



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

# Agenda

## Joint Consultative and Safety Committee

Date: **Tuesday 29 August 2017**

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Time: **5.30 pm**

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Place: **Chappell Room**

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For any further information please contact:

**Lyndsey Parnell**

Senior Democratic Services Officer

0115 901 3910

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# Joint Consultative and Safety Committee

## Membership

<b>Chair</b>	Councillor Alex Scroggie
<b>Vice-Chair</b>	Councillor Emily Bailey Jay
	Councillor Tammy Bisset
	Councillor Paul Feeney
	Councillor John Parr
	Councillor Muriel Weisz
	Councillor Paul Wilkinson

## **AGENDA**

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- 1 Apologies for Absence and Substitutions.**
- 2 To approve, as a correct record, the minutes of the meeting held on 16 May 2017.** 5 - 8
- 3 Declaration of Interests.**
- 4 Any other item which the Chair considers urgent.**
- 5 Health and Safety Annual Report** 9 - 22  
  
Report of the Health, Safety and Emergency Planning Officer.
- 6 Minor staffing structure changes** 23 - 24  
  
Report of the Service Manager Organisational Development.
- 7 Current staffing issues** 25 - 26  
  
Report of the Chief Executive and Service Manager Organisational Development.
- 8 Sickness absence** 27 - 34  
  
Report of the Chief Executive and Service Manager Organisational Development.
- 9 Exclusion of Press and Public**  
  
To move that under Section 100(A)(4) of the Local Government Act 1972 the public and press be excluded from the meeting during consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972.
- 10 Attendance Management - Proposed policy changes** 35 - 88  
  
Report of the Service Manager- Organisational Development.

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## **MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE**

**Tuesday 16 May 2017**

Councillor Alex Scroggie (Chair)

Present: Councillor Emily Bailey Jay                      Councillor Muriel Weisz  
            Councillor Tammy Bisset                      Councillor Paul Wilkinson  
            Councillor Paul Feeney  
Unison: Alison Hunt  
            Gill Morley  
GMB: Sean Redgate

Absent: Councillor John Parr

Officers in Attendance: D Archer, J Robinson, M Hill and L Mellors

### **82 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

Apologies for absence was received from Councillor Parr.

### **83 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 21 FEBRUARY 2017.**

#### **RESOLVED:**

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

### **84 DECLARATION OF INTERESTS.**

None.

### **85 SICKNESS ABSENCE**

The Service Manager, Organisational Development presented a report, which had been circulated prior to the meeting, informing the Committee of the current levels of sickness absence in the organisation.

#### **RESOLVED:**

To note the information.

### **86 CURRENT STAFFING ISSUES**

The Service Manager, Organisational Development, presented a report, which had been circulated prior to the meeting, which gave information about current issues affecting the workforce.

**RESOLVED:**

To note the report.

**87 MINOR CHANGES TO THE ESTABLISHMENT AGREED OUTSIDE THE FORMAL FULL JCSC PROCESS**

The Service Manager, Organisational Development, presented a report, which was circulated in advance of the meeting, which gave details of minor changes to the establishment.

**RESOLVED:**

To note the report.

**88 ATTENDANCE POLICIES AND PROCEDURES- REVIEW**

The Service Manager Organisational Development presented a report, which was circulated in advance of the meeting, asking the Committee to support recommendations made by the Senior Leadership Team in respect to attendance management and to refer comments on the proposals to the Appointments and Conditions of Service Committee in order to inform a decision on policy change.

Trade union representatives present expressed concerns that insufficient time for consulting with members has been allowed. Therefore a request was made for the item to be deferred so that further consultation could be undertaken.

**RESOLVED:**

To defer consideration of the item pending the results of further consultation with members of trade unions.

**89 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.**

None.

**90 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.

**91                    ORGANISATIONAL      DEVELOPMENT      SERVICE      REVIEW-  
CONSULTATION CLOSURE**

The Service Manager, Organisational Development, presented a report, which had been circulated prior to the meeting, making final recommendations on the proposed restructure of Organisational Development staffing.

After consultation with officers, staff and trade unions no changes had been made to the report.

**RESOLVED:**

- 1) To note that no comments had been received from staff or trade unions on the proposals in the report
- 2) To support the proposed changes and note that the Chief Executive has delegated authority to authorise the implementation of the changes with effect from 1 June 2017.

**92                    RESTRUCTURE OF ENVIRONMENTAL SERVICES**

The Deputy Chief Executive and Director of Finance, presented a report, which had been circulated prior to the meeting, making final recommendations on the proposed restructure of the Council's Environmental Services functions.

A further set of comments by the current Service Manager for Waste was circulated at the meeting.

**RESOLVED:**

- 1) To note the staff and trade union comments at Appendix C to the report as well as the additional comments made at the meeting,
- 2) To note the revised proposals contained in the report at section 4, and
- 3) To support the recommendations for consideration by the Chief Executive who, under delegated authority, will authorise the implementation of changes with effect from, or soon after 1st June 2017.

The meeting finished at 6.50 pm

Signed by Chair:  
Date:





## **Report to Joint Consultative Safety Committee**

**Subject:** Health and Safety Annual Report

**Date:** 29 August 2017

**Author:** Health, Safety and Emergency Planning Officer

### **1. Purpose of the Report**

To provide elected members, senior management and union representatives with an annual report on matters relating to health and safety (H&S). This includes the Health, Safety and Emergency Planning Officer's work plan for 2016/17. The report summarises the assurance risk assessment and outlines the proposed work plan for 2017/18.

### **2. Background**

The Health, Safety and Emergency Planning Officer, herein referred to as H&S Officer acts principally as the specialist H&S practitioner for the Council. He provides appropriate advice and assistance to aid management to meet their statutory obligations, and facilitates a consistent application of the Council's H&S policy.

The role also includes a lead role for emergency planning and Business continuity, as well as occupational health duties. The H&S service has continued to evolve and modernise. Whilst recognising the formal responsibilities placed upon relevant managers, the position has a general responsibility and authority to provide an appropriate enforcement role when there is a discernible breach of H&S.

The H&S officer has undertaken a comprehensive work plan during 2016/17. Planning, implementing, checking progress, and acting on results. The H&S officer strives to undertake his work in a supportive manner, with positive reinforcement and a hands-on approach where necessary.

A strong ingrained 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. The Council's H&S culture is ameliorating and by its very nature is a constant ongoing process.

The Council is now reflecting a wider population trend of an ageing workforce, which is outlined below in table 1, by contrasting the profile of 2016 to 2017, it is likely this trend will continue as officers work for longer in their careers, which will change the shape of the H&S resources needed. Such as an ageing older workforce will likely have more

health conditions, and indeed more complex ones. As a result these will need more management and H&S officer resource to ensure that reasonable workplace adjustments are made.

Table 1. Workplace Profiling for 2016 and 2017

Workplace Profile 2016		Workplace Profile 2017	
Female	<b>248</b>	Female	<b>247</b>
Male	<b>242</b>	Male	<b>238</b>
Age 18 and under	<b>0</b> (apart from temporary work experience)	Age 18 and under	<b>0</b> (apart from temporary work experience)
19-25	<b>44</b>	19-25	<b>36</b>
26-39	<b>104</b>	26-39	<b>99</b>
40-65	<b>327</b>	40-65	<b>323</b>
66 and over	<b>15</b>	66 and over	<b>27</b>
manual role	<b>145</b>	manual role	<b>141</b>
Non-manual	<b>345</b>	Non-manual	<b>344</b>
Comments:  Nearly 70% of the workforce is over 40 years of age, which could be argued is matching the wider ageing population.		Comments: In comparison to 2016.  Generally, the trend has been towards an ageing workforce. 72% of the workforce is now over the age of 40. This may result in increased resource to occupational rehabilitation, ill health and workplace adjustments to tackle absenteeism and maximise attendance.	

### **3. Summary of H&S performance**

The profile of H&S continues to grow, with the service now reporting directly to the Deputy Chief Executive and Director of Finance. H&S is now a consideration in service plans, H&S software has been purchased, and the roll out of the employee protection register and lone worker devices have also commenced.

Management's attention towards H&S has recently improved through the use of the Covalent system for H&S audit report action updating, improved understanding of report recommendations, H&S training delivery and the quality of risk assessments.

Managers must continue to challenge colleagues to raise and maintain H&S standards. Changing attitudes towards H&S takes time, and there still remain some areas of concern. Some of the contributing factors identified are ever-increasing and changing work priorities, restructures, new operational tasks, all of which have a knock-on-effect on competent management of H&S.

Conversely, there are many examples of improvements from:

- Delivery of industry specific manual handling training for depot staff;
- Good consultation during the implementation of the permit-to-work guidance;
- New approaches to first aid training delivery for HGV drivers;
- Substantial progress with the management of hazardous substances in workshops; and
- Construction projects being delivered in accordance with current Construction Design Management regulations, e.g. the Depot waste offices and the Gedling country park visitor centre.

The H&S concerns previously highlighted in last years report concerning planning (development services) have improved. Within waste services, manual handling training for the majority of the team was completed, however some areas remained slow to improve, such as the audit action plan implementation. It is hoped with the recent service restructure that new approaches, attitudes and energy will have many positive impacts moving forward, and audit report recommendations will be implemented.

The Corporate Health and Safety (CHAS) group meetings have continued to meet quarterly to address corporate risks in consultation with nominated CHAS representatives. Briefing notes were introduced which has on average halved the length of meetings, resulting in better discussion of topics and meetings that are more outcome focused.

#### 4. Summary of the five key health & safety enablers

Each enabler is risk assessed using the H&S area and risks definitions outlined in appendix A. The last five financial years are summarised in appendix 2.

##### 4.1 Health and Safety Guidance and assistance

National legislation, Health and Safety Executive (HSE) guidance, case law, other industry best practice changes, alongside organisation learning and management support requests have shaped the H&S officer's priorities. New H&S policies and approaches have been and will continue to be developed in consultation with the workforce.

##### **Summary of control actions planned and implemented during 2016/17:**

1. The Council's H&S policy was reviewed, and actions completed to raise the awareness and communication of the Council's H&S policy,
2. 4 sets of H&S management guidance were reviewed,
3. A property asset list was developed and initial assessments made to asbestos, fire and legionella,
4. The risk management fund supported H&S risk management costs,
5. The Employee Protection Register guidance was completed,
6. The Deputy Chief Executive completed a review of non-compliance and restructure of waste services,
7. Zurich Municipal the Council's insurers provided an impartial assessment of the H&S policy and property review including a sample of asbestos, fire and legionella arrangements,

##### **Assurance Assessment**

Inherent risk rating	High	No change to inherent risk
Residual risk rating 2015/16	Low	Deteriorating previously
Residual risk rating 2016/17	Medium	

**Residual Risk Direction:** No change at present 

The residual rating has been a combination of a number of factors of varying levels of compliance. The H&S culture in a number of Council workplaces is largely no longer a growing concern, with positive signs of progress being made. There are still some pockets of resistance of compliance with H&S corporate guidance, such as areas within leisure, waste services and public protection.

The limited resource of one H&S officer has at times been stretched by a number of management requests, as well as the loss of administration support from the former Audit and Risk technician. This sadly, gave rise to delays in improving some corporate guidance.

The associated improvements with asbestos, fire and legionella arrangements are contributing factors to the improving residual risk. This work is ongoing.

The revision to the vibration guidance note as a result of the HSE carpal tunnel syndrome enquiry highlighted a gap in arrangements concerning vibration monitoring for Hand Arm Vibration (HAV) and Whole Body Vibration (WBV) assessments.

As a result of the murder of MP Jo Cox, both Councillor and employee personal safety advice was reviewed.

The observations and opinions were formed from H&S audits, inspections, visits, references to Health and Safety Executive (HSE) legislation and accident and incident learning etc. For H&S to be successful, management must first buy-in and then challenge unacceptable work practices.

#### **Summary of planned control actions for 2017/18:**

- SLT will be visible and active leaders in health, safety and welfare,
- Deliver recommendations of the H&S policy review,
- Fully implement the risk assessment module on AssessNET (new electronic software),
- 4 sets of guidance notes will be reviewed during this financial year,
- Employee Protection Register guidance briefing sessions to the wider workforce will commence,
- Corporate directors are to be informed of non-compliance by the H&S officer,
- A H&S staff survey will be conducted as part of the staff survey, or an alternative option considered,

## **4.2 Safety Training**


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

#### **Summary of control actions planned and implemented during 2016/17:**

- The H&S officer continued to promote H&S consciousness within all levels of the organisation and assisting with the development of safe working practices.
- Training was delivered in a planned approach. 30 Internal H&S courses delivered by the H&S officer (an increase of 10). 12 external H&S courses delivered (an increase of 3).
- The central training database was developed further, providing a tool for management to interrogate and highlight training needs. The H&S training matrix has started to be rolled out,
- The emergency evacuation chair training requirements were addressed,
- A business case for online e-learning was submitted and a budget confirmed for 17/18 financial year,

### **Assurance Assessment**

Inherent risk rating	High	No change to inherent risk
Residual risk rating 2015/16	Medium	Improving previously
Residual risk rating 2016/17	Medium	

**Residual Risk Direction:** No change at present 

Whilst this year's actions have not moved the residual risk rating up to Low, we remain tracking towards this status. We continue to see more employees attending H&S training. However, there are still gaps in training. Assistance is needed to fully implement the staff training matrix. It is essential that all colleagues attend the right H&S course at the right times and that on the job training is being refreshed. Management must ensure that all colleagues requiring H&S training are released from workplaces to attend. It is expected as eLearning becomes available it will likely reduce the impact on operational resources.

H&S training requirements are not optional and mandatory training needs to be attended to satisfy H&S legislation.

### **Summary of planned control actions for 2017/18:**

1. Continue to deliver training in a planned approach,
2. Where internal H&S training cannot fulfil the training need, external training contractors will be engaged to deliver the training,
3. SLT and Service managers are required to continue supporting and ensure those requiring H&S training are effectively released to attend,
4. Start the implementation of eLearning in Quarter 4

### **4.3 Safety Audits & Inspections**


The H&S officer completes planned and unannounced 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.

### **Summary of control actions planned and implemented during 2016/17:**

- 6 H&S audits were completed,
- Three corporate directors conducted H&S tours, these are now recorded on CHAS briefing notes. H&S tours are positive reinforcement of H&S standards and raise awareness of workplace H&S matters,
- H&S site inspections and unannounced visits completed,

### **Assurance Assessment**

Inherent risk rating	Medium	No change to inherent risk
Residual risk rating 2015/16	Medium	Improving previously
Residual risk rating 2016/17	Low	

**Residual Risk Direction:** No change at present 

The overall residual risk rating has been affected by findings from H&S audits undertaken with the exception of one service area that has provided evidence that H&S consciousness is there, but time and resource to fully implement actions and progress H&S has been slow in areas.

Summary of H&S audit results:

- Waste services failed their audit,
- Arnold Leisure Centre (LC) – Bonington Theatre, Carlton Forum LC and Richard Herrod Centre – all had unsatisfactory results.
- Calverton LC, Redhill LC, Transport services and PASC (Arborist team) – received satisfactory results.

Management should be strongly encouraged to prioritise conducting H&S inspections across all workplaces. This is an important proactive approach to H&S. There are gaps in arrangements in this area. The H&S tours by SLT will continue to help raise the profile of H&S across the Council.

### **Summary of planned control actions for 2017/18:**

- The H&S officer will complete a minimum of 6 H&S audits,
- Now that the waste service restructure has been concluded, their audit action can now be addressed,
- Conduct H&S tours with SLT,
- Conduct workplace inspections as and when required,
- Service managers to ensure that each workplace receives a reasonable number of H&S inspections,
- Review the H&S Audit process,

## **4.4 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.

### **Summary of control actions planned and implemented during 2016/17:**

- All Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and other incidents were investigated by management with the support of the H&S officer where required,
- Successful defence of a carpal tunnel syndrome HSE enquiry,
- All accident and incidents requiring the H&S officers input or support were conducted in a timely manner,
- The H&S officer provided positive reinforcement of good practice and improvements were made to the quality of the accident and incident reports,
- Quarterly incident statistics now form part of the CHAS group briefing notes.

### **Assurance Assessment**

Inherent risk rating	High	No change to the inherent risk
Residual risk rating 2015/16	Medium	Improving previously
Residual risk rating 2016/17	Medium	



**Residual Risk Direction:** No change at present

Whilst this year's actions have not moved the residual risk rating up to Low, we continue to track towards this status. A 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. The common misunderstandings and errors completing corporate accident and incident report form should start to be eliminated with the launch of the accident module of the AssessNET software.

### **Summary of planned control actions for 2017/18:**

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

- Fully implement the AssessNET H&S software (accident reporting module)
- The H&S officer will provide feedback and communicate findings to management and the CHAS group,
- The H&S officer to provide support on all Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and other incidents were required,
- to provide positive reinforcement of good practice,
- 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)
- 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, as well as corporate witness statements where required,

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

Refer to Appendix 3, For accident and incident statistics.

#### **4.5 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.

##### **Summary of control actions planned and implemented during 2016/17:**

- Completion of occupational health clinics and other relevant appointments,
- The occupational health contract procurement exercise undertaken, and new contract secured,
- HAVwear (REACTEC) vibratory monitoring contract was investigated, and online cloud based monitoring developed further with the PASC operations manager,
- Noise monitoring equipment was purchased by leisure colleagues to trial, assessments as required for waste services and the tree team in PASC, This will include a review of control measures,
- Improvements made to Carlton Forum Leisure Centres reception workstations,
- Completed local exhaust ventilation arrangement review in transport workshops,

##### **Assurance Assessment**

Inherent risk rating	High	No change to inherent risk
Residual risk rating 2015/16	Medium	Improving previously
Residual risk rating 2016/17	Medium	



**Residual Risk Direction:** No change at present

The residual risk remains as a medium risk due to the capacity issues of the H&S officer to dedicate resource to managing this area, the H&S officer made every effort to maintain the improving status. The noise assessments and initial surveys of leisure centre pool plant rooms and bar areas of the Richard Herrod centre remain incomplete.

##### **Summary of planned control actions for 2017/18:**

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

- Amend the corporate H&S induction form to reference issuing health surveillance forms where required,

- The noise assessments and initial surveys of leisure centre pool plant rooms and bar areas of the Richard Herrod centre remain incomplete.
- Look for rationalisation opportunities to better streamline occupational health provision with organisational development colleagues,
- Continue to manage and make further improvements to the occupational health arrangements & H&S policy,

Investigate HAVS and WBV testing And measurements in conjunction with relevant depot managers.

## **5. Resource Implications**

Planned work is to be completed within existing budgets. Additional support from other department budgets will be requested as and when required. Resource will be committed in a risk based approach. Focus will be given to high risks first, and then medium followed by the remaining low risks.

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 and other expenditure rationalisation will continue to be an important factor before being committed.

## **6. Recommendations**

6.1 The group is asked to note the report.

6.2 To provide support of the actions required by all levels of the Council to address H&S actions.

6.3 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.

## **7. Appendices**

Appendix 1. Risk Level definitions.

Appendix 2. Overview of Risk Types.

Appendix 3. Accident and Incident Statistics

### **Appendix 1. H&S area and risks – risk level definitions**

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

<b>Level</b>	<b>Category</b>	<b>Definition</b>
<b>1</b>	<b>High</b>	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.
<b>2</b>	<b>Medium</b>	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.
<b>3</b>	<b>Low</b>	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.**

<b>Risk No.</b>	<b>Risk type</b>	<b>Inherent Risk Assessment</b>	<b>2014/15 Historical Risk Assessment</b>	<b>2015/16 Historical Risk Assessment</b>	<b>2016/17 Previous Year's Risk Assessment</b>	<b>2017/18 Current Residual Risk Assessment</b>	<b>Direction 17/18 (Improving, no change, or deteriorating)</b>
1	Safety guidance	High	Low	Low	Medium	Medium	No change at present, previously deteriorating
2	Safety training	High	Medium	Medium	Medium	Medium	No change at present, previously improving last year
3	Safety Audits, Inspections and visits	Medium	Low	Medium	Low	Low	No change
4	Accident and incident investigations	High	Medium	Medium	Medium	Medium	No Change
5	Occupational Health	High	Low	Medium	Medium	Medium	No change at present, previously improving last year

### Appendix 3. Leisure Centres adverse events breakdown for between 2013/14 up to 2016/17

Leisure Centre	Apr 16	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 17	Feb	Mar	RIDDOR events	Total Accident Incidents 2016-17	Total Accident Incidents 2015-16	Total Accident Incidents 2014-15	Total Accident Incidents 2013-14	Total User figures
Arnold Leisure Centre/ Bonington theatre	3	5	13	2	9	3	2	5	8	4	9	6		69	66	54	-	156844
Calverton Leisure Centres	1	1	-	4	2	3	-	-	3	-	1	2		17	31	27	-	132001
Carlton Forum Leisure Centre	14	2	9	2	6	14	6	11	5	4	4	3		80	68	99	-	289330
Redhill Leisure Centre	4	4	3	3	1	-	-	-	3	3	-	2	1	23	23	11	-	158621
Richard Herrod Centre	1	-	1	-	-	1	1	1	4	2	-	1		12	8	18	-	149132
<b>2016/17 Totals</b>	<b>23</b>	<b>12</b>	<b>26</b>	<b>11</b>	<b>18</b>	<b>21</b>	<b>9</b>	<b>17</b>	<b>23</b>	<b>13</b>	<b>14</b>	<b>14</b>	<b>(1)</b>	<b>201</b>				<b>885928</b>
<b>2015/16 Totals</b>	15	11	14	27	18	15	20	16	17	18	11	14	(1)		196			<b>913.587</b>
<b>2014/15 Totals</b>	7	25	21	22	27	21	21	20	14	11	7	13	(6)			209		895.026
<b>2013/14 Totals</b>	19	30	18	17	14	14	24	11	12	10	18	34	(5)				221	945.337

		Service Area adverse events 2014/15 to 2016/17.																
Service Area		Apr 16	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 17	Feb	Mar	RIDDOR	Total events 2016-17	Total events 2015-16	Total events 2014-15	
Property services formerly (Audit and Asset Management)		1							1	1	1			1	4	1	8	
Community Relations			2	10		4	1					2		1	*19	3	4	
Chief Executive/ Corporate Directors																0	0	
Customer Services & IT											1	2			3	2	6	
Democratic services formerly (Elections Services / Elected Members)				1		1						1			3	0	3	
Financial Services															0	0	1	
Legal services															0	0	1	
Parks and Street Care (PASC)		1		1	1		1	2	1		2	4	3	2	16	17	19	
Development services (formerly Planning & Economic Dev')						2				1			2		5	1	4	
Economic Growth and Regeneration															0	n/a	n/a	
Public Protection												1		1	1	4	1	
Revenues and Welfare (formerly Revenues and Benefits and Housing Services				1					1	1				1	3	1 +3 - 4	2 + 2 - 4	
Transport services							1								1	2	2	
Waste services		1		3		1					1	1		1	7	11	9	
2016/17 Totals		3	2	16	1	8	3	2	3	3	5	11	5	7	62			
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	

\*The reason for the spike in community relations accidents is that we are now capturing the accidents from events and play days.



## **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:** 29 August 2017

**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 be concern 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 proposals**

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. The report is fully supported by trade unions.

#### **Proposal; Transfer of fly-tipping function:**

The proposal transferred the roles and responsibilities of the two part time waste inspectors from PASC to Public Protection and further proposed that the function be undertaken (along with other duties) through the creation of two posts, a Technical Administrator and a Neighbourhood Warden.

This resulted in the deletion of two occupied posts. Both post holders had expressed a preference that they be considered for voluntary redundancy which was granted.

The technical administration role provides administrative support to the fly tipping and abandoned vehicle functions and the Neighbourhood Wardens more generally. This enables the Neighbourhood Wardens to be out patrolling more, addressing fly tipping from inspection and collecting small accumulations to arranging removal of larger items, as well as dealing with abandoned vehicles and carrying out their other functions. The role also includes legal case administration and provision of support to Licensing and Food, Health and Safety.

### **3. Recommendation**

The Committee is asked to note this report.

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## **Report to Joint Consultative and Safety Committee**

**Subject:** Current staffing issues (Standing Item)

**Date:** 29 August 2017

**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 The government's commitment to raise minimum pay to 60% of median earnings by 2020 still remains. Based on current expectations for pay this means a minimum pay rate of around £8.75 per hour. At the moment the lowest point on the national pay spine is £7.78 and local policy within our own organisation sets the minimum pay rate at £8.19.

National negotiations have begun to try to reach agreement on a new pay spine that recognises the likely levels of minimum pay and that has a degree of "future-proofing". Although Unison has made a proposal for a 5% pay award across all pay points, this is unlikely to be supported by the Employers' Side which is likely to press for a two-year pay deal that may contain proposals in year two for a more fundamental revision of pay points at the lower end of the pay scale in order to address the issues.

Whatever happens at the conclusion of this review is likely to have an effect on the public sector pay bill as well as the cost of supplier contracts under which the proportion of labour cost is high. Depending on what the final position is, for most public sector employers including our organisation, there will be a need to assess if and how the changes to the national pay spine affects our pay structures particularly in relation to job-evaluated pay.

Updates will be provided to committee.

2.2 The annual Employee Conference takes place in mid-September with the theme of “Fit for Purpose; our health and wellbeing”.

The event programme is now finalised with two speakers delivering sessions on physical and mental health and with opportunity for employees to try out a range of “taster” activities designed to improve wellbeing.

This year’s Employee Health Fair is scheduled to run in October.

Both events will be delivered under the “Our Gedling” brand which is the new subscription-free scheme available to all employees designed to provide social and wellbeing events and activities.

### **3. Recommendation**

The Committee is asked to note this report.



## **Report to Joint Consultative and Safety Committee**

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

**Date:**        **29 August 2017**

**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:

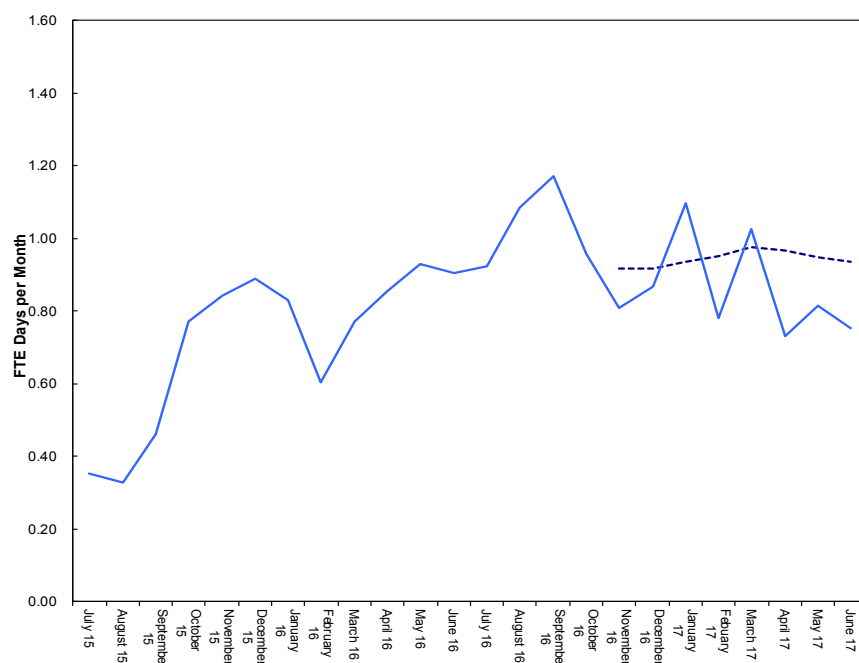
- The summary of trends graph in Appendix 1 shows that for the first three months of the year absence has been at a rate below the current year's target of 10 days lost per person. When compared with the same three months last year, absence has reduced slightly.
- The rate of long-term absence over recent quarters is also shown at Appendix 1. In the first quarter of the year there has been a reduction in the number of cases of long-term absence although the proportion of the occurrence of long-term absence has actually increased as overall there has been a fall in the total number of cases of absence. In March, long term absence accounted for around 43% of all days lost. This has now reduced to around 36%. In the last financial year long-term absence proved to be an issue and contributed substantially to the overall high levels of sickness absence.
- Monthly data shows that there are both sustained increases (Revenues and Welfare, Transport and Waste) and sustained decreases (Community Relations, PASC, Public Protection) in the rates of absence in our larger teams.
- The issue of high levels of sickness absence, and particularly long-term absence has been previously highlighted to committee. A draft report to introduce both measures of support, and proposals for control and limitation of absence were brought to the last committee and have subsequently been further developed into a final report to be presented at this committee.

### **3. Recommendation**

The Committee is asked to note this report.

## Summary of trends graph; year to date at June 2017

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
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
August 16	4.93	390.93	3.91	1.09	10.02	0.84
September 16	5.32	390.53	4.18	1.17	10.81	0.90
October 16	4.55	389.26	4.27	0.96	11.07	0.92
November 16	3.67	389.12	4.24	0.81	11.00	0.92
December 16	4.34	387.30	4.23	0.87	11.00	0.92
January 17	5.23	387.81	4.32	1.10	11.22	0.94
February 17	3.90	387.61	4.41	0.78	11.42	0.95
March 17	4.47	385.87	4.47	1.03	11.73	0.98
April 17	4.06	379.37	4.47	0.73	11.61	0.97
May 17	3.88	384.12	4.41	0.81	11.38	0.95
June 17	3.43	379.47	4.35	0.75	11.25	0.94

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

Days Lost Per FTE Employee: Year to June 2017										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	% Absenc e		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		1.00	1.00	1.00	0.00	0.00	0.00	0.00%		0.00	0.00				
Service Total:		1.00	1.00	1.00	0.00	0.00	0.00	0.00%							
Deputy Chief Exec & Director of Finance	Financial Services	17.49	15.30	16.39	10.41	241.67	14.74	5.83%		14.56	14.52	3.02	1.69	1.93	1.60
	Health, Safety & Emergency Planning	1.00	1.00	1.00	0.00	0.00	0.00	0.00%		0.00	0.00	0.00	0.00		
	Parks and Street Care	51.34	45.39	48.36	37.47	1220.33	25.23	9.97%		25.99	25.46	24.37	22.06	19.91	18.42
	Property	9.09	8.31	8.70	1.96	16.15	1.86	0.73%		1.36	1.09	0.83	0.73		
	Revenues and Welfare Support	38.64	39.04	38.84	26.62	411.67	10.60	4.19%		10.89	12.24	13.79	15.79		
	Transport and Waste	69.92	68.16	69.04	45.11	947.14	13.72	5.42%		13.35					
		0.00	1.00	0.50	0.00	0.00	0.00	0.00%		0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		187.47	178.20	182.84	121.57	2836.97	15.52	6.13%							
Director of Health & Community Wellbeing	Community Relations	14.54	12.11	13.32	6.76	116.91	8.77	3.47%		9.41	9.44	8.87	9.06	8.97	9.99
	Leisure Services	65.30	64.17	64.73	39.74	386.50	5.97	2.36%		6.06	5.73	5.99	5.70	5.36	4.99
	Public Protection	24.07	28.46	26.26	8.76	245.72	9.36	3.70%		8.68	8.17	8.42	7.15	6.81	7.25
		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:		104.91	105.74	105.32	55.25	749.12	7.11	2.81%							
Director of OD & Democratic Services	Customer Services and Communications	42.96	44.54	43.75	26.40	549.54	12.56	4.96%		12.73	12.60	13.47	14.46	15.08	15.92
	Democratic Services	6.99	8.08	7.53	5.49	21.39	2.84	1.12%		2.73	2.47				
	Legal Services	5.20	6.01	5.61	3.20	18.89	3.37	1.33%		2.49	4.23	7.26	9.56	9.56	8.60
	Organisational Development	6.72	6.55	6.64	0.81	15.20	2.29	0.91%		1.83	1.83	3.05	3.05	3.02	1.71
		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:		63.87	67.19	65.53	35.90	605.02	9.23	3.65%							
Planning, Economic Growth & Regeneration	Development Services	18.41	14.59	16.50	8.30	102.22	6.19	2.45%		7.79	9.11	10.78	12.67	13.72	14.98
	Economic Growth and Regeneration	4.61	5.01	4.81	1.00	3.00	0.62	0.25%		0.59	0.59	0.59	0.59	0.97	1.15
	Planning Policy	5.43	6.24	5.84	0.41	1.00	0.17	0.07%		0.17	0.19	0.19	0.19	0.19	0.47
Service Total:		28.45	25.85	27.15	9.70	106.22	3.91	1.55%							
Grand Total:		385.70	377.97	381.84	222.42	4297.32	11.25	4.45%		11.38	11.61	11.73	11.42	11.22	11.00

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

Days lost per FTE employee: June 2017								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		1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00				
<b>Service Total:</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>						
Deputy Chief Exec & Director of Finance	Financial Services	15.30	15.30	15.30	0.00	0.00	0.00	0.00%	0.59	1.65	1.28	0.18	0.30	0.20
	Health, Safety & Emergency Planning	1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00		
	Parks and Street Care	47.81	45.39	46.60	5.95	39.74	0.85	3.88%	1.63	2.02	2.79	2.37	2.58	2.35
	Property	8.31	8.31	8.31	0.54	6.22	0.75	3.40%	0.39	0.24	0.08	0.00		
	Revenues and Welfare Support	39.04	39.04	39.04	4.42	40.46	1.04	4.71%	0.49	0.21	0.06	0.56		
	Transport and Waste	69.16	68.16	68.66	9.00	98.59	1.44	6.53%	1.07					
		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
<b>Service Total:</b>		<b>181.62</b>	<b>178.20</b>	<b>179.91</b>	<b>19.91</b>	<b>185.01</b>	<b>1.03</b>	<b>4.67%</b>						
Director of Health & Community Wellbeing	Community Relations	12.11	12.11	12.11	0.41	8.92	0.74	3.35%	1.11	1.58	0.52	0.19	0.00	0.29
	Leisure Services	64.74	64.17	64.45	2.98	23.30	0.36	1.64%	0.56	0.27	0.60	0.56	0.94	0.44
	Public Protection	27.46	28.46	27.96	1.00	22.00	0.79	3.58%	0.95	1.05	2.05	0.84	0.28	0.23
		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
<b>Service Total:</b>		<b>105.31</b>	<b>105.74</b>	<b>105.52</b>	<b>4.39</b>	<b>54.22</b>	<b>0.51</b>	<b>2.34%</b>						
Director of OD & Democratic Services	Customer Services and Communications	44.54	44.54	44.54	5.77	37.86	0.85	3.86%	0.85	0.25	0.29	0.35	1.04	0.95
	Democratic Services	8.08	8.08	8.08	0.00	0.00	0.00	0.00%	0.25	0.25				
	Legal Services	6.01	6.01	6.01	0.59	5.95	0.99	4.49%	0.82	0.00	0.18	0.00	0.70	0.00
	Organisational Development	6.55	6.55	6.55	0.81	3.04	0.46	2.11%	0.00	0.00	0.00	0.00	1.51	0.00
		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
<b>Service Total:</b>		<b>67.19</b>	<b>67.19</b>	<b>67.19</b>	<b>7.18</b>	<b>46.84</b>	<b>0.70</b>	<b>3.17%</b>						
Planning, Economic Growth & Regeneration	Development Services	14.59	14.59	14.59	0.00	0.00	0.00	0.00%	0.38	0.00	0.12	0.47	0.31	0.00
	Economic Growth and Regeneration	5.01	5.01	5.01	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Planning Policy	6.24	6.24	6.24	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.20	0.00
<b>Service Total:</b>		<b>25.85</b>	<b>25.85</b>	<b>25.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>						
<b>Grand Total:</b>		<b>380.96</b>	<b>377.97</b>	<b>379.47</b>	<b>31.47</b>	<b>286.08</b>	<b>0.75</b>	<b>3.43%</b>	<b>0.81</b>	<b>0.73</b>	<b>1.03</b>	<b>0.78</b>	<b>1.10</b>	<b>0.87</b>

## Long term (20 days+ in month)/ short term sickness analysis for June 2017

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	Parks and Street Care	0	6	0.00	22.98	0.00%	0.00%
	Property	1	2	5.95	6.22	95.65%	50.00%
	Revenues and Welfare Support	1	5	12.78	39.25	32.57%	20.00%
	Transport and Waste	2	8	43.05	85.04	50.62%	25.00%
Head of Service Total:		4	21	61.78	153.48	40.25%	19.05%
Director of Health & Community Wellbeing	Community Relations	1	1	8.92	8.92	100.00%	100.00%
	Leisure Services	0	7	0.00	26.58	0.00%	0.00%
	Public Protection	1	1	21.52	21.52	100.00%	100.00%
Head of Service Total:		2	9	30.44	57.02	53.39%	22.22%
Director of OD & Democratic Services	Customer Services and Communications	0	7	0.00	36.93	0.00%	0.00%
	Legal Services	0	1	0.00	5.84	0.00%	0.00%
	Organisational Development	0	1	0.00	2.96	0.00%	0.00%
Head of Service Total:		0	9	0.00	45.73	0.00%	0.00%
Grand Total:		6	39	92.22	256.23	35.99%	15.38%

## Long term (20 days+ in month)/ short term sickness analysis for March 2017

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	1	2	22.50	30.33	74.19%	50.00%
	Financial Services	0	4	0.00	18.63	0.00%	0.00%
	Parks and Street Care	4	12	88.05	134.18	65.63%	33.33%
	Property	0	1	0.00	0.81	0.00%	0.00%
	Revenues and Welfare Support	0	2	0.00	2.34	0.00%	0.00%
	Waste Operations	1	11	22.50	88.78	25.35%	9.09%
Head of Service Total:		6	32	133.06	275.07	48.37%	18.75%
Director of Health & Community Wellbeing	Community Relations	0	2	0.00	3.46	0.00%	0.00%
	Leisure Services	0	13	0.00	36.84	0.00%	0.00%
	Public Protection	2	4	33.85	53.42	63.37%	50.00%
Head of Service Total:		2	19	33.85	93.73	36.12%	10.53%
Director of OD & Democratic Services	Customer Services and Communications	0	7	0.00	12.73	0.00%	0.00%
	Legal Services	0	1	0.00	0.99	0.00%	0.00%
Head of Service Total:		0	8	0.00	13.71	0.00%	0.00%
Planning, Economic Growth & Regeneration	Development Services	0	2	0.00	1.96	0.00%	0.00%
Head of Service Total:		0	2	0.00	1.96	0.00%	0.00%
Grand Total:		8	61	166.91	384.47	43.41%	13.11%



## Long term (20 days+ in month)/ short term sickness analysis for December 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	1	0.00	0.98	0.00%	0.00%
Head of Service Total:		0	1	0.00	0.98	0.00%	0.00%
Deputy Chief Exec & Director of Finance	Audit and Asset Management	0	11	0.00	13.31	0.00%	0.00%
	Financial Services	0	2	0.00	2.94	0.00%	0.00%
	Parks and Street Care	3	13	64.57	126.32	51.12%	23.08%
	Revenues Services	2	8	43.05	57.73	74.57%	25.00%
	Transport Services	0	2	0.00	5.87	0.00%	0.00%
	Waste Operations	1	5	21.52	51.94	41.44%	20.00%
Head of Service Total:		6	41	129.15	258.10	50.04%	14.63%
Director of Health & Community Wellbeing	Community Relations	0	2	0.00	3.91	0.00%	0.00%
	Housing	0	1	0.00	15.65	0.00%	0.00%
	Leisure Services	0	7	0.00	31.35	0.00%	0.00%
	Public Protection	0	1	0.00	7.83	0.00%	0.00%
Head of Service Total:		0	11	0.00	58.74	0.00%	0.00%
Director of OD & Democratic Services	Customer Services and Communications	1	7	21.52	44.01	48.91%	14.29%
Head of Service Total:		1	7	21.52	44.01	48.91%	14.29%
Grand Total:		7	60	150.67	361.83	41.64%	11.67%

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