



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

Agenda

Joint Consultative and Safety Committee

Date: **Tuesday 25 August 2015**

Time: **5.30 pm**

Place: **Reception Room**

For any further information please contact:

Lyndsey Parnell

Senior Elections and Members' Services Officer

0115 901 3910

Joint Consultative and Safety Committee

Membership

Chair Councillor Alex Scroggie

Vice-Chair Councillor Emily Bailey

Councillor Paul Feeney
Councillor Sarah Hewson
Councillor John Parr
Councillor Muriel Weisz
Councillor Paul Wilkinson

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 16 June 2015.** 7 - 10
- 3 Declaration of Interests.**
- 4 Policy on Smoking in the Workplace** 11 - 28

Report of Corporate Director; D Wakelin, Service Manager- Organisational Development.
- 5 Current Staffing Issues** 29 - 32

Report of the Chief Executive and Service Manager, Organisational Development.
- 6 Sickness Absence: summary of current trends** 33 - 38

Report of the Chief Executive and Service Manager, Organisational Development.
- 7 Minor Structure Changes Agreed Outside JCSC** 39 - 40

Report of the Service Manager, Organisational Development.
- 8 Any other item which the Chairman considers urgent.**

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MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE

Tuesday 16 June 2015

Councillor Alex Scroggie (Chair)

Present: Councillor Emily Bailey Councillor John Parr
 Councillor Tammy Bisset Councillor Muriel Weisz
 Councillor Paul Feeney Councillor Paul Wilkinson
Unison: Alan Green Gill Morley
 Alison Hunt

Absent: Councillor Sarah Hewson

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

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Hewson with Councillor Bisset attending as substitute.

2 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 24 FEBRUARY 2015.

RESOLVED:

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

3 DECLARATION OF INTERESTS.

None.

4 CURRENT STAFFING ISSUES AND MATTERS OF INTEREST.

The Chef Executive gave the committee a brief overview of the newly established organisational refresh programme, which aims to address a number of issues including overall satisfaction with the services that the Council provides and issues around staff satisfaction and well-being.

RESOLVED:

To note the information.

5 HEALTH, SAFETY AND WELFARE

The Health and Safety Officer presented a report, which had been circulated prior to the meeting, outlining current developments in his work.

RESOLVED:

To note the information.

6 PROPOSAL TO CHANGE CHRISTMAS HOLIDAY ARRANGEMENTS.

The Service Manager for Organisational Development presented a report, which had been circulated prior to the meeting, proposing alterations to staff leave arrangements over the Christmas period.

RESOLVED to:

- 1) Note and endorse the revised draft policy statement shown at Appendix 1 to the report
- 2) Recommend that the Appointments and Conditions of Service Committee adopts the report so that it becomes part of the terms and conditions of employment.

7 CURRENT TRENDS IN SICKNESS ABSENCE

The Service Manager for Organisational Development presented a report, which had been circulated prior to the meeting, summarising current trends in sickness absence including the full year's information.

Members were pleased to note an overall decrease in absence rates across the council and thanked the Service Manager for his efforts.

RESOLVED:

To note the report.

8 MINOR CHANGES TO THE ESTABLISHMENT AGREED OUTSIDE THE FORMAL FULL JCSC PROCESS.

For the benefit of new committee members, the Service Manager, Organisational Development, explained that a standing item for this committee was a report on minor staff changes that were agreed outside of the formal committee process.

No such changes had taken place since the last meeting.

RESOLVED:

To note the information.

9 ANY OTHER ITEM WHICH THE CHAIRMAN CONSIDERS URGENT.

None.

The meeting finished at 6.25 pm

Signed by Chair:
Date:

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Report to Joint Consultative and Safety Committee

Subject: The Council's Smoking at Work Policy

Date: 25 August 2015

Author: Corporate Director; D Wakelin
Service Manager- Organisational Development

1. Purpose

To present a revised Smoking at Work Policy and to invite comments and recommendations from the Joint Consultative and Safety Committee (JCSC) for consideration by the Appointments and Conditions of Service Committee (ACSC) prior to policy implementation.

2. Introduction and background

The Joint Consultative and Safety Committee (JCSC) of 24 November 2014 received a draft Smoking at Work Policy (**Appendix 1**). This proposed the replacement of an existing policy in the Employee Handbook in which although it was stipulated clearly that smoking breaks should not be allowed, had not been consistently applied and so had fallen out of practice to the extent that the taking of cigarette breaks had again become commonplace in some work teams. The current Employee Handbook policy is shown at **Appendix 2**.

Although the revised policy was supported in principle, the JCSC asked that the ACSC consider two particular aspects of the draft, these being:

- a. That paragraph 2.4 should be amended to reflect the difficulty in managing and enforcing a directive that required employees not to gather together in a public place to smoke with the suggested wording, "Staff are to be encouraged not to smoke in groups when taking smoking breaks."
- b. That the committee considered what might be a reasonable length of time over which to make a transition between current practice and the new revised policy that proposed again the eventual removal of cigarette breaks.

As requested, the ACSC of December 2014 did consider these issues but felt on balance that rather than addressing these particular points specifically, there was a more fundamental matter to be addressed which was that any new policy introduced should be no more lenient in the support of smoking than the current formal policy which does not recognise cigarette breaks. It was felt that the current policy already in place better reflected the views of the ACSC even though the policy had not been properly implemented and adhered to; in essence this was seen as a management issue.

The ACSC asked that the matter be discussed at the next meeting of the Tobacco Declaration Working Group (TDWG) and that the views of this group be taken into account to help the re-casting of a Smoking at Work Policy that was not only similar to the current formal written policy in its nature but was also something that could be realistically implemented from a management perspective.

In summary the views of the TDWG were that:

- smoking by employees should not have an effect on productivity in the workplace
- employees' conduct must not create a "reputational risk" to the Council
- any policy must be manageable and enforceable in a consistent way across the Council
- the policy must be straightforward and achievable
- the implementation of any new policy or arrangements should be staged over a period of time; there was a range of timescales suggested as being reasonable by Group members which ranged from around six to 24 months.

3. Proposal

Taking account of the two committees' views (JCSC and ACSC) together with those of the Tobacco Declaration Working Group, the proposal now put forward is a simple one, that;

- the foundation of the current policy (that is that there are no breaks allowed during the day for the purpose of allowing smoking) be reflected in a revised policy.
- the revised policy is in effect merely a simplification of existing wording and a general update to reflect current issues and practices such as giving direction on the use of e-cigarettes. **A draft revised policy is shown at Appendix 3.**
- the final version of the policy agreed for implementation by the ACSC be notified to employees. It will be confirmed as a revised policy statement that will be applied from 1 January 2016 (and so more than three months' notice of this revision will be given from the date of ACSC approval). Employees will be notified that although the revised policy does alter current custom and practice, it does reflect what current authorised policy already is and that apart from minor wording changes the policy is not substantially amended. This will be communicated to employees through the Intranet, cascade team briefing and the Gen.

4. Financial Implications

There are no financial implications

5. Appendices

Appendix 1: Smoking at Work Policy report received by JCSC of 24 November.

Appendix 2: Current Smoking at Work Policy (Employee Handbook extract)

Appendix 3: Proposed new Smoking at Work Policy

6. Background papers

None identified.

4. Recommendations

It is recommended that the JCSC:

- 4.1 Considers the revised draft policy statement shown at **Appendix 3**.
- 4.2 Makes recommendations to the Appointments and Conditions of Service Committee which will subsequently consider whether to adopt the policy statement.

SMOKING AT WORK POLICY (Draft- JCSC November 2014/ ACSC December 2014)

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 ashtray is provided or adjacent public roads.
- 2.9 Electronic cigarettes (e-cigarettes) and chargers:**
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:

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

APPENDIX 31 – NO-SMOKING POLICY (Current 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 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 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 wellbeing 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 at Work 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.

SMOKING AT WORK POLICY (Second, revised draft- JCSC August 2015)

1. Introduction

1.1 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.

1.2 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 improve their own health.

This policy is effective from 1 January 2016 and replaces and supersedes all previous versions of the Council's Smoking at Work Policy.

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 To whom the Policy applies

The general policy guidance 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

Although it is a personal matter for any employees who chooses to smoke before or after work and during their official 'meal break', this should not be on the Council's premises or in vehicles as defined in the policy.

Once a work shift has commenced, there will be no breaks allowed specifically for the purpose of allowing employees to smoke. This applies to all employees in all jobs at all sites.

2.4 Facilities and ad hoc smoking arrangements

No facilities such as 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

As far as is reasonably practicable, employees who smoke outside their working day and 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 Electronic cigarettes (e-cigarettes) and chargers

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.

2.8 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.

3. Specific employee guidance on smoking (in employees' own time) at sites owned by the Council

3.1 Arnot Hill Park

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 including the 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.

3.2 Jubilee House, Depot, Transport Services workshops and car park areas

These are non-smoking areas. Employees, visitors and contractors are required to smoke off premises.

3.3 Third Party Premises

Employees 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 and practices at 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 asked 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.

4.4 Leisure Centres- General

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. Generally, 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.

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

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:

3.4.1 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

3.4.2 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.

3.4.3 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.

3.4.4 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 and all-weather pitches located on the opposite side of Coningswath Road. Smoking by employees (within the terms of this policy) is only permitted off site on the adjacent roads.

3.4.5 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 (under the terms of this policy) 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.

5. 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 and for the implementation of this policy.

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 will 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 employees' local conditions of service and will be published in the Employee Handbook available through the Council's Intranet or through the Personnel Team.

6. 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 employee health fair. Details of appropriate support can be obtained from the Safety Officer or Personnel Team.

7. Review of the Policy

The Policy will be reviewed periodically to ensure that it remains current and appropriate to the needs of the organisation.

8. Sanctions and Disciplinary Procedures

Any breach of this policy by an employee will be treated as issue of potential misconduct. Where there is evidence of such a breach the matter will be dealt with through the Council's Disciplinary Procedure.

9. Legislation References

Legislation relevant to this policy includes:

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



Report to Joint Consultative and Safety Committee

Subject: Current staffing issues (Standing Item)

Date: 25 August 2015

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

The summer months see much activity in respect to employee-related projects and events all of which are extremely positive.

2.1 As reported at the last JCSC, during March a survey was conducted across the whole workforce to find out about how our Performance and Development Review (PDR) scheme was working. The survey was produced in electronic format for those employees with an email address and ready access to a computer and in paper format for all other employees.

The survey showed that although the PDR system was being carried out well in most areas, there were "pockets" in the organisation where either PDRs weren't being regularly conducted or if they were, the quality seemed to be poor.

As a result of this feedback Senior Leadership Team (SLT) considered a number of recommendations for change, one of which was to improve clarity about the period within which all PDRs will be carried out annually (April to June). This has now resulted in a PDR completion rate of almost 99%.

2.2 A general employee survey takes place every two years with this year being a "survey year". Forms have been issued to each employee personally either through email contact or as a paper-based version attached to payslips. Although too early to report findings, the response rate has again been extremely good which gives confidence that the

results will be meaningful and changes that may be made as a result of the survey will reflect the comments of a high proportion of employees.

A summary of findings will be reported back to a future meeting of the JCSC together with proposed actions for improvement and change.

2.3 The collaboration arrangements between Gedling, Newark and Sherwood, and Rushcliffe Borough Councils continue to work well in relation to the shared Masters of Public Administration programme. A joint event took place on 27 July to showcase the opportunity to employees of the three councils and to ascertain interest for participation in the second cohort of this three-year programme. From this event sufficient numbers have come forward across the three councils to run a second cohort of this programme.

The first cohort, one year into their three years, recently gave presentations to the Senior Leadership Team and Service Managers designed to give an insight into their personal and professional development resulting from the programme.

2.4 At the last JCSC it was reported that the Chief Executive has been charged with conducting a review of the management arrangements for the Council and to bring forward proposals for improved ways of working and structural change.

It is now anticipated that an initial proposal will be brought to this committee in November to commence formal consultation. It is our practice to consult on major proposals over a 30-day period at the end of which time a final report would be brought back to this committee to ask that recommendations be made which will then be considered by the Appointments and Conditions of Service Committee prior to implementation.

The consultancy work conducted by the Hay Group running alongside the staffing review is still ongoing. Most recently interviews have been held with Service Managers to better understand the nature of their post and those within their team. Work has also been undertaken with Senior Leadership Team to help identify "job families" that might be considered when looking at pay grouping.

As previously reported, any proposals for change would be brought back to this committee for consultation prior to progression to the Appointments and Conditions of Service Committee as a change of policy (pay and conditions). It is anticipated that a report will be placed before the JCSC later this year.

2.5 The last meeting of the JCSC saw the introduction of the “Refresh Board”; an “organisational development team” team set up specifically look at opportunities for improving both customer experience and the working lives of employees.

The work programme stretches over a three-year horizon but current work strands include:

- Production of revised standards for employees, managers and leaders of the organisation together with a proposal for a new “Councillor Standard”.
- Establish a “back to the floor” programme to allow senior managers to better understand the issues facing our services in order for changes to be made and blockages to be removed. The placements will be informed by the Employee Survey results to ensure that the best use is made of the opportunity.
- Consideration of the viability of an Employee Benefits Scheme. An options paper is to go before SLT at the start of September.
- Focus on the opportunities available to allow the workforce to volunteer time to local groups and organisations.
- The offer of practical support to the Council’s Sports and Social Club which currently relies entirely on the efforts of a small number of volunteers, often organising events in their own time.
- Establishing a regime of peer reviews, working with Newark & Sherwood DC and Rushcliffe BC to review a number of services each year. There would be a particular emphasis on improving the customer experience and improving efficiency. Good practice can be shared across the three organisations.
- Focus on “digitalisation”. A special meeting of the group is arranged for November to begin to consider this particular strand of development in more detail. It is expected that a number of major projects will emerge from this.

2.6 Another area of collaboration that brings a new experience to this council is our participation in the National Graduate Development Programme. This programme run and coordinated by the Local Government Association provides work placement and development opportunities to gifted graduates. A recruitment and selection exercise undertaken by the three collaboration partners in June has resulted in the successful recruitment of two graduates being shared over a two-year period across the three organisations. Locally it is planned that the graduates can provide extra resource on projects across the Council including the work to support the Refresh Board.

3. Recommendation

The Committee is asked to note this report.

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Report to Joint Consultative and Safety Committee

Subject: Sickness Absence: summary of current trends

Date: 25 August 2015

**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 since December sickness absence has begun to fall in the organisation with each successive month showing a decrease.
- The outturn for year-end up to March showed an absence rate of 8.9 full-time equivalent days lost per full-time equivalent employee against a corporate target of 9.5 days. The target for absence for the current year 2015/16 was reduced down to 9.0 days and the absence rate for the year up to June is at its lowest level since absence was recorded in this way at 7.6 days lost.
- The work done to encourage an improvement in attendance was detailed at the last JCSC. Since that meeting the Organisational Development Team has continued to issue regular posters showing team absence levels and how each team's performance compares to others together with reminders about our policies and procedures. Reports back from teams confirm that this information is used for team meetings and does generate discussion. These along with other measures do now seem to be making a difference to our attendance.

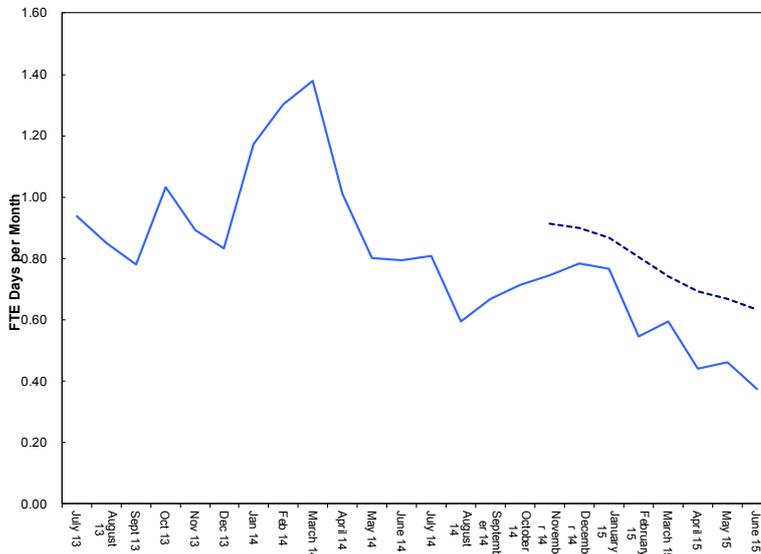
- Long-term absence (normally 20+ days) can have a substantial impact on absence rates within a team. Currently the number of long term absence rates remains low and the three current cases accounted for almost 40% of all absence during June. This indicates how low the remaining short-term absence rate is.
- The “year to date” table shows that average absence levels for most teams generally seem to be within target although there still remain two large service areas (a team size of 20+), Planning and Customer Services and IT where absence levels are outside target. Over a longer period, the year-to-date table shows that three larger teams are outside target although two out of the three teams show improvement over the last six months.

3. Recommendation

The Committee is asked to note this report.

Summary of trends graph; year to date at June 2015

Summary of Trends



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

Month	Total Absence %	No of FTE Staff	12 Month Average (%)	FTE Days per FTE in Current Month	FTE Days per FTE 12 Month Average	FTE Days per FTE per Month Average
July 13	4.08	405.04	4.16	0.94	10.79	0.90
August 13	4.05	404.46	4.20	0.85	10.83	0.90
Sept 13	3.72	401.87	4.16	0.78	10.72	0.89
Oct 13	4.49	399.47	4.12	1.03	10.54	0.88
Nov 13	4.24	398.70	4.10	0.89	10.41	0.87
Dec 13	4.39	398.43	3.98	0.83	10.22	0.85
Jan 14	5.33	394.11	4.03	1.17	10.38	0.87
Feb 14	6.50	387.24	4.22	1.30	10.76	0.90
March 14	6.56	385.38	4.39	1.38	11.22	0.94
April 14	5.05	382.87	4.54	1.01	11.55	0.96
May 14	4.00	381.56	4.59	0.80	11.61	0.97
June 14	3.78	381.54	4.68	0.79	11.88	0.99
July 14	3.51	380.97	4.64	0.81	11.74	0.98
August 14	2.97	390.08	7.61	0.59	11.49	0.96
September 14	3.03	374.98	7.37	0.67	11.41	0.95
October 14	3.11	372.33	7.24	0.71	11.12	0.93
November 14	3.73	367.18	7.20	0.75	10.98	0.92
December 14	3.74	369.80	7.13	0.78	10.80	0.90
January 15	3.83	372.61	7.18	0.77	10.42	0.87
February 15	2.73	375.60	7.12	0.55	9.66	0.81
March 15	2.71	378.01	7.13	0.60	8.90	0.74
April 15	2.20	377.05	6.97	0.44	8.33	0.69
May 15	2.43	375.66	6.84	0.46	8.02	0.67
June 15	1.69	371.78	6.67	0.37	7.60	0.63

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

YEAR TO JUNE 2015								Year to date trend						
Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE	% 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
Chief Executive		5.00	5.00	5.00	3.39	18.74	3.75	1.49%	3.95	3.95	4.76	4.76	4.76	5.29
Service Total:		5.00	5.00	5.00	3.39	18.74	3.75	1.49%						
Corporate Directorate (A)	Communications	4.41	4.46	4.43	1.50	14.17	3.20	1.27%	3.20	3.15	3.15	3.15	3.15	2.59
	Housing	10.01	10.24	10.13	5.11	80.65	7.96	3.16%	8.16	7.96	8.29	8.39	7.04	4.37
	Planning and Economic Development	21.32	21.68	21.50	11.05	132.96	6.18	2.45%	5.18	3.87	3.53	3.79	4.29	3.48
		1.00	1.00	1.00	1.00	3.00	3.00	1.19%	4.00	4.00	4.00	1.00	1.00	1.00
Service Total:		36.74	37.38	37.06	18.66	230.78	6.23	2.47%						
Corporate Directorate (B)	Audit and Asset Management	18.12	15.64	16.88	6.92	48.82	2.89	1.15%	3.78	4.57	5.59	7.13	8.16	8.82
	Customer Services and IT	34.41	34.23	34.32	25.98	380.69	11.09	4.40%	10.89	11.42	13.49	15.25	17.08	18.51
	Financial Services	14.22	12.03	13.12	8.59	45.66	3.48	1.38%	3.35	3.23	3.78	5.33	5.15	4.55
	Leisure Services	63.86	67.31	65.58	37.56	472.78	7.21	2.86%	7.53	8.05	8.45	8.69	8.84	9.61
	Revenues Services	35.49	33.37	34.43	21.09	162.11	4.71	1.87%	5.38	6.28	6.31	6.33	7.06	7.39
		1.00	1.00	1.00	1.00	12.00	12.00	4.76%	12.00	12.00	12.00	12.00	12.00	12.00
Service Total:		167.10	163.57	165.34	101.15	1122.05	6.79	2.69%						
Corporate Directorate (D)	Community Relations	11.49	10.95	11.22	5.11	74.40	6.63	2.63%	7.16	7.37	6.64	7.69	8.24	8.17
	Parks and Street Care	47.04	47.34	47.19	27.86	567.97	12.04	4.78%	11.67	11.67	12.08	11.88	12.55	12.84
	Public Protection	26.79	26.14	26.46	10.97	148.14	5.60	2.22%	5.39	4.90	5.47	6.83	7.72	7.56
	Transport Services	7.00	7.00	7.00	3.00	17.00	2.43	0.96%	2.57	2.57	1.86	1.86	1.14	0.57
	Waste Operations	57.74	55.92	56.83	31.97	630.08	11.09	4.40%	13.94	15.17	16.46	18.46	20.52	22.11
		1.00	1.00	1.00	0.00		0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		151.06	148.34	149.70	78.91	1437.59	9.60	3.81%						
Legal Services	Elections and Members' Services	6.00	4.81	5.41	2.50	8.72	1.61	0.64%	1.48	1.48	1.14	1.14	1.24	0.87
	Legal Services	6.45	6.45	6.45	3.80	8.84	1.37	0.54%	1.37	1.37	1.37	1.37	1.00	0.15
	Organisational Development	7.92	6.08	7.00	3.35	31.11	4.44	1.76%	5.16	5.37	5.73	6.02	5.88	6.29
		0.00	0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		20.36	17.34	18.85	9.65	48.67	2.58	1.02%						
Grand Total:		380.27	371.63	375.95	211.77	2857.83	7.60	3.02%	8.02	8.33	8.90	9.66	10.42	10.80

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

Days lost per FTE employee: June 2015								Current month trend						
Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE	% 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
Chief Executive	Executive Office	5.00	5.00	5.00	0.00		0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.80
Service Total:		5.00	5.00	5.00	0.00		0.00	0.00%						
Corporate Directorate (A)	Communications	4.46	4.46	4.46	0.00		0.00	0.00%	0.00	0.00	0.00	0.00	0.54	2.00
	Housing	10.24	10.24	10.24	0.00		0.00	0.00%	0.20	0.00	0.00	2.18	0.54	0.96
	Planning and Economic Development	21.68	21.68	21.68	2.18	20.38	0.94	4.70%	1.63	0.64	0.23	0.22	0.77	0.09
		1.00	1.00	1.00	0.00		0.00	0.00%	0.00	0.00	3.00	0.00	0.00	0.00
Service Total:		37.38	37.38	37.38	2.18	20.38	0.55	2.73%						
Corporate Directorate (B)	Audit and Asset Management	15.09	15.64	15.36	1.27	4.97	0.32	1.62%	0.22	0.22	0.00	0.21	0.56	0.00
	Customer Services and IT	34.23	34.23	34.23	5.59	34.99	1.02	5.11%	1.10	1.09	1.41	0.61	0.47	0.14
	Financial Services	13.03	12.03	12.53	0.00		0.00	0.00%	0.00	0.15	0.00	0.00	0.76	1.33
	Leisure Services	66.65	67.31	66.98	5.92	13.89	0.21	1.04%	0.12	0.10	0.51	0.59	0.90	0.82
	Revenues Services	33.37	33.37	33.37	3.00	3.92	0.12	0.59%	0.00	0.49	0.89	0.11	0.42	0.73
		1.00	1.00	1.00	0.00		0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		163.37	163.57	163.47	15.79	57.78	0.35	1.77%						
Corporate Directorate (D)	Community Relations	10.95	10.95	10.95	0.00		0.00	0.00%	0.20	1.13	2.20	1.69	0.42	0.15
	Parks and Street Care	47.34	47.34	47.34	2.53	26.32	0.56	2.78%	0.67	0.10	1.32	0.84	1.17	1.83
	Public Protection	26.14	26.14	26.14	2.00	6.00	0.23	1.15%	0.56	0.60	0.11	0.22	0.48	0.78
	Transport Services	7.00	7.00	7.00	0.00		0.00	0.00%	0.00	0.71	0.00	0.71	0.57	0.43
	Waste Operations	56.42	55.92	56.17	5.00	28.00	0.50	2.49%	0.63	0.85	0.22	0.76	0.80	0.96
		1.00	1.00	1.00	0.00		0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		148.84	148.34	148.59	9.53	60.32	0.41	2.03%						
Legal Services	Elections and Members' Services	4.81	4.81	4.81	0.00		0.00	0.00%	0.00	0.34	0.00	0.00	0.84	0.29
	Legal Services	6.45	6.45	6.45	0.00		0.00	0.00%	0.00	0.00	0.00	0.00	0.85	0.00
	Organisational Development	6.08	6.08	6.08	0.00		0.00	0.00%	0.50	0.00	0.00	0.00	0.00	0.34
		0.00	0.00	0.00	0.00		0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		17.34	17.34	17.34	0.00		0.00	0.00%						
Grand Total:		371.92	371.63	371.78	27.49	138.47	0.37	1.86%	0.46	0.44	0.60	0.55	0.77	0.78

Long term (20 days+ in month)/ short term sickness analysis for June 2015

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)	Planning and Economic Development	1	3	12.78	19.63	65.12%	33.33%
Head of Service Total:		1	3	12.78	19.63	65.12%	33.33%
Corporate Directorate (B)	Audit and Asset Management	0	2	0.00	4.93	0.00%	0.00%
	Customer Services and IT	1	7	21.52	34.24	62.87%	14.29%
	Leisure Services	0	10	0.00	16.39	0.00%	0.00%
	Revenues Services	0	3	0.00	3.81	0.00%	0.00%
Head of Service Total:		1	22	21.52	59.37	36.26%	4.55%
Corporate Directorate (D)	Parks and Street Care	1	3	19.57	25.68	76.19%	33.33%
	Public Protection	0	2	0.00	5.87	0.00%	0.00%
	Waste Operations	0	5	0.00	27.39	0.00%	0.00%
Head of Service Total:		1	10	19.57	58.95	33.20%	10.00%
LegalServices	Organisational Development	0	1	0.00	0.58	0.00%	0.00%
Head of Service Total:		0	1	0.00	0.58	0.00%	0.00%
Grand Total:		3	36	53.88	138.53	38.89%	8.33%



Report to Joint Consultative and Safety Committee

Subject: Information item: Minor changes to the Establishment agreed outside the formal full JCSC process (Standing Item).

Date: 25 August 2015

Author: Service Manager; Organisational Development

1. Purpose of the Report

This is a standing information item highlighting to the Committee any minor changes to the Establishment proposed by the Senior Leadership Team for implementation outside the formal full JCSC process but following consultation with trade unions. 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

There has been one minor staffing proposal that has been considered by Senior Leadership Team outside the full JCSC framework. This report is fully supported by trade unions.

Proposal: This report to SLT proposed the creation of a new Community Infrastructure Levy Officer post. The purpose of this Band 9 post is to coordinate and maximise the funding opportunities that arise from major planning applications that carry a CIL surcharge. The post is funded through CIL receipts.

3. Recommendation

The Committee is asked to note this report.

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