesday 17 June 2014

Present: Councillor Emily Bailey Councillor Roland Spencer
 Councillor Paul Feeney Councillor John Truscott
 Councillor John Parr

Unison: Alan Green Alison Hunt
 Gill Morley

Absent: Councillor Steve Ainley and Councillor Sarah Hewson

Officers in Attendance: D Archer, S Bray, P Darlington and A Dubberley

11 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors Ainley and Hewson.

12 DECLARATION OF INTERESTS.

Councillor John Truscott declared a personal interest in Agenda item 7 (minute 17 refers) as a member of Redhill Roadrunners club.

13 ANY OTHER ITEM WHICH THE CHAIRMAN CONSIDERS URGENT.

None.

14 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

15 COMMUNITY LEISURE, HOUSING AND ECONOMIC DEVELOPMENT RESTRUCTURE PROPOSALS

Paula Darlington (Corporate Director) presented a not for publication report, which had been circulated prior to the meeting, giving details of a proposed restructure concerning posts across a number of different service areas.

Councillor Feeney left the meeting at 5:55 pm.

Councillor Spencer left the meeting at 6:10 pm.

RESOLVED to:

- 1) Note the detailed report; and
- 2) Invite employees affected by the proposal, and trade union representatives, to consider the proposal and to forward comments and/or suggestions to the Corporate Director that will be reported back to, and considered by this Committee towards the end of the formal consultation period.

16 ELECTIONS AND MEMBERS' SERVICES RESTRUCTURE

Stephen Bray (Corporate Director) presented a not for publication report, which had been circulated prior to the meeting, giving details of a proposed restructure concerning posts in the Elections and Members' Services service.

RESOLVED to:

- 1) Note the detailed report; and
- 2) Invite employees affected by the proposal, and trade union representatives, to consider the proposal and to forward comments and/or suggestions to the Corporate Director that will be reported back to, and considered by this Committee towards the end of the formal consultation period.

17 CHANGE TO ESTABLISHMENT OUTSIDE FORMAL FULL JCSC PROCESS

David Archer, Service Manager for Organisational Development, presented a not for publication report which had been circulated prior to the meeting, outlining a establishment change agreed outside of the formal committee process.

RESOLVED:

To note the report.

The meeting finished at 6.25 pm

Signed by Chair:
Date:

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Report to Joint Consultative Safety Committee

Subject: Health and Safety Annual Report

Date: 31st July 2014

Author: Health and Safety Officer.

1. Purpose of the Report

To provide management with an annual report on matters relating to organisational Health and Safety (H&S). The report will highlight H&S aims and objectives to support organisational continuous professional development. It will also explain key areas of the role including classifying each area with a level and category of risk as defined by the safety officer's opinion.

2. The Health and Safety role.

The past year has seen much change within the Council and the role of safety officer. On the 1st of January 2014 Grant Ilett, came into post. Additionally, during April the role expanded to include the Emergency Planning role.

Since starting in post, the approach has been to gauge the current H&S delivery, understanding, compliance and identify training needs within the Council. This will continue as the safety officer builds experience in all Council service areas.

The safety officer acts principally as a specialist safety officer for the Council, providing appropriate advice and assistance to enable management to meet their statutory obligations and consistent application of the Council's safety policy.

The safety officer strives to deliver the role applying industry best practice of **Plan, Do, Check, Act** principles to H&S service delivery.

The Council remains susceptible to internal and external risks, works will be undertaken to enhance the education of employees. The safety officer will support management in addressing these and other matters in a reasonably practicable manner.

The overall safety culture is significantly embedded with some improvement areas identified. This will build upon general awareness of H&S through modular courses covering areas like risk assessment and incident investigation training. Work will be undertaken to reinforce the safety culture from prompt investigations

to senior management being proactive role models for employees.

2.1 Safety Guidance

The Council Safety Policy, Organisation document and Arrangements section was reviewed throughout the past year. These documents will continue to be reviewed and updated accordingly.

Legislation changes during 2013 have initiated changes to Safety Guidance notes that have been and will continue to be updated in a planned way.

A working group will be established to address and amend Council policies within the areas of lone working, violence and aggression and management duties to provide safe working environments for Council employees. One area that will be of particular focus will be the introduction of the Department of Work and Pensions (DWP) customer base and the provision of secure interview rooms.

The smoking policy will also be reviewed in light of the introduction to the workplace of new unregulated products such as e-cigarettes. The will be policy will be communicated and enforced across the Council by management and supported by the safety officer.

The employee H&S handbook is an in-depth pocket size book, which in effect is a smaller version of the H&S policy arrangements document. Unfortunately, the handbooks became outdated as soon as any legislation or Council policies changed. To update and ensure accuracy of the handbook requires high amounts of limited resources reviewing and expense printing and binding the documents. Due to an increased workload and future commitments of the role this cannot be sustained. The employee H&S handbook will be withdrawn and replaced with a simpler H&S leaflet. This will simply illustrate the H&S responsibilities of all officers and Councillors within the organisation and enforce H&S responsibilities.

Works will be undertaken to fully enforce the Substance Misuse policy. Drug and Alcohol testing will be formalised such as random sampling procedures. The frequency and number tested will be reviewed initially on a quarterly basis at the Corporate Health and Safety Group (CHAS) meetings to ensure that the testing is proportionate and manages any risks that may be identified.

Additional key tasks in this area will also include:

- The review of 4 Safety Guidance Notes.

- Improved communication of safety guidance policies.

Safety Guidance

Risk Level 3, category LOW

2.2 Safety Training

The safety officer' role includes promoting and providing regular safety training for all employees in collaboration with all service areas.

The former H&S officer committed set periods of the year to deliver staff training. This resulted in long periods where staff that required training being unskilled or without the H&S knowledge they needed for potentially prolonged periods. To aid in reducing this time, training sessions will be spread throughout the year and targeted by workforce requests and risk based.

Works have commenced and will continue regarding workforce competency training sessions such as, Manager and Supervisor Risk Assessment training.

There will be some areas that will require specific attention such as training needs as a consequence of staffing restructures. The restructures are likely to result in newly promoted employees whom require H&S training.

Incident reporting training has been included in the training plan and sessions have already been delivered. These have adapted from course feedback. This is a priority area for a number of reasons. The Council insurers (Zurich) included recommendations to improve the quality of risk assessments, incident investigations due to a number of failed civil claims and a consequent main reason why the Council's has higher insurance premiums. The most significant premium is an increase in Public Liability and Employers Liability cover. The premiums for Public Liability in 2013/14 was £74,900, this increased to £82,600 for 2014/15. The Employers Liability premium for 2013/14 was £45,000, increasing for 2014/15 to £57,800. The following tables show the loss ratios of premiums to claims settlements paid by our insurers, over 10, 5 and 3 years, for 2012/13 and 2013/14. An acceptable loss ratio is considered to be in the region of 50%-60%.

Public Liability

	2012/13	2013/14
10 Year	80%	79.7%
5 Year	80%	77.7%
3 Year	81%	88.77%

Employers Liability

	2012/13	2013/14
10 Year	141%	148.22%
5 Year	96.59%	113.23%
3 Year	86.55%	82%

As a consequence of the insurers report a working group was established during 2013/14 and work commenced on revisions to the risk assessment process and incident form procedures. To date the risk assessment process has had a

number of changes:

- The revised landscape risk assessment template had not been fully implemented across the organisation, these will be checked during the audit process.
- The risk estimation table for completing risk assessments has been complimented with a traffic light risk based table highlighting to managers high, medium and low risks and guidance on what actions are required to reduce the risks.
- Training sessions in the corporate safety guidance for risk assessments.

The incident forms has undergone the following changes to aid improvements:

- The safety guidance has been reviewed in light of RIDDOR legislation changes in 2013
- The safety officer monitored and noted the quality of incident form completion between January and March 2014. A substantial numbers showed errors, omissions to poor quality completion. Some requiring time consuming follow-up action by the safety officer to clarify and ensure local management had completed reasonable improvements.
- The incident form has been redesigned and additional checklists added to the forms to aid management incident investigations.
- A memorandum has been communicated to service managers for dissemination to their service areas
- Training sessions held to retrain managers and supervisors in incident investigations.

The safety officer received additional feedback from management. A number of requests included improvements that would simplify hazard reporting, accident statistics that can be easier to interpret and produced in seconds rather than hours or waiting for weeks for statistics. Also reminders for when training refresher are due for employees. Unfortunately, the current software is very limited in functionality and time consuming when data inputting. Improvements have been made to training records held by the safety officer. The large backlog of records held by the safety officer will continue to be sorted and logged. This is a high resource task completed within limited resources. All training records and maintaining necessary skills, information and knowledge remains a management responsibility.

The safety officer has completed the Instructor course to enable First Aid at Work (FAAW) courses in-house delivery where practicable. Unfortunately, it is impracticable for the safety officer to deliver all courses due to wider role commitments. An additional person will need to be trained to support in the FAAW course delivery. Any external trainer costs will be kept to a minimum. The First Aid register of qualified persons will continue to be managed and updated by the safety officer.

The Union Safety Representative Paul Morris has been stepped down, due to lack of activity within the role. Etwell Zviko has taken over the role and is to be

trained by UNISON. The Council should release Etwell to be trained to a suitable level for this role.

The safety officer will aim to recruit additional safety champions to support safety standards and build a stronger safety culture within the Council.

A planned approach to training will be conducted throughout the year. The plan will continue to be influenced and shaped by management requests. Training needs will also be influenced by findings from safety audits, site inspections, visits, safety policy objectives, safety networking and other observations.

Due to reducing operating budgets, training costs could be recharged to local budgets at a cost per head, or contributions requested from other budgets to support delivery.

Over the next year the safety officer and training officer will be engaged with organising and delivering a Staff Support campaign. The campaign will strive to support the workforce and reduce some of the highest reasons for absenteeism within the Council.

Safety Training

Risk Level 3, category MEDIUM

2.3 Safety Audits, Inspections and Visits

The safety officer will complete periodic assessments, inspections or audits to identify unsafe plant, working procedures or practices and, wherever possible, advise on remedial action to overcome any negative observations to the Service area concerned.

A safety audit plan will be completed with the aim of completing a minimum of 6 audits each year. Audits will be organised with local management. There is an open invitation for CHAS officers and safety representatives to join the safety officer during the audits.

Safety audits will focus on high risk departments. The high risk departments will have annual audits (Transport, Waste, PASC, Leisure and Culture). All other departments are viewed as low risk. All low risk departments will receive an audit within a three year cycle period. Any service area audit could increase in number at the request from management. An increased level of audits could be supported with an improved audit system currently not feasible.

To date, the safety officer has been engaged in supporting and facilitating improvements in H&S standards through site inspections and visits. These will continue.

Previous audits will be reviewed before commencing audits to gauge any improvements made. Some long standing issues have been highlighted in audits reviewed to date.

The safety officer has been engaged in site visits and enquiries regarding the Gedling Country Park. Works have ranged from contract compliance, project manager queries and inspections to support the PASC service area.

Safety Audits, Inspections and Visits

Risk Level 3, Category LOW

2.4 Accidents, Investigations and insurance claims.

The safety officer will collate, prepare and submit accident statistics and other safety reports for management to measure safety performance. Incidents will continue to be investigated. The development and training officers in procedures will be implemented.

The current accident package is a high resource driven package that reduces time available within the department. The restrictions of the package and limited resources of one safety officer present limitations to the role that could be released with modernisation of the service area.

Unfortunately, last year some incidents were not investigated in a prompt manner. This has not gone unnoticed by the Councils insurers and wider organisation. This in the safety officer's opinion has had a detrimental effect on the overall safety culture.

To address past trends and build a stronger safety culture the following aims and objectives have been devised:

- All RIDDOR incidents will be investigated by management and the safety officer in a timely manner.
- The safety officer will investigate all employee incidents in a timely manner. This will raise the profile that all incidents especially those involving employees are taken seriously and employees are valued within the organisation.
- Provide Quarterly incident statistics to the CHAS group.
- Managers and supervisors will be re-trained in incident investigations and understand the implications of past insurance claim losses.
- A minimum of 6 Incident investigation training sessions will be organised.
- Feedback will be given to service areas on incident form completion to ensure constant learning within the organisation.
- Improved defence of civil claims.

Between 1st Jan to 31st May there have been two RIDDOR reportable incidents and three insurance claims. All have been fully investigated by the safety officer. Learning and improvements have been made where necessary.

A programme of organisational safety training will be planned and delivered.

Organisational restructures and the introduction of new tenants to Council buildings have and will continue to require an input from the safety officer in terms of H&S duties.

Accident Analysis. Table below shows full year figures for 2013 and Jan to May 2014.

Injury Type	Year	
	2014 (Jan - May)	2013 (Jan- Dec)
SFO	8	52
STF	23	78
SMO	13	26
Near Miss	10	17
Sport Participation Injury	6	14
Reportable	2	2
Attacks (verbal / physical)	7	25
Gas/Fume/Temp	1	1
Other (not known/Specified)	12	47
Asphyxiation	0	1
Manual handling	0	10
Legionnaires	0	1
Faulty Equip	3	0
Electricity	3	0
Total Incidents	88	274

Nb. Other/ not known/ not specified incidents: A review of logging and reporting will be completed to improve their categorisation, to ensure potential learning from these incidents is not missed.

2.4.1 Safety Culture objectives -

Work will be undertaken to build a stronger safety culture. This will be measured through a number of ways:

- Near Miss incidents will become the highest incident statistic within a 3 year period.
- Each service area will have at least one safety champion to raise the profile of H&S matters such as near miss events.
- Senior Leadership Team will be visible and active leaders in safety, this will

start with a self-assessment form in June and reviewed in December.

2.4.2 Safety Software upgrade objectives:

The Safety Officer will investigate options for upgrading the safety software. Meetings have been held and further arranged for management to consider potential implementation. A business case will be put forward to the Service Manager and Director for Audit and Asset Management. This is a potential joint procurement option with other Local Authorities. All options will include in-house developments.

New Safety Software package Council and current management requirements:

- Improved 'at a glance' functionality for management to prioritise their H&S tasks.
- A central secure area for H&S and sensitive documentation. Ease of access for document requests (weakness reported by our Insurers). At present records are largely paper intense, which pose management issues from referencing, limited storage space amongst others.
- Employee portal, for all staff to access. A simple gateway to enable staff and contractors to report incidents, near miss & hazards that trigger email notifications
- All employees to be able to view safety information from risk assessments to DSE form completion in clear defined question sets.
- Anonymous 'whistle blowing' hazard reporting (near miss) system, to improve H&S culture and hazard reporting across the Council. In essence to empower the entire workforce in H&S.
- The quality and consistency of information being created and stored needs to be improved, there are software options that have approval levels to ensure information is checked before it is stored.
- Efficient reporting and support function to send reminders when actions are required.
- Management feedback has requested tools to identify and monitor individual training needs, software options must have this function as well as automatic email reminders and training matrix report. An easy way of identifying trends and gaps in workforce competency. A central point to log all training rather than the current differentiated department record systems (this is a weakness of current systems also highlighted by our Insurers and claims losses). This would save time and reduce duplication and sharing of information.

- Move towards a paperless system (resource cost savings).
- Reduce time and effort completing H&S tasks and analysis. Reports produced in seconds rather than many minutes.
- Audit systems are at present time consuming and paper heavy. Any software upgrade should include auditing and monitoring module, with easy at a glance tracked actions, compliance reports, as well as the ability to customise audits depending on departmental needs. They should be easy to set-up and amend. This would encourage continuous professional development rather than annually reviews.
- Spread workloads to manageable tasks which can be set by local management.
- Introduce templates and 'drop-down' menus for ease of task completion.
- Increased time to be proactive rather than reactive to H&S issues.
- Reduce time required to complete safety audits.

Accidents, Investigations and insurance claims

Risk Level 2 – Category MEDIUM

2.5 Occupational Health.

Health surveillance continued to be delivered during the past year in conjunction and support of the personnel team. The occupational health clinics were arranged throughout the previous year. These clinics and other health surveillance have continued to be delivered and be managed by the safety officer with support of local management. In addition, nurse and doctor appointments completing appointments and advising management on any adjustments needed within the workplace.

Significant work will be undertaken to review and ensure legal compliance with occupational health surveillance including the occupational health employee database management.

A formal contract will be arranged with an occupational health provider to further reduce current charges for this service.

Meetings have been held with the current occupational health provider to ascertain the current compliance. The Council' database is extensive and considerable time has been made to improve its management. This will continue to remain prudent in Council obligations.

2.5.1 Health fair 2014 - Work has been undertaken to source funding and support for future health fair events. The January 2014 event was successful. SLT were asked to make a decision on the future of the event. It was agreed that the safety officer would plan with service area support will be granted to aid in planning and delivery of the event. The Chief Executive, is to approach our partners in requesting a contributory subsidy to aid in funding the event and engage a active commitment to potential joint venture events.

2.5.2 The corporate eye test procedure changes. The corporate eye test procedure has changed, which will result in a net cost saving to the Council. A corporate account has been arranged with Specsavers. In effect reducing the cost per employee from £65 per to £17. The budget for 2014/15 has been reduced to £4000. Hence this saving has been necessary. Further funding can be requested to ensure the Council's monitoring duties are maintained to a reasonably practicable level.

Works will commence on a staff support campaign designed to work towards improve staff resilience, tackle presenteeism and stress related absence from the workplace. Training sessions that will be targeted towards employees and management.

Occupational Health

2.6 Emergency Planning

The Civil contingencies Act places a duty on the Council to undertake preparatory measures to respond to any emergency situation, which may occur within the district's boundaries, the Council also undertakes to provide assistance to neighbouring Councils, when requested, following an emergency within their boundaries.

The Gedling Borough Council Emergency Plan is split into 3 parts, Sections 1 to 6 (Part A) Contains all the District Council's Emergency Plans, which are public documents, and available for viewing on the Gedling Borough Council web pages.

Section 7 (Part B – confidential), This part of the Emergency Plan contains information that could not be included in the Part A (public) section of the Emergency Plan or added to the Part B Contacts Database. It contains details of contracts with businesses such as Transport companies and Plant equipment providers as well as current emergency procedures.

Section 8 (Part C – Confidential), This Part of the Emergency Plan all the District Council's Emergency contact information and is confidential.

At this time due to changes in responsibilities within the Audit and Asset Management service rea, the safety officer has inherited the emergency planning role.

Emergency planning training or refresher training is a significant area that needs addressing this year. Due to restructures within the Leisure and Culture and Housing & Localities service areas, rest centre training is likely to be an area of significant training areas. The council remains well prepared to deal with its regular risk area of flooding. The frontline staff within the Parks and Street Care service area are well experienced and well versed in reacting to these emergencies.

Key tasks that will be planned and delivered by the safety officer.

- Identify our emergency planning partners and how we work with them.
- Operational, Tactical and Strategic training for officers involved in emergency planning roles and responsibilities will be organised between October 2014 and June 2015.
- The emergency phone and a rota system will be arranged.
- Any training events and exercises that would be beneficial to Council officers will be arranged where possible in conjunction with Nottinghamshire County Council NCC (e.g. leisure centre rest centre training).
- Rest Centre readiness will be assessed by NCC.
- The role of attending Event Safety Advisory Group Liaison Meeting at County

- level, historically a senior manager will be clarified.
- The safety officer will attend local resilience forum (LRF) and LRF Flood Planning and Warning Group Meetings where practicable.
 - Emergency plan for the Council will be updated.
 - Local Resilience Forum (LRF) Emergency plans will be reviewed and any actions planned accordingly.
 - The government classification scheme for documentation will be implemented within Council emergency plans.
 - The safety officer has inherited the role of leading on Council SAG meetings for Council events, events that is expected to have over 5000 attendees. This will not include non – Council planned events at this time due to resource constraints.
 - The emergency planning budget will be managed by the safety officer. Including service level agreements with NCC and Newark and Sherwood District Council (NSDC).
 - The satellite phone functionality and subscription details will be reviewed.

Savings for 2014/15

- National Resilience extranet costing £198 per annum has been replaced with Resilience direct which is now a free service.

Potential savings will be investigated.

- Satellite phone, to be withdrawn. Current phones are inoperable (x2 phones), subscription savings would be £445 per annum.

NCC are currently reviewing their satellite phone function, identifying a potential cost saving as many local authorities (LA's) have already withdrawn their satellite phones. If NCC withdraws their satellite phone, the safety officer would recommend that GBC follow suit.

Emergency Planning

Risk Level 2 – Category MEDIUM

2.7 Health and Safety service delivery.

The safety officer will continue to promote safety education in conjunction with management, encouraging safety consciousness at all levels within the organisation and assisting and encouraging supervisory managers to develop safe working practices.

The Safety Officer has undertaken a First Aid at Work instructor course. He will commence a NEBOSH Occupational Health and Safety Diploma and other training session, seminars and networking events to maintain a competent dialogue with all departments, other local authorities and outside bodies, on H&S matters, to promote and encourage professional development

Additional duties.

Safety Officer budget will be managed prudently by the safety officer and additional funds requested as and when required to ensure the Councils remains prudent in its duties.

Potential for omissions in compliance, skills and knowledge. Hence a focus on the safety officer to build on experience, skills, knowledge and qualifications.

2.7.2 H&S liaison, networking, bench marking.

A review of meetings the safety officer attends has been reviewed to rationalise the need to attend them, ensuring any duplication is avoided.

Safety professionals are effective networkers sharing best practice readily; colleagues across the industry have been very welcoming and supportive in welcoming the new safety officer into the role. Their help and support notably Rushcliffe, Nottinghamshire County Council, Broxtowe, Bassetlaw and Newark and Sherwood must be noted for thanks.

Maintain safety Group UK membership, by attending NOSHA (Nottinghamshire Occupational Safety and Health Association) meetings, but to a reduced 6 meetings per annum targeting continuous professional development (CPD) sessions.

Nottinghamshire Risk Management Group (NRMG), all of Nottinghamshire's H&S Officers across the east midlands attended meetings, this is an invaluable networking session, which has proved invaluable in sharing information

East Midlands Safety network is where historically. The Council has benefited in times and resources saved due to documents and knowledge shared during this

group. i.e. Watercourse management, tree management, lone working policies.

East Midlands Safety Officers Group, ceased attendance due to low participation across East Midlands. Group has now eConference set-up.

Courses the safety officer has complete and intends to complete during 2014/15, training seminars and continuous professional development

Course/ Training/CPD	Target Date	Comments
Complete First Aid at Work Instructor Course	Mar 14	Completed.
Dementia Awareness Course	Feb 14	Completed.
Hand Arm Vibration Management training.	May 14	Completed.
Confined spaces seminars	May 14	Completed.
Health and Wellbeing Seminar	April 14	Completed.
Attend National Safety Exhibition (London)	June 14	Completed.
Safeguarding Children & Young People and Protecting Vulnerable Adults	26 th June 14	Completed.
NEBOSH Diploma in Occupational Health and Safety.	Sept 2015	Course identified. Start date pending. Target Sept 14.
Emergency planning in-house training	Sept 14	NCC to provide training support. Planning stages.
Emergency planning Operational and Tactical training.	Mar 2015	External provider (limited availability). Dates identified, requests circulated to EP Officers.

Asbestos Management Course (P405)	June 2015	Deferred to 2015. Meeting with Line Manager- Diploma higher priority (May 14)
Fire Safety, Risk Assessment or NEBOSH Fire Certificate	Dec 2014	TBC.
East Midlands IOSH branch meetings	Ongoing	

The safety officer will strive to continue his work in a supportive manner, with positive reinforcement and a hands-on approach where necessary. It is hoped in time, the hands-on approach will reduce as training and experience of officers improves.

Health & Safety service delivery

Risk Level 2 – Category MEDIUM

3. Resource Implications

Planned work is to be completed within existing budgets. Additional support from other department budgets will be requested as and when required.

4. Recommendation

The group is asked to note the report.

5. Appendices

Appendix 1. Level and Category Risk definitions.

Appendix 2. Summary of risk for all safety officer areas

Appendix 1.

Risk – Standard Definitions

H&S area and risks.

H&S recommendations are categorised, depending upon the level of associated risk, as follows:

Level	Category	Definition
1	High	Action is essential to manage exposure to fundamental risks that could expose the Council and its employees to loss. The majority of the significant risks relating to the area reviewed are not effectively managed.
2	Medium	Action is necessary to manage exposure to significant risks. There are a number of significant risks relating to the area reviewed that are not effectively managed.
3	Low	Action is desirable and should result in enhanced control or better effectiveness in H&S. The risks relating to the objectives of the areas reviewed are reasonably managed and are not cause for major concern.

Summary of risk for all safety officer areas:

Safety Guidance

Risk Level 3, category LOW

Safety Training

Risk Level 3, category MEDIUM

Safety Audits, Inspections and Visits

Risk Level 3, Category LOW

Accidents, Investigations and insurance claims

Risk Level 2 – Category MEDIUM

Occupational Health

Risk Level 3 – Category LOW

Emergency Planning

Risk Level 2 – Category MEDIUM

Health & Safety service delivery

Risk Level 2 – Category MEDIUM

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Report to Joint Consultative and Safety Committee

Subject: Sickness Absence: summary of current trends

Date: 12 August 2014

**Author: Chief Executive
 Service Manager; Organisational Development**

1. Purpose of the Report

This is an information item to inform the Committee of the current levels of sickness absence in the organisation and to examine trends. Relevant data is shown at Appendix 1; officers will present a verbal report on the context of this data.

As part of the introduction of this item, officers will also highlight to the Committee through verbal report, any matters of particular current interest in respect to absence management.

2. Summary of key data

Of particular interest to the committee may be that:

- The summary of trends graph shows that absence levels have been erratic over the year and of particular concern over the period January to April.
- The target for this financial year is ten working days lost against a current actual of 11.88.
- When looking at the table showing the split between long and short-term absence, there is no substantial difference between months. The issue seems to have been that in the period of high absence a larger number of people have been absent with both long and short term issues.
- Although the trend line shows an increase in the rate of absence this is a little misleading in that the last two months have shown substantial reductions in absence rates but due to the very exceptionally low figures during these same months last year, the annual rate of absence has not yet begun to show a reduction.
- Training sessions for team members and managers have now been set up for delivery in August in order to support employees. The data over the full year shows that the second largest proportion of absence was due to issues

relating to stress and depression (c.17.8%). This is being led by the Safety Officer and Training Officer.

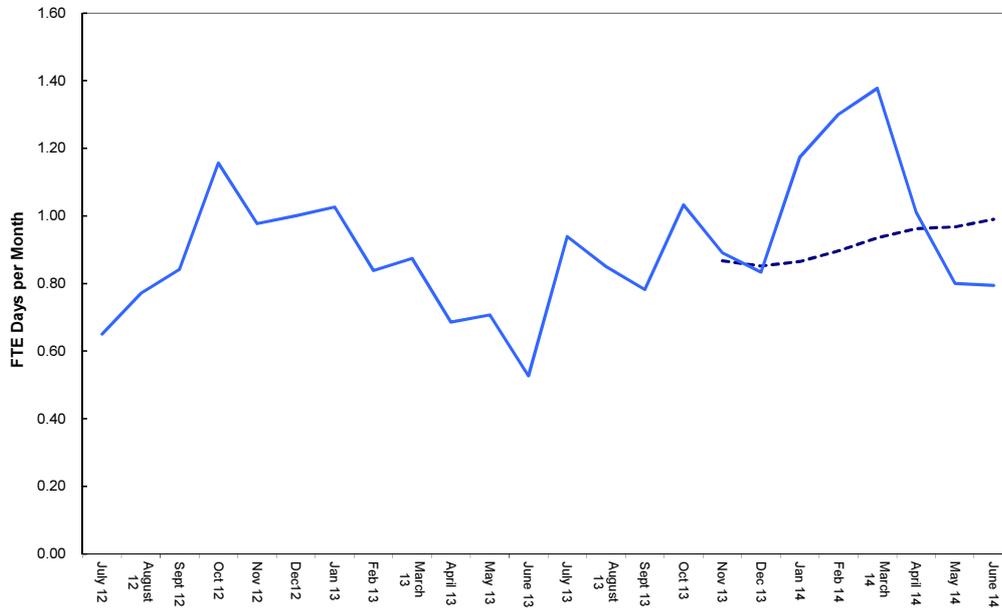
- The issue of sickness absence rates was formally introduced into Senior Leadership Team for discussion during May in order to try to identify possible actions to encourage improved attendance. Subsequently the Chief Executive and relevant Corporate Directors have met with service managers and line managers in teams where absence levels have been high in order to raise the profile of the need to effectively manage absence.
- The “year to date” table shows that average absence levels for most teams generally seem to be within target although, in particular, there are four large service areas (a team size of 20+) where absence levels are very high and are outside target. However, if the current month only data is used, there is now only one large team that is (proportionately) outside the overall 10-day target.

3. Recommendation

The Committee is asked to note this report.

Summary of trends graph; year to date at June 2014

Summary of Trends



— FTE Days per FTE in Current Month
 - - - 12 Month Rolling Average

Month	Total Absence (%)	No of FTE Staff	12 Month Average (%)	FTE Days per FTE in Current Month	FTE Days per FTE 12 Month Average	FTE Days per FTE Per Month Average
July 12	2.96	415.08	3.91	0.65	9.82	0.82
August 12	3.50	420.21	3.85	0.77	9.75	0.81
Sept 12	4.21	411.60	3.90	0.84	9.85	0.82
Oct 12	5.03	412.81	3.98	1.16	10.15	0.85
Nov 12	4.44	415.81	3.96	0.98	10.04	0.84
Dec12	5.88	417.07	4.13	1.00	10.44	0.87
Jan 13	4.66	417.10	4.22	1.03	10.65	0.89
Feb 13	4.19	417.79	4.17	0.84	10.49	0.87
March 13	4.60	417.79	4.26	0.87	10.49	0.87
April 13	3.27	412.27	4.20	0.69	10.06	0.84
May 13	3.37	409.62	4.14	0.71	10.46	0.87
June 13	2.64	408.54	4.06	0.53	10.38	0.87
July 13	4.08	405.04	4.16	0.94	10.79	0.90
August 13	4.05	404.46	4.20	0.85	10.83	0.90
Sept 13	3.72	401.87	4.16	0.78	10.72	0.89
Oct 13	4.49	399.47	4.12	1.03	10.54	0.88
Nov 13	4.24	398.70	4.10	0.89	10.41	0.87
Dec 13	4.39	398.43	3.98	0.83	10.22	0.85
Jan 14	5.33	394.11	4.03	1.17	10.38	0.87
Feb 14	6.50	387.24	4.22	1.30	10.76	0.90
March 14	6.56	385.38	4.39	1.38	11.22	0.94
April 14	5.05	382.87	4.54	1.01	11.55	0.96
May 14	4.00	381.56	4.59	0.80	11.61	0.97
June 14	3.78	381.54	4.68	0.79	11.88	0.99

Year to date absence data, by service area with six month trend

YEAR TO June 2014

Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE
Chief Executive		5.00	5.00	5.00	4.39	24.20	4.84
Service Total:		5.00	5.00	5.00	4.39	24.20	4.84
Corporate Directorate (A)	Communications	4.59	4.41	4.50	0.00	0.00	0.00
	Elections and Members' Services	6.00	6.00	6.00	2.50	28.50	4.75
	Organisational Development	8.92	7.92	8.42	4.35	124.99	14.85
		1.00	1.00	1.00	1.00	1.00	1.00
Service Total:		20.51	19.32	19.92	7.85	154.49	7.76
Corporate Directorate (B)	Audit and Asset Management	17.49	17.62	17.55	7.22	188.33	10.73
	Customer Services and IT	34.83	34.23	34.53	25.70	673.58	19.51
	Financial Services	16.49	14.22	15.35	6.91	53.70	3.50
	Revenues Services	36.34	36.61	36.48	26.53	259.17	7.10
		1.00	1.00	1.00	1.00	4.01	4.01
Service Total:		106.14	103.67	104.91	67.34	1178.79	11.24
Corporate Directorate (C)	Housing and Localities	12.01	12.01	12.01	3.50	23.48	1.95
	Leisure and Culture	83.01	73.80	78.41	48.32	789.18	10.07
	Planning and Economic Development	25.12	22.32	23.72	15.85	149.93	6.32
		1.00	1.00	1.00	1.00	12.00	12.00
Service Total:		121.14	109.14	115.14	68.67	974.59	8.46
Corporate Directorate (D)	Parks and Street Care	48.42	45.42	46.92	23.00	729.50	15.55
	Public Protection	27.99	25.79	26.89	7.57	194.40	7.23
	Transport Services	7.00	7.00	7.00	1.00	2.00	0.29
	Waste Operations	60.26	59.77	60.01	31.68	1409.30	23.48
		1.00	1.00	1.00	0.00		0.00
Service Total:		144.67	138.98	141.82	63.25	2335.20	16.47
Legal Services	Legal Services	6.50	6.45	6.47	1.00	4.00	0.62
		0.00	0.00	0.00	0.00		0.00
Service Total:		6.50	6.45	6.47	1.00	4.00	0.62
Grand Total:		403.97	382.56	393.27	212.51	4671.27	11.88

Year to date trend

% Absence	Days lost 1 month ago	Days lost 2 months ago	Days lost 3 months ago	Days lost 4 months ago	Days lost 5 months ago	Days lost 6 months ago
1.92%	4.64	4.83	4.35	4.35	4.61	4.54
1.92%	4.64	4.83	4.35	4.35	4.61	4.54
0.00%	0.00	0.28	0.28	0.30	0.30	0.30
1.88%	4.75	4.75	4.75	5.17	4.96	4.56
5.89%	16.44	18.38	20.73	23.08	24.74	25.90
0.40%	0.00	0.00	2.00	2.00	2.00	2.00
3.08%	8.42	9.30	10.40	11.70	12.57	12.96
4.26%	9.86	8.87	7.73	6.20	2.06	0.95
7.74%	19.10	18.86	16.46	14.75	13.63	13.16
1.39%	3.50	3.46	2.67	1.49	1.58	1.94
2.82%	6.56	5.82	5.48	5.05	4.59	3.94
1.59%	4.01	4.01	4.01	4.01	4.01	4.01
4.46%	10.79	10.15	9.01	7.92	7.34	6.93
0.78%	2.20	3.12	3.28	3.48	2.64	2.22
3.99%	10.09	9.99	9.72	9.46	9.14	8.88
2.51%	6.09	5.89	5.66	6.06	6.96	7.60
4.76%	12.00	12.00	12.00	12.00	2.00	2.00
3.36%	8.44	8.44	8.26	8.16	7.96	7.88
6.17%	15.54	15.53	16.02	15.53	4.26	4.11
2.87%	7.58	7.48	6.39	5.32	15.09	14.58
0.11%	0.14	2.14	2.14	2.14	5.11	5.25
9.32%	22.59	22.81	22.77	22.06	21.73	21.27
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
6.53%	16.07	16.24	16.18	15.58	14.22	13.97
0.25%	0.62	0.62	1.08	2.82	4.80	7.11
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
0.25%	0.62	0.62	1.08	2.82	4.80	7.11
4.71%	11.61	11.55	11.22	10.76	10.38	10.22

Current month's absence data, by service area with six month trend

Days lost per FTE employee; current month: June 2014

Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE
Chief Executive		5.00	5.00	5.00	1.00	1.00	0.20
Service Total:		5.00	5.00	5.00	1.00	1.00	0.20
Corporate Directorate (A)	Communications	4.41	4.41	4.41	0.00		0.00
	Elections and Members' Services	6.00	6.00	6.00	0.00		0.00
	Organisational Development	7.92	7.92	7.92	1.00	5.00	0.63
		1.00	1.00	1.00	1.00	1.00	1.00
Service Total:		19.32	19.32	19.32	2.00	6.00	0.31
Corporate Directorate (B)	Audit and Asset Management	17.62	17.62	17.62	1.74	19.93	1.13
	Customer Services and IT	34.23	34.23	34.23	1.00	25.18	0.74
	Financial Services	14.22	14.22	14.22	0.00		0.00
	Revenues Services	36.56	36.61	36.58	6.20	27.94	0.76
		1.00	1.00	1.00	0.00		0.00
Service Total:		103.62	103.67	103.65	8.95	73.05	0.70
Corporate Directorate (C)	Housing and Localities	12.01	12.01	12.01	0.00		0.00
	Leisure and Culture	74.80	73.80	74.30	8.67	50.60	0.68
	Planning and Economic Development	22.32	22.32	22.32	2.00	3.00	0.13
		1.00	1.00	1.00	0.00		0.00
Service Total:		110.14	109.14	109.64	10.67	53.60	0.49
Corporate Directorate (D)	Parks and Street Care	46.42	45.42	45.92	3.00	22.50	0.49
	Public Protection	25.79	25.79	25.79	1.00	1.43	0.06
	Transport Services	7.00	7.00	7.00	1.00	1.00	0.14
	Waste Operations	55.77	59.77	57.77	11.28	144.55	2.50
		1.00	1.00	1.00	0.00		0.00
Service Total:		135.98	138.98	137.48	16.28	169.48	1.23
Legal Services	Legal Services	6.45	6.45	6.45	0.00		0.00
		0.00	0.00	0.00	0.00		0.00
Service Total:		6.45	6.45	6.45	0.00		0.00
Grand Total:		380.51	382.56	381.54	38.90	303.13	0.79

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Current month trend

% Absence	Days lost 1 month	Days lost 2 months	Days lost 3 months	Days lost 4 months	Days lost 5 months	Days lost 6 months
0.95%	0.00	0.81	0.00	0.00	0.53	2.13
0.95%	0.00	0.81	0.00	0.00	0.53	2.13
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
0.00%	0.00	0.00	0.00	0.00	0.42	0.00
3.01%	0.57	0.26	0.25	0.24	1.29	1.73
4.76%	0.00	0.00	0.00	0.00	0.00	0.00
1.48%	0.23	0.10	0.10	0.10	0.69	0.76
5.39%	1.14	1.30	1.51	1.32	1.11	0.14
3.50%	1.48	3.14	3.09	2.14	1.81	1.39
0.00%	0.00	0.79	1.41	0.00	0.25	0.44
3.64%	0.85	0.44	1.20	1.01	0.88	0.11
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
3.36%	0.99	1.52	1.90	1.28	1.13	0.65
0.00%	0.00	0.00	0.09	0.87	0.44	0.00
3.24%	0.76	0.65	1.15	1.03	0.93	0.84
0.64%	0.27	0.20	0.00	0.21	0.25	1.04
0.00%	0.00	0.00	0.00	10.00	0.00	0.00
2.33%	0.57	0.49	0.80	0.93	0.73	0.79
2.33%	0.65	0.33	1.24	1.42	0.74	0.27
0.26%	0.08	1.20	1.71	0.85	1.72	1.00
0.68%	0.00	0.00	0.00	0.00	0.78	0.73
11.92%	1.85	2.18	2.40	3.04	2.43	1.38
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
5.87%	0.99	1.23	1.73	1.90	1.66	0.98
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
3.78%	0.80	1.01	1.38	1.30	1.17	0.83

Long term (20 days+ in month)/ short term sickness analysis for June 2014

Head of Service	Section	No Occurrences Long Term	Total No Occurrences Absent	Long Term FTE Days Lost	Total FTE Days Lost	Long Term as a % of Days Lost	Long Term as a % of Occurrences
Chief Executive		0	1	0.00	0.98	0.00%	0.00%
Head of Service Total:		0	1	0.00	0.98	0.00%	0.00%
Corporate Directorate (A)		0	1	0.00	0.98	0.00%	0.00%
	Organisational Development	0	1	0.00	4.89	0.00%	0.00%
Head of Service Total:		0	2	0.00	5.87	0.00%	0.00%
Corporate Directorate (B)	Audit and Asset Management	1	3	16.54	19.69	84.01%	33.33%
	Customer Services and IT	0	3	0.00	24.24	0.00%	0.00%
	Revenues Services	0	15	0.00	34.82	0.00%	0.00%
Head of Service Total:		1	21	16.54	78.75	21.00%	4.76%
Corporate Directorate (C)	Leisure and Culture	1	14	14.61	48.61	30.07%	7.14%
	Planning and Economic Development	0	2	0.00	2.94	0.00%	0.00%
Head of Service Total:		1	16	14.61	51.55	28.35%	6.25%
Corporate Directorate (D)	Parks and Street Care	0	2	0.00	17.61	0.00%	0.00%
	Public Protection	0	1	0.00	1.40	0.00%	0.00%
	Transport Services	0	1	0.00	0.98	0.00%	0.00%
	Waste Operations	3	13	61.64	131.43	46.90%	23.08%
Head of Service Total:		3	17	61.64	151.42	40.71%	17.65%
Grand Total:		5	57	92.79	288.56	32.16%	8.77%



Report to Joint Consultative and Safety Committee

Subject: Current staffing issues (Standing Item)

Date: 12 August 2014

Author: Chief Executive
Service Manager; Organisational Development

1. Purpose of the Report

This is an information item highlighting to the Committee, any issues of particular interest that relate to the council's workforce.

2. Summary of current issues

2.1 Cultural change programme; in order to best equip the organisation to deal effectively with the changes that lie ahead, a programme has been defined to help embed positive behaviours into the workforce. This programme will be led through the Senior Leadership Team and the Service Managers' Group. The first meeting to begin to work towards this was held on 26 June. Subsequently the Service Managers' group has met to discuss their perceptions of workplace culture and this is to be fed into a meeting with the Chief Executive in order to help define a future practical work programme to take the organisation forward.

2.2 There is currently a dispute over the pay offer made for the current financial year. The Employers' offer is for increases of between 1.25% and 4.66% for those on the bottom six pay points and 1.0% for the remainder of employees. Employers have also stated that they will not accept any request from the unions to refer the pay dispute to ACAS for arbitration.

Following an official ballot, strike action was called for 10 July. Locally 41 employees took part in this action (approximately 8.2% of the workforce). It now seems likely that further action by Unison members will take place on 30 September although nationally, GMB has confirmed that they will not participate in such action.

2.3 Through successful joint working between this council and Newark and Sherwood DC and Rushcliffe BC, a bespoke Masters in Public Administration programme has been devised with Inlogov (The Institute of Local Government Studies at Birmingham University) with the launch event having taken place on 17 July at our offices. Each council will have allocated to it, about five places on the programme at a very advantageous cost when shared between the organisations. The aim of the programme is both to equip some of our most promising employees to help them deal with and contribute to the management of the organisation through challenging times and also to provide opportunity for those candidates to conduct practical project work to add value to the organisation through implementation of changed ways of working. The three-year programme is due to formally commence in September.

2.4 The collaboration arrangement between ourselves, Rushcliffe, and Newark and Sherwood councils encourages us to identify joint working opportunities. Where short-term or secondment opportunities are identified as being of benefit to one or more organisation, a protocol has been developed that sets out clearly, the terms of any such arrangement. Having this clarity will provide a benefit for the employees involved as well as the host and employer organisations. A copy of this protocol is shown for information at Appendix 1.

3. Recommendation

The Committee is asked to note this report.

Gedling, Newark and Sherwood, Rushcliffe (GNSR)

Protocol – Sharing of Resources

1. Introduction

As part of the GNSR partnership the three authorities will work together where possible to share staffing resources to cover peaks in workloads and to share specialist knowledge. In some instances this may result in a member of staff being temporarily redeployed to carry out work on behalf of another authority within the partnership. Where this occurs the following protocols will apply.

This protocol has been put together to ensure a consistent approach is adopted when officers are requested to provide ad hoc, temporary or project based support to authorities within the GNSR partnership. In the event that a decision is taken to formalise a shared service arrangement within a particular service area the above arrangements will no longer be effective and a full consultative approach will be adopted.

For consistency the following terms will be used throughout this Protocol:

- . The employing authority will be known as “the Employer”;
- . The receiving employer will be known as “the Host”;
- . The officer that is redeployed will be known as the “Secondee”.

2. Selection of Officers

When a need for additional staffing arises authorities will contact one of the partner authorities to identify whether they are able to provide staffing support on a temporary basis.

The Employer approached will determine if there is appropriate staffing resource available that can be shared or seconded. The selection of the employee(s) to be seconded will, in the first instance, be a matter for the Employer to determine through their own internal arrangements. In the event that an officer identified by the Employer does not wish to be seconded due to personal and/or other circumstances they will not be forced to do so nor suffer a detriment as a consequence. Final suitability will be assessed by the Host following discussion, interview or some other method deemed by them to be appropriate. No detriment in respect to pay or conditions of service will be suffered by the Secondee.

3. Travel Time

When officers are required to carry out work on a temporary/ad-hoc basis at a different Council within the GNSR partnership they will be entitled to claim any excess travel time over and above their normal travel to work time as part of their normal working hours –see example below.

Example:

Normal home to work travel time = 30 minutes.

Revised home to work travel time =60 minutes.

Excess travel time = 30 minutes to be incorporated in to normal work time.

4. Travel Expenses

Travel expenses will be paid at the approved rates in accordance with existing arrangements in place at the employing establishment. Claims for travel should be made by the Seconded to their Employer in the normal way.

Mileage paid will be to cover excess travel incurred between the Seconded's home and normal place of work and home and temporary place of work only so far as this exceeds normal home to work mileage.

Members of staff travelling between sites for the purpose of work should ensure they are covered for "business use" on their car insurance.

All travel costs, including additional mileage to a temporary work site, will be re-charged to the Host employer.

5. Working Hours

In circumstances where an officer is deployed to carry out work at a place of work other than their normal place of work and for an authority other than their employing authority, working hours will normally be the same (save for any additional travel time as referenced above). If, however, as part of the arrangement the Host requires the officer to work different hours, whether it be fixed office hours or to operate a more flexible arrangement in line with the Host's flexi policies, this should be agreed in advance between the Employer the Host and the Seconded.

6. Reporting Arrangements / Induction

Whilst formal management reporting arrangements with the Employer will continue for officers temporarily seconded to other sites/authorities as part of the GNSR partnership arrangement, localised reporting arrangements will be agreed in advance of work activities commencing.

Where possible a meeting will be arranged in advance of work commencing between the Seconded and the supervising officer at the Host authority. Where this is not possible a formal meeting will be arranged with the Seconded on the first morning of the placement to take them through:

- . job role and expectations;
- . arrangements for monitoring and reviewing work activities during the placement;
- . local systems and policies (including ICT security policies);
- . timescales;
- . future attendance;
- . any other relevant matters.

7. ICT/Phones

Arrangement will be made for the Secondee to use the Host's ICT equipment and facilities (e.g. phones) including access to any applications required to undertake their job role. The Secondee will be required to adhere to the Host's ICT policies and procedures.

8. Training

Where an officer is seconded to another Council it may be necessary in some instances to provide them with on the job training. In these circumstances the Host will be responsible for providing this training. In circumstances where the Secondee is required to attend external training and a cost is incurred the Host authority will fund the training where it specifically relates to the work activity the Secondee is expected to perform. If the training is considered to be more generic and would benefit the Secondee in their substantive role a discussion should take place between the Employer and Host to discuss/agree funding.

9. Support and Communications

9.1 Employer's Responsibilities

Line managers from the Employer organisation will be responsible for overseeing placements and ensuring that any concerns raised by Secondees are addressed regardless of whether the employees' working times are split across their employing authority and the Host authority or they are working whole time in the Host authority. To this end regular review meetings will be set up and line managers will ensure that Secondees receive relevant communications and information in a timely manner.

Where a Secondee wishes to withdraw from the arrangement, they should raise this with their line manager as soon as possible.

9.2 Health and Safety

The Host will be responsible for the Secondee's compliance with all duties in relation to health, safety and welfare at work in accordance with Section 53(1) of the Health and Safety at Work Act 1974 as if the Host was the Secondee's employer. The Host will issue or provide access to relevant health and safety policies and procedures which will govern the work of the Secondee.

9.3 Annual Leave

A Secondee who wishes to book annual leave should do so in the normal way through their line manager at the employing establishment. Where leave falls on a day when the Secondee should be working at the Host establishment, the Secondee will also be required to agree this arrangement in advance with the supervisor at the Host establishment.

9.4 Sickness Absence

A Secondee who is absent sick on a day when they should be working at the Host organisation should report their absence in the usual way to their line manager at the Employer organisation. The line manager will then contact the supervising officer at the Host establishment to inform them that the Secondee will not attend on that day. The line manager from the Employer organisation will then be responsible for managing the Secondee's absence in the usual way but it is expected that there will be appropriate communication with the Host, particularly if the absence is likely to be protracted.

9.5 Concerns regarding Capability/Conduct

If the Host employer has any concerns regarding the conduct or capability of a Secondee they should discuss their concerns with the line manager from the Employer organisation.

9.6 Grievances

If a Secondee experiences difficulties in the Host organisation, it will not be possible to raise such concerns through the Host's Grievance Procedures. Instead, concerns should be raised by the Secondee with their own (Employer) line manager as described in section 8.1.

Where serious concerns cannot be remedied to the satisfaction of any of the parties then changes to, or cessation of the secondment arrangement will be considered.

If the Secondee remains unhappy about the way that they have been managed by their own line manager within the secondment arrangement, including how concerns have been addressed, their own (Employer) Grievance Procedure will be open to them to pursue the complaint.

Complaints made by a Secondee about employee behaviour in the Host organisation will be investigated under appropriate procedures of the Host organisation in respect to its own employees.

10. Honoraria

In circumstances where Secondees are carrying out duties at a higher level over an extended period of time it may be appropriate for the Employer to pay an honoraria payment in accordance with the Employer's terms and conditions. Ideally arrangements regarding honoraria will be discussed and agreed in advance of the secondment commencing between the line manager of the Employer and Host organisation.

11. Professional Indemnity and Delegated Authority

In circumstances where officers are seconded to a partner authority to carry out functions on their behalf the Host employer will be liable for any action, omission or default of the officer who is seconded whilst performing those functions and duties.

Where the Seconded is exercising delegated authority on behalf of the Host, the Host shall ensure that the necessary approvals are in place for such delegation to be exercised. The Host will indemnify the Employer in respect of any liability direct or indirect arising from the exercise of said delegated powers.

12. Charging for Services

Cross charging of services between the 3 authorities will be calculated on a simple basis to include the full staff cost (including on-costs) plus 10% as a contribution to other overheads.

The arrangements set out above are not intended to alter any current charging that are in place between the partner organisations.

13. Information Sharing Agreement/Protocol

Please refer to separate documents. (Draft document currently being prepared)

14. Miscellaneous

The above Protocol has been devised to ensure that a consistent and transparent approach is adopted to manage ad hoc, temporary or project based secondment support to authorities within the GNSR partnership.

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Report to Joint Consultative and Safety Committee

Subject: Minor changes to Establishment agreed by Chair and trade unions outside formal full JCSC process.

Date: 12 August 2014

Author: Service Manager; Organisational Development

1. Purpose of the Report

This is an information item highlighting to the Committee, any minor changes to Establishment agreed by Chair and trade unions outside formal full JCSC process. Such minor changes will not have wide organisational impact and will be authorised for implementation by the Chief Executive under delegated powers.

It is important to note that prior to the minor changes being implemented, trade unions will still need to be consulted locally. Should there ever be concerns raised during this consultation about any proposal made, the matter would be taken out of this "shortened process" and placed before the Joint Consultative Committee for full consideration.

2. Summary of case

The following is a summary of the case that has been considered appropriate for management outside the full JCSC process:

Parks and Street Care

Senior Leadership Team propose to return a Band 7 "assistant manager" post to the PaSC structure and to make minor job description changes to existing supervisor posts that do not have impact on job grade.

In essence the proposal is to create a revised Band 7 post with an emphasis on business development and support within the team. Although a post of the same grade had been deleted from the establishment about a year ago, due to the changing methods of service delivery with a much more commercial and entrepreneurial emphasis, it has now become necessary to reintroduce senior support within the team.

The proposals are being funded by the deletion a number of vacant posts in the current structure none of which are occupied together with the reduction in hours in one of the inspection posts due to the voluntary phased retirement of a post holder.

The reduction in posts is possible with the rescheduling of routine grounds maintenance works at reduced frequencies.

The Chief Executive will have delegated powers to authorise the staffing changes proposed.

Trade unions are supportive of this proposal and there are no adverse effects to employees contained in the staffing report.

3. Recommendation

The Committee is asked to note this report.

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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