



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

Agenda

Joint Consultative and Safety Committee

Date: **Tuesday 30 August 2016**

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 Tammy Bisset
Councillor Paul Feeney
Councillor John Parr
Councillor Muriel Weisz
Councillor Paul Wilkinson

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- 2 To approve, as a correct record, the minutes of the meeting held on 24 May 2016.** 5 - 8
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MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE

Tuesday 24 May 2016

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	

Officers in Attendance: D Archer, H Barrington, G Ilett and H Lee

43 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Sean Redgate (GMB).

44 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 23 MARCH 2016.

RESOLVED:

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

45 DECLARATION OF INTERESTS.

None.

46 SICKNESS ABSENCE 2015-16

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

RESOLVED:

To note the report.

47 CURRENT STAFFING ISSUES

The Service Manager for Organisational Development presented a report, which had been circulated prior to the meeting, presenting current workforce issues.

Members expressed concern about the number of temporary staff and asked for further clarification regarding numbers, and length of contracts, for staff on temporary contracts.

Members thanked officers for all the support they receive.

RESOLVED:

To note the report.

48 MINOR ESTABLISHMENT CHANGES

The Service Manager for Organisational Development presented a report, which had been circulated prior to the meeting, informing members of a minor change to the establishment in the waste service which had been agreed outside the formal committee process.

RESOLVED:

To note the report.

49 HEALTH FAIR REPORT 2016

The Health and Safety Officer presented a report, which had been circulated prior to the meeting providing a review of the Council's health fair session 2016.

RESOLVED:

To note the report.

50 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

51 EXCLUSION OF PRESS AND PUBLIC.

RESOLVED:

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

52 STAFFING REPORT; CONSULTATION CLOSURE- LEGAL SERVICES

The Director for Organisational Development and Democratic Services presented a report, which had been circulated prior to the meeting. The report introduced staffing structure changes to Legal Services and members were required to authorise the proposals for consideration by the Chief Executive, who under delegated authority would authorise the implementation of changes with effect from, or soon after June 2016.

RESOLVED:

To support the proposed changes.

The meeting finished at 6.15 pm

Signed by Chair:
Date:

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Report to Joint Consultative Safety Committee

Subject: Health and Safety Annual Report

Date: 30 August 2016

Author: Health and Safety Officer

1. Purpose of the Report

To provide elected members, senior management and UNISON representatives with an annual report on matters relating to the health and safety (H&S). This includes the H&S officers work plan for 2015/16. The report highlights the 2016/17 work plan, summarises the assurance risk assessment and outlines the proposed work plan to deliver continuous development of the service.

2. Background

The H&S officer acts principally as the specialist safety officer for the Council, providing appropriate advice and assistance to aid management to meet their statutory obligations and facilitate a consistent application of the Council's H&S policy. The role also includes a lead role for emergency planning duties. The H&S role and service has continued to evolve and modernise over the past year. Whilst recognising the formal responsibilities placed upon relevant managers, the H&S Officer has a general responsibility and authority to provide an appropriate enforcement role when there is a discernible breach of H&S.

The Council's H&S culture and standards have shown signs of weakness in a couple of service areas but remains largely resilient amongst most service areas, there is work planned to address these concerns. There are identified and some unconfirmed reasons for the dip in standards, contributing factors may include changing work priorities in service areas, operational tasks taking priority over H&S, a lack of focus on H&S, misunderstandings, a lack of knowledge and appreciation for H&S, gaps in H&S training, some managers perceiving H&S as a low risk when the risk is greater in reality, a legacy of reassurance that the H&S compliance is adequate; for example in the areas of legionella, fire and asbestos management.

Now is the time to re-focus management's attention on H&S, and for the Senior Leadership Team (SLT) to make clear the H&S expectations on their service managers, such as challenging colleagues to consistently raise and maintain H&S standards.

At the time of writing the report there was a number of management role vacancies. SLT should be mindful of short to medium-term effects that vacancies have on H&S management, and the period afterwards when new employees familiarise themselves until they become adequately trained, skilled and knowledgeable in corporate H&S policies.

There are notable H&S concerns in planning and waste services. The weaknesses are to be addressed and action taken to re-establish good standards.

There are objectives this year to test the safety culture, as well as a programme of H&S audits and inspections.

The Corporate Health and Safety (CHAS) group meetings have continued to meet quarterly to address corporate risks in consultation with nominated CHAS representatives. The representatives are now the main H&S champions for the service areas they represent.

The H&S officer has undertaken comprehensive work plan to enforce and monitor compliance with the H&S policy, this ranged from prompt investigations to H&S tours with two corporate directors within respective service areas, reinforcing the chief executive officer's signed commitment to H&S. The approach to H&S is apply the principles of plan, do, check and act, to identify risks, assess and manage them, controlling acceptable risk and directing resource to residual risks.

The limited resource of one H&S officer as at times been stretched by a number of management requests, notably the administration and delivery of the repair and renew flood grant scheme. This sadly, gave rise to delays in improving corporate H&S guidance and other work areas.

The H&S officer continues to promote safety education in conjunction with management, encouraging safety & health consciousness within all levels of the organisation and assisting and encouraging supervisory managers to develop safe working practices.

The H&S officer strives to undertake his work in a supportive manner, with positive reinforcement and a hands-on approach where necessary. This has ranged from support to managers for return to work workplace adjustments in housing and planning, advising on Display Screen Equipment (DSE) risk assessments, pregnant workers and disability workstation adjustments in Revenues and Benefits and Customer Services. There are good examples of consultation with the workforce with significant improvements to DSE workstations at Calverton and Arnold Leisure Centre reception areas.

The Council remains a corporate member of The Royal Society for the Prevention of Accidents (RoSPA). The H&S officer is now the Chair for the Nottinghamshire

Risk Management Group (NRMG), a safety meeting attended by Nottinghamshire' and other H&S officers. The group provides a valuable source of H&S information and facilitates effective networking and sharing of best practice.

Council workplace profile as of June 2016

The Council currently employees 490 contracted employees, not including agency staff or casual employees.

The male, female ratio is nearly 50:50. With 242 Males and 248 females

The age breakdown is as follows:

Age 18 and under = 0

19-25 = 44

26-39 = 104

40-65 = 327

66 and over = 15

There are also 145 manual role employees and 345 Non-manual.

Nearly 70% of the workforce is over 40 years of age, which could be argued is matching the wider aging population.

The following sections provide a summary of the assurance ratings for each of the five key Health & Safety enablers.

2.1 Safety Guidance

National legislation, Health and Safety Executive (HSE) guidance, case law, other industry best practice guidance changes, alongside organisation learning and management support requests have shaped the H&S officer's priorities. This resulted in a significant review being undertaken to the Council's H&S Policy.

14-15 Assurance Assessment – guidance was improving in 2014/15.

Inherent risk rating	High
Residual risk rating 2014/15	Low

Summary of control actions planned and implemented during 2015/16:

1. The Council's H&S policy was reviewed throughout the year, with tracked changes providing a clear audit trail for amendments,
2. Changes were made to the first aid policy. This included a review of national guidance and best practice, in consultation with the workforce. Consequently, long-term cost savings will result for first aid training. The policy change affects swimming pool sites with National Pool Lifeguard

- Qualified (NPLQ) employees being exempt from having to attend additional first aid training,
3. The Employee Protection Register (EPR) and guidance continued to be developed. It is intended to be ready for this coming financial year. The H&S officer met with the Corporate Director Organisational Development and Democratic Services where it was agreed to trial a different EPR model. The associated corporate lone working guidance will be reviewed when the EPR guidance is finalised,
 4. The lone worker device trial was completed and feedback obtained as part of the consultation process, a number of lone working risk assessments were reviewed by the H&S officer,
 5. The following safety guidance notes were reviewed; Legionella guidance, client officer and construction management, accident and incident reporting, and permit to work (PTW) guidance was developed,
 6. The awareness and communication of the Council's H&S policy, and corporate guidance was communicated throughout the year. This included highlights in The Gen, intranet, CHAS group meetings, training courses, and at other meetings with all levels of management.

2015/16 Assurance Assessment

Inherent risk rating	High
Residual risk rating 2015/16	Medium



Residual Risk Direction: (Deteriorating)

Delays in delivering the revised EPR guidance and the administration of the Repair and Renew Grant (RRG) scheme were contributing factors to the residual risk rating. The residual rating has been affected from observations and lack of compliance with corporate guidance, identified during H&S audits, inspections, observations and accident and incident learning. The associated risks with asbestos, fire and legionella arrangements are contributing factors to the residual risk.

Significant work and support from the H&S officer is needed to improve the robustness of arrangements. It is foreseen that associated costs will be met by local budgets and the risk management fund, and addressed in a risk based approach. Focus will be given to high risks first, and then medium risks followed by the remaining low risks.

The H&S culture in a number of service areas is of growing concern in the opinion of the H&S officer and management support is essential to get better buy-in by the wider workforce. Management must challenge unacceptable work practices. A specific H&S survey will aid with identifying H&S culture and a benchmark the current H&S climate.

Summary of planned control actions for 2016/17:

The following actions are planned for 16-17 to maintain and improve the Council's assurance level with respect to Safety Guidance:

- Continue to review the H&S policy as a 'live' document,
- Review a minimum of 4 sets of safety guidance during 2016/17,
- Continue to communicate and raise the profile of safety policies and guidance,
- Continue to consult the workforce on H&S matters via the CHAS group and the Joint Consultative Safety Committee (JCSC),
- Work will commence to build a clearer policy on employees driving privately owned vehicles whilst on Council business. Commonly referred to as the grey fleet,
- Complete the Employee Protection Register guidance, and conduct briefing sessions to management,
- Implement the revised legionella guidance,
- Conduct two legionella briefing sessions to support understanding by local management and SLT,
- Further modernise of the risk assessment process,
- Conduct a review of fire risk assessment arrangements, this will include engaging external support in creating suitable and sufficient fire risk assessments,
- Asbestos guidance will be rewritten. A corporate asbestos risk assessment will be generated. This will include fly-tipped asbestos containing material arrangements. This will be a preamble to specialist contractor site specific asbestos management surveys,
- Conduct two asbestos briefings sessions to support understanding by local management and SLT,
- Corporate directors will reiterate to service areas the H&S expectations to support the Council's H&S policy objectives,
- Corporate directors are to be informed of non-compliance by the H&S officer,
- The deputy chief executive is to undertake an assessment of waste services to ascertain the underlying and root causes of H&S non-compliance,
- The chief executive will ascertain H&S non-compliance in planning, to provide an effective H&S hand-over to forthcoming recruited management roles,
- A review of the CHAS representative roles will be conducted by the Chair of the CHAS group with the support of the H&S officer, to reiterate their roles, responsibilities and overall H&S expectations,
- The Council's insurers will provide an impartial assessment of asbestos, fire and legionella arrangements,

- A H&S staff survey will be piloted to assess the current H&S culture, creating H&S culture as a key performance indicator (KPI),
- To request that key H&S questions are included in the two yearly staff survey. This will provide a long-term KPI for the H&S service,
- Due to the high risk profile of asbestos, legionella and fire arrangements, H&S duties will take priority over emergency planning duties.

2.2 Safety Training

The H&S officer' role includes promoting and providing regular safety training for all employees in collaboration with all service areas. Training commitments continue to be influenced by management requests, internal learning and gap analysis.

14-15 Assurance Assessment – training was improving during 2014/15.

Inherent risk rating	High
Residual risk rating 2014/15	Medium

Summary of control actions planned and implemented during 2015/16:

1. Training was delivered in a planned approach, 20 H&S courses were delivered by the H&S officer, and 9 external H&S courses delivered,
2. The central training database was developed further, providing management with a tool to interrogate and highlight training needs. A significant improvement was made in leisure services with the introduction of the H&S training matrix. This matrix is a straightforward database to populate and understand training needs. There are options to make the matrix available for other service areas,
3. The legionella combined training courses, provided a good opportunity to check arrangements and action improvements; this included a full rewrite of management guidance and log book design. This work will require full roll out during 2016/17,
4. Sadly, due to other work commitments Waste Industry Safety and Health forum WISH training was not arranged for Waste or PASC service areas, this will be re-prioritised for 2016/17,
5. An additional officer was trained to support in the delivery of First Aid at Work (FAW) courses and the First Aid register of qualified persons. The first aid register was maintained and rationalised. Long-term cost savings have been identified in this area,
6. The safety champions are now part of the CHAS representative role,
7. The continued delivery of a Staff Support Campaign was delivered throughout the year with the completion of successful health fair, resilience, stress management and violence and aggression training

sessions. These activities may be a contributory factor to the reducing sickness and absenteeism figures at the end of the previous financial year. The Council achieved its target of less than 9 days per full-time employee, with a final outturn of 7.24 days lost. Notably, that sickness absence related to depression and anxiety saw much improvement (ref. JCSC report. Sickness absence: summary of current trends 24 May 2016).

8. eLearning options were investigated.

15-16 Assurance Assessment

Inherent risk rating	High
Residual risk rating 2015/16	Medium



Residual Risk Direction: (Improving)

Whilst this year's actions have not moved the residual risk rating up to Low, we are tracking towards this status. We are seeing more employees attending H&S training. However, there are some unknown gaps due to no standard training matrix in every service area, this will be addressed. It is essential that all colleagues attend the right H&S course at the right times. For example, there are examples of temporary and some long-term colleagues being overdue or not attending training when required. Management need to ensure that all colleagues requiring H&S training are released from workplaces to attend.

It is recognised that there needs to be close scrutiny of budgets in order that H&S costs are managed to an acceptable level. H&S training rationalisation will continue to be an important factor before any internal and external training is agreed.

H&S training requirements are not optional and mandatory training needs to be met to satisfy adequate minimum H&S standards.

eLearning is an option to assist with reducing training resources and the associated delivery and support costs. There are also wider benefits to organisational development with modules being available for human resource, safeguarding and to IT. The modules have editable packages to make them specific to Council needs.

New H&S policies and approaches have been and will continue to be in line with statutory guidance, best practice and developed in consultation with the workforce.

Summary of planned control actions for 2016/17:

The following actions are planned for 16-17 to maintain and improve the Council's assurance level with respect to Safety Training:

- Deliver training in a planned approach,
- Review the types of internal H&S courses the attendance requirements, and the requirement for external training, along with budget needs,
- SLT and Service managers are required to ensure colleagues are effectively released to attend H&S training,
- Review the emergency evacuation chair training requirements to identifying potential savings to training costs,
- Continue to manage the first aid register, and train staff as per local management first aid risk assessment requirements,
- Support the delivery of (WISH) external training courses for PASC and Waste service areas with local management assistance,
- Support and review the quality of externally delivered manual handling training for PASC, Transport and Waste Service areas. This training will be specific to the workplaces, rather than generic manual handling training covered by the H&S officer on employee H&S awareness courses. This will assist with challenging bad habits and poor unsafe techniques,
- Develop a business case for online e-learning, to find additional training efficiencies,
- To present the CHAS group with the template staff training matrix derived from the leisure services training matrix to be rolled out to all service areas,
- Continue to support the delivery of the staff support campaign.

2.3 Safety Audits & Inspections

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

14-15 Assurance Assessment – audits and inspections was deteriorating in 2014/15

Inherent risk rating	Medium
Residual risk rating 2014/15	Medium

Summary of control actions planned and implemented during 2015/16:

1. The H&S Audits that were completed during 2015/16, are as follows:
 - Waste Services,
 - Legal Services,
 - Calverton Leisure Centre,
 - Arnold Leisure Centre,

- Redhill Leisure Centre,
 - Carlton Forum Leisure Centre,
 - Richard Herrod Centre,
2. The audit system was further improved with the introduction of the H&S audit grading chart and audit process. H&S audits now have a clear 10 stage process,
 3. Two corporate directors have now conducted or have planned H&S tours within their service areas. This provides positive reinforcement of H&S standards and awareness of both senior management and operational staff to workplace H&S matters. The H&S tours should be considered for inclusion by the chief and deputy executive in the future,
 4. H&S site inspections and unannounced visits were completed,
 5. The UNION safety representative conducted a number of hazard reports which assisted with wider depot H&S improvements. Such as guarding, fire and lighting arrangements.

15-16 Assurance Assessment

Inherent risk rating	Medium
Residual risk rating 2015/16	Low



Residual Risk Direction: (Improving)

The overall findings from H&S audits undertaken with the exception of one service area has improved the overall residual risk rating.

Despite the H&S officer's best efforts waste services progress to act on H&S advice and audit recommendations has been limited. Observations by the H&S officer and external MH trainer on waste operatives include some employees being complicit in some unsafe practices such as task and finish mentality, this presents an unhealthy and unacceptable risk to the Council. Support will be required to improve compliance and maximise learning from relatively recent HSE prosecutions against other local authority waste service operations, despite previous assurance given by HSE inspections to waste services management. These and other engrained habits must be addressed by management.

Waste services random H&S inspections have also highlighted gaps in H&S arrangements.

Significant improvements have been made to H&S audit process; the number of inspections and unannounced inspections was lower than intended.

Management should be strongly encouraged to prioritise conducting H&S inspections across all workplaces. This is an important proactive approach to H&S. This should include office environments, which are historically seen as low risk, but have seen weakness in understanding and reduced standards.

H&S tours by SLT in conjunction with service managers and the H&S officer need to continue to help raise the profile of H&S across the Council.

Leisure centre internal and external right directions H&S audits showed good improvements, this should be commended. The engagement and culture change by local management is now seen by the H&S officer as the top performing service area for H&S. For example, staff training records is much improved.

Summary of planned control actions for 2016/17:

The following actions are planned for 16-17 to maintain and improve the Council's assurance level with respect to Safety Audits & Inspections:

- The H&S officer will complete a minimum of 6 H&S audits,
- A further waste services audit to be planned during 2016/17,
- The H&S officer will continue to raise the profile of the H&S audit process at the CHAS group meetings,
- Continue to develop and streamline the audit process,
- The chief and deputy chief executive to conduct H&S tours,
- The H&S officer will conduct a minimum of 6 workplace inspections across the Council in 2016/17,
- The H&S officer will strive to be more proactive in the manually intensive service areas,
- The deputy chief executive should investigate and review the underlying reasons of the waste services H&S standards, ascertain the progress of the H&S audit's recommended actions and summarise the findings to SLT and the H&S officer,
- Service managers to ensure that each workplace receives a reasonable number of H&S inspections and to report the main findings to their corporate director and the H&S officer,
- Leisure services to consider reducing external right directions audits to every two or three years, this third party impartial assessment of H&S standards comes at a cost. These costs in the H&S officers opinion can be slightly reduced,

2.4 Accidents and Investigations

The H&S officer continued to collate, prepare and submit accident statistics and other safety reports for management to measure safety performance. Incidents continued to be investigated and feedback given on the quality of the form completion through the CHAS group.

It takes time to develop an ingrained healthy, safe approach and awareness to H&S and by its very nature is a constant ongoing process. A strong H&S culture is the corner stone for strong H&S performance linked to positive H&S attitudes

and opinions of the whole workforce, reinforced at the highest levels of the organisation.

14-15 Assurance Assessment – accidents and investigations was improving during 2014/15

Inherent risk rating	High
Residual risk rating 2014/15	Medium

Summary of control actions planned and implemented during 2015/16:

1. All Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) incidents were investigated by management with the support of the H&S officer,
2. All accident and incidents requiring the H&S officers input or support were conducted in a timely manner,
3. The H&S officer provided positive reinforcement of good practice and improvements were made to the quality of the accident and incident reports,
4. Due the limited capacity of one officer in IT, the H&S officer was unable to pursue options of the online accident and incident report, this should be reprioritised during 2016/17, or alternatives considered,
5. A number of improvements were made to the accident and incident report form,
6. Quarterly incident statistics now form part of the CHAS group updates,
7. Workplace accident and incident statistics were provided to management as part of post incident learning,
8. Two Accident and Incident investigation training sessions were delivered.

15-16 Assurance Assessment

Inherent risk rating	High
Residual risk rating 2014/15	Medium



Residual Risk Direction: (Improving)

Whilst this year's actions have not moved the residual risk rating up to Low, we are tracking towards this status.

A small number of accident and incident reports took too long to be submitted to the H&S officer, service managers need to ensure that this improves. It is essential that employees take responsibility for reporting all accidents and incidents, particularly hazard and near misses on the corporate forms.

There are still misunderstandings in completing certain sections of the accident and incident report form. Common errors include the non completion of the corporate witness statement form.

There is also under reporting of hazard and near misses across the Council.

Summary of planned control actions for 2016/17:

The following actions are planned for 16-17 to maintain and improve the Council's assurance level with respect to Accidents & Investigations:

- The H&S officer will provide feedback and communicate findings to management and the CHAS group, this will include eGen alerts,
- The H&S officer to provide support on all Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) incidents were required,
- All accidents and incidents requiring the H&S officers input or support should be requested in a timely manner so that an effective investigation can be conducted,
- The H&S officer provided positive reinforcement of good practice,
- The H&S officer will further investigate the internal IT development options for an online/intranet accident form completion, to increase compliance, accuracy of data, and efficiency of analysis.
- SLT will be visible and active leaders in health, safety and welfare.
- SLT should reinforce the standards of accident and incident reporting to be completed in a timely manner and conduct either a minimum, low, medium or high level investigations as per accident and incident investigation management guidance (risk assessed approach)

Reference: Pages 6&7 of the guidance / Table 3. Colour coded guidance chart for managers/Supervisors when assessing what type of investigation is needed.

- Where witness statements are required as part of the accident and incident report, service managers should ensure that the correct forms are completed before the report is submitted to the H&S officer,
- The H&S officer will provide feedback at CHAS as to the quality of accident and incident reporting standards,
- Near miss and hazard reporting should form part of the audit and asset management service plan, replacing the unrealistic accident reduction key performance indicator,
- SLT and service managers must ensure that hazards and near misses are reported using the corporate accident and incident report form,
- SLT and service managers should ensure that accident and incident report forms are fully completed, i.e. part 4 of the report form, links to updated risk assessments, procedures, instructions, attached emails and re-training, in short all associated documentation should be attached to the final report.

NB. All accidents and incidents are also known and referred to as adverse events.

Refer to Appendix 3, For statistical reference for Leisure Centres adverse events breakdown for 2013/14 to 2015/16, External partner's adverse

events 2014/15 to 2015/16 and Service Area adverse events 2014/15 to 2015/16.

2.5 Occupational Health

The occupational health management and surveillance continued to be delivered during the past year in conjunction with the personnel team and local management.

14-15 Assurance Assessment – occupational health was deteriorating during 2014/15

Inherent risk rating	High
Residual risk rating 2014/15	Medium

Summary of control actions planned and implemented during 2015/16:

1. Completion of occupational health clinics and other relevant appointments,
2. A business case was submitted and agreed regarding the occupational health budget. The budget has now seen a permanent increase to £8000,
3. Occupational health budget was supported by other central funds to ensure any shortfalls in budget were met,
4. The occupational health contract is now in place and renewed annually,
5. Benchmarking with other local authorities was completed during the past financial year, numerous meetings with the current occupational health provider were also undertaken to improve the service the Council receives,
6. Work was completed to review the leisure centre surveillance requirements,
7. A number of cleanse exercises were completed to improve the occupational health database,
8. REACTEC was introduced into Parks and Street Care service area and Transport services, this made substantial improvements to monitoring, including accurate vibration ‘trigger time’ monitoring. There is also greater efficiency with the near elimination of monitoring paperwork with only a few exceptions.

15-16 Assurance Assessment

Inherent risk rating	High
Residual risk rating 2015/16	Medium

Residual Risk Direction: (Improving)



The residual risk remains as a medium risk due to the ongoing gaps in noise survey assessment arrangements identified during 2015/16, and learning from a noise induced hearing loss claim. Due to the actions taken and outstanding the residual rating remains unchanged. With a stretched H&S officer, there are concerns that the

improving status could be affected this year due to wider work commitments, the H&S officer will make every effort to maintain the improving status.

Summary of planned control actions for 2016/17:

The following actions are planned for 16-17 to maintain and improve the Council's assurance level with respect to Occupational Health:

- Arrange noise assessments as required for waste services and the tree team in PASC, This will include a review of control measures,
- To conduct noise assessments and initial surveys of leisure centre pool plant rooms and bar areas of the Richard Herrod centre. This will include a review of control measures,
- Conduct local exhaust ventilation arrangement review in transport workshops,
- Continue to manage and make further improvements to the occupational health database,
- Complete an assessment and recommend improvements to Carlton Forum Leisure Centres reception and front reception areas,
- Update the H&S Policy to reflect the changes to the arrangements.

7. Resource Implications

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

8. Recommendation

The group is asked to note the report. To provide support of the actions required my all levels of the Council to address H&S actions. To re-focus management's attention on H&S, and for the Senior Leadership Team (SLT) to make clear the H&S expectations on their service managers.

9. Appendices

Appendix 1. Risk category – Standard Definitions

Appendix 2. A summary overview of all H&S risk types.

Appendix 3 Leisure Centres adverse events breakdown for 2013/14 to 2015/16; External partners adverse events; Appendix 3.2 Service Area adverse events 2014/15 to 2015/16

Appendix 1. Risk category – Standard Definitions

H&S area and risks.

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

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

Appendix 2. A summary overview of all H&S risk types.

Risk No.	Risk type	Inherent Risk Assessment	Previous Year's Risk Assessment	Current Residual Risk Assessment	Direction (Improving, no change, or deteriorating)
1	Safety guidance	High	Low	Medium	Deteriorating
2	Safety training	High	Medium	Medium	Improving
3	Safety Audits, Inspections and visits	Medium	Medium	Low	Improving
4	Accident and incident investigations	High	Medium	Medium	Improving
5	Occupational Health	High	Medium	Medium	Improving

Appendix 3. Leisure Centres adverse events breakdown for between 2013/14 up to 2015/16

Leisure Centre	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	RIDDOR events	Total Accident Incidents 2015-16	Total Accident Incidents Previous years	Total User figures	Comments
Arnold Leisure Centre/ Bonington theatre	6	4	2	13	3	9	7	6	5	2	5	4		66	54	127590 / 22923 = 150513	
Calverton Leisure Centres	2	1	1	2	2	2	2	1	9	5	1	3		31	27	117778	
Carlton Forum Leisure Centre	6	4	9	5	10	2	7	7	1	7	4	6		68	99	340865	Busiest/ largest centre
Redhill Leisure Centre	1	2	1	4	3	2	3	2	2	2	1		1	23	11	143739	
Richard Herrod Centre			1	3			1			2		1		8	18	160692	
2015/16 Totals	15	11	14	27	18	15	20	16	17	18	11	14	(1)	196	-	913.587	
2014/15 Totals	7	25	21	22	27	21	21	20	14	11	7	13	(6)		209	895.026	
2013/14 Totals	19	30	18	17	14	14	24	11	12	10	18	34	(5)		221	945.337	

Service Area adverse events 2014/15 to 2015/16.

Service Area	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	RIDDOR	Total events reported	Total events reported last year
Audit and Asset Management									1					1	8
Community Relations		1				1							1	3	4
Chief Executive/ Corporate Directors/ PA team														0	0
Customer Services		1					1							2	6
Elections Services / Elected Members														0	3
Financial Services														0	1
Housing services							1					1	1	3	2
Legal services														0	1
Leisure service /jubilee house														0	0
Parks and Street Care (PASC)		1	1	1	1	1	1	1	1	1	3	3	2	17	19
Planning & Economic Dev'												1		1	4
Public Protection				1								2	1	4	1
Revenues and Benefits					1									1	2
Transport services									2					2	2
Waste services			1			3	1		2	1	1		2	11	9
2015/16 Totals		3	2	2	2	5	4	1	6	2	4	7	7	45	-
2014/15 Totals	2	3	8	6	11	3	10	6	2	3	5	3	6	-	62

External partners operating within the Civic Centre adverse events 1st April 2014 to 31st March 2016.

External partners	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	RIDDOR	Total Accident Incidents	Comments
Clinical Commissioning Group / NHS									1					1	
Job Centre Plus / DWP															External Partner. June 14 onwards
Police Crime Commissioner															
2015/16 totals									1				0	1	
2014/15 totals					1			1	1				0	3	

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Report to Joint Consultative and Safety Committee

Subject: Sickness Absence: summary of current trends

Date: 30 August 2016

**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:

- The final outturn at the end of March was 7.24 days lost which was the lowest figure recorded by the Council and fell well within the target of nine days. Unfortunately since then the figure has begun to rise again and currently stands at 9.36 days. Analysis suggests that this substantial rise is largely due to an increase in the amount of longer-term absences although the general level of absence has also increased.
- Absence rates for each of the months between April and July are two to three times the level of absence experienced in the same months last year. These higher levels of absence were last experienced two years ago in April 2014.
- Tables are included in Appendix 1 showing long-term absence for July and, as a comparator, February. Comparing these two months, sickness generally has increased and in particular the percentage of days lost due to long-term absence has increased by almost 50%. The proportion of occurrences of long-term absence as a percentage of all absences has doubled. This suggests that long-term absence is having a large effect on the sickness absence rates.
- A number of services have begun to reduce absence levels (comparing July to the previous month) including PASC, Revenues and Housing although for others, the rate of absence has increased. The total overall level of absence in the month has been at similar over the last three months.

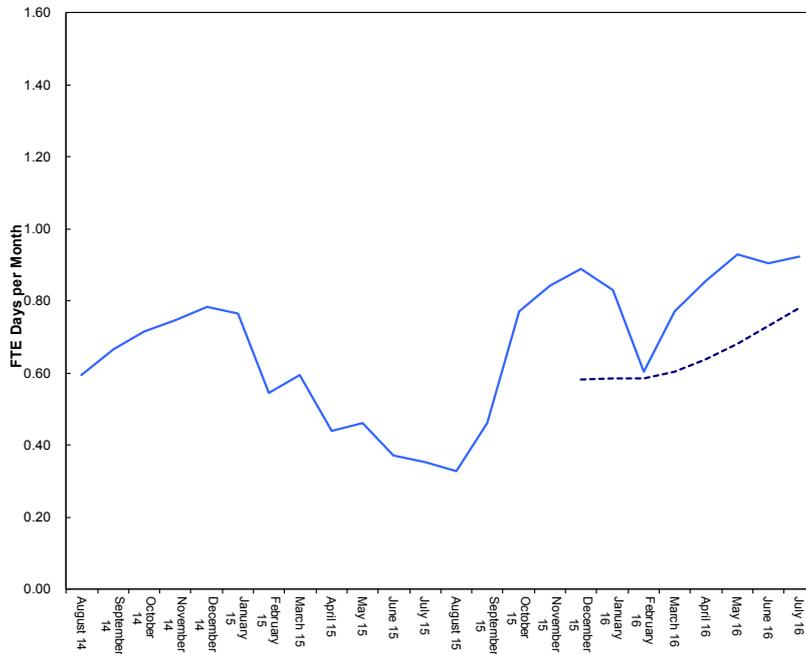
- Although the rising figure for absence levels is due in part to exceptionally low levels of absence experienced between April and September last year beginning to work themselves out of calculations, clearly the absence levels for the current and recent months are also above the target that we have set (eight days over the year). In response to this SLT have begun to pay particular attention to longer term absences and have started to share ideas for helping to support employees to return from sickness absences at the earliest opportunity. One such idea is to run “case management meetings” between the relevant Director, Service Manager and a Personnel Officer to more effectively identify ways of helping team members to return to work either to their normal role or perhaps for a short length of time, to a different or modified post, perhaps even in a different service area.

3. Recommendation

The Committee is asked to note this report.

Summary of trends graph; year to date at July 2016

Summary of Trends



FTE Days per FTE in Current Month

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
August 14	2.97	390.08	4.55	0.59	11.49	0.96
September 14	3.03	374.98	4.49	0.67	11.41	0.95
October 14	3.11	372.33	4.37	0.71	11.12	0.93
November 14	3.73	367.18	4.33	0.75	10.98	0.92
December 14	3.74	369.80	4.28	0.78	10.80	0.90
January 15	3.83	372.61	4.15	0.77	10.42	0.87
February 15	2.73	375.60	3.84	0.55	9.66	0.81
March 15	2.71	378.01	3.52	0.60	8.90	0.74
April 15	2.20	377.05	3.28	0.44	8.33	0.69
May 15	2.43	375.66	3.15	0.46	8.02	0.67
June 15	1.69	371.78	2.97	0.37	7.60	0.63
July 15	1.54	375.92	2.81	0.35	7.07	0.59
August 15	1.64	380.84	2.70	0.33	6.78	0.57
September 15	2.10	383.73	2.62	0.46	6.63	0.55
October 15	3.50	380.64	2.65	0.77	6.73	0.56
November 15	4.01	374.26	2.68	0.84	6.88	0.57
December 15	4.44	371.86	2.74	0.89	6.99	0.58
January 16	4.16	381.49	2.76	0.83	7.01	0.58
February 16	2.88	384.42	2.78	0.61	7.01	0.58
March 16	3.67	384.63	2.86	0.77	7.24	0.60
April 16	4.08	385.75	3.01	0.86	7.66	0.64
May 16	4.65	388.82	3.20	0.93	8.18	0.68
June 16	4.12	389.18	3.40	0.91	8.78	0.73
July 16	4.40	387.34	3.64	0.92	9.36	0.78

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

Year to July 2016								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	3.99	4.49	3.39	30.30	6.74	2.69%	6.74	6.32	6.32	6.32	3.69	1.67
Service Total:		5.00	3.99	4.49	3.39	30.30	6.74	2.69%						
Deputy Chief Exec & Director of Finance	Audit and Asset Management	15.24	13.59	14.42	7.65	44.05	3.06	1.22%	2.25	2.39	2.53	2.30	2.28	2.24
	Financial Services	13.03	14.49	13.76	6.47	25.84	1.88	0.75%	1.95	1.88	1.80	1.76	1.80	1.33
	Parks and Street Care	49.34	51.34	50.34	25.47	503.30	10.00	3.98%	8.54	6.97	6.25	5.77	6.30	6.84
	Revenues Services	32.76	31.39	32.08	19.11	424.42	13.23	5.27%	12.86	11.78	10.38	9.96	9.62	8.69
	Transport Services	7.00	8.00	7.50	1.00	15.00	2.00	0.80%	2.00	2.00	0.00	0.67	0.71	1.43
	Waste Operations	58.92	61.92	60.42	34.24	669.71	11.08	4.42%	10.27	9.48	8.94	9.18	8.86	8.83
		1.00	0.00	0.50	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		177.29	180.73	179.01	93.95	1682.33	9.40	3.74%						
Director of Health & Community Wellbeing	Community Relations	12.35	14.00	13.18	6.32	166.77	12.66	5.04%	10.64	9.01	8.40	9.06	11.22	12.43
	Housing	10.24	9.24	9.74	6.11	206.70	21.21	8.45%	21.52	20.19	17.00	14.66	10.62	8.74
	Leisure Services	64.51	66.73	65.62	38.42	386.98	5.90	2.35%	5.53	5.19	4.91	4.48	4.69	5.03
	Public Protection	27.14	22.57	24.85	8.57	138.49	5.57	2.22%	5.51	5.75	5.80	4.74	3.48	3.56
		1.00	1.00	1.00	1.00	1.00	1.00	0.40%	1.00	1.00	1.00	1.00	1.00	1.00
Service Total:		115.24	113.54	114.39	60.42	899.94	7.87	3.13%						
Director of OD & Democratic Services	Customer Services and Communications	40.94	44.96	42.95	26.61	586.50	13.65	5.44%	13.77	13.01	13.15	12.70	12.41	12.42
	Elections and Members' Services	4.31	4.00	4.16	2.00	46.59	11.21	4.47%	13.41	12.65	11.36	11.40	11.40	12.65
	Legal Services	6.45	5.20	5.82	2.00	75.42	12.95	5.16%	13.46	13.70	11.45	7.72	5.79	5.84
	Organisational Development	6.08	6.72	6.40	2.35	44.93	7.02	2.80%	7.02	7.02	7.49	6.31	6.31	6.31
		1.00	2.00	1.50	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	2.00	2.00
Service Total:		58.78	62.89	60.84	32.97	753.45	12.39	4.93%						
Planning & Economic Growth		22.05	26.45	24.25	9.58	217.50	8.97	3.57%	7.84	8.56	8.82	8.43	7.28	7.15
Service Total:		22.05	26.45	24.25	9.58	217.50	8.97	3.57%						
Grand Total:		378.37	387.59	382.98	200.31	3583.52	9.36	3.73%	8.78	8.18	7.66	7.24	7.01	7.01

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

Days lost per FTE employee: July 2016								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		3.99	3.99	3.99	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	2.74	2.11	0.00
Service Total:		3.99	3.99	3.99	0.00		0.00	0.00%						
Deputy Chief Exec & Director of Finance	Audit and Asset Management	13.59	13.59	13.59	2.54	10.81	0.80	0.89%	0.24	0.05	0.37	0.00	0.27	0.47
	Financial Services	13.99	14.49	14.24	0.00	0.00	0.00	0.00%	0.00	0.07	0.20	0.00	0.43	0.00
	Parks and Street Care	51.34	51.34	51.34	8.14	95.70	1.86	0.75%	2.10	1.28	0.63	0.73	0.36	0.72
	Revenues Services	31.39	31.39	31.39	5.61	21.82	0.70	0.85%	1.23	1.47	1.10	1.34	1.66	1.69
	Transport Services	8.00	8.00	8.00	0.00	0.00	0.00	0.00%	0.00	1.88	0.00	0.00	0.00	0.00
	Waste Operations	61.92	61.92	61.92	7.85	86.29	1.39	0.60%	1.23	1.46	0.50	0.52	0.73	0.53
		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:		180.23	180.73	180.48	24.14	214.62	1.19	0.64%						
Director of Health & Community Wellbeing	Community Relations	14.00	14.00	14.00	2.41	27.75	1.98	0.82%	1.44	0.66	0.63	0.17	0.27	1.52
	Housing	9.24	9.24	9.24	0.00	0.00	0.00	0.00%	1.41	3.15	3.26	4.25	1.97	2.30
	Leisure Services	67.22	66.73	66.97	4.93	34.34	0.51	0.35%	0.50	0.28	0.56	0.36	0.34	0.50
	Public Protection	24.07	22.57	23.32	1.00	3.00	0.13	0.20%	0.00	0.50	1.63	0.56	0.04	0.94
		1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		115.53	113.54	114.53	8.34	65.09	0.57	0.35%						
Director of OD & Democratic Services	Customer Services and Communications	42.96	44.96	43.96	4.86	58.45	1.33	0.53%	1.22	0.81	1.19	1.27	0.79	1.56
	Elections and Members' Services	4.00	4.00	4.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	3.29
	Legal Services	5.20	5.20	5.20	0.00	0.00	0.00	0.00%	0.00	2.64	3.07	2.22	0.00	0.00
	Organisational Development	6.72	6.72	6.72	0.00	0.00	0.00	0.00%	0.00	0.00	1.21	0.00	0.00	0.50
		2.00	2.00	2.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		60.89	62.89	61.89	4.86	58.45	0.94	0.37%						
Planning & Economic Growth		26.45	26.45	26.45	2.97	20.00	0.76	0.54%	0.20	1.09	1.29	1.15	0.84	0.36
Service Total:		26.45	26.45	26.45	2.97	20.00	0.76	0.54%						
Grand Total:		387.08	387.59	387.34	40.30	358.16	0.92	0.50%	0.91	0.93	0.86	0.77	0.61	0.83

Long term (20 days+ in month)/ short term sickness analysis for July 2016

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
Deputy Chief Exec & Director of Finance	Audit and Asset Management	0	4	0.00	10.59	0.00%	0.00%
	Parks and Street Care	3	9	61.64	93.58	65.87%	33.33%
	Revenues Services	0	7	0.00	21.31	0.00%	0.00%
	Waste Operations	1	8	20.55	84.53	24.31%	12.50%
Head of Service Total:		4	28	82.18	210.01	39.13%	14.29%
Director of Health & Community Wellbeing	Community Relations	1	3	8.11	27.41	29.59%	33.33%
	Leisure Services	0	15	0.00	37.43	0.00%	0.00%
	Public Protection	0	1	0.00	2.94	0.00%	0.00%
Head of Service Total:		1	19	8.11	67.77	11.96%	5.26%
Director of OD & Democratic Services	Customer Services and Communications	2	7	37.57	57.91	64.88%	28.57%
Head of Service Total:		2	7	37.57	57.91	64.88%	28.57%
Planning & Economic Growth	Planning (Dev Mgt/ BC)	0	6	0.00	8.81	0.00%	0.00%
Head of Service Total:		0	6	0.00	8.81	0.00%	0.00%
Grand Total:		7	60	127.86	344.50	37.12%	11.67%

Long term (20 days+ in month)/ short term sickness analysis for February 2016

Head of Service	Section	No Occurrences Long Term	Total No Occurrences Absent	Long Term FTE Days Lost	Total FTE Days Lost	Long Term as a % of Days Lost	Long Term as a % of Occurrences
Chief Executive		0	2	0.00	9.59	0.00%	0.00%
Head of Service Total:		0	2	0.00	9.59	0.00%	0.00%
Deputy Chief Exec	Audit and Asset Management	0	2	0.00	3.97	0.00%	0.00%
	Financial Services	0	2	0.00	5.54	0.00%	0.00%
	Parks and Street Care	0	3	0.00	17.61	0.00%	0.00%
	Revenues Services	2	5	41.09	55.69	73.79%	40.00%
	Waste Operations	0	6	0.00	41.82	0.00%	0.00%
Head of Service Total:		2	18	41.09	124.62	32.97%	11.11%
Director of Health	Housing	0	2	0.00	17.75	0.00%	0.00%
	Leisure Services	0	20	0.00	30.36	0.00%	0.00%
	Public Protection	0	1	0.00	0.98	0.00%	0.00%
Head of Service Total:		0	23	0.00	49.09	0.00%	0.00%
Director of OD & I	Customer Services and Communications	1	7	20.55	30.69	66.94%	14.29%
Head of Service Total:		1	7	20.55	30.69	66.94%	14.29%
Service Mgr- Plan	Planning and Economic Growth	0	2	0.00	20.55	0.00%	0.00%
Head of Service Total:		0	2	0.00	20.55	0.00%	0.00%
Grand Total:		3	52	61.64	234.55	26.28%	5.77%

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Report to Joint Consultative and Safety Committee

Subject: Current staffing issues (Standing Item)

Date: 30 August 2016

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 July and mid-August saw the start of two senior officers into the organisation. Mike Avery started in July as the Planning Delivery Manager. This new role for the council is designed to allow us to focus on our development management processes in particular, and to ensure that our planning service is fit for purpose and responsive to both customer and Members' needs.

Separately, Mike Hill joined us in the middle of the current month as Deputy Chief Executive and Director of Financial Services. One of the particular briefs for this job is to lead on, and support, the implementation of innovative delivery models to encourage improved commercialisation of services.

2.2 This year's Employee Conference takes place over three half-days in early October. The themes of this year's event are "healthy body; healthy team" with sessions designed to give practical information about healthy eating and lively exercises to bring out what effective team working can achieve. Also at the conference it is hoped that there will be a short in-house video showing the range of services and how people really are "Serving People, Improving Lives" in very meaningful ways.

3. Recommendation

The Committee is asked to note this report.

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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: 30 August 2016

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

Since the last JCSC meeting there has been one minor staffing proposal that has been considered by Senior Leadership Team outside the full JCSC framework. This report was fully supported by trade unions.

Proposal; Economic Growth and Regeneration:

Following difficulties in recruiting a service manager for the whole of the planning service (including Economic Regeneration) there have been modifications made to the service structure. The revised structure separates out the economic growth function creating a Service Manager- Economic Growth and Regeneration (Band 3), leaving the planning development function to be led over the next two years by the newly appointed Planning Delivery Manager (with some management of major projects being delivered in partnership with the City Council).

In addition, more resource is also being placed into the team in the form of an Economic Development Assistant (Band 7) to recognise our ambitious work programme including town centre development and our support of the employment agenda.

In this review no current post holders were adversely affected in terms of their employment. The proposal was only to create two new posts.

3. Recommendation

The Committee is asked to note this report.

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Report to Joint Consultative and Safety Committee

Subject: The Council's Volunteering Leave Policy

Date: 30 August 2016

Author: Projects Officer; J Spinks
Service Manager – Community Relations

1. Purpose

To present a revised Volunteering Leave 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 Refresh Board received an initial report on 16 December 2015 on the current Volunteering Leave Policy. This highlighted the lower than desired take-up of the current policy (**Appendix 1**), due to uncertainty over what it entailed, and highlighted a number of points:

- The current policy is outdated and requires alteration to align with current situations, such as the closing of the Gedling CVS.
- The current scheme is prohibitive to the majority of volunteering roles available, which mostly occur in smaller continuous roles.
- Very few people knew of the scheme, and few were confident they could find a relevant one-day volunteering opportunity without help.
- Clarification that volunteering can only qualify if it occurs within Gedling Borough.
- The new policy should be monitored to evaluate uptake and success.

The Refresh board then recommended a wider change in policy than had been suggested, to reflect a policy that would reward employees for undertaking a certain numbers of hours volunteering within the year, rather than providing time off from work for them to find volunteering opportunities.

This reflected the relative difficulty in finding significant numbers of available ‘*one-off*’ volunteering opportunities, when most roles tend towards regular but shorter commitments.

After consultation with Service Managers the proposed draft policy has been amended to retain the opportunity to make use of the existing ‘*one-off*’ option alongside the newly-proposed ‘*sustained*’ option.

3. Proposal

Taking account of the Refresh Board’s recommendations, it is proposed that;

- The core basis of the policy be revised to *reward* employees who undertake a minimum predetermined number of hours per year volunteering by allocating an additional one day’s annual leave
- The scheme highlights the commitment to only offering the scheme to those who volunteer within Gedling, in order to promote stronger links with the community while developing staff wellbeing
- The general surrounding policy be rewritten to reflect these changes, with the full revised policy shown at **Appendix 2**
- The scheme be promoted through Community Relations to identify potential opportunities available, as well as highlighting and promoting successes within the scheme

4. Financial Implications

Should the scheme achieve its desired effect of increasing volunteering numbers, and because it will reward people who already volunteered locally who previously were not eligible, each service area may face increased costs needing to cover extra leave allowance. In some areas this may be only an “opportunity cost” (time not spent on other things), however in areas that require absence to be back-filled (for example Waste Services and parts of Leisure Services) then there will be additional direct cost.

However, it is anticipated that any additional costs will be accommodated within the current approved budget, but the take-up of the scheme will be monitored and any arising budget implications will be considered during the budget process.

5. Appendices

Appendix 1: Current Volunteering Leave Policy

Appendix 2: Proposed new Volunteering Leave Policy

6. Background Papers

Report to Refresh Board, 16 December 2015

7. Recommendations

It is recommended that the JCSC:

- Considers the revised draft policy statement shown at **Appendix 2**.
- Makes recommendations to the Appointments and Conditions of Service Committee which will subsequently consider whether to adopt the policy statement.

Volunteer Policy

This Policy sets out the parameters for the Volunteer scheme. Very briefly, this scheme affords all employees the opportunity to take extra leave in which to undertake approved voluntary work.

1. Eligibility

All employees who work under a contract of employment (whether full or part time) for Gedling Borough Council are eligible.

Self-employed contractors and/or those working under a contract for services are excluded from the scheme.

2. Additional leave entitlement for volunteer work (Volunteer Leave)

All eligible employees who work full time (37 hours per week) may take up to a maximum of 1 day's leave (up to 7.5 hours) in addition to their standard leave entitlement.

All eligible part time employees may take one day's additional leave in proportion to their part time contract (so, for example, an employee working 18.5 hours would be entitled to an additional maximum of 3.75 hours; an employee working 22.5 hours would be entitled to an additional maximum of 4.5 hours).

Volunteer Leave MUST be taken within the usual leave year (1 April though to 31 March the following year) and cannot be carried over to the following leave year if unused.

Volunteer Leave must be taken during the employee's standard working hours which means that the majority of employees will be unable to use this scheme to carry out volunteer work at the weekends or during the evenings; however those whose normal hours include shift work and/or work during weekends and/or evenings will be able to take Volunteer Leave during any period during which they would normally work.

Any volunteer time worked over and above the employee's entitlement under this scheme will be undertaken in the employee's own time and shall not be eligible for overtime or flexi time.

3. Approved Volunteer Work

Volunteer Leave must be approved by the employee's line manager to ensure that there is appropriate cover; the line manager will also approve the volunteer work.

Approved volunteer work will fall within one of the following categories:

- That signposted through the STEPs group; this will usually be a group activity which STEPs will advertise seeking a number of volunteers for a specific task (this may be, for example, clearing a community area, or the creation of a garden); those volunteers will then contact the group responsible for the work (charity/school etc) to make the arrangements.
- Work arranged by the individual employee.

All volunteer work signposted through STEPs will be approved volunteer work and Managers will be expected to approve the additional leave PROVIDED there is sufficient cover.

Approval of voluntary work arranged by the individual will be at the discretion of the line manager with guidance from STEPs if required.

All volunteer work must be within the Gedling Borough Council boundaries and for the benefit of the community as a whole or for a group within the community.

Volunteer work which will generally be approved is:

- For a charity;
- For a school within the Gedling Borough Council area;
- That arranged through a Volunteer service (for example, CVS);
- For a community group within Gedling Borough Council area.

Volunteer work which will not generally be approved (even if for a charity) is:

- Any party political activity or which promotes any particular political party;
- For any organisation whose aims and objectives conflict with the interests of Gedling Borough Council, or where there is a conflict with the employee's job role;
- Any activity which may bring Gedling Borough Council into disrepute;
- Promotion of religion (either generally or any particular religion);
- For a profit making organisation.

The above are indications of the types of volunteer work which may be approved or not approved; these are not exclusive. Any manager who is unsure whether the proposed volunteer work falls within or outside the scheme should refer to Steps. In the event of any disagreement the decision of Steps is final.

Volunteers and Managers should note that Gedling Borough Council's insurance will NOT cover any volunteer work carried out during an employee's leave, including Volunteer Leave.

4. Administration of the scheme

The aim is to keep administration to a minimum; all involved are expected to take a common sense approach.

All employees undertaking volunteer work must pay their own travelling and other expenses which they may incur; no travel, subsistence or any other expenses claim may be made from Gedling Borough Council.

All applicants for Volunteer Leave will have to complete a form (attached) which must be signed by their line manager; this is to both approve the date and time of the Volunteer Leave and to approve the type of volunteer work proposed (if in doubt Managers should refer to STEPs – steps@gedling.gov.uk).

Once the Volunteer Leave has been completed the form (with the feedback completed) should be sent to Steps to use to review the scheme (see below). The scheme will be reviewed after 12 months by STEPs and may be continued in its current format, continued with changes to this policy, or discontinued altogether; if deemed necessary by STEPs the Policy may be changed at any time (subject to the prior approval of SMT).

Volunteer Leave shall be recorded on the electronic system by a 'V'.

5. Evaluation/outcomes

All employees who undertake Voluntary work under this scheme are encouraged to take notes/photographs and may be asked if they wish to participate in promoting the scheme and/or Gedling Borough Council (but any participation will be voluntary promotion of the scheme is not a condition of the leave being allowed).

All employees who take Volunteer Leave are invited to complete the feedback portion of the attached form; comments from their manager are also invited. This will assist STEPs in evaluating the scheme and making any improvements.

All employees who participate in the scheme are asked to seek feedback from the organisation for whom they worked (form attached). Again, this is to help evaluation of the scheme and make any improvements which would benefit both the volunteers and the organisations who use them.



VOLUNTEERING LEAVE POLICY

1. General Introduction

1.1. Background

Volunteering within the community is a rewarding action, supported by Gedling Borough Council. The Volunteering Leave Policy shall allow Gedling employees the opportunity to take up to one day of leave, to promote volunteering.

1.2. Purpose

The purpose of the Volunteering Leave Policy is to increase the number of employees volunteering within Gedling Borough, by both rewarding current volunteers and encouraging new opportunities.

This follows the council priority to: "Promote and encourage employee and community volunteering and residents' involvement in local activities." By encouraging volunteering within the Borough it will help employees forge stronger links to the local communities they serve by building stronger relationships.

Another key aspect behind promoting volunteering is to help further staff development and wellbeing – as volunteering has been identified by the NHS as helping to provide a better quality of life, improved self-esteem and other benefits to the individuals who undertake volunteering.

2. General Policy

2.1. Eligibility

The policy shall be applicable to all employees (whether full or part time) of Gedling Borough Council who work under a contract of service (employment).

2.2. Implementation

Employees can qualify for additional leave through two different routes. It is up to the employee to choose either the option defined at 2.2.1 or 2.2.2.

Only a single working day's leave may be taken in each leave year (April to March), therefore employees are only permitted to submit application through one option. For part-time employees calculating leave as hours, the amount of hours allowed per year will equate to their average working hours per week divided by five. This will be viewed as an "average working day" for the purpose of this policy.

Volunteering work shall only be eligible for consideration through the policy if it has taken place within Gedling Borough.

2.2.1. 'Sustained' Volunteering

If an employee has completed a minimum of 40 hours' volunteering within Gedling Borough, over the course of a single leave year, then they shall be entitled to receive an additional extra (average if part-time) working day's annual leave.

This work must be completed within their own time, and should an opportunity occur within normal working hours it is expected to be worked in an employee's flexi time or be agreed with their line manager to ensure that it does not replace time spent working.

The volunteering hours must be evidenced to their manager by a formal letter from an official role within the charity, organisation or community group that they have volunteered for, confirming they have performed this work.

2.2.2. 'One-Off' Volunteering

An employee may wish to take part in an appropriate (defined in 2.3) volunteering opportunity that occurs during the week. If this occurs on their normal working day they may be allowed time away from work as follows;

A full time employee can take up to a single working day's (up to 7.5 hours) leave on which to volunteer upon.

A part time employee may take volunteering leave as an average working day as described in 2.2.

This leave must be taken during the employee's standard working hours. Employees shall be unable to use this scheme to carry out volunteer work at the weekends or during evenings unless those times form part of their normal work pattern.

2.3. Appropriate Work

Volunteering Leave must be approved by the employee's line manager to ensure that there is appropriate cover; the line manager will also approve the nature of the volunteer work.

The items listed below are indications of what may or may not be approved; however the list is not exhaustive. In the event of uncertainty over a proposed volunteering role, refer to the Service Manager. In the case of any disagreement the Council's Grievance Procedure will be applied.

2.3.1. Approved Work

Volunteer work (within the Borough) that shall generally be approved will fall within the following categories:

- For a charity;
- For a school;
- For a community group or club;
- Opportunities arranged through a volunteer service, or those promoted by the council itself, such as community clean ups.

2.3.2. Non-Approved Work

Volunteer work which will not generally be approved:

- Any political activity, or action which promotes any particular political party;
- For any organisation whose aims and objectives conflict with the interests of Gedling Borough Council, or where there is conflict with the employee's job role;
- Promotion of religion (this would not necessarily rule out charitable work such as foodbanks);
- For a profit making organisation;
- Any activity which may bring Gedling Borough Council into disrepute.

3. Administration

Administration will be aimed to be kept to a minimum, with all involved expected to take a common sense approach.

Employees wishing to take volunteering leave, either via the 'Sustained' or 'One-Off' options, must provide to their line manager evidence in the form of a formal letter from an official role within the charity, organisation or community group that they have volunteered for, confirming they have performed this work.

Volunteering Leave must be taken within the usual annual leave year (1 April through to 31 March the following year) and cannot be carried over to the following leave year if unused.

Any volunteer time worked over and above the employee's entitlement under this scheme will be undertaken in the employee's own time and shall not be eligible for overtime or flexi time.

4. Evaluation

Volunteering Leave shall be recorded on the electronic flexi system by a 'V'.

For those not using the electronic system, their managers shall note the amount of volunteering leave taken, and then pass this information on to the Community Relations Service Area annually in order to monitor the take up of the policy.

Employees will be invited to provide feedback to their manager and the scheme about their experiences, which will help evaluate the scheme.



Report to Joint Consultative and Safety Committee

Subject: Local Training Pay Grade for Apprentices

Date: 30 August 2016

Author: Service Manager – Organisational Development

1. Purpose

To propose a local training grade appropriate for apprentices directly employed by the council 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

Over a number of years the council has worked with local Apprentice Training Agencies (ATA) which have acted as the employer for each apprentice. The council hosts the placements.

This model has been effective in that it simplifies the management and administrative arrangements associated with the placement of apprentices. Pay rates have been mainly based on the national apprenticeship pay framework although the model has allowed the flexibility to pay at higher rates of pay where higher level apprenticeships have been supported such as in our Accountancy Team.

From April next year the government plans to introduce the Apprenticeship Levy. This will affect all large employers, including this council, and will mean that a levy of 0.5% of pay bill is payable against which can be claimed back some training costs. The target anticipated is that apprentices will make up 2.3% of our workforce. Further guidance on the detail of implementation of the Apprenticeship Levy is due in October and further report to this committee is anticipated.

An associated outcome of the introduction of this levy is that most ATAs are likely to cease operation. Although there may still be at least one ATA operating locally ("Futures" – run through Nottingham City and County Councils) it may be more appropriate for the council to employ its own apprentices direct in order to meet targets set and to be able to reclaim training costs. Another potential benefit of direct employment currently being explored is that the council may be able to claim funding for training back in-house if the apprenticeship qualification is delivered through its own Accredited Centre. Again, further guidance is awaited to determine if this might be possible.

3. Proposal

In order to make the employment of apprentices affordable it is proposed that a local apprenticeship training grade is established. It is proposed that the training grade mirrors the national apprentice pay rates as a minimum and usual rate of pay, but with local discretion to pay above those rates in appropriate circumstances, for example if the nature of the apprenticeship (and associated qualification) is at a higher level to make the arrangement attractive to suitable candidates. Discretion to pay at an appropriate higher rate of pay will rest with the service manager after consultation with the Service Manager- Organisational Development.

Based on current national rates, the rates of pay for apprentices would be as follows:

- Under age 19 or aged over 19 and in the first year of an apprenticeship:
£3.30 per hour (£6,367 per annum)
- Aged 19+ and have completed the first year of an apprenticeship: Minimum Wage

Currently National Minimum Wage is:

- Aged 18-20: £5.30 per hour (£10,226 per annum)
- Aged 21-24: £6.70 per hour (£12,927 per annum)
- Aged 25+: £7.20 per hour (National Living Wage) (£13,891 per annum)

National Minimum Wage rates change every October. National Living Wage rates change every April.

4. Financial Implications

Although the cost of the Apprenticeship Levy will carry a financial burden, this has been accounted for in the council's medium term financial plan and is not the subject of this paper.

The cost of establishing a local pay grade for apprentices should have little direct effect as the hourly rate of pay is already met by services from existing budgets. Although the hourly costs may be slightly higher due to the application of relevant on-costs e.g. potential pension costs, it is likely that these will be largely offset by the administration fees charged by ATAs that would no longer be payable.

5. Appendices

There are no appendices to this report.

6. Background Papers

There are no background papers to this report.

7. Recommendations

It is recommended that the JCSC:

- 7.1 Considers the proposal detailed in section 3 of this report which, in summary, is that a local apprenticeship training grade is established that mirrors the national apprentice pay rates as a minimum and usual rate of pay, but with local discretion to pay above those rates in appropriate circumstances.
- 7.2 Makes comment and recommendation to the Appointments and Conditions of Service Committee which will subsequently consider whether to adopt the proposal to create a local training grade for apprentices.

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Report to Joint Consultative and Safety Committee

Subject: Shared Parental leave

Date: 30 August 2016

Author: Senior Leadership Team
Service Manager; Organisational Development

1. Purpose

To introduce for consultation, local policy changes relating to parental leave that reflect the change to national legislation.

2. Introduction and background

Shared Parental Leave legislation applies to the parents of all children born after 1 April 2015. It replaces previous arrangements for additional paternity leave. Currently local policy does not formally reflect this change to legislation. Although the legislation on its own is sufficient to govern our internal practice, the inclusion of a local policy will provide relevant context where necessary.

3. Proposal

The arrangements for parents to share leave are now regulated in law. The proposed local policy shown at Appendix A is designed to reflect this legislation in ways appropriate to this council.

It is recognised that there is some complexity in the process as it is described in law, particularly relating to the notification process. Locally in practice it is anticipated that whenever possible, and still working within the confines of the legislation, a “common sense” approach will be applied for the benefit of the employee and the manager.

4. Financial Issues

It is not anticipated that there will be many occasions where this policy is used. It remains relatively rare that fathers take extended periods of absence to look after newly-born children. Other than cases where few hours are normally worked each week, payments made to parents during the period allowed under this legislation and local policy will usually result in lower pay than salary. Notionally it may arise that in addition to making payment to a partner taking Shared Parental Leave that additional salary needs to be paid to an employee providing cover, the number of

occasions and the length over which the arrangement might need to apply mean that potential costs will be hard to define but small in scale.

5. Human Resource Implications

The policy reflects the requirements of legislation. The operational impacts to the Council are likely to be negligible. In a few cases the ability to take leave more flexible in order to support a young child may be valued highly by the employee in order to meet their own social, economic, domestic or cultural needs.

6. Appendices

Appendix A shows the proposed policy.

7. Background Papers

There are no background papers

8. Recommendations

Committee is recommended to:

8.1 Confirm support to the Appointments and Conditions of Service Committee of the proposal made introduce, with immediate effect, a local Shared Parental Leave Policy.

8.2 Offer further comment to the Appointments and Conditions of Service Committee to assist in the consideration of this proposal.

Shared Parental Leave

1. Definition

Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year of birth or adoption. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. All eligible employees have a statutory right to take Shared Parental Leave. There may also be an entitlement to some Shared Parental Pay. This policy sets out the statutory rights and responsibilities of employees who wish to take statutory Shared Parental Leave (SPL) and statutory Shared Parental Pay (ShPP) and provides context of how these rights are applied within the Council.

2. Eligibility

SPL can only be used by two people:

- The mother/adopter **and**
- One of the following:
 - the father of the child (in the case of birth) or
 - the spouse, civil partner or partner of the child's mother/ adopter.

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.

Additionally an employee seeking to take SPL must satisfy each of the following criteria:

- the mother/adopter of the child must be/have been entitled to statutory maternity/adoption leave or if not entitled to statutory maternity/adoption leave they must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements;
- the employee must still be working for the organisation at the start of each period of SPL;
- the employee must pass the 'continuity test' requiring them to have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date/matching date;
- the employee's partner must meet the 'employment and earnings test' requiring them in the 66 weeks leading up to the child's expected due date/matching date have worked for at least 26 weeks and earned an average of at least £30 (this is correct as of 2015 but may change annually) a week in any 13 of those weeks;
- the employee must correctly notify the organisation of their entitlement and provide evidence as required.

3. The Shared Parental Leave entitlement

Eligible employees may be entitled to take up to 50 weeks SPL during the child's first year in their family. The number of weeks available is calculated using the mother's/adopter's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. If they reduce their maternity/adoption leave entitlement then they and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL.

A mother/adopter may reduce their entitlement to maternity/adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to curtail their leave at a specified future date.

If the mother/adopter is not entitled to maternity/adoption leave but is entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA), they must reduce their entitlement to less than the 39 weeks. If they do this, their partner may be entitled to up to 50 weeks of SPL. This is calculated by deducting from 52 the number of weeks of SMP, SAP or MA taken by the mother/adopter.

SPL can commence as follows:

- The mother can take SPL after she has taken the legally required two weeks of maternity leave immediately following the birth of the child
- The adopter can take SPL after taking at least two weeks of adoption leave
- The father/partner/spouse can take SPL immediately following the birth/placement of the child, but may first choose to exhaust any paternity leave entitlements (as the father/partner cannot take paternity leave or pay once they have taken any SPL or ShPP).

Where a mother/adopter gives notice to curtail their maternity/adoption entitlement then the mother/adopter's partner can take leave while the mother/adopter is still using their maternity/adoption entitlements.

SPL will generally commence on the employee's chosen start date specified in their leave booking notice, or in any subsequent variation notice (see "Booking Shared Parental Leave" and "Variations to arranged Shared Parental Leave" below).

If the employee is eligible to receive it, Shared Parental Pay (ShPP) may be paid for some, or all, of the SPL period (see "Shared Parental Pay" below).

SPL must end no later than one year after the birth/placement of the child. Any SPL not taken by the first birthday or first anniversary of placement for adoption is lost.

4. Notifying the council of an entitlement to Shared Parental Leave

An employee entitled and intending to take SPL must give their line manager notification of their entitlement and intention to take to SPL, at least eight weeks before they can take any period of SPL.

Part of the eligibility criteria requires the employee to provide the council with correct notification. Notification must be in writing and requires each of the following:

- the name of the employee;
- the name of the other parent;
- the start and end dates of any maternity/adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of SPL available;
- the date on which the child is expected to be born and the actual date of birth or, in the case of an adopted child, the date on which the employee was notified of having been matched with the child and the date of placement for adoption;
- the amount of SPL the employee and their partner each intend to take
- a non-binding indication of when the employee expects to take the leave.

The employee must provide the council with a signed declaration stating:

- that they meet, or will meet, the eligibility conditions and are entitled to take SPL;
- that the information they have given is accurate;
- if they are not the mother/adopter they must confirm that they are either the father of the child or the spouse, civil partner or partner of the mother/adopter;
- that should they cease to be eligible they will immediately inform the organisation.

The employee must provide the council with a signed declaration from their partner confirming:

- their name, address and national insurance number (or a declaration that they do not have a national insurance number);
- that they are the mother/adopter of the child or they are the father of the child or are the spouse, civil partner or partner of the mother/adopter;
- that they satisfy the 'employment and earnings test' (as set out in section 2), and had at the date of the child's birth or placement for adoption the main responsibility for the child, along with the employee;
- that they consent to the amount of SPL that the employee intends to take;
- that they consent to the organisation processing the information contained in the declaration form; and
- (in the case whether the partner is the mother/adopter), that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

5. Requesting further evidence of eligibility

The council may, within 14 days of the SPL entitlement notification being given, request:

- the name and business address of the partner's employer (where the employee's partner is no longer employed or is self employed their contact details must be given instead)
- in the case of biological parents, a copy of the child's birth certificate (or, where one has not been issued, a declaration as to the time and place of the birth).
- in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption

In order to be entitled to SPL, the employee must produce this information within 14 days of the employer's request.

6. Fraudulent claims

Should there be suspicion that fraudulent information may have been provided or where the HMRC provides notification that a fraudulent claim was made, the matter will be considered under the Disciplinary Procedure.

7. Discussions regarding Shared Parental Leave

Advice to managers and employees about the application of this policy can be obtained through the council's Personnel Team.

An employee considering taking SPL should discuss this with their line manager as early as possible. A Personnel Officer can attend this meeting to provide information about the operation of the policy.

At the meeting the employee may, if they wish, be accompanied by a workplace colleague, trade union representative, a personal friend or family member.

The purpose of the meeting is to discuss in detail the leave proposed and what will happen while the employee is away from work. Where it is a request for discontinuous leave the discussion may also focus on how the leave proposal could be agreed, whether a modified arrangement would be agreeable to the employee and the council, and what the outcome may be if no agreement is reached.

8. Booking Shared Parental Leave

In addition to notifying the employer of entitlement to SPL/ShPP, an employee must also give notice to take the leave.

The employee has the right to submit three notifications specifying leave periods they are intending to take. Each notification may contain either:

- (a) a single period of weeks of leave; or
- (b) two or more weeks of discontinuous leave, where the employee intends to return to work between periods of leave.

The employee can submit three notifications to book (or vary) leave which is the statutory minimum. More notifications than this may be allowed at the discretion of the line manager subject to there being no detriment to the council's business need

SPL can only be taken in complete weeks but may begin on any day of the week. For example if a week of SPL began on a Tuesday it would finish on a Monday. Where an employee returns to work between periods of SPL, the next period of SPL can start on any day of the week.

The employee must book SPL by giving the correct notification at least eight weeks before the date on which they wish to start the leave and (if applicable) receive ShPP.

The notification should be made by the employee to their line manager.

The original request together, in the case of "discontinuous leave" (see below) requests, with confirmation by the line manager to confirm acceptance, variation or refusal should be sent to the Personnel Team who retain the notification on the employee's personal file and, if payments are to be made under the policy, will also notify Payroll.

The leave cannot start sooner than eight weeks from the date the original notification was submitted. If the employee does not choose a start date then the leave will begin on the first leave date requested in the original notification.

Continuous leave notifications

A notification can be for a period of continuous leave, which means a notification of a number of weeks taken in a single unbroken period of leave (for example, six weeks in a row).

An employee has the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of SPL available to them (specified in the notice of entitlement) and the employer has been given at least eight weeks' notice.

Discontinuous leave notifications

A single notification may also contain a request for two or more periods of discontinuous leave, which means asking for a set number of weeks of leave over a period of time, with breaks between the leave where the employee returns to work (for example, an arrangement where an employee will take six weeks of SPL and work every other week for a period of three months).

Where there is concern over accommodating the notification, this should be discussed with a view to agreeing, where possible, an arrangement that meets both the needs of the employee and the organisation.

The line manager will consider a discontinuous leave notification but has the right to refuse it.

If a discontinuous leave pattern is refused then the employee may withdraw the request without detriment on or before the 15th day after the notification was given; or may take the total number of weeks in the notice in a single continuous block. If the employee chooses to take the leave in a single continuous block, the employee has until the 19th day from the date the original notification was given to choose when they want the leave period to begin.

Each request for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of SPL.

Should the employee believe that the policy has been incorrectly or unfairly applied then the council's Grievance Procedure should be used to appeal the decision.

9. Responding to a Shared Parental Leave notification

Once the Personnel Team receives the leave booking notice (together with any comments of the line manager in cases of discontinuous leave requests) confirmation of the arrangement will be sent to the employee no later than the 14th day after the leave request was made.

Although there is no right to refuse, all notices for continuous leave will be confirmed in writing.

10. Variations to arranged Shared Parental Leave

The employee is permitted to vary or cancel an agreed and booked period of SPL, provided that they advise the council in writing at least eight weeks before the date of any variation. Any new start date cannot be sooner than eight weeks from the date of the variation request.

Any variation or cancellation notification made by the employee, including notice to return to work early, will usually count as a new notification reducing the employee's right to book or vary leave by one. However, a change as a

result of a child being born early, or as a result of the council requesting it be changed, and the employee being agreeable to the change, will not count as further notification. Any variation will be confirmed in writing by the organisation.

11. Statutory Shared Parental Pay (ShPP)

Eligible employees may be entitled to take up to 37 weeks ShPP while taking SPL. The amount of weeks available will depend on the amount by which the mother/adopter reduces their maternity/adoption pay period or maternity allowance period.

ShPP may be payable during some or all of SPL, depending on the length and timing of the leave.

In addition to meeting the eligibility requirements for SPL, an employee seeking to claim ShPP must further satisfy each of the following criteria:

- the mother/adopter must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have reduced their maternity/adoption pay period or maternity allowance period;
- the employee must intend to care for the child during the week in which ShPP is payable;
- the employee must have an average weekly earnings for the period of eight weeks leading up to and including the 15th week before the child's expected due date/matching date are not less than the lower earnings limit in force for national insurance contributions;
- the employee must remain in continuous employment until the first week of ShPP has begun;
- the employee must give proper notification in accordance with the rules set out below.

Where an employee is entitled to receive ShPP they must, at least eight weeks before receiving any ShPP, give their line manager written notice advising of their entitlement to ShPP. To avoid duplication, if possible, this should be included as part of the notice of entitlement to take SPL.

In addition to what must be included in the notice of entitlement to take SPL, any notice that advises of an entitlement for ShPP must include:

- the start and end dates of any maternity/adoption pay or maternity allowance;
- the total amount of ShPP available, the amount of ShPP the employee and their partner each intend to claim, and a non-binding indication of when the employee expects to claim ShPP;
- a signed declaration from the employee confirming that the information they have given is correct, that they meet, or will meet, the criteria for ShPP and that they will immediately inform the organisation should they cease to be eligible.

It must be accompanied by a signed declaration from the employee's partner confirming:

- their agreement to the employee claiming ShPP and for the organisation to process any ShPP payments to the employee;
- (in the case whether the partner is the mother/ adopter) that they have reduced their maternity/adoption pay or maternity allowance;
- (in the case whether the partner is the mother/ adopter) that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

Any ShPP due will be paid at a rate set by the Government for the relevant tax year.

The notice of entitlement to, and claim for, ShPP should be sent to the Personnel Team who retain the notification on the employee's personal file and, if payments are to be made under the policy, will also notify Payroll.

12. Terms and conditions during Shared Parental Leave

During the period of SPL, the employee's contract of employment continues in force and they are entitled to receive all their contractual benefits, except for salary. Contractual annual leave entitlement will continue to accrue.

Pension contributions will continue to be made during any period when the employee is receiving ShPP but not during any period of unpaid SPL. Employee contributions will be based on actual pay, while the council's contributions will be based on the salary that the employee would have received had they not been taking SPL.

13. Annual Leave

SPL is granted in addition to an employee's normal annual holiday entitlement. Employees should wherever possible take holiday in the year that it is earned. Where an SPL period overlaps two leave years the employee should consider how their annual leave entitlement best meets the business needs of the service which may mean identifying how leave can be used to ensure that it is not untaken at the end of the employee's holiday year.

14. Contact during Shared Parental Leave

Before an employee's SPL begins, their line manager will discuss the arrangements for them to keep in touch during their leave. The council reserves the right in any event to maintain reasonable contact with the employee from time to time during their SPL. This may be to discuss the employee's plans to return to work, to ensure the individual is aware of any possible relevant work issues that might potentially affect them, to discuss any special arrangements to be made or training to be given to ease their return to work or simply to update them on developments at work during their absence.

15. Shared Parental Leave in Touch days

An employee can agree to work for the council (or attend training) for up to 20 days during SPL without bringing their period of SPL to an end or impacting on their right to claim ShPP for that week. These are known as "Shared Parental Leave In Touch" or "SPLIT" days. Any work carried out on a day or part of a day shall constitute a day's work for these purposes.

The organisation has no right to require the employee to carry out any work, and is under no obligation to offer the employee any work, during the employee's SPL. Any work undertaken is a matter for agreement between the organisation and the employee. An employee taking a SPLIT day will receive full pay for any day worked. If a SPLIT day occurs during a week when the employee is receiving ShPP, this will be effectively 'topped up' so that the individual receives full pay for the day in question. Any SPLIT days worked do not extend the period of SPL.

An employee, with the agreement of the line manager, may use SPLIT days to work part of a week during SPL. The organisation and the employee may use SPLIT days to effect a gradual return to work by the employee towards the end of a long period of SPL or to trial a possible flexible working pattern.

16. Returning to work after Shared Parental Leave

The council will have formally advised the employee in writing of the end date of any period of SPL. The employee is expected to return on the next working day after this date, unless they notify the organisation otherwise. If they are unable to attend work due to sickness or injury, the council's normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence under the Disciplinary Procedure.

If the employee wishes to return to work earlier than the expected return date, they may provide a written notice to vary the leave and must give the organisation at least eight weeks notice of their date of early return. This will count as one of the employee's notifications. If they have already used their three notifications to book or vary leave then the organisation does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.

On returning to work after SPL, the employee is entitled to return to the same job if the employee's aggregate total statutory maternity/paternity/adoption leave and SPL amounts to 26 weeks or less, he or she will return to the same job. The same job is the one they occupied immediately before commencing maternity/paternity/adoption leave and the most recent period of SPL, on the same terms and conditions of employment as if they had not been absent.

If their maternity/paternity/adoption leave and SPL amounts to 26 weeks or more in aggregate, the employee is entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is both suitable and appropriate and on terms and conditions no less favourable.

If the employee also takes a period of unpaid parental leave of 4 weeks or less this will have no effect on the employee's right to return and the employee will still be entitled to return to the same job as they occupied before taking the last period of leave if the aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks.

If a parent takes a period of 5 weeks of unpaid parental leave, even if the total aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks, the employee will be entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is suitable and appropriate and on terms and conditions no less favourable.

Special Circumstances and further information

In certain situations an employee's rights and requirements regarding SPL and ShPP may change. In these circumstances the council will abide by any statutory obligations and an employee should refer to the documents listed below and/or clarify any issues or queries with the Personnel Team.

Law relating to this document:

- The Shared Parental Leave Regulations 2014
- The Shared Parental Pay (General) Regulations 2014
- The Maternity and Adoption Leave (Curtailed of Statutory Rights to Leave) Regulations 2014
- Employment Rights Act 1996
- Child and Families Act 2014
- Equality Act 2010