



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

Agenda

Joint Consultative and Safety Committee

Date: **Tuesday 25 November 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

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- 1 Apologies for Absence and Substitutions.**
- 2 To approve, as a correct record, the minutes of the meeting held on 12 August 2014.** 1 - 4
- 3 Declaration of Interests.**
- 4 Health and Safety** Verbal Report
Report of the Health and Safety Officer.
- 5 The Council's Smoking Policy** 5 - 42
Report of the Corporate Director.
- 6 Equal Pay Audit** 43 - 60
Report of the Service Manager, Organisational Development.
- 7 Current Trends and Issues in Sickness Absence.** 61 - 66
Report of the Chief Executive and Service Manager, Organisational Development.
- 8 Current Staffing Issues** 67 - 72
Report of the Chief Executive and Service Manager, Organisational Development.
- 9 Minor Changes to the Establishment Agreed by the Chair and Trade Unions Outside of the Formal JCSC Process** 73 - 78
Report of the Service Manager, Organisational Development.
- 10 Any other item which the Chairman considers urgent.**
- 11 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.

12 Staffing Review - Audit & Asset Management PASC

79 - 102

Report of Service Manager Audit & Asset Management

MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE

Tuesday 12 August 2014

Councillor Steve Ainley (Chair)

Present:	Councillor Emily Bailey	Councillor John Parr
	Councillor David Ellis	Councillor Roland Spencer
	Councillor Sarah Hewson	
Unison:	Louisa Wass Griffiths	Gill Morley
	Alison Hunt	

Absent: Councillor Paul Feeney and Councillor John Truscott

Officers in Attendance: D Archer, J Robinson and A Dubberley

18 APOLOGIES FOR ABSENCE.

Apologies were received from Councillors Feeney (with Councillor Ellis attending as substitute) and Truscott.

19 DECLARATION OF INTERESTS.

None.

20 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 17 JUNE 2014.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

21 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 following TWO agenda items on the grounds that the reports involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

22 CLOSURE OF FORMAL CONSULTATION - COMMUNITY LEISURE, ECONOMIC DEVELOPMENT AND HOUSING

Corporate Director, Paula Darlington, presented a report, which had been circulated prior to the meeting, reintroducing restructure proposals for the Community Leisure, Economic Development and Housing Service Areas.

It was explained that all responses to the consultation were appended to the report and that a number of changes to the original proposals had been made.

The Chair thanked staff involved for providing such comprehensive and helpful feedback in response to the consultation. The Chair requested that a letter be sent, on behalf of the Committee, to staff to thank them for their comments.

RESOLVED:

To recommend the revised final structure for consideration by the Chief Executive, under whose delegated authority a final staffing structure will be implemented following any necessary authority being sought from the Portfolio Holders in respect to virements between budgets and approval of Cabinet in respect of the savings shortfall.

23 CLOSURE OF CONSULTATION; STAFFING REPORT - ELECTIONS AND MEMBERS' SERVICES

The Service Manager Elections and Members' Services presented a report, which had been circulated prior to the meeting, reintroducing restructure proposals for the Elections and Members' Services area.

It was explained that all responses to the consultation were appended to the report and that a number of changes to the original proposals had been made.

The Chair thanked staff involved for providing such comprehensive and helpful feedback in response to the consultation. The Chair requested that a letter be sent, on behalf of the Committee, to staff to thank them for their comments.

RESOLVED

To recommend the revised final structure for consideration by the Chief Executive, under whose delegated authority a final staffing structure will

be implemented following any necessary authority being sought from the Portfolio Holders in respect to virements between budgets.

24 HEALTH AND SAFETY ANNUAL REPORT

The Health and Safety Officer presented the annual report on Health and Safety matters.

RESOLVED

To note the report.

25 CURRENT TRENDS AND ISSUES IN SICKNESS ABSENCE.

The Service Manager Organisational Development presented a report, which had been circulated prior to the meeting, summarising current trends and issues in respect of sickness absence.

RESOLVED

To note the report.

26 CURRENT STAFFING ISSUES

The Chief Executive presented a report summarising a number of items of interest including news on the collaborative working with Rushcliffe and Newark and Sherwood Councils.

RESOLVED

To note the report.

27 MINOR CHANGES TO ESTABLISHMENT AGREED BY CHAIR AND TRADE UNIONS OUTSIDE FORMAL FULL JCSC PROCESS.

The Service Manager Organisational Development presented a report highlighting a minor staffing change in the Parks and Street Care Service that had been agreed outside of the formal committee process.

RESOLVED

To note the report.

The meeting finished at 7.20 pm

Signed by Chair:
Date:



Report to: Joint Consultative and Safety Committee (JCSC)

Subject: The Council's Smoking Policy.

Date: 25 November 2014

Author: Corporate Director - D. Wakelin

1. Purpose of the Report

To present an updated smoking policy to address the areas of confusion regarding the existing smoking policy. The updated version is a more comprehensive policy that includes guidance on nicotine replacement treatment and electronic cigarettes. JCSC are asked to consider and comment on this revised policy before it is submitted to ACSC to review. Cabinet will then consider / approve the revised policy following this consultation process.

2. Background

The current smoking policy was originally agreed in 2007. Since the original policy was written there have been several areas of confusion surrounding its interpretation, additionally it does not provide a policy position on nicotine replacement treatment or the use of electronic cigarettes within the workplace.

Currently there are three documents that cover guidance and instruction on smoking within the Council. They include the current smoking policy within the employee handbook, the safety officers' smoking safety guidance note and the smoking policy created by the Leisure and Culture service area to address specific concerns within each leisure centre that were not addressed by the previous two documents.

3. Proposal

The revised draft smoking policy document amalgamates the three documents into a singular policy and includes guidance on nicotine replacement treatment and the use of electronic cigarettes within the workplace.

This revised policy also includes instructions for Transport, Waste, Parks and Street Care service areas that were not previously covered in the 2007 smoking policy.

It provides clearer guidance for management and employees and addresses confusion regarding smoking arrangements when on Council business, such as when employees have paid and unpaid breaks, prohibited areas and instructions

for smoking in GBC uniform.

This revised policy has regard to the commitment made by the Council (at its meeting on 12 November 2014) to sign the Nottinghamshire Declaration of Tobacco Control and undertake a range of actions all designed to reduce the harm caused by smoking in Gedling and the county.

The policy directs that from April 2016 smoking will not be permitted by any council employee during paid hours. Up to that date the Council will provide help and support to those who wish to reduce/stop smoking.

It is proposed that current and future Contracts of Employment will be amended to reflect this policy.

4. Resource Implications

The communication of the change in policy to be completed within existing operational budgets.

5. Recommendation

1. JCSC are asked to review/comment on the revised policy and approve its submission to ACSC for the subsequent approval of Cabinet.

6. Appendices

- 1 Smoking Policy 2006.
- 2 Handbook Smoking Policy 2007.
- 3 Safety Officer's smoking safety guidance note.
- 4 Smoking Policy – Leisure.
- 5 Revised Smoking Policy 2014.

SECTION S1**SMOKING AT WORK**

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SMOKING AT WORK

References:

- A. Health and Safety at Work Act 1974 (HASAWA74)
- B. The Management of Health and Safety at Work Regulations 1999 (Management Regs 99)
- C. The Workplace (Health Safety and Welfare) Regulations 1992 (Workplace Regs 92)

1. GENERAL INTRODUCTION

1.1 Legislation

1.1.1 Section 2 of Reference A (HASAWA74) outlines the general duties of Employers to their Employees, the effect of which is to make criminally enforceable, the common law duty to take reasonable care for the safety of those employees.

1.1.2 Sub-Sections of Section 2 have particular relevance to managers when related to smoking at work i.e. Provision of a safe working environment (S2 (2e)) – elimination of contaminated air.

1.1.3 Regulation 3 of Reference B (Management Regs 99) outlines the duty of managers to carry out a suitable and sufficient risk assessment to ensure that (AFARP) non-smokers are protected from the discomfort caused by tobacco smoke.

1.1.4 In a similar fashion the Workplace Regs 92 (Reference C) require the employer to make suitable arrangements to protect the aforementioned workers in their employ.

1.2 Purpose

1.1 To introduce a revised Smoking Policy for Gedling Borough Council. This takes all possible steps to protect employees from second hand smoke exposure and from the effects of smoking.

2. Background

2.1 The Smoking Policy reflects a commitment to raising employee awareness of the dangers of smoking and second hand smoke exposure. We know that 70% of smokers want to quit and we recognise the difficulties associated with this. Nicotine is a highly addictive substance and the Council recognises that staff will need support to stop smoking. Therefore the Council will provide a comprehensive package of support for smokers to support them to quit. As an employer the best way that we can encourage staff to stop smoking is to introduce restrictions on smoking during working hours. The Council recognises that employees who smoke may initially have difficulty with the new Policy. A lead-in time will be adopted to give smokers time to adjust and plan ahead to how they will comply with the Policy and its restrictions as they come into effect.

2.2 Second hand smoke is a known health hazard. In 2004 the Government's Scientific Committee on Tobacco and Health (SCOTH) reported that the increase risk to non-smokers of lung cancer from exposure to second hand smoke was 24% and the increased risk of heart disease 25%.

2.3 'Choosing Health', the Public Health White Paper published in 2004, outlines that Local Authorities must be smoke free by the end of 2007.

2.4 Gedling Borough Council recognises and fully accepts those responsibilities placed upon it by health and safety legislation to provide a working environment where employees' safety and health is of great importance.

2.5 The purpose of the Smoking Policy is to protect and improve the health, safety and well being of all elected members and employees at work and people who visit Council Premises. To underpin the policy the Authority will develop additional guidance, which addresses the effects of smoking in more detail and also the issues likely to arise in implementation. The guidance also contains information on where to get support for people who wish to quit.

2.6 The Council recognises that both smoking and environmental tobacco smoke have harmful consequences and should be prohibited except in areas that have been designated exempt. For those, suitable control measures should be applied.

2.7 This proposed policy fully replaces the existing policy agreed in 1990.

2.8 Policy Statement - Paragraphs 3.1 – 3.5 below set out the normal Policy position. Specific variations to the General Policy are described in paragraphs 4 to 6

3. General Policy

3.1 Smoking will be prohibited in the following areas:

All Council owned and controlled buildings and their grounds.

All vehicles owned, leased or hired by the Council.

Employees' own vehicles when other employees are present

3.2 This applies to Council Employees and Elected Members whether employed directly by the authority or seconded to other organisations. The Policy also applies to staff employed through an agency, by a contractor or by other organisations and visitors.

3.3 Council employees will be unable to smoke during working hours.

3.4 No facilities e.g. smoking shelters or designated smoking spaces will be provided for smokers either inside or outside Council premises; however, specific arrangements will be put into place to address the issue of service users living in council residential facilities. Employees living in Council provided housing may smoke in their own homes outside working hours.

3.5 Where the Council rents a building, this policy will apply to employees working there and to all the areas listed in paragraph 5.1. Where such a building is shared, the Council will request that the policy is adopted by other organisations and that the policy is applied to communal areas.

4. Policy for Warden Aided Homes

4.1 The Council aims for the prohibition of smoking in all its premises. But it is acknowledged that some service users who are living in warden-aided homes may choose to continue to smoke in their own home. Consultation will be undertaken in each complex to implement no smoking within all communal areas with the aim of introducing this by April 2007.

4.2 No smoking is allowed elsewhere in the building.

4.3 Smoking might be permitted, depending on the outcome of site-specific consultation, in the outside areas of a complex, e.g. garden area. However the provisions of paragraph 3.1 apply to employees who may not smoke in the grounds.

5. Policy For Leisure Centre Bars

5.1 There is anticipated legislation, which will prohibit smoking in enclosed public places from the summer of 2007. At the present time, smoking is permitted in the bar areas of Arnold Leisure Centre and Richard Herrod Bar and Millennium Suite. The ban when implemented will impact on these locations, however, to be consistent with the approach to smoking elsewhere across the Council, these areas will become smoke-free from 1st April 2007.

5.2 This will ensure that the Council meets its obligations to employees to work in a safe environment as soon as practically possible.

5.3 Although members of the public may be permitted to smoke outside the building, depending on the arrangements put in place at each site, the provisions of paragraph 3.1 will apply to employees, who may not smoke in the grounds.

6. Policy for Third Party Premises

6.1 Employees required to visit other premises, both commercial and domestic, as part of their duties should advise the people responsible for the premises of Gedling Borough Council's Smoking Policy when arranging a visit. Although Gedling Borough Council has a duty of care to protect its employees it cannot control the Smoking Policy on these premises. Employees and/or managers should aim for the people visited to arrange for a non-smoking area to be provided for the duration of the visit. Where this is not possible, the visited should be requested to refrain from smoking inside the premises or in the meeting area for one hour before the visit and be asked not to smoke for the duration of the visit.

6.2 In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who should take all reasonable steps to protect them from exposure to second hand smoke.

6.3 It is recognised that there will be circumstances, particularly in visiting some domestic premises, where it will not prove possible to establish such arrangements as described in 5.1 and 5.2, therefore a risk assessment should be undertaken. In such circumstances the risk of entering the premises where smoking is taking place need to be weighed against the risk of not undertaking the visit.

6.4 The general principles in 3.4 above also apply to third party premises.

7. Implementation and Enforcement of the Policy

7.1 Each Head of Service will be responsible for the promotion and maintenance of a smoke free working environment in their area of responsibility. Managers should refer to the guidance document regarding their responsibilities in relation to the policy and the implementation of it.

- 7.2 Visitors not adhering to the Policy should be asked to comply or leave the premises.
- 7.3 All job applicants shall be made aware of the Policy at the point of application.
- 7.4 A copy of the Policy will form part of the Employee Handbook.

8. Information and Training

8.1 The council recognises that smoking is an addiction and aims to provide a supportive environment for those wishing to overcome it and in doing so to promote the health and well being of all employees. Details of support will be available in the guidance document.

9. Review of the Policy

9.1 The Policy will be reviewed by the Senior Management Team no later than twelve months after the date of implementation.

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APPENDIX 31 – NO-SMOKING POLICY

This policy, agreed by Committee in October 2006, and applying from 1st April 2007 fully replaces the existing policy agreed in 1990.

1. General Policy

1.1. Smoking is prohibited in the following areas:

- § All Council owned and controlled buildings and their grounds.
- § All vehicles owned, leased or hired by the Council.
- § Employees' own vehicles when other employees are present

1.2. This applies to Council Employees and Elected Members whether employed directly by the authority or seconded to other organisations. The Policy also applies to staff employed through an agency, by a contractor or by other organisations and visitors.

1.3. Council employees will be unable to smoke during working hours.

1.4. No facilities e.g. smoking shelters or designated smoking spaces will be provided for smokers either inside or outside Council premises; however, specific arrangements will be put into place to address the issue of service users living in council residential facilities. Employees living in Council provided housing may smoke in their own homes outside working hours.

1.5. Where the Council rents a building, this policy applies to employees working there and to all the areas listed above. Where such a building is shared, the Council will request that the policy is adopted by other organisations and that the policy is applied to communal areas.

2. Policy for Warden Aided Homes

2.1. The Council aims for the prohibition of smoking in all its premises. But it is acknowledged that some service users who are living in warden-aided homes may choose to continue to smoke in their own home. Consultation will be undertaken in each complex to implement no smoking within all communal areas with the aim of introducing this by April 2007.

2.2. No smoking is allowed elsewhere in the building.

2.3. Smoking might be permitted, depending on the outcome of site-specific consultation, in the outside areas of a complex, e.g. garden area. However the provisions of paragraph 1.1 apply to employees who may not smoke in the grounds.

3. Policy For Leisure Centre Bars

- 3.1. These areas will become smoke-free from 1st April 2007.
- 3.2. This will ensure that the Council meets its obligations to employees to work in a safe environment as soon as practically possible.
- 3.3. Although members of the public may be permitted to smoke outside the building, depending on the arrangements put in place at each site, the provisions of paragraph 1.1 will apply to employees, who may not smoke in the grounds.

4. Policy for Third Party Premises

- 4.1. Employees required to visit other premises, both commercial and domestic, as part of their duties should advise the people responsible for the premises of Gedling Borough Council's Smoking Policy when arranging a visit. Although Gedling Borough Council has a duty of care to protect its employees it cannot control the Smoking Policy on these premises. Employees and/or managers should aim for the people visited to arrange for a non-smoking area to be provided for the duration of the visit. Where this is not possible, the visited should be requested to refrain from smoking inside the premises or in the meeting area for one hour before the visit and be asked not to smoke for the duration of the visit.
- 4.2. In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who should take all reasonable steps to protect them from exposure to second hand smoke.
- 4.3. It is recognised that there will be circumstances, particularly in visiting some domestic premises, where it will not prove possible to establish such arrangements, therefore a risk assessment should be undertaken. In such circumstances the risk of entering the premises where smoking is taking place need to be weighed against the risk of not undertaking the visit.
- 4.4. The general principles above also apply to third party premises.

5. Implementation and Enforcement of the Policy

- 5.1. Each Head of Service is responsible for the promotion and maintenance of a smoke free working environment in their area of responsibility. Managers should refer to the guidance document regarding their responsibilities in relation to the policy and the implementation of it.
- 5.2. Visitors not adhering to the Policy should be asked to comply or leave the premises.
- 5.3. All job applicants shall be made aware of the Policy at the point of application.

5.4. A copy of the Policy will form part of the Employee Handbook.

6. Information and Training

6.1. The council recognises that smoking is an addiction and aims to provide a supportive environment for those wishing to overcome it and in doing so to promote the health and well being of all employees. Details of support will be available in the guidance document.

7. Review of the Policy

7.1. The Policy will be reviewed by the Senior Management Team no later than twelve months after the date of implementation.

8. Implementation of the revised Smoking Policy

Background

8.1. Smoking in the workplace is a Health and Safety issue, and this policy will be included in the Council's Health and Safety Manual.

8.2. The aims of the policy is:

- § To protect employees and members of the public from the effects of 'second hand smoke'
- § To ensure that the reputation of the Council and its employees is not damaged by apparent support for employees to smoke
- § To encourage and support employees who smoke to cease smoking to improve their own health

Effective Dates

8.3. The policy will come into effect on 1st April 2007. From that date smoking will not be permitted in working time. Employees who smoke are being notified well in advance of this policy to enable them to plan for its introduction.

General

8.4. Smoking is not allowed by employees, Members, contractors, agency staff or visitors within buildings occupied by the Council or within its grounds, including car parks, footpaths and driveways. (This excludes public car parks or recreation parks). Nor is smoking be permitted in Council owned, leased or hired vehicles

8.5. To give effect to this, the custom and practice of permitting 'smoking breaks' is withdrawn. This applies to all employees regardless of work base or working arrangements. Employees may smoke before or after work and

during their official 'lunch break', but not on the Council's premises or vehicles as defined above.

8.6. Arnot Hill Park is a public recreation park as well as being the location of the Council offices and therefore the grounds are in effect the boundary of the park. It is not deemed practical to enforce a ban on employees smoking within this area, although this practice will be discouraged. For the purposes of defining the area where smoking is not permitted for employees on the Civic Centre Campus, there will be no smoking within 20 metres of the footprint of any building eg Civic Centre and Arnot Hill House. Visitors to the Civic Centre and Elected Members will be expected also to adhere to this 'limit' however it is recognised that this cannot be enforced for Members of the Public and therefore there may be some inconsistency.

8.7. Applying the above principle of no smoking within 20 metres of a building will have the practical effect of causing both Jubilee House and the whole of the associated Depot area to be a non-smoking area. This includes currently designated smoking areas, eg canteens.

9. Supporting Employees

9.1. To help employees through the implementation period and to encourage those who wish to give up, a series of New Leaf Smoking Cessation sessions will be arranged.

10. Smoking Areas

10.1. There will be no provision made for smokers eg shelters. It is recognised that those who wish to smoke will do so within the bounds of the policy, however it is extremely undesirable for those who do wish to continue to smoke to gather together and seek common locations to smoke at lunch times. This presents a poor image of the Council even if in public areas. Whilst there is no mechanism by which this can be prevented so long as the policy is being adhered to, employees are asked to respect the aims of the policy and to avoid this behaviour.

11. Sanctions

11.1. Any breach of this policy is potentially an issue of misconduct. Where there is evidence of a breach, an investigation under the Council's Disciplinary Procedure will be carried out. Employees should be aware that failure to follow a policy of the council could be considered misconduct and could potentially lead to dismissal.

12. Application of the Policy

- 12.1. The policy applies to all employees and workers without exception. If the implementation of the policy presents particular difficulties for any employee, they should discuss this in the first instance with their line manager. Further support is available from Personnel. It is not the aim of this policy to cause distress to any individual and we will work with them to ensure that the policy can be implemented effectively.

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DRAFT

SMOKING AT WORK POLICY

Document Tracking

Change to Policy	Date of change	By
E-cigarettes added	22.5.14	GI
Incorporate the Smoking Safety guidance, Employee Handbook Smoking Policy Version and Leisure NOP into one document	19.8.14	GI
Amendments made to 2.2 Prohibited areas, 'whilst conducting Council duties' added 2.4 Facilities and Ad hoc smoking arrangements, 'gentlemen's' agreements substituted for 'other'. 2.6 Staff smoking in uniform or with GBC identification badge showing. SFARP added to end of sentence.	9.9.14 (Post CHAS meeting consultation-see minutes)	GI
Caroline McKenzie – amendments added. GI added additional sentence structure changes	10.9.14	GI
Review by SLT	Due Sept 15	

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SMOKING AT WORK

1. GENERAL INTRODUCTION

1.1 Legislation

Section 2 of Reference A (HASAWA74) outlines the general duties of Employers to their Employees, the effect of which is to make criminally enforceable, the common law duty to take reasonable care for the safety of those employees and The Provision of a safe working environment – elimination of contaminated air.

Regulation 3 of Reference B (Management Regs 99) outlines the duty of managers to carry out a suitable and sufficient risk assessment to ensure that As far as reasonably practicable (AFARP) non-smokers are protected from the discomfort caused by tobacco smoke and other smoking devices.

In a similar fashion the Workplace Regs 92 (Reference C) require the employer to make suitable arrangements to protect the aforementioned workers in their employ.

1.2 Purpose

To introduce a revised Smoking Policy for the Council. This takes all possible steps to protect employees from second hand smoke exposure, the effects of smoking and new technology i.e. e-cigarettes. This proposed policy will fully replace all other existing policies regarding smoking within the Council.

1.3 Definition of smoking

Smoking is defined by the Council as using any device to produce and inhale smoke or vapour from tobacco or any other substance. This includes electronic cigarettes.

1.4 Background information

Smoking is the largest avoidable cause of death and serious disability in the UK. In the UK around one in five adults, or about ten million people, are current smokers, five million of whom are expected to die prematurely from smoking, losing a total of around 100 million years of life. It accounts for about one in six deaths each year in the UK (Source. Public Health England. 2014).

The original smoking policy was agreed by Committee in October 2006, applied from 1st April 2007.

The purpose of the Smoking Policy is to protect and improve the health, safety and wellbeing of all elected members and employees at work and people who visit Council premises. It reflects a commitment to raising employee awareness of the dangers of smoking and second hand smoke exposure. Nicotine is a highly addictive substance and the Council recognises that staff will need support to stop smoking. As an employer one way we can encourage staff to stop smoking is to introduce restrictions on smoking and other smoking devices during working hours.

The Council recognises and fully accepts those responsibilities placed upon it by health and safety legislation to provide a working environment where employees' safety and health is of great importance.

To underpin the policy the Council will develop additional guidance, which addresses the effects of smoking in more detail and also the issues likely to arise in implementation. i.e. the Substance Misuse Policy.

2 General Policy

2.1 Who the Policy applies to:

Smoking is not allowed by employees, Members, contractors, agency staff or visitors within buildings occupied by the Council or within its grounds, including car parks, footpaths and driveways (This excludes public car parks or recreation parks). Nor is smoking be permitted in Council owned, leased or hired vehicles. If the implementation of the policy presents particular difficulties for any employee, they should discuss this in the first instance with their line manager. Further support is available from Personnel.

2.2 Prohibited areas: Smoking is prohibited in the following areas:

- § All Council owned and controlled buildings and their grounds.
- § All vehicles owned, leased or hired by the Council.
- § Employees' own vehicles when other employees are present, whilst conducting Council duties.

2.3 Smoking during working hours - Smoking paid breaks: Council employees cannot smoke during paid hours. The custom and practice of permitting 'smoking breaks' is not allowed. This applies to all employees regardless of work base or working arrangements. Employees may smoke before or after work and during their official 'breaks', but not on the Council's premises or in vehicles as defined in the policy.

2.4 Facilities and ad hoc smoking arrangements:

No facilities e.g. smoking shelters or designated smoking spaces will be provided for smokers either inside or outside Council premises. It is extremely undesirable for those who do wish to continue to smoke to gather together and seek common locations to smoke at break times. This presents a poor image of the Council even if in public areas. Whilst there is no mechanism by which this can be prevented so long as the policy is being adhered to, employees are asked to respect the aims of the policy and avoid this behavior. Managers cannot arrange 'other agreements' or ad hoc smoking arrangements outside of this policy.

2.5 Smoking in Council rented buildings: Where the Council rents a building, this policy applies to employees working there and to all the areas listed above. Where such a building is shared, the Council will request that the policy is adopted by other organisations and that the policy is applied to communal areas.

2.6 Staff smoking in uniform or with GBC Identification badge showing

Staff smoking before or after work should only do so with Gedling Borough Council uniform covered so as not visible by members of the public, so far as reasonably practicable (SFARP).

2.7 Arnot Hill Park arrangements: Arnot Hill Park is a public recreation park as well as being the location of the Council offices and therefore the grounds are in effect the boundary of the park. It is not deemed practical to enforce a ban on employees smoking within this area, although this practice will be discouraged. For the purposes of defining the area where smoking is not permitted for employees on the Civic Centre

Campus, there will be no smoking within 20 metres of the footprint of any building e.g. Civic Centre and Arnot Hill House. Visitors to the Civic Centre and Elected Members will be expected also to adhere to this 'limit' however it is recognised that this cannot be enforced for members of the public and therefore there may be some inconsistency.

2.8 Jubilee House, Depot, Transport Services workshops and car park areas: these are non-smoking areas. Smoking is permitted before and after work, during unpaid breaks, there is no defined smoking area in these areas. Employees, visitors and contractors should be informed to smoke off premises i.e. the Baptist Church car park where an astray is provided or adjacent public roads.

2.9 Electronic cigarettes (e-cigarettes) and charges

E-cigarettes are battery-powered products that release a visible vapour that contains liquid nicotine that is inhaled by the user. Data from March 2014 indicate there are over 2 million regular users of e-cigarettes in Great Britain, 99% of which are current or ex-smokers; one third have stopped smoking and the other half actively trying to quit.

The Council acknowledges that some employees may wish to make use of electronic cigarettes, particularly as an aid to giving up or reducing smoking or indeed moving away from tobacco completely. The Council also recognises that e-cigarettes are different from tobacco cigarettes and consequently we should seek to treat e-cigarettes in relation to the workplace issues they create (balancing the opinions of non-smokers/users), not to just simply apply the same principles for tobacco cigarettes.

E-cigarettes are not covered by smokefree legislation because no burning takes place and no smoke produced. While tobacco smoke represents a known and serious risk to bystanders, we have little of the same evidence for e-cigarettes vapour and current evidence indicates that the risk from their use is significantly lower. Indeed smokers are likely to be better informed than non-smokers at present to the misconceptions of e-cigarettes resulting in mixed wider public perceptions. There is also a genuine anxiety from the public health community that e-cigarettes could 'normalise' smoking again.

2.9.1 Is there harm from second hand e-cigarette vapour?

The current evidence suggests that there is no reason to be concerned about any harm to bystanders from second hand vapour. A review of the evidence for Public Health England concluded: "*The health risks of passive exposure to electronic cigarette vapour are... likely to be extremely low*".

2.9.2 Will allowing their use undermine smokefree legislation?

There are concerns that the appearance and use of e-cigarettes could undermine our high levels of compliance with smoke-free requirements. However, burning tobacco produces a distinctive and pervasive smell as well as deposits of ash.

2.9.3 Can electronic cigarettes help smokers quit?

The evidence is still emerging regarding whether electronic cigarettes are a useful aid to stopping smoking. Findings from early randomised control trials have suggested that e-cigarettes are about as effective as nicotine replacement therapies (nicotine containing gums), patches and sprays etc) at improving a smoker's chance of success. However, more recent real world studies have suggested that they might be 60% more likely to help smokers quit than the nicotine replacement medicines which can also be purchased over-the-counter without a prescription. Certainly a very large number of people have used, and are using them, as part of their quit attempt.

2.9.4 Will the use of electronic cigarettes in public encourage children to smoke?

Currently, there is no evidence to suggest that use of electronic cigarettes in public places encourages tobacco use among children. While there has been an increase in children experimenting with electronic cigarettes, regular use remains very low and is almost exclusively among children who already smoke.⁴ There are concerns that the marketing of electronic cigarettes could impact on children's behaviour and steps are being taken to control this.

2.9.5 The Council's current approach to e-cigarettes.

In applying the workplace issues SLT weighed the current evidence available, unfortunately due to the limited research about the long-term effects of e-cigarettes being largely unknown, The Council (SLT) has temporarily made the decision more on an 'appearance and etiquette basis, rather than a health and safety' to treat e-cigarettes under the smoking general policy restrictions that the main principles of tobacco smoke should be applied. Employee feedback is encouraged and should be directed through their line managers who can then inform the relevant CHAS Officer to feedback comments at CHAS meetings held quarterly.

To understand the risks and perceptions Research was undertaken by the safety officer, the CHAS Group where then consulted. SLT were then informed and made the decision to e-cigarettes for the time being with the same principles of tobacco smoking until research and medical evidence can support a change in policy.

To support employees the following guidance outlines The Council's policy on the use of e-cigarettes:

- The Line Manager and Personnel should be contacted in the first instance.
- The use of e-cigarettes is not permitted as per general policy prohibited areas.
- Individuals are only permitted to use e-cigarette during unpaid breaks as per general policy guidelines.
- If an individual chooses to smoke e-cigarettes they do so at their own risk.
- At the discretion of their manager, staff may take breaks to use e-cigarettes. In line with existing general policy guidelines and on productivity and breaks from work which are not statutory breaks (e.g. taking personal phone calls, flexi leave) staff are expected to do so in their own time and as agreed by their manager.
- The use of e-cigarettes is not permitted while in any vehicle that is used for either paid or voluntary work because a) these are enclosed spaces and b) Council policy does not allow eating, drinking, smoking or any other activity while driving for health and safety reasons.
- Due to potential health and safety implications employees are not permitted to charge e-cigarettes at work (any Council Premises) or in any GBC vehicles. (This policy applies to all electrical devices including mobile phone chargers which have not been tested and approved.)

2.10 Nicotine replacement medicines (Patches, gum & sprays) these can largely be purchased over the counter. Nicotine patches and spray are exempt from the Smoking policy restrictions. However, Nicotine chewing gum, is an issue concerning the professional image of the Council and should be managed in a reasonably practicable manner.

Policy for Third Party Premises

- 2.11** Employees required to visit other premises, both commercial and domestic, as part of their duties should advise the people responsible for the premises of Gedling Borough Council's Smoking Policy when arranging a visit. Although Gedling Borough Council has a duty of care to protect its employees it cannot control the Smoking Policy on these premises. Employees and/or managers should aim for the people visited to arrange for a non-smoking area to be provided for the duration of the visit. Where this is not possible, the visited should be requested to refrain from smoking inside the premises or in the meeting area for one hour before the visit and be asked not to smoke for the duration of the visit.

In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who should take all reasonable steps to protect them from exposure to second hand smoke.

It is recognised that there will be circumstances, particularly in visiting some domestic premises, where it will not prove possible to establish such arrangements, therefore a risk assessment should be undertaken. In such circumstances the risk of entering the premises where smoking is taking place need to be weighed against the risk of not undertaking the visit.

The general policy principles above also apply to third party premises.

Application of policy within Parks and Street Care Service area

- 2.12** PASC Service area personnel receive unpaid lunch breaks, smoking is permissible in accordance with general policy guidelines.

Application of policy Waste Services Operational Staff

- 2.13** Waste Services operational staff have unpaid breaks, smoking is only permissible during these breaks in discreet locations. i.e. not outside schools or on main thoroughfares..

3 Application of the policy within the Leisure Centres:

The below information has been designed to support the above Smoking Policy of Gedling Borough Council and to clarify how this is enforced at each Leisure Centre.

Employees: Smoking breaks are prohibited (as per general policy).

The smoking policy states that smoking during work time is prohibited. Leisure Centre staff are paid for their breaks and are therefore not allowed to smoke during their shift/working hours. Smoking for leisure centre staff is only allowed before or after a shift.

The permitted smoking areas on a Leisure Centre site alter from centre to centre because of the difference in land ownership. Below is the clarification of permitted smoking areas, for staff before or after work at each centre:

3.1 Policy For Leisure Centre Bars

All areas are smoke free within the leisure centre, including the bar

E-cigarettes are not permitted within any bar areas.

This ensures that the Council meets its obligations to employees to work in a safe environment

Although members of the public may be permitted to smoke outside the building, depending on the arrangements put in place at each site, the provisions of paragraph 2.1 will apply to employees, who may not smoke on the grounds.

3.2 Arnold Leisure Centre

The Leisure Centre is owned by Gedling Borough Council and therefore smoking is only permitted 20m away from the leisure centre. This takes into consideration the no – smoking policy of Notts County Council, on Notts County Council owned land (the library). Where smoking is prohibited on County Council land.

3.3 Redhill Leisure Centre

This is a joint use site therefore smoking is not permitted on any land that either the leisure centre or school are based.

Smoking is only permitted once you exit the grounds, through the main gates or side gates and on to Redhill Road.

3.4 Calverton Leisure Centre

This is a joint use site, therefore smoking is not permitted on any land that the Leisure Centre or school are based.

Smoking is only permitted once you reach Flatts Lane.

3.5 Carlton Forum Leisure Centre

Carlton Forum is a joint use site with Notts County Council and Carlton Academy, therefore smoking is not permitted on any grounds that the Leisure Centre or school are based. This includes the grass pitches and astro-turf pitch sited on the opposite side of Coningswath road. Smoking by staff is only permitted on the adjacent roads i.e. Coningswath Road and Huckerbys Field.

3.6 Richard Herrod Centre

The Richard Herrod Centre, grounds, car park and grass pitches are owned by Gedling Borough Council. The car park is for designated users of the Richard Herrod site and is not a public car park. As a result, smoking by staff is only permitted on Foxhill Road, the public footpaths or grass banks surrounding the pitches. Due to the proximity of these areas, staff smoking before or after work should only do so with Gedling Borough Council uniform covered so as not visible by members of the public.

3.7 Leisure Contractors

Contractors will be required to follow the policy as per the application of the policy for leisure centre employees.

3.8 Leisure Customers

It would be unmanageable to implement the above policy (for employees) to customers that wish to smoke. Therefore, it has been designed to ensure it can be managed at the leisure centres by the centre's Duty Manager team.

Customers wishing to smoke must do so outside of the leisure centre and away from the entrance doors (A minimum desirable distance is 20 meters from the entrance), so to minimise smoke entering the building through the entrance/ exit doors.

4 Implementation and Enforcement of the Policy

4.1 The aims of the policy:

- To protect employees and members of the public from the effects of 'second hand smoke' and the encouragement of substance misuse.
- To ensure that the reputation of the Council and its employees is not damaged by apparent support and image of smoking. Including: E-cigarettes.

- To encourage and support employees who smoke to cease smoking to improve their own health.

4.2 Service Manager responsibilities: Each Service Manager is responsible for the promotion and maintenance of a smoke free working environment in their area of responsibility. Managers should refer to the guidance document regarding their responsibilities in relation to the policy and the implementation of it.

4.3 Guidelines for Contractors & Visitors not adhering to the Policy: they should be asked to comply or leave the premises.

4.4 Job Application stage: All job applicants shall be made aware of the Policy at the point of application.

4.5 Where the policy can be obtained: A copy of the Policy will form part of the Employee Handbook.

5 Information, training and support available.

The council recognises that smoking is an addiction and aims to provide a supportive environment for those wishing to overcome it and in doing so to promote the health and well-being of all employees. Smoking and nicotine devices (e-cigarettes) should be prohibited except in areas that have been designated exempt. For those, suitable control measures should be applied. Initiatives to support employees to stop smoking are promoted through the annual health fair and include the use of patches and electronic cigarettes. Details of support can be obtained from the Safety Officer.

6 Review of the Policy

The Policy will be reviewed by management when required.

7 Sanctions and Disciplinary Procedures

Any breach of this policy could be treated as an issue of misconduct. Where there is evidence of a breach, an investigation under the Council's Disciplinary Procedure will be carried out. Employees should be aware that failure to follow a policy of the council could be considered misconduct and could potentially lead to dismissal.

8 Legislation References:

- A. Health and Safety at Work Act 1974 (HASAWA74)
- B. The Management of Health and Safety at Work Regulations 1999 (Management Regs 99)
- C. The Workplace (Health Safety and Welfare) Regulations 1992 (Workplace Regs 92)

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<i>GEDLING LEISURE</i>		
<u>POLICIES</u>		
POL 3:	No Smoking	LAST REVIEW: 4.03.13
ATTACHMENTS:		REVIEWER: Andy Fretwell

No Smoking Policy

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Document Tracking

Change to Policy	Date of change	By
Drafted and adopted- new legislation	April 2007	KM
Inserted 12. Leisure Centre application of policy	14.01.13	MaC
Reviewed by SLT	Pending	
Update Richard Herrod section	3.4.13	AF

GEDLING LEISURE		
POLICIES		
POL 3:	No Smoking	LAST REVIEW: 4.03.13
ATTACHMENTS:	REVIEWER:	Andy Fretwell

This policy, agreed by Committee in October 2006, applies from 1st April 2007.

1. General Policy

1.1. Smoking is prohibited in the following areas:

- § All Council owned and controlled buildings and their grounds.
- § All vehicles owned, leased or hired by the Council.
- § Employees' own vehicles when other employees are present

1.2. This applies to Council Employees and Elected Members whether employed directly by the authority or seconded to other organisations. The Policy also applies to staff employed through an agency, by a contractor or by other organisations and visitors.

1.3. Council employees will be unable to smoke during working hours.

1.4. No facilities e.g. smoking shelters or designated smoking spaces will be provided for smokers either inside or outside Council premises; however, specific arrangements will be put into place to address the issue of service users living in council residential facilities. Employees living in Council provided housing may smoke in their own homes outside working hours.

1.5. Where the Council rents a building, this policy applies to employees working there and to all the areas listed above. Where such a building is shared, the Council will request that the policy is adopted by other organisations and that the policy is applied to communal areas.

2. Policy For Leisure Centre Bars

2.1. All areas are smoke free within the leisure centre, including the bar

2.2. This ensures that the Council meets its obligations to employees to work in a safe environment

2.3. Although members of the public may be permitted to smoke outside the building, depending on the arrangements put in place at each site, the provisions of paragraph 1.1 will apply to employees, who may not smoke in the grounds.

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3. Policy for Third Party Premises

- 3.1. Employees required to visit other premises, both commercial and domestic, as part of their duties should advise the people responsible for the premises of Gedling Borough Council's Smoking Policy when arranging a visit. Although Gedling Borough Council has a duty of care to protect its employees it cannot control the Smoking Policy on these premises. Employees and/or managers should aim for the people visited to arrange for a non-smoking area to be provided for the duration of the visit. Where this is not possible, the visited should be requested to refrain from smoking inside the premises or in the meeting area for one hour before the visit and be asked not to smoke for the duration of the visit.
- 3.2. In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who should take all reasonable steps to protect them from exposure to second hand smoke.
- 3.3. It is recognised that there will be circumstances, particularly in visiting some domestic premises, where it will not prove possible to establish such arrangements, therefore a risk assessment should be undertaken. In such circumstances the risk of entering the premises where smoking is taking place need to be weighed against the risk of not undertaking the visit.
- 3.4. The general principles above also apply to third party premises.

4. Implementation and Enforcement of the Policy

- 4.1. Each Service Manager is responsible for the promotion and maintenance of a smoke free working environment in their area of responsibility. Managers should refer to the guidance document regarding their responsibilities in relation to the policy and the implementation of it.
- 4.2. Visitors not adhering to the Policy should be asked to comply or leave the premises.
- 4.3. All job applicants shall be made aware of the Policy at the point of application.
- 4.4. A copy of the Policy will form part of the Employee Handbook.

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5. Information and Training

- 5.1. The council recognises that smoking is an addiction and aims to provide a supportive environment for those wishing to overcome it and in doing so to promote the health and well being of all employees.

6. Review of the Policy

- 6.1. The Policy will be reviewed by the Senior Leadership Team no later than twelve months after the date of implementation.

7. Implementation of the Smoking Policy

Background

- 7.1. Smoking in the workplace is a Health and Safety issue, and this policy will be included in the Council's Health and Safety Manual.
- 7.2. The aims of the policy is:
- § To protect employees and members of the public from the effects of 'second hand smoke'
 - § To ensure that the reputation of the Council and its employees is not damaged by apparent support for employees to smoke
 - § To encourage and support employees who smoke to cease smoking to improve their own health

8. General

- 8.1. Smoking is not allowed by employees, Members, contractors, agency staff or visitors within buildings occupied by the Council or within its grounds, including car parks, footpaths and driveways. (This excludes public car parks or recreation parks). Nor is smoking be permitted in Council owned, leased or hired vehicles.
- 8.2. The custom and practice of permitting 'smoking breaks' is not allowed. This applies to all employees regardless of work base or working arrangements. Employees may smoke before or after work and during their official 'lunch break', but not on the Council's premises or vehicles as defined above.
- 8.3. Arnot Hill Park is a public recreation park as well as being the location of the Council offices and therefore the grounds are in effect the boundary of the park. It is not deemed practical to enforce a ban on

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employees smoking within this area, although this practice will be discouraged. For the purposes of defining the area where smoking is not permitted for employees on the Civic Centre Campus, there will be no smoking within 20 metres of the footprint of any building eg Civic Centre and Arnot Hill House. Visitors to the Civic Centre and Elected Members will be expected also to adhere to this 'limit' however it is recognised that this cannot be enforced for Members of the Public and therefore there may be some inconsistency.

8.4. Applying the above principle of no smoking within 20 metres of a building will have the practical effect of causing both Jubilee House and the whole of the associated Depot area to be a non-smoking area. This includes currently designated smoking areas, e.g. canteens.

9. Supporting Employees

9.1. To help employees through the implementation period and to encourage those who wish to give up, a series of New Leaf Smoking Cessation sessions will be arranged.

10. Smoking Areas

10.1. There will be no provision made for smokers eg shelters. It is recognised that those who wish to smoke will do so within the bounds of the policy, however it is extremely undesirable for those who do wish to continue to smoke to gather together and seek common locations to smoke at lunch times. This presents a poor image of the Council even if in public areas. Whilst there is no mechanism by which this can be prevented so long as the policy is being adhered to, employees are asked to respect the aims of the policy and to avoid this behaviour.

11. Sanctions

11.1. Any breach of this policy is potentially an issue of misconduct. Where there is evidence of a breach, an investigation under the Council's Disciplinary Procedure will be carried out. Employees should be aware that failure to follow a policy of the council could be considered misconduct and could potentially lead to dismissal.

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12. Application of the Policy

- 12.1. The policy applies to all employees and workers without exception. If the implementation of the policy presents particular difficulties for any employee, they should discuss this in the first instance with their line manager. Further support is available from Personnel. It is not the aim of this policy to cause distress to any individual and we will work with them to ensure that the policy can be implemented effectively.

Application of the policy within the Leisure Centres:

The below information has been designed to support the above Smoking Policy of Gedling Borough Council and to clarify how this is enforced at each Leisure Centre.

12.2 Employees:

Smoking breaks are prohibited (as per 1.3 and 8.2)

The smoking policy states that smoking during work time is prohibited (as per point 8.2). Leisure Centre staff are paid for their breaks and are therefore not allowed to smoke during their shift/ working hours. Smoking for leisure centre staff is only allowed before or after a shift.

The permitted smoking areas on a Leisure Centre site, alter from centre to centre because of the difference in land ownership. Below is the clarification of permitted smoking areas, for staff before or after work at each centre (as per 2.3):

Arnold Leisure Centre

The Leisure Centre is owned by Gedling Borough Council and therefore smoking is only permitted 20m away from the leisure centre (as per 8). This takes into consideration the no – smoking policy of Notts County Council, on Notts County Council owned land (the library). Where smoking is prohibited on County Council land.

Redhill Leisure Centre

This is a joint use site therefore smoking is not permitted on any land that either the leisure centre or school are based. Smoking is only permitted once you exit the grounds, through the main gates or side gates and on to Redhill Road.

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Calverton Leisure Centre

This is a joint use site, therefore smoking is not permitted on any land that the Leisure Centre or school are based.

Smoking is only permitted once you reach Flatts Lane.

Carlton Forum Leisure Centre

Carlton Forum is a joint use site with Notts County Council and Carlton Academy, therefore smoking is not permitted on any grounds that the Leisure Centre or school are based. This includes the grass pitches and astro-turf pitch sited on the opposite side of Coningswath road.

Smoking by staff is only permitted on the adjacent roads i.e. Coningswath Road and Huckerbys Field.

Richard Herrod Centre

The Richard Herrod Centre, grounds, car park and grass pitches are owned by Gedling Borough Council. The car park is for designated users of the Richard Herrod site and is not a public car park. As a result, smoking by staff is only permitted on Foxhill Road (as per 8), the public footpaths or grass banks surrounding the pitches. Due to the proximity of these areas, staff smoking before or after work should only do so with Gedling Borough Council uniform covered so as not visible by members of the public.

11.3 Contractors

Contractors will be required to follow the policy as per the application of the policy for leisure centre employees (as per 12.2)

11.4 Customers

It would be unmanageable to implement the above policy (for employees) to customers that wish to smoke. Therefore, it has been designed to ensure it can be managed at the leisure centres by the centre's Duty Manager team.

- Customers wishing to smoke must do so outside of the leisure centre and away from the entrance doors, so that the entrance/ exit remain clear.

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APPENDIX 31 - SMOKING AT WORK POLICY

GENERAL INTRODUCTION

1. Background information

Smoking is the largest avoidable cause of death and serious disability in the UK. In the UK around one in five adults, about ten million people are current smokers, five million of whom are expected to die prematurely from smoking related diseases and illness. It accounts for about one in six deaths each year in the UK (Source: Public Health England. 2014). It remains one of Public Health England's top priorities.

1.1 Legislation

The Health and Safety at Work Act 1974 outlines the general duties of employers to their employees which include the common law duty to take reasonable care for the safety of those employees and the provision of a safe working environment.

Managers have a duty to undertake risk assessments to safeguard non-smokers from the discomfort caused by tobacco smoke and other smoking devices.

Smoking has been prohibited by law in virtually all enclosed and substantially enclosed work and public places throughout the United Kingdom since July 2007. Smoke-free legislation in England forms part of the Health Act 2006.

1.2 Purpose

The purpose of the Smoking at Work Policy is to protect and improve the health, safety and wellbeing of all elected members, employees and others who visit or use Council premises. It reflects both an ongoing duty of care and a commitment to raising awareness of the dangers of smoking and of second hand smoke exposure. The policy also encourages and supports employees who want to cease smoking to their own health.

1.3 Definition

Smoking is defined by the Council as: "The use of any product or device to inhale smoke or vapour from tobacco or any other substance. This includes the use of electronic cigarettes but does not include the use of prescribed medicines."

2. General Policy

2.1 Who the Policy applies to:

The policy applies to employees, Members, contractors, partners, agency staff and visitors. If the implementation of the policy presents particular difficulties for any employee, they should discuss this in the first instance with their line manager who can seek further support from the Council's personnel team.

2.2 Prohibited areas: Smoking is prohibited in the following areas:

- § all Council owned and controlled buildings and their grounds, including car parks, footpaths and driveways but not public car parks or recreational grounds.
- § all vehicles owned, leased or hired by the Council.
- § employees' own vehicles when other employees are present and whilst engaging in Council duties.

2.3 Smoking during working hours:

Employees may smoke before or after work and during their official 'meal break', but not on the Council's premises or in vehicles as defined in the policy.

It is acceptable for employees, subject to the operational requirements of the service and management agreement to have a maximum of two short breaks, totalling no more than 20 minutes, in their working day (but again not on the Council's premises or in vehicles as defined in the policy).

For operational reasons there may be some jobs, or some occasions, when taking a smoking break is not permitted by a manager. Whenever an agreed smoking break is taken, the time for this needs to be made back either through the flexitime scheme or through some other appropriate mechanism determined by the manager.

As a consequence of the Council's action plan that supports its Declaration on Tobacco Control, smoking will not be permitted by any employee of the Council during paid hours from April 2016.

2.4 Facilities and ad hoc smoking arrangements:

No facilities e.g. smoking shelters or designated communal smoking areas will be provided for smokers either inside or outside Council premises. Whilst there is no practical means of preventing those who smoke gathering in particular place employees are expected not to do this as it may result in a negative impression of the Council being formed when viewed by the public.

2.5 Smoking in Council rented buildings:

Where the Council rents a building this policy applies to employees working there and to all the areas listed above. Where such a building is shared the Council will request that the policy is adopted by other organisations and that the policy is applied to communal areas.

2.6 Staff smoking in uniform or with GBC Identification badge showing:

Whilst at work, and so far as is reasonably practicable, employees who smoke in accordance with this policy should do so with their Gedling Borough Council uniform covered as not doing so may create a negative impression of the Council when viewed by the public.

2.7 Arnot Hill Park arrangements:

Arnot Hill Park is a public recreational park as well as the location of the Council's Civic Centre offices. It is not deemed practical to enforce a ban on employees smoking within this area. Employees that do use the park area to smoke are asked

not to congregate in groups and be mindful of the negative impression this may create to the public. Smoking will not be permitted within 20 metres of the footprint of any building e.g. Civic Centre and Arnot Hill House. Visitors to the Civic Centre and Elected Members will be expected also to adhere to this 'limit' however it is recognised that this is difficult to enforce for visiting members of the public.

2.8 Jubilee House, Depot, Transport Services workshops and car park areas:

These are non-smoking areas. Employees, visitors and contractors should be informed to smoke off premises i.e. the Baptist Church car park where an astray is provided or adjacent public roads.

2.9 Electronic cigarettes (e-cigarettes) and charges:

The Council acknowledges that some employees may wish to use e-cigarettes as an aid to reducing their smoking levels or indeed quitting.

Having had due regard to the limited and uncertain evidence base surrounding e-cigarettes they are, at this time, to be treated in the same way as tobacco cigarettes within this policy.

2.10 Nicotine replacement medicines (Patches, gum & sprays):

Nicotine patches and spray are exempt from this 'policy's restrictions, however the use of nicotine based chewing gum may have a negative reputational impact when used by public facing staff and so its use must be discussed and agreed by the employee's line manager.

Policy for Third Party Premises:

2.11 Employees who are required to visit other premises, both commercial and domestic, as part of their duties should advise the people responsible for those premises of Gedling Borough Council's Smoking at Work Policy when arranging a visit. Although Gedling Borough Council has a duty of care to protect its employees it cannot control the Smoking Policies on third party premises. Employees, or if appropriate their managers, should request that a non-smoking area be provided for the duration of the employees' visit. Where this is not possible, the people visited should be requested to refrain from smoking inside the premises or in the meeting area for one hour before the visit and be asked not to smoke for the duration of the visit.

In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who will take all reasonable steps to protect them from exposure to second hand smoke.

It is recognised that there will be circumstances, particularly in visiting some domestic premises where it will not prove possible to establish such arrangements therefore a risk assessment should be undertaken. In such circumstances the risk of entering the premises where smoking is taking place need to be weighed against the risk of not undertaking the visit.

3 Policy For Leisure Centre Bars:

All areas are smoke free within the leisure centre, including the bar area and the use of e-cigarettes is also not permitted.

Members of the public may be permitted to smoke outside the building, depending on the arrangements put in place at each site.

The permitted smoking areas on leisure centre sites alter from centre to centre because of differences in land ownership. Clarification of permitted smoking areas is provided below:

3.1 Arnold Leisure Centre:

The leisure centre is owned by Gedling Borough Council and therefore smoking is only permitted 20m away from the building. This takes into consideration the no smoking policy of Nottinghamshire County Council, which owns the library building

3.2 Redhill Leisure Centre:

This is a joint use site therefore smoking is not permitted on any land that either the leisure centre or school are based.

Smoking is only permitted outside the grounds

3.3 Calverton Leisure Centre:

This is a joint use site therefore smoking is not permitted on any land that the leisure centre or school are based.

Smoking is only permitted outside the grounds.

3.4 Carlton Forum Leisure Centre:

Carlton Forum is a joint use site with Nottinghamshire County Council and Carlton Academy, therefore smoking is not permitted on any grounds that the leisure centre or school are based. This includes the grass pitches and astro-turf pitch sited on the opposite side of Coningswath road. Smoking by employees is only permitted off site on the adjacent roads.

3.5 Richard Herrod Centre:

The Richard Herrod Centre, grounds, car park and grass pitches are owned by Gedling Borough Council. The car park is for designated users of the Richard Herrod site and is not a public car park. As a result, smoking by employees is only permitted on adjoining roads, the public footpaths or grass banks surrounding the pitches. Due to the proximity of these areas, employees smoking before or after work should only do so with Gedling Borough Council uniform covered so as not visible by members of the public.

3.6 Contractors and customers:

Contractors will be required to follow the policy in the same way that it applies to leisure centre employees.

Customers wishing to smoke must do so outside of the leisure centre and away from the entrance doors (A minimum desirable distance is 20 meters from the entrance), so to minimise smoke entering the building through the entrance/ exit doors.

4. Implementation and Enforcement of the Policy

4.1 Service Manager responsibilities:

Each Service Manager is responsible for the promotion and maintenance of a smoke free working environment in their area of responsibility. Managers should refer to the guidance document regarding their responsibilities in relation to the policy and the implementation of it.

4.2 Guidelines for Contractors & Visitors not adhering to the Policy:

They should be asked to comply or leave the premises.

4.3 Job Application stage:

All job applicants shall be made aware of the Policy at the point of application.

4.4 Where the policy can be obtained:

A copy of the Policy will form part of the Employee Handbook.

5. Information, training and support available:

The council recognises that smoking is an addiction and therefore it aims to provide a supportive environment for those wishing to overcome it and in doing so to promote the health and well-being of all employees. Initiatives to support employees to stop smoking are promoted through the annual health fair and include the use of patches and electronic cigarettes. Details of support can be obtained from the Safety Officer or Personnel Team.

6. Review of the Policy:

The Policy will be reviewed by management when required.

7. Sanctions and Disciplinary Procedures:

Any breach of this policy could be treated as an issue of misconduct. Where there is evidence of a breach, an investigation under the Council's Disciplinary Procedure will be undertaken.

8. Legislation References:

- A. Health and Safety at Work Act 1974 (HASAWA74)
- B. The Management of Health and Safety at Work Regulations 1999 (Management Regs 99)
- C. The Workplace (Health Safety and Welfare) Regulations 1992 (Workplace Regs 92)

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Report to Joint Consultative and Safety Committee

Subject: Equal Pay and Equality Audit 2014

Date: 25 November 2014

Author: Service Manager; Organisational Development

1. Purpose of the report/ background

It is good practice for any organisation to ensure that its pay policies are fair. More than this, in order to be able to successfully defend equal pay claims made through Employment Tribunals it is necessary to have an equal pay audit that was carried out within three years prior to such a claim.

The equal pay audit shown at Appendix 1 has been endorsed by Senior Leadership Team and the proposed actions identified are supported in principle subject to consultation through this committee.

2. Summary of findings

Although there are recommendations for actions arising from the audit, there are no major issues of concern in respect to pay equality.

3. Recommendation

The Committee is asked to offer comment and recommendations for consideration by the Corporate Director responsible for equalities who will determine a final work programme to be delivered.

1. Background

Gedling Borough Council supports the principle of equal pay for work of equal value.

This is demonstrated by the work that took place over many years resulting, in 2001, in the introduction of a single-status workforce and a fair and objective pay structure achieved through implementation of a job evaluation scheme. Gedling was the first local authority in the County and one of the first in the region to take this step.

The pay line that has been devised, agreed with trade unions and applied, comprises pay bands that are made up of short incremental pay scales; this is recommended good practice when considering equal pay issues. In practice this means that it takes most employees between 18 months to two years to reach the top of a pay scale. Jobs for which an approved career grade applies will comprise multiple pay bands associated with experience and qualification. The implementation of the revised pay bands that came with the introduction of the payment of a "Living Wage" at 1 April 2014 has further strengthened this good practice by grading all posts within Band 2 as a minimum and creating a three-point scale for all bands in which employees are paid. New basic pay bands are shown at Appendix A.

Bonus payments to ex-manual employees were withdrawn as part of the job evaluation and pay line implementation, effective from 1st April 2001. As such, differing pay for work of the same value was removed.

More recently, from 1st April 2007, a Principal Officer Incentive Scheme based on performance was introduced. Equality issues surrounding the implementation of this scheme will be explored in this paper.

There is an established procedure for dealing with grading appeals and for objectively valuing jobs new to the Council. This process involves both management and trade union representation.

Due to the measures that have been implemented, the issue of difference in pay for work of the same value due to gender or other areas of equality are largely removed. However, there still remain issues of balance in respect to the make-up of employees within job bands or pay groupings (team members/ Senior Officers/ Principal Officers/ Executive Team).

An Equal Pay Audit was last carried out in 2010 and prior to that in 2007. Certain actions were proposed as a result of this audit. These are shown through the tables included in the body of this report, together with a statement of actions that have taken place.

The analysis contained in this year's report is based on data as at the end of March 2014.

Since the last Equal Pay Audit, the Equality Act 2010 has now been fully enacted and the content of this has a material effect on the sort of data that employers are expected to gather, combined with the Government's changing expectation on certain types of monitoring. In essence it is now more appropriate to produce a succinct and targeted report.

2. Summary Statement

The following paper is based on the premise that a sound, objective system of job evaluation and pay grading is in place. Pay bands comprise short incremental scales. Work of same value is paid within fixed bands. There is no discretion for difference of treatment in respect to basic pay. Consequently, in respect to "equal value" pay claims the Council has a robust defence.

However, there are clear differences in the make-up and balance of representation in particular pay bands and pay groupings. Also, there are issues surrounding the application of the Principal Officer Incentive Scheme. All of these issues are explored in the paper and, where appropriate, recommendations made.

3. Gender Equality

An analysis of pay against gender is shown at Appendix B.

For employees up to Band 7 there are proportionately more females than males in these bands, although since the last audit in 2007 the proportion of men in these posts has increased by almost 13%. There are now proportionately more men than women in pay Bands 1, 4, 6 and 7. With the introduction of the Living Wage arrangements from 1 April 2014, no one will be paid within Band 1 and it is anticipated that this measure will produce an almost equal pay split for pay Bands 2-4. If the whole of the range of Bands 1-7, the mean pay (as assessed by analysis of numbers of employees of each gender in each pay band) is almost identical between men and women with men being slightly better-paid by about 0.58%.

In 2010, for "Senior Officer" grades (Bands 8 and 9), there were about 1.3 times more females than males. This figure had remained almost unchanged since the 2007 audit and still remains the same in this audit with 28% more women than men. Within this pay group, the mean pay for women is higher than men by 1.61%.

Although at the time of the last audit, the proportion of males in "Principal Officer" grades (Bands 10+) was almost 30% higher than females, the levels of occupancy are now much more equal with 51% of such posts being held

by women. Both general turnover and the restructuring of the organisation has contributed to the provision of opportunity to help rectify this imbalance.

As there is only a small number of Chief Officers, the concept of proportionality is not particularly valid.

The average (median) pay band is the same for male and female employees; Band 4.

Appendix B shows that average (mean) pay between genders is largely equal but with women earning at slightly higher rates in Senior and Principal posts;

Employee group (NJC employees)	Males- mean average hourly pay (£)	Females- mean average hourly pay (£)
All employees	10.24	10.25
Employees (Band 1-7)	8.84	8.79
Senior Officers	14.17	14.40
Principal Officers	19.57	19.88

The median average for both males and females is £8.81 per hour.

From 1 April 2014 with the Introduction of the Living Wage pay arrangements, no employees will be paid within Band 1. This is likely to have an effect on average pay rates in the next equal pay audit.

Of the 57 career-graded posts occupied, 26 (46%) are occupied by women which is a slight increase on the occupancy rate of 42% shown in the last equal pay audit. However, of the 57, 17 jobs are the same job of Semi-skilled Grounds Worker. If this is excluded, women hold a much higher proportion of such posts than men at 65% (an increase from the 48% held at the time of the last audit).

Of the 41 current Principal Officers, 23 receive a payment under the Principal Officer Incentive Scheme. As none have been specifically excluded due to performance issues, this leads to the conclusion that 18 (44%) do not comply with the scheme criteria either to them not being at the top grade point or not meeting the scheme criteria in respect to wider management training and participation. In terms of Principal Officers not in receipt of the award, 8 officers are women (44%); this ratio is an improvement over the audit of 2010 which indicted that over half of all of the officers (53%) not receiving the award were female. Since then much has been done to further raise the profile of management training in the organisation (one criterion in the POI Scheme). The proportion of female employees on our level 5 Leadership programme (as an average over the last two programmes) is 47%. Nine people have a second award under the scheme, five of whom are women (56%) which further improves on the last audit in which 45% were women.

Potential Issues

There appear to be no major issues in relation to either the proportion of men and women in pay bandings or in the equality of pay.

Of the 18 pay protection arrangements applying at the time of data analysis (12 in the last pay audit), 10 are for women (7 in the last audit). This is a very similar proportion between this and the last audit with a slightly higher ratio (55%) of women receiving salary protection. Recent structural reviews do not appear to have affected women disproportionately in terms of down-grading of their posts.

There are no females occupying the lower-graded, ex-manual career-graded posts. As there are a relatively large number of these posts, the proportion of females against males occupying career-graded posts is skewed. Taking office-based career-graded posts separately, there is a much higher proportion of women occupying these posts than men whereas in the last audit the balance was almost equal.

Although pay bands are short in length, and it is likely that women newly recruited to Principal Officer grades will quickly be in a position to be eligible for a first payment under the Principal Officer Incentive Scheme, there is more potential for pay inequality when deciding who should be awarded a second incremental point. Although the 2007 audit showed that inequality existed in respect to how the second and third incremental points had been awarded (all to men), the 2010 audit showed the distribution to be much more evenly balanced with five women in receipt of the higher level awards, out of a total of 11. This year there are more women than men in receipt of the higher level of award. This pattern and the current proportion of awards indicate that this area is no longer one of specific concern.

In summary, there are appear to be no particular issues of pay inequality that relate to gender and there are no specific recommendations for action.

Proposals for Action

There are no proposed actions.

4. Other Equality Issues

In respect to equality and pay issues relating to disability, age and race, some further analysis can be undertaken. From comparisons with local borough data provided through the National Census, it is clear that the Council is under-represented in its workforce in respect to people who declare a disability and people from a BME background. Although analysis can go some way to highlighting areas where the Council may wish to focus appropriate actions, due to the small numbers of people involved, there is little statistical significance in the data other than the headline information that there is under-representation. At the moment, there is no information available to the Council as an employer, or at a borough level that would

allow any meaningful analysis of pay and equality issues relating to religious belief or sexual orientation.

4.1 Ethnicity/ Race

Of the economically active (age 16-64) people living within the borough, 11.0% (up from 3.6% in the 2001 census) of people are from a visible BME background. Locally we have set a target of 4% for BME employees within the workforce and over the last four years we have steadily improved against this ambition with the proportion rising from 2.9 to 3.8%; almost now at target. With the change in the proportion of people from a BME background since the last census, measures to further improve the BME presence in the workforce seems necessary together with a review of the corporate target at the next opportunity.

In addition to the use of more mainstream media, we continue to target recruitment adverts to particular community and religious groups in order to maximise our advertising impact at a relatively low cost.

Appendix C shows a breakdown of employees from a BME background against pay grade.

What is obvious from Appendix C is that there is no employee in the Principal Officer group that has declared a racial background other than "UK White". This is an issue of concern. Although there may be practical measures at times of recruitment to try to target advertisements more effectively to a wider range of people, or to perhaps consider whether there is more that we can do to encourage and support our current BME employees to enable them to effectively compete for future senior vacancies (succession planning), the fact is that at the moment and for the foreseeable future turnover in staff will be very low at the higher levels.

Proposals for Action

Action Proposed from 2010 Audit	Action undertaken	Action proposed for 2014 Audit
Adopt a targeted approach to advertising external vacancies; in addition to advertising in local media also send job vacancy details to identified appropriate community groups for more targeted circulation.	Targeted recruitment is now established in addition to use of "mainstream" media.	Continue action, particularly in relation to Band 10+ posts. The continued use of targeted recruitment is proposed although, due to low turnover, and the need to redeploy internal staff, little positive effect is anticipated this year.
-	-	Review of local target to be used in future council and service planning for the proportion of people from a BME background in our workforce.

4.2 Disability

Of the economically active people living within the borough, 5.7% declare a severe disability that limits their lives (the definition has changed since the last census when 14.2% declare disability of some kind). The Council's declared figure for this local performance indicator has also risen over the last four years and has climbed from 2.4% to its current level of 2.99% against a target of 3.5%. Improvement over the years has been slow, again due in part to low rates of turnover. There are, however, many examples of how new and existing employees with a variety of disabilities have had their particular needs in the workplace accommodated.

The council uses the "Two Tick" symbol in its recruitment advertisements (giving a guaranteed interview to suitably qualified job applicants) and targets recruitment to certain relevant community groups.

Appendix D shows a breakdown of employees with a declared disability against pay grade.

Proposal for action are shown on the following page.

Proposals for Action

Action Proposed from 2010 Audit	Action undertaken	Action proposed for 2014 Audit
Adopt a targeted approach to advertising external vacancies; in addition to advertising in local media, also send job vacancy details to identified appropriate community groups for more targeted circulation.	Targeted recruitment is now established in addition to use of "mainstream" media.	Continue action. There has been a slight improvement to the proportion of employees with a disability. The continued use of targeted recruitment is proposed although, due to low turnover, little positive effect is anticipated this year.
To continue to promote at points of recruitment, the Council's commitment to the national "two tick" symbol. This symbolises the Council's support for a range of positive action including guaranteed interview for people declaring disability and who meet all of a job's stated essential criteria.	This is a well-respected measure used by reputable employers to show support for the employment of people with a disability.	Continue action. The continued use of this symbol on all recruitment advertising is proposed although, due to low turnover, little positive effect is anticipated this year.
The current medical questionnaire used to assess a new starter's medical suitability for work now fall foul of the Equality Act, both in terms of content and process.	New action. In light of the new Equality Act, the medical questionnaire used for new recruits will be redesigned, together with a review of process that will reduce cost and also further remove potential for discrimination.	New process is now embedded as standard practice. No further action proposed.

4.2 Age

National statistics (Local Government Digest) showed that in December 2009, 34% of local government employees were in the 50+ age band. LGA data (Earnings Survey for English councils) suggested that there had been a slight increase in this figure to 38.5% in 2013/14. Locally, at Gedling BC, this figure is much lower for Principal Officers (including service managers) at around 29% (28% in the previous audit) and Senior Officers at 31% (20% in the last audit). Figures for the whole UK economy (AgeUK) show that just over a third of people are age 50-plus. Only for Bands 1-7 employees is the proportion of people aged 50+ higher than the economy average at just over 42% (up from 35% three years' ago). Appendix E shows this detail.

This data perhaps runs against an expected pattern in that for more senior jobs, it is not the case that there are a disproportionate amount of employees that might be imminently due to retire, at least not when assessed against the general picture in local government. Instead, it is the lower-graded bands of employees where attention needs to be paid to future robustness. A similar statement was made at the time of the last audit but the analysis now suggests that employees are either choosing or needing to stay on in their employment into later life. Almost 15% of Bands 1-7 employees are age 60+ but this reduces to about 10% of senior officer and less than 3% of principal officers. Although there is no firm evidence to support the statement, the figures suggest perhaps that people find it harder to afford to leave work earlier. In addition, some of the changes to the Local Government Pension Scheme mean that receipt of pension for reasons of redundancy or efficiency are not payable until age 55 rather than age 50 and the new rule applying to ill-health retirement make such retirement a less attractive, and potentially a financially impossible option for many employees. These changes at a time of austerity perhaps all contribute to the picture of a necessarily aging workforce with little opportunity for younger employees to move into the sector as turnover and job availability are both reduced.

In order to try to give young people an opportunity to effectively compete for jobs when they do become available, perhaps the most practical step to undertake is to provide some structured approach to both equip existing younger or less experienced staff with relevant training and to provide young people who don't work for the council with meaningful work experience and apprenticeship opportunities. To this end, programmes to provide such opportunities have been set up and these are shown in the proposals for action below.

Proposals for Action

Actions from previous audits	Action undertaken following 2010 audit	Action proposed for 2014 Audit
<p>Actions from 2007 audit completed and no additional actions identified for 2010 audit.</p> <p>Previous actions included:</p> <ul style="list-style-type: none"> - Review of work experience practice being undertaken. - “Gedling Employee and Manager” Standards established to help inform construction of person specifications and removing, wherever possible, unnecessary reference in person specifications to longer lengths of work experience as an essential criterion 	N/a	<p>Delivery of training programmes to enable progress of employees within the business (succession planning). Specifically, level 2/3 Management Development Programme (for current or aspiring supervisors) to be delivered early 2015.</p>
		<p>Building a requirement within our performance management framework to encourage the take-up of both pre-employment work experience candidates and apprentices. Targets for each are both set at 8 for 2014/15.</p>

5. Equal Pay Policy Statement

As part of the last Equal Pay Audit, and in order to establish the principles of what equal pay means to this Council and to formally define how these principles are to be delivered, an Equal Pay Policy Statement was produced and approved by committee. This is shown at Appendix F. It is not proposed that this policy is amended. It will be formally included in the Employee Handbook.

In addition, as required by the Localism Act, the council also produces an annual Pay Policy Statement. This document both outlines the policies of the council relating to pay and also shows how rates of pay are applied within the council. The purpose of this document is to ensure transparency in relation to pay. This statement is published on the council’s web site.

6. Recommendations

Senior Leadership Team is **recommended**:

6.1 To support the proposals of the report and to refer these to the Joint Consultative and Safety Committee for the purpose of consultation following which the Corporate Director responsible for equalities will determine a final work programme to be delivered.

Annual Salary details - April 2013 Pay Award - @ 1%

APTC

	SCP	R/Link SCP	NEW SALARY £		HRLY RATE £	Monthly Pay		JE Points Range
Grade								
Spinal Column NJCLOCAL								
Band 1	5	50	12435		6.4454	1036.25		200-270
	6	60	12614		6.5382	1051.17		
	7	70	12915		6.6942	1076.25		
	8	80	13321		6.9046	1110.08		
Band 2	9	90	13725		7.1140	1143.75		271-310
	10	100	14013		7.2633	1167.75		
local scp	10a	101	14760		7.6505	1230.00		
Spinal column NJC salary								
Band 3	11	11	14880		7.7127	1240.00		311-350
	12	12	15189		7.8729	1265.75		
	13	13	15598		8.0849	1299.83		
Band 4	15	15	16215		8.4047	1351.25		351-395
	16	16	16604		8.6063	1383.67		
	17	17	16998		8.8105	1416.50		
Band 5	19	19	17980		9.3195	1498.33		396-440
	20	20	18638		9.6606	1553.17		
	21	21	19317		10.0125	1609.75		
Band 6	23	23	20400		10.5739	1700.00		441-475
	24	24	21067		10.9196	1755.58		
	25	25	21734		11.2653	1811.17		
Band 7	26	26	22443		11.6328	1870.25		476-515
	27	27	23188		12.0190	1932.33		
	28	28	23945		12.4113	1995.42		
Band 8	29	29	24892		12.9022	2074.33		516-540
	30	30	25727		13.3350	2143.92		
	31	31	26539		13.7559	2211.58		
Band 9	32	32	27323		14.1622	2276.92		541-580
	33	33	28127		14.5790	2343.92		
	34	34	28922		14.9910	2410.17		
Band 10	35	35	29528		15.3051	2460.67		581-620
	36	36	30311		15.7110	2525.92		
	37	37	31160		16.1511	2596.67		
Band 11	38	38	32072		16.6238	2672.67		621-650
	39	39	33128		17.1711	2760.67		
	40	40	33998		17.6221	2833.17		
Band 12	41	41	34894		18.0865	2907.83		651-695
	42	42	35784		18.5478	2982.00		
	43	43	36676		19.0101	3056.33		
Band 13	44	44	37578		19.4777	3131.50		696-735
	45	45	38422		19.9151	3201.83		
	46	46	39351		20.3967	3279.25		
Band 14	47	47	40254		20.8647	3354.50		736-800
	48	48	41148		21.3281	3429.00		
	49	49	42032		21.7863	3502.67		
	10a		14760		7.6505	1230.00		

Gender vs. Pay

As at 31 March 2014

Grade	Hrly Pay at grade max	Contract Count	Males	% Male Within Grade	% Male of Total Employees	Females	% Female within Grade	% Female of Total Employees	All Workforce % of Total Employees	Males as a proportion of Females
Band 1	6.5382	67	36	53.73%	7.19%	31	46.27%	6.19%	13.37%	1.16
Band 2	7.2633	56	17	30.36%	3.39%	39	69.64%	7.78%	11.18%	0.44
Band 3	8.0849	61	29	47.54%	5.79%	32	52.46%	6.39%	12.18%	0.91
Band 4	8.8105	92	53	57.61%	10.58%	39	42.39%	7.78%	18.36%	1.36
Band 5	10.0125	58	19	32.76%	3.79%	39	67.24%	7.78%	11.58%	0.49
Band 6	11.2653	43	22	51.16%	4.39%	21	48.84%	4.19%	8.58%	1.05
Band 7	12.4113	30	16	53.33%	3.19%	14	46.67%	2.79%	5.99%	1.14
1. Employees		407	192	47.17%	38.32%	215	52.83%	42.91%	81.24%	0.89
Band 8	13.7559	27	14	51.85%	2.79%	13	48.15%	2.59%	5.39%	1.08
Band 9	14.991	21	7	33.33%	1.40%	14	66.67%	2.79%	4.19%	0.50
2. Senior Officers		48	21	43.75%	4.19%	27	56.25%	5.39%	9.58%	0.78
BAND10+5%	16.9586	1	0	0.00%	0.00%	1	100.00%	0.20%	0.20%	0.00
BAND11	17.6221	5	4	80.00%	0.80%	1	20.00%	0.20%	1.00%	4.00
BAND11+5%	18.5032	1	0	0.00%	0.00%	1	100.00%	0.20%	0.20%	0.00
BAND12+5%	19.9607	2	1	50.00%	0.20%	1	50.00%	0.20%	0.40%	1.00
BAND13	20.3967	7	2	28.57%	0.40%	5	71.43%	1.00%	1.40%	0.40
BAND13+5%	21.4165	1	1	100.00%	0.20%	0	0.00%	0.00%	0.20%	100.00
BAND14+5%	22.8756	3	3	100.00%	0.60%	0	0.00%	0.00%	0.60%	100.00
BAND15+10%	25.4342	1	0	0.00%	0.00%	1	100.00%	0.20%	0.20%	0.00
BAND15+20%	27.7464	1	0	0.00%	0.00%	1	100.00%	0.20%	0.20%	0.00
BAND15+5%	24.2781	4	2	50.00%	0.40%	2	50.00%	0.40%	0.80%	1.00
Band 10	16.1511	8	4	50.00%	0.80%	4	50.00%	0.80%	1.60%	1.00
Band 12	19.0101	7	3	42.86%	0.60%	4	57.14%	0.80%	1.40%	0.75
3. Principal Officers		41	20	48.78%	3.99%	21	51.22%	4.19%	8.18%	0.95
CHIEFEXEC		1	1	100.00%	0.20%	0	0.00%	0.00%	0.20%	100.00
DIRECTOR		4	3	75.00%	0.60%	1	25.00%	0.20%	0.80%	3.00
5. Exec		5	4	80.00%	0.80%	1	20.00%	0.20%	1.00%	4.00
Grand Total		501	237	47.31%	47.31%	264	52.69%	52.69%		0.90

	Mean hourly rate- Men	Mean hourly rate- Women
For All NJC (excluding Directors and Chief Exec) Average mean hourly rate (total payrate / total number employees)	£ 10.24	£ 10.25
For NJC "Employees" only (excluding Directors and Chief Exec) Average hourly rate (total payrate / total number employees)	£ 8.84	£ 8.79
For NJC "Senior Officers" only (excluding Directors and Chief Exec) Average hourly rate (total payrate / total number employees)	£ 14.17	£ 14.40
For NJC "Principal Officers" only (excluding Directors and Chief Exec) Average hourly rate (total payrate / total number employees)	£ 19.57	£ 19.88

Ethnicity vs Pay (As at 31 March 2014)

Grade	Any other ethnic group	Asian or Asian British-Indian	Asian or Asian British-Pakistani	Black or black British-Any other	Black or black British-Caribbean	Mixed-White and black Caribbean	Unknown	White- Any otherwhite background	White-British	White-Irish	% BME employees within pay grouping (of employees declaring origin)
Band 1						1	17	1	48		2.00%
Band 2				1	1	1	24		29		9.38%
Band 3					1		7	3	50		1.85%
Band 4	1			1			16		74	1	2.60%
Band 5		1		1			5	2	49		3.77%
Band 6			1		1		11		30		6.25%
Band 7		1		1			1	1	26		6.90%
1. Employees	1	2	1	4	3	2	81	7	306	1	3.98%
Band 8							10		17		0.00%
Band 9			1		1		3		16		11.11%
2. Senior Officers			1		1		13		33		5.71%
BAND10+5%							1				
BAND11									5		0.00%
BAND11+5%									1		0.00%
BAND12+5%									2		0.00%
BAND13									7		0.00%
BAND13+5%							1				0.00%
BAND14+5%							1		2		0.00%
BAND15+10%									1		0.00%
BAND15+20%									1		0.00%
BAND15+5%									4		0.00%
Band 10							4		4		0.00%
Band 12							1		6		0.00%
3. Principal Officers							8		33		0.00%
CHIEFEXEC							1				0.00%
DIRECTOR							2		2		0.00%
5. Exec							3		2		0.00%
	1	2	2	4	4	2	105	7	374	1	3.78%

Disability vs Pay (As at 31 March 2014)

Grade	People in grade	No of people with disability	% Disabled of Grade	% Disabled of Total Emps
Band 1	67	0	0.00%	0.00%
Band 2	56	0	0.00%	0.00%
Band 3	61	2	3.28%	0.40%
Band 4	93	2	2.15%	0.40%
Band 5	58	0	0.00%	0.00%
Band 6	43	2	4.65%	0.40%
Band 7	30	4	13.33%	0.80%
1. Employees	408	10	2.45%	1.99%
Band 8	27	4	14.81%	0.80%
Band 9	21	0	0.00%	0.00%
2. Senior Officers	48	4	8.33%	0.80%
BAND10+5%	1	0	0.00%	0.00%
BAND11	5	0	0.00%	0.00%
BAND11+5%	1	0	0.00%	0.00%
BAND12+5%	2	0	0.00%	0.00%
BAND13	7	1	14.29%	0.20%
BAND13+5%	1	0	0.00%	0.00%
BAND14+5%	3	0	0.00%	0.00%
BAND15+10%	1	0	0.00%	0.00%
BAND15+20%	1	0	0.00%	0.00%
BAND15+5%	4	0	0.00%	0.00%
Band 10	8	0	0.00%	0.00%
Band 12	7	0	0.00%	0.00%
3. Principal Officers	41	1	2.44%	0.20%
CHIEFEXEC	1	0	0.00%	0.00%
DIRECTOR	4	0	0.00%	0.00%
5. Exec	5	0	0.00%	0.00%
Grand Total	502	15	2.99%	

Age vs Pay (As at 31 March 2014)

Grade	Contract Count	<20	% < 20	20-29	% 20-29	30-39	% 30-39	40-49	% 40-49	50-59	% 50-59	60+	% 60+
Band 1	67	0	0.00%	5	7.46%	12	17.91%	17	25.37%	15	22.39%	18	26.87%
Band 2	56	0	0.00%	14	25.00%	8	14.29%	11	19.64%	17	30.36%	6	10.71%
Band 3	154	0	0.00%	22	14.29%	26	16.88%	36	23.38%	44	28.57%	26	16.88%
Band 5	58	0	0.00%	5	8.62%	13	22.41%	20	34.48%	12	20.69%	8	13.79%
Band 6	43	0	0.00%	2	4.65%	12	27.91%	12	27.91%	16	37.21%	1	2.33%
Band 7	30	0	0.00%	0	0.00%	7	23.33%	13	43.33%	8	26.67%	2	6.67%
1. Employees	408	0	0.00%	48	11.76%	78	19.12%	109	26.72%	112	27.45%	61	14.95%
Band 8	27	0	0.00%	1	3.70%	8	29.63%	11	40.74%	2	7.41%	5	18.52%
Band 9	21	0	0.00%	0	0.00%	6	28.57%	7	33.33%	8	38.10%	0	0.00%
2. Senior Officers	48	0	0.00%	1	2.08%	14	29.17%	18	37.50%	10	20.83%	5	10.42%
BAND10+5%	1	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
BAND11	5	0	0.00%	0	0.00%	1	20.00%	4	80.00%	0	0.00%	0	0.00%
BAND11+5%	1	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
BAND12+5%	2	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	100.00%	0	0.00%
BAND13	7	0	0.00%	0	0.00%	0	0.00%	4	57.14%	2	28.57%	1	14.29%
BAND13+5%	1	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
BAND14+5%	3	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	100.00%	0	0.00%
BAND15+10%	1	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
BAND15+20%	1	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
BAND15+5%	4	0	0.00%	0	0.00%	0	0.00%	2	50.00%	2	50.00%	0	0.00%
Band 10	8	0	0.00%	0	0.00%	3	37.50%	5	62.50%	0	0.00%	0	0.00%
Band 12	7	0	0.00%	0	0.00%	3	42.86%	2	28.57%	2	28.57%	0	0.00%
3. Principal Officers	41	0	0.00%	0	0.00%	10	24.39%	19	46.34%	11	26.83%	1	2.44%
CHIEFEXEC	1	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
DIRECTOR	4	0	0.00%	0	0.00%	0	0.00%	1	25.00%	3	75.00%	0	0.00%
5. Exec	5	0	0.00%	0	0.00%	0	0.00%	2	40.00%	3	60.00%	0	0.00%
	502	0	0.00%	49	9.76%	102	20.32%	148	29.48%	136	27.09%	67	13.35%

EMPLOYEE HANDBOOK; APPENDIX 36 – EQUAL PAY POLICY STATEMENT

Gedling Borough Council:

- Supports the principle of equal opportunities in employment and believes as part of that principle, that employees should receive equal pay for doing work of equal value.
- Believes that in addition to meeting the requirements of legislation in respect to equal pay, it is in its own interest and the interest of the community that it serves, that pay is awarded fairly and equitably to its employees.
- Recognises that in order to achieve the principle of equal pay for employees doing work of equal value, it should operate a pay system that is transparent, based on objective criteria and free from gender bias.
- Recognises that in order to meet its general and specific obligations under equalities legislation, it is also necessary to analyse pay against other aspects of employment equality where possible and work towards eradicating bias or potential discrimination.

In order to put Gedling Borough Council's commitment to providing equal pay into practice, it will:

- Keep under review, existing and future pay practices including continuing to utilise job evaluation methodology for all employees.
- Carry out monitoring of the impact of the Company's pay practices on at least a three-yearly cycle.
- Continue to work in partnership with recognised Trade Unions on the actions and implementation of this Policy.

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Report to Joint Consultative and Safety Committee

Subject: **Sickness Absence: summary of current trends**

Date: **25 November 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 9½ working days lost against a current actual of 11.41. This current performance includes a period in the last financial year that showed very high levels of absence. From May onwards the levels of absence have begun to improve and for the last three months are better “year on year” than last year.
- For long and short-term absence, there is difference between work teams. For the larger teams long term absence accounts for a high proportion of days lost in September in Parks and Street Cleansing, Public Protection and Waste Services. For Leisure and Customer Services and IT a much higher proportion of days lost relate to short term absence.
- The additional column at the right of the table shows “absence rate prediction” based on data running from the start of a financial year (April) rather than the “rolling 12-month” data normally used. Although this might give an indication of the possible outcome if the current pattern continues, the winter months often return higher rates of absence and so some care needs to be taken with the data.

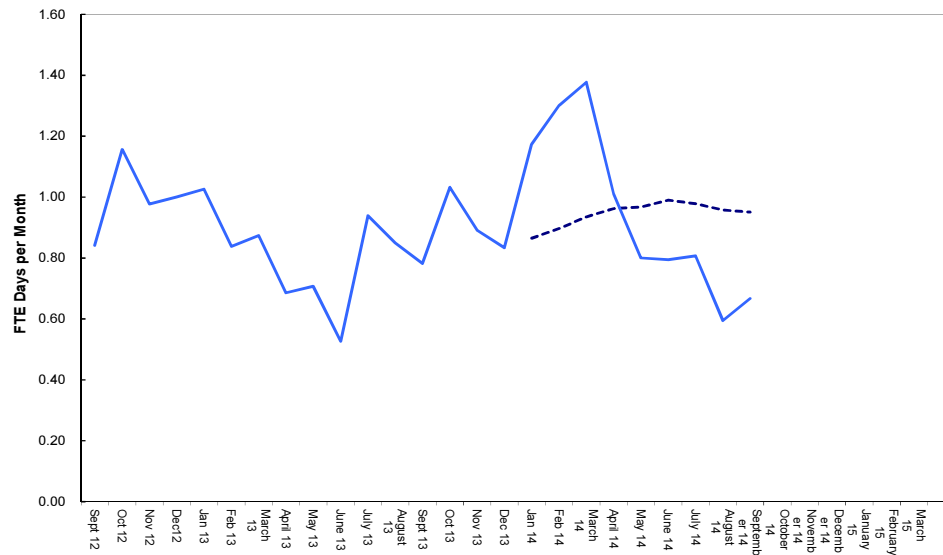
- Last year the data over the full year shows that the second largest proportion of absence was due to issues relating to stress and depression (c.17.8%) Training sessions for team members and managers have now commenced. The first part of this training has focussed on communication skills and is designed to improve transactions with service users in order to reduce the likelihood of stressful situations developing. The second part of the training is due later this year and is designed to improve personal resilience and to support managers. This programme 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 Organisational Development Team are working on a project to raise the awareness and profile of the levels of sickness absence within and across all teams.
- 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 high and are outside target both for year-to-date and current month. In three of these large teams the current month absence has substantially increased from the previous month. Waste Services has halved its absence rate this month and for the first time in many months has more than achieved its attendance target.

3. Recommendation

The Committee is asked to note this report.

Summary of trends graph; year to date at September 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	Average Current Month FTE in current financial year used as predictor for year end
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	
Dec 12	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	8.23
May 13	3.37	409.62	4.14	0.71	10.46	0.87	8.36
June 13	2.64	408.54	4.06	0.53	10.38	0.87	7.68
July 13	4.08	405.04	4.16	0.94	10.79	0.90	8.58
August 13	4.05	404.46	4.20	0.85	10.83	0.90	8.90
Sept 13	3.72	401.87	4.16	0.78	10.72	0.89	8.98
Oct 13	4.49	399.47	4.12	1.03	10.54	0.88	9.47
Nov 13	4.24	398.70	4.10	0.89	10.41	0.87	9.62
Dec 13	4.39	398.43	3.98	0.83	10.22	0.85	9.66
Jan 14	5.33	394.11	4.03	1.17	10.38	0.87	10.11
Feb 14	6.50	387.24	4.22	1.30	10.76	0.90	10.61
March 14	6.56	385.38	4.39	1.38	11.22	0.94	11.10
April 14	5.05	382.87	4.54	1.01	11.55	0.96	12.13
May 14	4.00	381.56	4.59	0.80	11.61	0.97	10.87
June 14	3.78	381.54	4.68	0.79	11.88	0.99	10.42
July 14	3.51	380.97	4.64	0.81	11.74	0.98	10.24
August 14	2.97	390.08	7.61	0.59	11.49	0.96	9.62
September 14	3.03	374.98	7.37	0.67	11.41	0.95	9.35

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

YEAR TO SEPTEMBER 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	3.39	23.18	4.64
Service Total:		5.00	5.00	5.00	3.39	23.18	4.64
Corporate Directorate (A)	Communications	4.41	4.59	4.50	1.00	1.67	0.37
	Elections and Members' Services	6.00	5.81	5.91	1.50	5.50	0.93
	Organisational Development	8.92	6.92	7.92	3.35	84.97	10.73
		1.00	1.00	1.00	1.00	1.00	1.00
Service Total:		20.32	18.32	19.32	6.85	93.14	4.82
Corporate Directorate (B)	Audit and Asset Management	17.99	17.85	17.92	7.49	178.94	9.99
	Customer Services and IT	34.90	33.53	34.22	25.29	689.08	20.14
	Financial Services	16.08	14.78	15.43	7.91	60.28	3.91
	Revenues Services	35.64	34.37	35.00	19.85	230.40	6.58
		1.00	1.00	1.00	1.00	3.00	3.00
Service Total:		105.61	101.53	103.57	61.53	1161.70	11.22
Corporate Directorate (C)	Community Relations	12.76	11.49	12.12	5.99	96.70	7.98
	Housing	10.01	10.34	10.18	3.09	22.95	2.26
	Leisure Services	69.48	64.16	66.82	41.23	648.30	9.70
	Planning and Economic Development	24.84	19.32	22.08	13.26	158.58	7.18
		1.00	1.00	1.00	1.00	12.00	12.00
Service Total:		118.09	106.31	112.20	64.57	938.53	8.36
Corporate Directorate (D)	Parks and Street Care	47.42	44.42	45.92	24.53	586.64	12.78
	Public Protection	28.99	26.44	27.72	8.97	208.94	7.54
	Transport Services	7.00	7.00	7.00	1.00	2.00	0.29
	Waste Operations	58.50	57.38	57.94	32.32	1386.43	23.93
		1.00	1.00	1.00	0.00		0.00
Service Total:		142.91	136.24	139.57	66.82	2184.01	15.65
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:		398.44	373.85	386.14	204.17	4404.56	11.41

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
1.84%	4.64	4.64	4.84	4.64	4.83	4.35
1.84%	4.64	4.64	4.84	4.64	4.83	4.35
0.15%	0.00	0.00	0.00	0.00	0.28	0.28
0.37%	0.75	4.25	4.75	4.75	4.75	4.75
4.26%	12.47	14.85	14.85	16.44	18.38	20.73
0.40%	1.00	1.00	1.00	0.00	0.00	2.00
1.91%	5.44	7.61	7.76	8.42	9.30	10.40
3.96%	10.24	10.99	10.73	9.86	8.87	7.73
7.99%	19.72	19.80	19.51	19.10	18.86	16.46
1.55%	3.93	3.50	3.50	3.50	3.46	2.67
2.61%	6.92	7.72	7.10	6.56	5.82	5.48
1.19%	3.00	3.00	4.01	4.01	4.01	4.01
4.45%	11.28	11.59	11.24	10.79	10.15	9.01
3.17%						
0.90%	1.87	1.87	1.95	2.20	3.12	3.28
3.85%	9.47	9.60	10.07	10.09	9.99	9.72
2.85%	7.20	6.08	6.32	6.09	5.89	5.66
4.76%	12.00	12.00	12.00	12.00	12.00	12.00
3.32%	8.22	8.09	8.46	8.44	8.44	8.26
5.07%	12.65	14.00	15.55	15.54	15.53	16.02
2.99%	6.55	6.11	7.23	7.58	7.48	6.39
0.11%	0.29	0.29	0.29	0.14	2.14	2.14
9.50%	25.10	24.74	23.48	22.59	22.81	22.77
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
6.21%	15.95	16.21	16.47	16.07	16.24	16.18
0.00%	0.62	0.62	0.62	0.62	0.62	1.08
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
0.25%	0.62	0.62	0.62	0.62	0.62	1.08
4.53%	11.49	11.74	11.88	11.61	11.55	11.22

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

Days lost per FTE employee; current month: September 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	0.00		0.00
Service Total:		5.00	5.00	5.00	0.00		0.00
Corporate Directorate (A)	Communications	4.59	4.59	4.59	1.00	1.67	0.36
	Elections and Members' Services	5.81	5.81	5.81	1.00	1.00	0.17
	Organisational Development	6.92	6.92	6.92	0.00		0.00
		1.00	1.00	1.00	0.00		0.00
Service Total:		18.32	18.32	18.32	2.00	2.67	0.15
Corporate Directorate (B)	Audit and Asset Management	18.12	17.85	17.99	0.00		0.00
	Customer Services and IT	33.92	33.53	33.73	5.59	50.12	1.49
	Financial Services	14.78	14.78	14.78	0.00		0.00
	Revenues Services	34.70	34.37	34.54	3.00	6.00	0.17
		1.00	1.00	1.00	0.00		0.00
Service Total:		102.53	101.53	102.03	8.59	56.12	0.55
Corporate Directorate (C)	Community Relations	11.49	11.49	11.49	0.00		0.00
	Housing	10.34	10.34	10.34	0.59	2.97	0.29
	Leisure Services	65.23	64.16	64.70	9.58	59.20	0.92
	Planning and Economic Development	19.32	19.32	19.32	1.04	9.26	0.48
		1.00	1.00	1.00	0.00		0.00
Service Total:		107.38	106.31	106.85	11.22	71.43	0.67
Corporate Directorate (D)	Parks and Street Care	44.42	44.42	44.42	5.00	55.00	1.24
	Public Protection	26.44	26.44	26.44	2.57	29.74	1.12
	Transport Services	7.00	7.00	7.00	0.00		0.00
	Waste Operations	57.58	57.38	57.48	4.00	35.00	0.61
		1.00	1.00	1.00	0.00		0.00
Service Total:		136.44	136.24	136.34	11.57	119.74	0.88
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:		376.12	373.85	374.98	33.39	249.96	0.67

Current month trend

Days lost 1 month	Days lost 2 months	Days lost 3 months	Days lost 4 months	Days lost 5 months	Days lost 6 months
0.00	0.00	0.20	0.00	0.81	0.00
0.00	0.00	0.20	0.00	0.81	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
0.13	2.90	0.63	0.57	0.26	0.25
0.00	0.00	1.00	0.00	0.00	0.00
0.05	1.19	0.31	0.23	0.10	0.10
0.07	0.78	1.13	1.14	1.30	1.51
0.90	1.34	0.74	1.48	3.14	3.09
0.36	0.00	0.00	0.00	0.79	1.41
0.28	0.67	0.76	0.85	0.44	1.20
0.00	0.00	0.00	0.00	0.00	0.00
0.46	0.81	0.70	0.99	1.52	1.90
0.00	0.25	0.00	0.00	0.00	0.09
0.54	0.56	0.68	0.76	0.65	1.15
0.32	0.22	0.13	0.27	0.20	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.44	0.45	0.49	0.57	0.49	0.80
0.52	0.17	0.49	0.65	0.33	1.24
0.74	0.04	0.06	0.08	1.20	1.71
0.00	0.00	0.14	0.00	0.00	0.00
1.61	2.41	2.50	1.85	2.18	2.40
0.00	0.00	0.00	0.00	0.00	0.00
1.00	1.10	1.23	0.99	1.23	1.73
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
0.61	0.81	0.79	0.80	1.01	1.38

Long term (20 days+ in month)/ short term sickness analysis for September 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
Corporate Directorate (A)	Communications	0	1	0.00	1.65	0.00%	0.00%
	Elections and Members' Services	0	1	0.00	0.98	0.00%	0.00%
Head of Service Total:		0	2	0.00	2.63	0.00%	0.00%
Corporate Directorate (B)	Customer Services and IT	0	7	0.00	48.61	0.00%	0.00%
	Revenues Services	0	3	0.00	5.87	0.00%	0.00%
Head of Service Total:		0	10	0.00	54.48	0.00%	0.00%
Corporate Directorate (C)	Housing	0	1	0.00	2.92	0.00%	0.00%
	Leisure Services	1	16	15.31	58.82	26.03%	6.25%
	Planning and Economic Development	0	2	0.00	9.23	0.00%	0.00%
Head of Service Total:		1	19	15.31	70.97	21.57%	5.26%
Corporate Directorate (D)	Parks and Street Care	2	5	43.05	53.81	80.00%	40.00%
	Public Protection	1	4	19.57	29.20	67.02%	25.00%
	Waste Operations	1	4	21.52	34.24	62.86%	25.00%
Head of Service Total:		4	13	84.14	117.25	71.76%	30.77%
Grand Total:		5	44	99.45	245.33	40.54%	11.36%



Report to Joint Consultative and Safety Committee

Subject: Current staffing issues (Standing Item)

Date: 25 November 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 Employee Conference

This year's Employee Conference was a huge success.

Run over three half days at the start of October in the newly-refurbished Bonington Theatre, the theme of the event was "Being Valued at work". Participants listened to Ben Heason, a world-renowned climber, who explained in words and beautiful graphic photographs what "being valued" meant to him in his work.

The event also focussed on what things could be improved in the workplace to help them feel more valued. The results identified, and the actions to be taken are summarised in the Chief Executive's briefing note that appeared on the Intranet soon after the conference and which is shown at Appendix 1.

Other parts of the event looked at the culture of the workplace and participants identified the sort of behaviours that they would want to see in their managers. These comments (shown at Appendix 2) will help inform the re-drafting of our Gedling Management and Leadership Standards that is currently taking place.

In all, almost 150 employees took part in the event and the feedback showed that most participants both really enjoyed the event and got something out of the day.

2.2 There is currently a dispute over the pay offer made for the current financial year. 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). This was reported to the last JCSC.

A further day of strike action was due to take place on 14 October but this was called off pending ongoing negotiations which have not yet concluded.

The current proposal being consulted upon is one which applies a sliding scale of pay improvements that is more heavily weighted to the lowest pay points. The pay improvement proposed ranges from 8.56% down to 2.2% all to be applied from 1 January 2015..

2.3 At the last JCSC the new collaboration agreement was introduced that outlined how staff might effectively be shared between partners. The start of November saw the first use of this agreement with a senior leisure professional from Newark and Sherwood District Council taking on our lead role in Leisure Services on an interim basis for a period up to about a year. This follows the resignation of the previous service manager.

2.4 Widely advertised in the national press is the current employee relations news story relating to the Employment Tribunal decision that requires employers to take account of casual overtime payments in the calculation of annual leave. Up to now this hasn't been the case and the decision could prove to be costly for industry. It is almost certain that that the decision will now be further appealed and until the appeal process has run its course any proposals to change to current pay arrangements either locally or nationally are unlikely.

2.5 The Employee Awards are to take place on the afternoon of 11 December in the Council Chamber. This annual event is a celebration both of employees who have completed training qualifications as well as those that have been nominated for the "Stars of Gedling" awards. Employees receiving awards, their managers and councillors are all invited to this popular event.

3. Recommendation

The Committee is asked to note this report.

e-Gen alert

10.10.14

A word from the Chief!

This week's SLT meeting took time out to consider the feedback from the recent Employee Conferences. I'm really pleased that the anecdotal evidence I picked up was born out in the satisfaction figures - 93% of attendees were satisfied with the event and ever so slightly more, 94%, said that they enjoyed it. If you were there, you'll remember being invited to vote on ideas to improve the workplace and practical things that would make peoples' jobs easier and help you to feel more valued and appreciated. I rarely use the internal telephone directory but it's clearly not up to scratch because lots of you said it needed updating and improving. That's going to happen. Secondly, this coming Monday, Corporate Directors and Service Managers are meeting to focus on refreshing the current Leadership and Management standards. Although they are only about 4 years old, they already appear to have past their sell by dates and we need to refresh them in the light of your feedback – about listening to staff, tackling poor performance, involving people in decisions and various other characteristics that we all want to see all of the time. The way that SLT and Service Managers behave has a massive impact on performance and morale so its right that we should take time out to reflect on your feedback. Finally, and no surprise, pay featured in your feedback. But it wasn't just pay, it was about being rewarded and recognised more broadly. There isn't an easy or quick fix answer to improving levels of pay - other than we've made a start at the bottom with the introduction of the Living Wage and recognise the need to address comparative low pay at other points in the organisation.



Just one other SLT item I wanted to mention was the fantastic work that is being done around Employment and Skills. I don't have the room to go into much detail but we've seen some real success in tackling youth unemployment through apprenticeships, work experience and various other employment initiatives. You can read the press release [here](#).

That's it for this week. Have a great weekend.

John

Employee conference; Feedback from SLT Session

Behaviours: Day 1

<u>High Performing & Wellbeing</u>	<u>De-Motivators</u>	<u>Changes Needed</u>
<ul style="list-style-type: none"> • Knowledge • Allowing staff to act and make mistakes (we are too risk averse) • Managers to know their staff • Show allegiance to the team • Trust • Integrity • Manager to “know the job” • Support staff • Value staff • Effective communication • Being valued • Praise to right person 	<ul style="list-style-type: none"> • Negativity/”closed door” • Poor communication • Not listening • Process-driven (not people-centred) • Not giving credit where it is due • Destructive criticism • Self-interest • Unapproachable • Passing the buck • Not valuing staff • Poor communication • Not prepared to learn • Being overlooked in round-robin emails 	<ul style="list-style-type: none"> • Listen more and take ideas on board • Be confident in own and staff ability • Listen • Remove fixed roles/be more flexible • Passionate • Value all employees • Recognise different work patterns (don’t exclude people) • Support staff • Encourage better work/life balance

Behaviours: Day 2

<u>High Performing/Wellbeing</u>	<u>De-Motivators</u>	<u>Changes Needed</u>
<ul style="list-style-type: none"> • See bigger picture but small things important • Integrity • Praise • Trust people • Approachable • Professional • Visible • Charismatic • “Got your back” • Supportive • Inspire • Trust • Honesty • Recognise and use skills in your team • Acknowledge and praise • Lead by example • Modesty • Effective listening • Show interest in each staff member 	<ul style="list-style-type: none"> • Blame culture • Lack of guidance • No credit where it's due • Crisis of confidence - inconsistency • Changing context/consistency • Being supported • Imposing • Critical • Unconstructive criticism • Bullying • Not leading • Undermining • Take credit not blame • Dictating to people • No personal interest in staff as people 	<ul style="list-style-type: none"> • Transparency • Be qualified –management qualification • SLT to stand united for benefit of staff and residents • An honesty about what is happening and appropriate support • Quick thinking • Strong • Encouraging • Openness • Honesty • Technical knowledge of how a department works • Consistent

Behaviours Day 3

<u>High Performing/Wellbeing</u>	<u>De-Motivators</u>	<u>Changes Needed</u>
<ul style="list-style-type: none"> • Trust • Determination • Managers not over-controlling staff • Impartial • Equality • Integrity • Inspirational • Inclusive • Passionate • Articulate • Support • Lead by example • Listening skills • Compassionate • Inspiring • Give praise • Effective feedback • Good delegation • Respect • Keep informed • Listen • Recognition 	<ul style="list-style-type: none"> • People faffing with their phones • Negativity • Being fobbed off • “Do as I say not as I do” • “Mood hoovers”, “energy vampires” • Criticised behind back • Grumpy • Unapproachable • Negative • Inconsistent • Bad delegation • Intimidation • “Dear all” email • Blurred line of authority – manager can’t always be your friend • Slam doors • Having favourites 	<ul style="list-style-type: none"> • Innovation • Proactive not reactive • More mentoring • More explanation (why not just what) • More consultation • People can make mistakes • Have backbone • Realistic about expectations • Listen • Empathy • Entrepreneurial • Good will • Praise • Don’t micromanage • Consistency • Set example • Honesty



Report to Joint Consultative and Safety Committee

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

Date: 25 November 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 proposal

The management proposal relating to staffing changes in response to the developing needs of the Licensing function (taxi licensing) has been summarised into a consultation document that has been put to trade unions. There have been no objections raised to these proposals and Unison has confirmed its support for the changes to be implemented without referral through the full JCSC process. The consultation document is shown at Appendix 1.

No posts proposed for deletion are currently occupied. 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.



Report for union consultation

Subject: Staffing Changes to Accommodate the Continued Demand for Taxi Licencing.

Date: 24 October 2014

Author: Service Managers- Public Protection, and IT and Customer Services

Purpose of the Report

To seek union agreement outside the full JCSC process for:

- 1) The establishment of three additional members of staff in Public Protection, Fleet Management and Customer Services and the re-establishment of a technical administration post in Public Protection. The posts are to manage the continued increase in demand for taxi licences and the knowledge test and to be paid for from the increase in taxi licensing income.
- 2) The transfer of one full time officer between the service support team within Public Protection (Licensing function) and the Customer Services team.

Background

In the early part of 2012 the numbers applicants for taxi licences started to increase and that between 28th August 2013 and 27th August 2014 there were 1324 applications whereas between 28th August 2010 and 27th August 2011 a total of 639 applications were received. Following a scrutiny review members took the view that the council should introduce a knowledge test to increase the overall quality of the taxi service in the borough. It was envisaged that the introduction of the test would reduce the number of new applicants to the borough but also to reduce the number of drivers from outside the borough coming back for renewals.

The test was introduced in July 2014 with a £35 fee for each time a driver took the test; there is no limit to the number of times a driver can re-sit. Officers predicted that the numbers of drivers licensed by the Borough would start to reduce from September 2014 and accordingly the Licencing Technical Admin post was disestablished on the basis that demand would reduce and the post would no longer be required.

However, taxi drivers have not behaved in the manner predicted, they appear to come to take the test and if they fail continue to come back and retake the test, in some cases 4 or more attempts. The predicted reduction in numbers and income has not occurred and indeed has increased significantly due to the test income, resulting in a predicted year end income increase of £146,000.

The consequences for the three parts of the service have been significant, resulting in capacity issues in Licensing, Customer Services and in vehicle testing. Consequently enforcement and other activities are not being carried out, official complaints have increased and waiting times have reached an unsustainable position. In Fleet Management vehicle tests have increased from 676 in 2012/13 to a forecast of 2115 in 2014/15.

Due to the number of tests demanded by drivers currently 2 knowledge test sessions a week are being run. Drivers cannot take the test until three months prior to the expiry of the existing license and an increase number of drivers resitting the test together with those taking it for the first time is placing a significant burden on existing resources. The management of these sessions is carried out by the licensing section and has resulted in other important activities not being carried, there is little taxi enforcement and very little inspection of licensed premises more generally, other activities such as preparing for and attending extra sittings of the Environment and Licensing Committees, drafting and sending out renewal letters for all drivers and attending pub watch have proved difficult to resource. Additionally no enforcement of taxi standards has been undertaken outside of the conurbation and officers have seen an increase in the number of official complaints made by drivers regarding the service they are receiving.

Customer services are struggling to address the demand for the taxi licencing service and, other issues for example, electronic document indexing is not being used to its full potential. Additionally the demand for taxi vehicle tests shows no sign of reducing and waiting times are at the limit of what is acceptable.

The two proposals are supported in principle, subject to trade union agreement, for implementation through the delegated powers of the Chief Executive.

Proposal

It is proposed that:

- 1) Three additional posts are created, one in Public Protection (Licencing and Vehicle Maintenance), one in Customer Services and one in Fleet Management as well as the re-establishment of the part-time hours for the Licensing Technical Administrator post in the Licensing Section.

All three new posts (and the re-established part-time post) are proposed to manage the increased demand. The costs for these posts will be offset by the increase in income from taxi licencing. The post in the licensing section is of such a grade to enable that officer to not only aid in addressing the administrative demand, but also to be able to carry out enforcement both inside and outside the borough, this is particularly important and accordingly £1,000 of car allowance is also included in the costings.

- 2) The financial resource for the Service Support Assistant currently engaged in taxi licensing (formally established within Public Protection) be reallocated on a permanent basis to the Customer Services function. The proposal is that the existing Band 3 Service Support Assistant (EPA06D) be deleted from the establishment but to offset this a Band 3-4 Customer Service Assistant post originally proposed for deleted is retained on the establishment.

Financial Implications

Revised income figures for 2014/15 for the taxi licensing function are £356,600 an increase of £146,000 over those budgeted.

There is no evidence of this level of income showing signs of reducing for 2015/16 although some indicators show that demand appears to be plateauing, especially from applicants from outside of the borough.

There is continued demand for renewals and a significant increase (from zero) in the income from operating the knowledge test itself. This alone is predicted to show an income of £66,000 for the year an increase of £54,800. It is proposed that the staffing changes proposed are funded by the predicted year end income increase of £146,000 entirely for the remainder of this financial year and an increased forecast in income for 2015/16.

Proposal	2014/15 (5 Months)	2015/16
	£	£
Increase in Income	(146,000)	(106,800)
Licensing Assistant (Re-establishment of Licensing Technical Admin Officer); Band 4	8,800	21,200
Licensing Officer; Band 7	12,600	30,200
Fitter; Band 6	9,900	27,500
Customer Services Advisor; Band 5	10,100	24,200
Car Allowance	£400	£1,000
Net Budget Impact	(104,200)	(2,700)

All staffing costs have been quoted at the top of the grades.

These costings exclude the "offset arrangement" in proposal 2 of the report.

Staffing Implications

The report is not seen as contentious in that four posts are proposed for creation and where the one post in part two of the report is identified for deletion there is a suitable post identified for immediate redeployment of the current post holder at the same grade and as such there is no detriment to the employee who has been consulted about the proposal and is in agreement. For these reasons it is proposed that consultation takes place direct with trade unions outside the full JCSC framework. In this way, if supported, the changes can be made quickly and the posts can be filled. This will be reported to the next JCSC as an information item.

It is further proposed that all posts identified in proposal 1 the report are advertised internally in the first instance. The posts will be made openly available to all current permanent employees (or temporary employees with at least two years' service) but with priority given to any internal candidate who is potentially under threat of redundancy and who can demonstrate that they are appointable.

For proposal 2, it is proposed that the current Service Support Assistant be redeployed direct into a vacant Customer Service Assistant post at the same current pay grade with no detriment. There are no other employees under threat of

redundancy for whom such a vacancy would be suitable in terms of skill set or pay grade.

All posts proposed for creation have already been through the job evaluation process.

The following recommendations were supported in principle for officer implementation, subject to the outcome of consultation with trade unions, either through Senior Leadership Team or direct by the Chief Executive:

- i) That the appointment of the Licensing Officer, the Customer Services Advisor and the Vehicle Testing Mechanic be supported by the Senior Leadership Team.
- ii) That the reinstatement of the part-time Licensing Technical Administrator be supported by the Senior Leadership Team.
- iii) That resource be transferred between Public Protection (Licensing) and Customer Services and that the post holder be transferred (redeployed) to a suitable available post at the same pay grade with no detriment.

That the Chief Executive in his role as the Head of the Paid Service will be asked to approve the necessary changes to the establishment following trade union consultation.

Recommendation

Trade unions are asked for their support to proceed with these non-contentious changes outside the full consultation process of the Joint Consultative and Safety Committee.

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

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