



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

Agenda

Joint Consultative and Safety Committee

Date: **Tuesday 28 August 2018**

Time: **5.30 pm**

Place: **Chappell Room**

For any further information please contact:

Alec Dubberley

Service Manager Democratic Services

0115 901 3906

Joint Consultative and Safety Committee

Membership

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

AGENDA

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MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE

Tuesday 15 May 2018

Councillor Alex Scroggie (Chair)

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

Officers in Attendance: D Archer, R Caddy and A Dubberley

124 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

None received.

125 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 13 MARCH 2018.

RESOLVED:

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

126 DECLARATION OF INTERESTS.

None.

127 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 Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

128 STAFFING REPORT - CLOSE OF CONSULTATION

The Service Manager Customer Services and Communications introduced a report, which had been circulated prior to the meeting, reporting the closure of consultation of the Customer Services

department and seeking authority to implement the recommendations contained within it.

RESOLVED to:

- 1) Note the staff comments at Appendix B to the report and the proposals contained in the original report at Appendix A; and
- 2) Note that no further comments from employees and trade union representatives had been received; and
- 3) Support the proposals made for consideration by the Chief Executive who, under delegated authority, will authorise the implementation of changes with effect from, or soon after the 15 May 2018.

129 SICKNESS ABSENCE

The Service Manager Organisational Development introduced a report, which had been circulated prior to the meeting, informing the Committee of current levels of sickness absence. It was reported that the full year sickness absence had decreased when compared to the previous year.

RESOLVED:

To note the information.

130 MINOR ESTABLISHMENT CHANGES

The Service Manager Organisational Development presented a report, which had been circulated prior to the meeting, detailing minor changes to the staffing establishment that had recently taken place outside of the formal JCSC process.

RESOLVED:

To note the report.

131 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.

132 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 6.10 pm

Signed by Chair:
Date:

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Report to Joint Consultative Safety Committee

Subject: Health and Safety Annual Report

Date: 28 August 2018

Author: Health, Safety and Emergency Planning Officer

1. Purpose of the Report

To provide elected members, senior management and UNISON 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 2017/18.

The report summarises the assurance risk assessment and outlines the proposed work plan for 2018/19. JCSC is annually consulted on H&S matters. Recommendations are made to the Executive in the respect of any H&S function of the Council. For the purpose of this report this report covers the extent that those functions are discharged in the Council's capacity as an employer.

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 management duties. 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 H&S officer has undertaken a comprehensive work plan during 2017/18. 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.

3. Summary of H&S Performance

The H&S strategic work plan was delivered and agreed with the Deputy Chief Executive and Chief Financial Officer. One of the largest improvements achieved was the introduction of AssessNET H&S software system **ASSESSNET**. The delivery of the new AssessNET system now enables an improved and immediate identification of any loss, liability or damage that may lead to a claim against the Council, together with any information or explanation required.

The H&S software required significant resource to develop and adapt to the Council's structure. The formal roll out to the wider organisation commenced on 1st January 2018. On a personal level the H&S officer achieved his NEBOSH National Diploma in Occupational Health and Safety (Level 6 qualification).

The lone working device for high risk colleagues continued in its usage and effectiveness; usage and feedback reports were issued to local management on a periodic basis.

The H&S, Emergency Planning and Business Continuity service operational risk management profile was updated.

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 produced to accompany each meeting along with a forward plan of objectives.

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. There was a H&S question added to the Council staff survey, which was to test the Council's H&S climate. Of 174 respondents, nearly 80% of employees stated they were in agreement that their working environment was healthy and safe.

Staff Survey 2017 - I feel my working environment is healthy and safe

Open Survey 2021 – Healthy working environment is healthy and safe																										
Respondents			Base		Agree		Strongly agree		Agree		Neither agree nor disagree		Disagree		Strongly disagree											
Total			174		79.3%		60		34.5%		78		44.8%		15		8.6%		16		9.2%		5		2.8%	

Managers must continue to challenge colleagues to raise and maintain H&S standards. Maintaining and improving attitudes towards H&S remains important. Despite this positive indicator there remain some areas of concern. Such as gaps in contractor control, risk assessment compliance, and managers ability to prioritise H&S duties. This is no easy task for colleagues as ever-increasing and changing work priorities, restructures and new operational tasks all have a knock-on-effect on competent management of H&S.

It is expected that during the next two financial years, changes to legislation under BREXIT will have a significant impact on corporate H&S guidance, officer resource requests and occupational health resources.

4. Summary of the five key health & safety enablers

Each enabler is risk assessed using the H&S risk 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.

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 control actions planned and implemented during 2017/18:

- SLT were more visible and active leaders in health, safety and welfare,
- Additional work was completed to deliver recommendations identified in previous external H&S policy and property reviews,
- Community Relations and Leisure Services made significant improvements in terms of compliance with asbestos, fire and legionella corporate guidance. Property services with the largest number of assets has the biggest task and is making good progress in these areas,
- The risk management fund supported H&S risk management costs. In the past three years to date nearly £56,000 of investment has been directed to H&S arrangements
- The roll out of the risk assessment module on AssessNET has made good progress;
- 4 sets of guidance notes were reviewed during the financial year,
- The 'big clear-out' across the Council to prepare for agile and more electronic based working has resulted in many improvements to H&S standards; such as the standards of housekeeping, and a reduced fire load across the Civic Campus,

- Since January 2018, the Council is achieving improved compliance with RIDDOR¹ regulations

Assurance Assessment

Inherent risk rating	High	No change to inherent risk
Residual risk rating 2016/17	Medium	
Residual risk rating 2017/18	Medium	

Residual Risk Direction: No change

The residual rating has over the past year improved. Due a combination of a number of positive factors, although there has been some varying levels of compliance.

There remains varying degrees of compliance with H&S corporate guidance. It is believed the more complex areas will start to be more successfully addressed with the full roll out of the risk assessment module. This will provide senior managers with a tool to manage non-compliance.

The limited resource of one H&S officer has continued to be stretched at times, as elements of the role remain unpredictable and dependant on circumstance. The continued associated improvements with asbestos, fire and legionella arrangements are contributing factors to the improving residual risk. This work is ongoing.

Summary of planned control actions for 2018/19:

- Employee Protection Register guidance briefing sessions had to be re-prioritised to free up resource to build the H&S software, these will be put into the forthcoming financial years' work plan,
- The procurement of and operational requirements of the Arnold Market are expected to require H&S assistance,
- As water safety is becoming a County wide improvement area; this area is expected to require officer resource to assess and develop H&S arrangements. Notably, the H&S officer continuing to be the Council's representative at the Nottinghamshire water safety partnership,
- Corporate directors are to be informed of non-compliance by the H&S officer,
- Property services is envisaged to complete the remaining legionella and fire compliance work this financial year,
- 4 sets of guidance notes will be reviewed during this financial year,
- A review of the H&S policy will be required to reflect the Chief Executive leaving post, the vacant period and consequent replacement arrangements.
- SLT to be briefed on the risk assessment module,
- Continue to support officers in the use of the AssessNET H&S software (risk assessment module).

¹ RIDDOR – Reporting of Injuries, Diseases Dangerous Occurrences Regulations 2013

4.2 H&S Training

The H&S officer's 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.

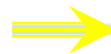
Summary of control actions planned and implemented during 2017/18:

- 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 with 23 Internal H&S courses being delivered by the H&S officer, plus a further 12 external H&S courses.
- The emergency evacuation chair training requirements were addressed,
- The e-learning software procurement has been moved to 2018/19 work plan,

Assurance Assessment

Inherent risk rating	High	No change to inherent risk
Residual risk rating 2017/17	Medium	
Residual risk rating 2017/18	Medium	

Residual Risk Direction: No change



This year's risk rating has not changed. The outlook in this area though is positive and reflects the position that the H&S training offer of internal and external training remains strong. However, attendance remains inconsistent across all services areas some being much better than others. A marked improvement area has been the number of Revenues and Welfare support colleagues that have attended training this past year.

The reasons provided for none attendance varies from workload levels to last minute unplanned commitments. H&S training requirements are not optional and mandatory training needs to be attended to satisfy our legal duties.

The general feedback to H&S courses remains very positive and constructive feedback is welcomed. A new addition to the training plan was the specific fire awareness training, delivered by Nottinghamshire Fire and Rescue Services's trading company, which included the usage of fire extinguishers. These courses were well received and well attended.

It remains essential that all colleagues attend the right H&S course at the right times and that on the job training is being refreshed, despite busy work commitments. It is up to management to ensure that all colleagues requiring H&S training are released

from workplaces to attend. It is expected that as eLearning becomes available that H&S training will be more convenient and have less impact on operational resources. It is hoped that eLearning will release much needed resource to help focus on other higher risk areas of work.



Managers and Employee duties are outlined within the H&S Policy leaflet. This includes a direct management reference of:

'providing sufficient information. Instruction, training and supervision to enable all employees to avoid hazards to their own health and safety at work';

and for all employees:

'Attend all health and safety training sessions arranged on your behalf'.

Summary of planned control actions for 2018/19:

- Procure and implement eLearning software,
- Management requests will continue to shape H&S training provision,
- Continue to deliver training in a planned way,
- A mixture of internal and external training will be provided to cover the training needs,
- SLT and Service managers continued support is required to ensure those requiring H&S training are effectively released to attend.

4.3 H&S 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 2017/18:

- The H&S officer delivered over 40 audit sets of assessment, and associated documentation was completed,
- The previous waste service audit actions were transferred to the new Transport and Waste Service Manager,
- All service areas had H&S tours completed with their corporate director,
- The CHAS briefing notes for each quarter noted the H&S site inspections and unannounced visits that were completed,
- A review of the H&S Audit process was completed.

Assurance Assessment

Inherent risk rating	Medium	No change to inherent risk
Residual risk rating 2016/17	Low	
Residual risk rating 2017/18	Low	

Residual Risk Direction: No change



The overall residual risk rating has remained steady overall. Premises audits across the Council's estate saw continued improvements.

Management should be strongly encouraged to prioritise conducting H&S inspections across all workplaces. This is an important proactive approach to H&S, and there are gaps in arrangements in this area. This could present some residual risk to the Council which may need to be mitigated by other external support options.

The H&S tours by SLT continued to help raise the profile of H&S across the Council. A weakness identified is that officers must be clear they can delegate tasks to other officers but they cannot ultimately delegate their H&S responsibilities.

Summary of planned control actions for 2018/19:

- The H&S officer will complete a minimum of 6 H&S audits,
- Provide further assistance to Transport and Waste services to complete outstanding audit actions,
- Conduct H&S tours with SLT; requesting an update from every service area regarding the observations and comments made during previous H&S tours,
- Conduct workplace inspections as and when required,
- Service managers to ensure that each workplace receives a reasonable number of H&S inspections.

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 continue 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 2017/18:

- All RIDDOR and other incidents that required an investigation were completed by management with the support of the H&S officer where required,
- 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 are included in the CHAS group briefing notes.
- Fully implemented the AssessNET H&S software (accident, incident and hazard reporting modules),
- The H&S officer provided feedback and communicated incidents and investigation findings to management, corporately via the CHAS group briefing notes.
- All employees now have AssessNET to report hazards and near misses.

Assurance Assessment

Inherent risk rating	High	No change to the inherent risk
Residual risk rating 2016/17	Medium	
Residual risk rating 2017/18	Medium	

Residual Risk Direction: No change

Whilst this year's actions have not moved the residual risk rating up to Low, the Council continues to track towards this status. It is realistically expected that once the new AssessNET reporting system is fully embedded, the residual risk rating will improve to a low risk rating.

Over the past year a reducing number of accident and incident reports took too long to be submitted to the H&S officer. It is essential that any person required to report an incident do so using the new online AssessNET system.

The numbers of common misunderstandings and errors in completing the hand written corporate accident and incident report forms have started to reduce with the introduction of the new software; that being said the new system will take time to become 'second nature' for colleagues to use. One area of particular improvement with the new system is the reduction with issues of interpreting poor handwriting.

By far one of the biggest improvement areas in recent months has been the amount of hazards and near misses being reported.

Summary of planned control actions for 2018/19:

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

- Continue to support officers in the use of the AssessNET H&S software (accident, incident & hazard reporting modules),
- The H&S officer to continue to provide feedback and statistics to management via the CHAS group,
- The H&S officer to provide support on all RIDDOR and other incidents where required,
- to provide positive reinforcement of good practice,
- SLT to be briefed on the accident, incident and hazard reporting module compliance,
- SLT once briefed can then provide an informed level of control over the use of the AssessNET system; such as actions associated with reports being completed in a timely manner.

4.5 Occupational Health

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

Summary of control actions planned and implemented during 2017/18:

- Completion of occupational health clinics and other relevant appointments,
- The occupational health contract remains in place for the areas managed by the H&S officer,
- the corporate H&S induction form has been amended to include the issuing of occupational health surveillance forms where required,
- The noise assessments and initial surveys of leisure centres has progressed,
- The review and rationalisation opportunities to better streamline occupational health provision with organisational development colleagues was investigated,
- A supplier has been ascertained for HAVS² and WBV³ testing to obtain measurements and further works are planned for 2018/19,
- Continue to manage and make further improvements to the occupational health arrangements & the H&S policy.

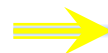
Assurance Assessment

² HAVS – Hand Arm Vibration Syndrome

³ WBV – Whole Body Vibration

Inherent risk rating	High	No change to inherent risk
Residual risk rating 2016/17	Medium	
Residual risk rating 2017/18	Medium	

Residual Risk Direction: No change



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 worked hard to maintain compliance.

Summary of planned control actions for 2018/19:

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

- The noise assessments and initial surveys will continue across the Council, as part of a periodic risk assessment process,
- Continue to manage and make further improvements to the occupational health arrangements & H&S policy,
- Work with environmental services department to conduct WBV and HAVS assessment of plant and equipment.

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 agree and support the actions required by all levels of the Council to address H&S actions.

6.3 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

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

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	2014/15 Historical Risk Assessment	2015/16 Historical Risk Assessment	2016/17 Historical Risk Assessment	2017/18 Previous Year's Risk Assessment	2018/19 Current Residual Risk Assessment	Direction 18/19 (Improving, no change, or deteriorating)
1	Safety guidance	High	Low	Low	Medium	Medium	Medium	No change
2	Safety training	High	Medium	Medium	Medium	Medium	Medium	No change
3	Safety Audits, Inspections and visits	Medium	Low	Medium	Low	Low	Low	No change
4	Accident and incident investigations	High	Medium	Medium	Medium	Medium	Medium	No change
5	Occupational Health	High	Low	Medium	Medium	Medium	Medium	No change



Report to Joint Consultative and Safety Committee

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

Date: **28 August 2018**

Author: **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 the outturn for the full year up to June at 8.51 days lost per employee is well below the nine-day target (reduced in 2018-19 from ten days). Total absence over the last three months seems to have stabilised.

During the year the profile of absence management has remained high and in addition to policy change, work has continued to regularly notify employees of their team absence rates and how this compares to others and structured "case management" meetings have regularly taken place to ensure that employees on long-term absence are properly supported and managed.

- The rate of long-term absence over recent quarters is also shown at Appendix 1. The number of long-term cases has risen slightly in June and stands at eight cases. In December and March there were six and seven cases respectively. Long-term absence currently accounts for almost half of the total days lost due to sickness and 18.6% of the number of occurrences.

Long term absence is managed within teams and is supported by HR Officers and by Directors who regularly run "case management" sessions. This ensures that absence management is given a high priority within teams and also that the general management of absence is consistent in its nature between teams. Members will recall that the recent policy changes mean that no absence can now extend beyond one year.

- Both Customer Services and Revenues are large teams that showed a marked improvement in attendance rates this month although PASC, Waste and Transport and Public Protection are large teams that still have high rates of total absence above target.

- Appendix 2 shows the breakdown of information relating to the reasons for sickness absence for last year and the preceding two years. The “top five” reasons have been highlighted.

Although for some absence reasons there is no discernible short-term pattern of absence, some of the absence reasons do show a pattern between years:

- Muscular/ skeletal problems showed a sharp increase in the number of days lost in 2016-17 and a slight reduction last year in 2017-18. Introduced from January this year was the “fast track” physiotherapy referral scheme. Although too early to assess if this has had any material positive effect, a number of referrals have been made through the scheme to a local physiotherapist.

- Absences relating to colds occur at a reasonably consistent rate at just below 10% of days lost. There may be little that can be done for absences of this type although increasing opportunity for office-based staff to work in more flexible and “agile” ways may lead to a slight reduction in such absences as people can work from home and outside normal hours or days of work.

- At a consistent rate of absence similar to “colds”, absence due to injury not sustained at work is a “top five” cause of non-attendance in each of the last three years. As the range of injuries is likely to be broad then it may be difficult to address specific issues although there may be merit in running a campaign to remind and inform staff that not taking simple safety measures at home might affect their ability to attend work; this will be discussed with the Safety Officer.

- The proportion of days lost due to accidents at work increased by almost four times in 2017-18 against the previous year. The Safety Officer reports that this change is due predominantly to a small number of employees on long-term absence due to work-related accidents.

- Days lost due to reasons of depression, stress and similar mental health problems represented the greatest loss in terms of proportion of days absent from work in 2017-18. The proportion did substantially decreased from the previous year (by around 25%). The rate of absence attributed to this reason is not particularly unusual across industry or the public sector and a number of measures have been put into place over the last year to continue to support employees effectively;

- Employee Assistance Programme; 24/7 access to employee support. Again, it is too early to establish whether or not this facility has had any material positive effect.

- A number of mental health awareness events run throughout the year for staff and managers

- Mindfulness sessions run fortnightly at lunchtimes

- Attendance by mental health practitioners at last year’s Employee Conference

- Mental health issues being the subject of focus in some of the regular employee Wellbeing Bulletins that go out to all staff.

- Links to advice being provided through the annual employee health fair.

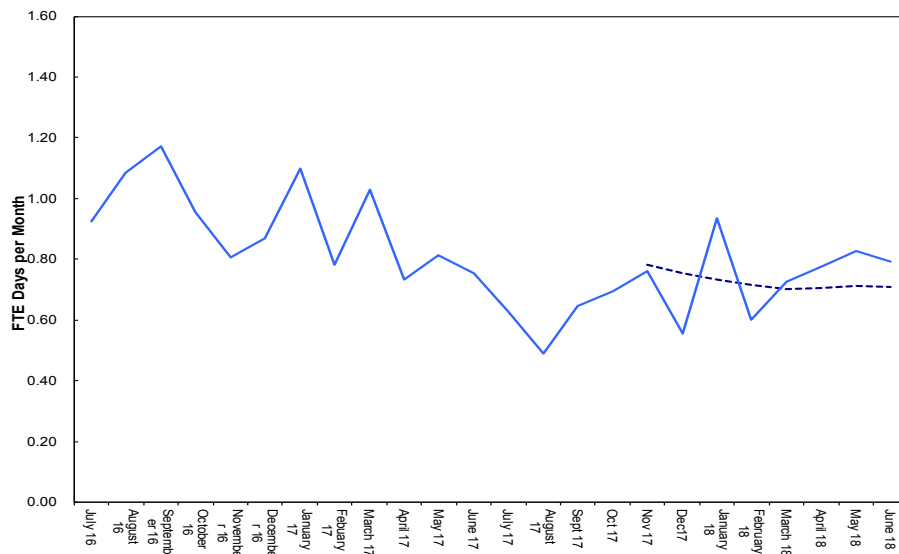
Support for employees who are suffering both short and long-term mental health issues will continue.

3. Recommendation

The Committee is asked to note this report.

Summary of trends graph; year to date at June 2018

Summary of Trends



— FTE Days per FTE in Current Month

- - - 12 Month Rolling Average

Month	Total Absence %	No of FTE Staff	12 Month Average (%)	FTE Days per FTE in Current Month	FTE Days per FTE 12 Month Average	FTE Days per FTE per Month Average
July 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
July 17	2.99	378.65	4.23	0.63	10.84	0.90
August 17	2.22	378.65	4.01	0.49	10.23	0.85
Sept 17	3.07	374.69	3.82	0.64	9.75	0.81
Oct 17	3.16	379.55	3.70	0.69	9.42	0.79
Nov 17	3.46	383.00	3.68	0.76	9.38	0.78
Dec 17	2.93	379.78	3.57	0.56	9.05	0.75
January 18	4.25	378.25	3.48	0.93	8.80	0.73
February 18	3.01	374.84	3.41	0.60	8.59	0.72
March 18	3.46	373.69	3.33	0.73	8.41	0.70
April 18	3.88	366.58	3.31	0.78	8.48	0.71
May 18	3.94	359.94	3.32	0.83	8.54	0.71
June 18	3.60	365.97	3.33	0.79	8.51	0.71

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

Days Lost Per FTE Employee: Year to June 2018

Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE
Chief Executive		1.00	1.00	1.00	1.00	2.00	2.00
Service Total:		1.00	1.00	1.00	1.00	2.00	2.00
Deputy Chief Exec & Director of Finance	Financial Services	15.30	14.11	14.70	7.00	22.91	1.56
	Health, Safety & Emergency Planning	1.00	1.00	1.00	0.00	0.00	0.00
	Parks and Street Care	45.39	50.93	48.16	32.08	440.65	9.15
	Property	8.15	10.42	9.28	5.62	105.24	11.34
	Revenues and Welfare Support	38.43	35.90	37.17	24.12	224.71	6.05
	Sales and Marketing	0.00	1.00	0.50	1.00	21.00	42.00
	Transport and Waste	68.16	65.66	66.91	40.89	982.48	14.68
		1.00	1.00	1.00	0.00	0.00	0.00
Service Total:		177.43	180.02	178.73	110.72	1796.99	10.05
Director of Health & Community Wellbeing	Community Relations	12.11	12.32	12.22	6.16	180.89	14.81
	Leisure Services	62.86	56.75	59.80	32.31	352.12	5.89
	Public Protection	27.46	30.95	29.20	10.85	138.15	4.73
		1.00	1.00	1.00	0.00	0.00	0.00
Service Total:		103.43	101.02	102.22	49.32	671.16	6.57
Director of OD & Democratic Services	Customer Services and Communications	43.86	39.02	41.44	29.76	492.89	11.89
	Democratic Services	8.18	8.39	8.28	5.16	78.42	9.47
	Legal Services	6.01	6.01	6.01	2.15	11.61	1.93
	Organisational Development	6.55	6.53	6.54	1.42	49.66	7.59
		2.00	1.00	1.50	0.00	0.00	0.00
Service Total:		66.60	60.95	63.78	38.49	632.58	9.92
Planning, Economic Growth & Regeneration	Development Services	16.59	16.59	16.59	9.00	61.00	3.68
	Economic Growth and Regeneration	5.01	3.98	4.49	0.00	0.00	0.00
	Planning Policy	5.24	5.24	5.24	0.41	2.03	0.39
Service Total:		26.85	25.82	26.33	9.41	63.03	2.39
Grand Total:		375.31	368.81	372.06	208.93	3165.76	8.51

Year to date trend

% Rate of 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
0.79%	2.00	2.00	2.00	2.00	2.00	2.00
0.79%						
0.62%	1.56	2.17	3.88	6.21	7.78	8.41
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
3.62%	8.96	9.74	11.00	12.54	14.46	16.67
4.48%	11.39	11.07	10.01	9.49	8.74	7.82
2.39%	6.77	6.40	5.86	5.53	5.73	6.37
16.60%	38.00	38.00	38.00	0.00	0.00	0.00
5.80%	14.82	14.68	14.80	14.80	13.72	13.07
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
3.97%						
5.85%	13.20	13.18	13.96	12.76	12.33	10.60
2.33%	5.66	5.51	5.36	5.42	5.79	6.12
1.87%	4.20	4.20	4.10	5.70	6.45	6.69
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
2.60%						
4.70%	12.35	11.69	10.31	9.92	9.52	9.20
3.74%	9.22	8.60	8.88	8.32	7.97	7.57
0.76%	2.41	2.23	2.43	2.40	2.40	2.79
3.00%	9.09	7.19	4.38	4.05	3.41	4.00
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
3.92%						
1.45%	3.31	3.68	3.68	3.20	3.45	3.80
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
0.15%	0.39	0.39	0.39	0.38	0.38	0.63
0.95%						
3.36%	8.54	8.48	8.41	8.59	8.80	9.05

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

Days lost per FTE employee: June 2018

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	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	14.11	14.11	14.11	0.00	0.00	0.00	0.00%	0.00	0.00	0.23	0.00	0.13	0.50
	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	0.00	0.00
	Parks and Street Care	48.93	50.93	49.93	6.00	47.00	0.94	4.19%	0.65	0.73	0.80	0.63	0.70	0.82
	Property	10.42	10.42	10.42	0.27	5.68	0.54	2.48%	0.60	0.54	0.57	0.75	1.71	1.60
	Revenues and Welfare Support	36.90	35.90	36.40	3.00	5.01	0.14	0.63%	0.90	0.61	0.44	0.37	0.75	0.32
	Sales and Marketing	1.00	1.00	1.00	1.00	2.00	2.00	9.09%	0.00	0.00	19.00	0.00	0.00	0.00
	Transport and Waste	65.66	65.66	65.66	8.00	81.78	1.25	5.66%	1.10	1.18	1.27	1.63	1.67	0.67
		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:		179.02	180.02	179.52	18.27	141.47	0.79	3.57%						
Director of Health & Community Wellbeing	Community Relations	12.32	12.32	12.32	1.41	28.51	2.31	10.52%	0.76	0.86	1.50	0.66	1.38	1.38
	Leisure Services	55.48	56.75	56.11	5.82	40.97	0.73	3.28%	0.81	0.27	0.52	0.30	0.67	0.51
	Public Protection	30.95	30.95	30.95	4.00	39.57	1.28	5.81%	0.84	0.97	0.47	0.00	0.24	0.00
		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:		99.75	101.02	100.38	11.22	109.05	1.09	4.91%						
Director of OD & Democratic Services	Customer Services and Communications	39.02	39.02	39.02	4.32	16.40	0.42	1.91%	1.53	1.72	0.69	0.62	1.56	0.86
	Democratic Services	5.99	8.39	7.19	1.00	14.00	1.95	7.58%	0.31	0.00	0.00	0.38	2.17	0.00
	Legal Services	6.01	6.01	6.01	0.61	3.04	0.51	2.30%	1.01	0.00	0.00	0.00	0.41	0.00
	Organisational Development	5.53	6.53	6.03	0.00	0.00	0.00	0.00%	1.49	2.94	0.34	0.68	1.02	0.65
		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:		57.54	60.95	59.25	5.93	33.44	0.56	2.49%						
Planning, Economic Growth & Regeneration	Development Services	16.59	16.59	16.59	1.00	6.00	0.36	1.64%	0.00	0.00	0.47	0.22	0.00	0.12
	Economic Growth and Regeneration	3.98	3.98	3.98	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Planning Policy	5.24	5.24	5.24	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		25.82	25.82	25.82	1.00	6.00	0.23	1.06%						
Grand Total:		363.13	368.81	365.97	36.42	289.96	0.79	3.57%	0.83	0.78	0.73	0.60	0.93	0.56

Long term (20 days+ in month)/ short term sickness analysis for June 2018

Analysis of Short and Long Term Absence June 2018

Head of Service	Section	No Occurrences Long Term	Total No Occurrences	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	1	6	20.55	45.98	44.68%	16.67%
	Property	1	1	5.68	5.68	100.00%	100.00%
	Revenues and Welfare Support	0	3	0.00	4.90	0.00%	0.00%
	Sales and Marketing	0	2	0.00	1.96	0.00%	0.00%
	Transport and Waste	2	8	41.09	80.31	51.16%	25.00%
Head of Service Total:		4	20	67.31	138.83	48.49%	20.00%
Director of Health & Community Wellbeing	Community Relations	2	2	28.08	28.08	100.00%	100.00%
	Leisure Services	1	9	20.55	39.77	51.66%	11.11%
	Public Protection	1	4	20.55	38.71	53.07%	25.00%
Head of Service Total:		4	15	69.17	106.56	64.91%	26.67%
Director of OD & Democratic Services	Customer Services and Communications	0	5	0.00	16.05	0.00%	0.00%
	Democratic Services	0	1	0.00	13.70	0.00%	0.00%
	Legal Services	0	1	0.00	2.96	0.00%	0.00%
Head of Service Total:		0	7	0.00	32.71	0.00%	0.00%
Planning, Economic Growth & Regeneration	Development Services	0	1	0.00	5.87	0.00%	0.00%
Head of Service Total:		0	1	0.00	5.87	0.00%	0.00%
Grand Total:		8	43	136.49	283.98	48.06%	18.60%

Long term (20 days+ in month)/ short term sickness analysis for March 2018

Head of Service	Section	No Occurrences Long Term	Total No Occurrences	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	Financial Services	0	2	0.00	3.19	0.00%	0.00%
	Parks and Street Care	1	6	21.52	39.14	55.00%	16.67%
	Property	1	1	5.95	5.95	100.00%	100.00%
	Revenues and Welfare Support	0	6	0.00	16.34	0.00%	0.00%
	Sales and Marketing	0	1	0.00	18.59	0.00%	0.00%
	Transport and Waste	1	11	21.52	85.01	25.32%	9.09%
Head of Service Total:		3	27	48.99	168.21	29.13%	11.11%
Director of Health & Community Wellbeing	Community Relations	2	3	17.03	18.43	92.41%	66.67%
	Leisure Services	0	12	0.00	29.24	0.00%	0.00%
	Public Protection	0	3	0.00	13.79	0.00%	0.00%
Head of Service Total:		2	18	17.03	61.46	27.70%	11.11%
Director of OD & Democratic Services	Customer Services and Communications	1	5	21.52	27.10	79.42%	20.00%
	Organisational Development	0	1	0.00	1.97	0.00%	0.00%
Head of Service Total:		1	6	21.52	29.08	74.03%	16.67%
Planning, Economic Growth & Regeneration	Development Services	0	2	0.00	7.83	0.00%	0.00%
Head of Service Total:		0	2	0.00	7.83	0.00%	0.00%
Grand Total:		6	53	87.55	266.57	32.84%	11.32%

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

Head of Service	Section	No Occurrences Long Term	Total No Occurrences	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	Financial Services	0	4	0.00	7.44	0.00%	0.00%
	Parks and Street Care	1	7	18.59	39.14	47.50%	14.29%
	Property	1	3	5.68	13.78	41.18%	33.33%
	Revenues and Welfare Support	0	5	0.00	11.76	0.00%	0.00%
	Transport and Waste	1	6	20.55	47.05	43.67%	16.67%
Head of Service Total:		3	25	44.81	119.16	37.60%	12.00%
Director of Health & Community Wellbeing	Community Relations	2	2	17.03	17.03	100.00%	100.00%
	Leisure Services	1	13	6.53	30.88	21.13%	7.69%
Head of Service Total:		3	15	23.55	47.91	49.16%	20.00%
Director of OD & Democratic Services	Customer Services and Communications	1	9	20.55	34.96	58.77%	11.11%
	Organisational Development	0	2	0.00	3.95	0.00%	0.00%
Head of Service Total:		1	11	20.55	38.90	52.81%	9.09%
Planning, Economic Growth & Regeneration	Development Services	0	1	0.00	1.96	0.00%	0.00%
Head of Service Total:		0	1	0.00	1.96	0.00%	0.00%
Grand Total:		7	52	88.91	207.94	42.76%	13.46%

Appendix 2

Reason 2017-18	Self Cert	Med Cert	As a % of Total	2016-17 % Total	2015-16 % Total
	0	9	0.26%	0.26%	0.00%
(0000) Unknown or unspecified sickness absence	6	0	0.17%	0.11%	0.07%
(0001) Injury at work	16	268	8.21%	2.14%	2.37%
(0002) Injury, not at work	51	263	9.07%	6.74%	7.92%
(0003) Respiratory system problems	40.5	38	2.27%	6.36%	8.40%
(0004) Cold, flu, sore throat or similar	211.5	102	9.06%	8.28%	7.61%
(0005) Digestion	127.5	35	4.70%	3.86%	5.00%
(0006) Depression, stress or similar	40	488	15.26%	20.56%	11.35%
(0007) Headache, migraine or similar	5	0	0.14%	0.48%	0.46%
(0008) Pregnancy- related	4	19	0.66%	1.13%	2.22%
(0009) Gynaecological problems	10	9.5	0.56%	0.28%	0.20%
(0010) Operation or post-operative recovery	15	248	7.60%	16.59%	16.84%
(0011) Hospital visit	3	29	0.92%	0.27%	0.40%
(0012) Kidney problem or similar	20	118	3.99%	3.35%	4.63%
(0013) Heart or circulation problems	26.5	243	7.79%	3.15%	2.12%
(0014) Allergy, hayfever or similar	5	17	0.64%	0.07%	0.00%
(0015) Arthritis, rheumatism or similar	7	22	0.84%	0.43%	0.23%
(0016) Dental problems	15	0	0.43%	0.48%	0.25%
(0017) "Childhood" illness	0	0	0.00%	0.00%	0.07%
(0018) Nasal problems	4	0	0.12%	0.00%	0.23%
(0019) Dizziness, vertigo or similar	30	0	0.87%	1.85%	0.93%
(0020) Other reason for absence	3	10	0.38%	0.52%	12.44%
(0021) Problems with glands	3	23	0.75%	0.00%	0.23%
(0022) Problems with ears	14	0	0.40%	0.54%	0.30%
(0023) Problems with eyes	7	0	0.20%	0.09%	0.23%
(0024) Viral infection (not cold etc)	13	0	0.38%	0.67%	1.95%
(0025) Back problem	13	213	6.53%	3.79%	5.89%
(0026) Muscular/ skeletal problems (not back)	53	433	14.04%	16.33%	4.52%
(0027) Cancer Treatment (not screening visits)	0	130	3.76%	1.63%	3.16%
(0028) Liver problems or similar	0	0	0.00%	0.05%	0.00%
	743	2717.5	100.00%	100.00%	100.00%



Report to Joint Consultative and Safety Committee

Subject: Current staffing issues (Standing Item)

Date: 28 August 2018

Author: 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 Members will be aware that an appointment has now been made to the post of Chief Executive. Karen Bradford will be joining the Council around the end of October to take up her new role. She currently is the Deputy Chief Executive at North Kesteven District Council.

2.2 Members will recall the information item at the last meeting of this committee that detailed the two year "pay deal" to be implemented for NJC staff (which is most of our workforce) within the Council.

Work is now underway to begin to draft proposals for the implementation of the second year of the national pay agreement that introduces merged pay points in the national pay scale. As our local pay scale is based on these pay points there will be an effect on our pay grades and there is some complexity in the implementation of these changes. As the work progresses there will be thorough consultation with trade unions and this committee.

A report detailing proposals will be made later in the year.

2.3 The Employee Conference runs over three mornings this year between 9th and 11th October. The themes this year are "being plastic-friendly/ environmentally aware" and "ideas for personal health". The programme has once again been developed by the STEPs Group.

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: 28 August 2018

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. All new posts have been job evaluated through formal arrangements.

2. Summary of proposals

Since the last JCSC meeting there have been four minor staffing proposals that have been considered by Senior Leadership Team outside the full JCSC framework.

Democratic Services

It was proposed that additional hours were created for Democratic Services Officer posts and proposals were made to fill some hours from existing staff and other hours are put out to open recruitment. The report also identified arrangements for the back-filing of hours into PA posts which were vacated through the proposed process for the filing of the DSO posts.

Economic Regeneration

The report proposed the creation of a new post of Major Projects Manager. This part time post was created in the Economic Regeneration Team. Due to personal reasons, the current service manager had expressed an interest in transferring into this post. This request was supported by SLT and the trade unions and as a consequence the resulting vacant service manager post was advertised externally.

Public Protection

It was proposed that a new post of full time Licensing Enforcement Officer be created to replace the current vacant Licensing Officer post at the same salary grade. The new post required the post holder to work a prescribed shift pattern which the current post does not require. The post was advertised externally. It is expected that the new post will enable the authority to

consistently carry out more enforcement and have a visible presence in the evenings, particularly in partnership with the other authorities within Nottinghamshire who are signatories to the Nottinghamshire Joint Taxi Enforcement Protocol.

Legal Services

Approval was given through SLT for the creation of a new 15-hour Legal Executive post and this proposal was supported by trade unions.

No other post holders were affected. The purpose of the creation of the post is to generate additional income by trading with other local public sector bodies. This business model is designed to meet required efficiency savings of the team and aims to do this by business growth rather than by cutting team size.

The post is very similar to the existing Legal Executive; duties are of similar type with a slightly changed emphasis and weighting towards conveyancing, contracts, leasing, procurement and routine planning matters (all things that are “saleable” and which the existing post of Legal Executive would be expected to advise on).

3. Recommendation

The Committee is asked to note this report.