



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

# Agenda

## Joint Consultative and Safety Committee

Date: **Tuesday 27 November 2018**

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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:

**Alec Dubberley**

Service Manager Democratic Services

0115 901 3906

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# 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**

**Page**

- 1 Apologies for Absence and Substitutions.**
- 2 To approve, as a correct record, the minutes of the meeting held on 28 August 2018** 5 - 6
- 3 Declaration of Interests.**
- 4 NJC pay award 2019-20** 7 - 23  
Report of the Service Manager, Organisational Development.
- 5 Gender Pay Gap** 25 - 27  
Report of the Service Manager, Organisational Development.
- 6 Sickness absence** 29 - 36  
Report of the Service Manager, Organisational Development.
- 7 Current staffing issues** 37  
Report of the Chief Executive and Service Manager, Organisational Development.
- 8 Minor establishment changes** 39  
Report of the Service Manager, Organisational Development.
- 9 Any other item which the Chair considers urgent.**

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

**Tuesday 28 August 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

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

**1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

None received.

**2 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 15 MAY 2018.**

**RESOLVED:**

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

**3 DECLARATION OF INTERESTS.**

None.

**4 HEALTH AND SAFETY ANNUAL REPORT**

The Health and Safety Officer presented a summary of the report, which had been circulated prior to the meeting. Members identified a need for adequate resourcing to be made available to support the development of innovative IT systems that will support the Health and Safety function

**RESOLVED:**

To note the report.

**5 SICKNESS ABSENCE**

The Service Manager, Organisation Development, presented a report, which had been circulated prior to the meeting, informing Members of

the current trends in sickness absence. It was reported that long term sickness now accounts for almost half of the total days lost due to sickness and 18.6% of the number of occurrences.

**RESOLVED:**

To note the report.

**6 CURRENT STAFFING ISSUES**

The Service Manager, Organisational Development, presented a report which had been circulated in advance of the meeting, drawing attention to the appointment of the new Chief Executive, the implementation of the second year of the national pay agreement and the forthcoming Employee Conference.

**RESOLVED:**

To note the report.

**7 MINOR STAFFING 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 the formal JCSC process.

**RESOLVED:**

To note the report.

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

None.

The meeting finished at 6.50 pm

Signed by Chair:  
Date:

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

**Subject:** Consultation; local pay scales

**Date:** 27 November 2018

**Author:** Service Manager; Organisational Development

### **1. Purpose**

To formally close consultation on the proposed implementation methods of local pay scales that incorporate changes to nationally-agreed spinal column points and to ask this committee for recommendations to be considered by the Appointments and Conditions of Service Committee prior to the implementation of a revised local grading system.

### **2. Introduction and background**

The reports shown as Document 1 are the reports originally considered by Senior Leadership Team and later by the Appointments and Conditions of Service Committee of 10 October.

The reports commence consultation on the methodology to be used to move our local pay scales to incorporate the changes made in national spinal column pay points which are the basis of our current scales. The changes to the national pay points will be effective from 1 April 2019.

In the proposals made in the original reports a number of “key principles” have been used in the formulation of the new local pay scales proposed. These principles are included in the original papers but are summarised here as:

- Retain national spinal column points as the basis of our local pay scales.
- Retain the current pay scales and the associated job evaluation scores.
- Apply a minimum pay award of 2% for 2019/20 in accordance with the national agreement.
- Retain Band 1 as a training grade but for this to be a single point grade at new spinal column point 1 which will be the revised lowest pay point within the range of national spinal column points.

- Introduce two-point pay bands at our local pay Bands 2 and 3 and to apply the general principle that employees currently in those pay bands will move to the first new pay point in the revised band that carries a higher salary than their salary would otherwise have been at April 2019. In effect this will mean that employees will move to the bottom pay point of these scales with effect from April 2019 (with a pay award substantially over the general 2% award) and will then progress to the new top point in the salary band with effect from April 2020.
- For the two spinal column points (existing SCP 25 and 26) for which the new points proposed for use are slightly less than a 2% award, a pay supplement be applied for one year (when the employees will reach the top of grade and to which an award of 2.59% will have been applied). It is likely that this will affect only six employees and that the value of the supplement will be around £30 per person per year.
- Only apply new pay arrangements that do not have a material detrimental impact in terms of pay equality.

### **3. Proposal**

The proposals identified in the supporting documents identify how the Council might transition between its existing pay scales based on current national spinal column pay points to a new pay scale based on revised points.

In Document 1, Annex 1; Appendix 3 the new complete proposed revised local pay scales for 2019/20 are shown.

At Annex 1; Appendix 4 there is expanded detail of how the Council move from old to new pay points.

### **4. Equality Impact Assessment**

The report to the ACSC in section 5 details the equality impact of the proposal and confirms that the effects do not have detrimental equality impact.

### **5. Trade Union Response**

A number of meetings have been held with local and regional officers from both Unison and GMB.

#### **5.1 GMB response**

The GMB Regional Organiser has confirmed general support for the proposals made. One point of concern related to the pay status of the “supplement payments” proposed for old spinal column points 25 and 26 to ensure that the pay award made equates to a minimum 2% and whether or not these supplements would be treated as pay. It has been confirmed to GMB (and Unison) that the supplements, if implemented, will be treated as pay and as such will be pensionable. There would be no detriment to anyone receiving such a supplement.



## 5.2 Unison response

Unison has confirmed its broad support for the proposals other than for the proposed method of transition between old and new spinal column pay points for pay bands Band 2 and Band 3. As national negotiations progress, guidance becomes clearer and Unison's view is that for our pay line, the current pay point SCP 11 (we don't pay anyone on points 9 or 10) should move to new SCP 3 (the new top point of Band 2) and that within Band 3, SCP14 and 15 should move to new SCP 5 (the new top point of Band 3). This proposal by Unison is shown at Document 2 for clarity.

Unison Regional office has confirmed that if the pay points for Band 2 and 3 are transitioned in the way that they propose then the implementation of the new pay spine would be supported through a formal "sign-off" of the new local pay scale.

The proposals made by Unison do not affect the costings for the medium term financial plan which are detailed in section 6 below.

## 6. Financial Costs

Based on the current establishment, the estimated cost of the original management proposal at grade maximum is £366,000. This is broadly in line with the expectations of the medium term financial plan and is therefore affordable.

The current proposals for our new local pay line mean that higher pay awards are made at the lowest end of our pay scales. This strategy ensures that the Council continues to deliver on commitments made in our local pay review in 2016 in which an intention to deliver a more substantial future increase to our lowest paid employees was identified.

The proposal made by Unison, if supported by the Appointments and Conditions of Service Committee, would move cost from year two into year one but would not affect the grade maximum cost.

All pay bands from Band 7 upwards will receive a 2% pay award based on the implementation proposed.

## 7. Recommendation

The Committee is **recommended** to:

7.1 close the consultation on the proposals to apply new national spinal column pay points to the Council's local pay scales

7.2 offer comment or recommendation to the Appointments and Conditions of Service Committee for consideration prior to implementation of any changes to the Council's pay line.

## 8. Appendices

**Document 1:** Reports to the Appointments and Conditions of Service Committee and to Senior Leadership Team

**Document 2:** Chart to illustrate the transition in pay points from old to new scales proposed by Unison



## **Report to Appointments and Conditions of Service Committee**

**Subject:** Proposal for consultation; local pay scales.  
**Date:** 10 October 2018  
**Author:** Service Manager, Organisational Development

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

1.1 To introduce proposals for the implementation of revised local pay to accommodate changes to national pay points and to seek authorisation to commence formal consultation with trade unions on these proposals.

### **2. Background**

2.1 Senior Leadership Team (SLT) reviewed the report shown at Annex 1 on 25 September. SLT were supportive of the proposals and asked that the report be brought to this committee to seek views and, subject to any amendments required, authorise consultation with trade unions with a view to implementation of a revised local pay line with effect from April 2019.

2.2 The background explaining the need for the introduction of the proposals and the proposals themselves are detailed in the SLT report at Annex 1. This includes a proposal for new local pay band at Appendix 1 which would be applied from April 2019.

### **3. Principles**

A range of principles have been applied to the formulation of the proposal for a new local pay line. These are that the council will;

3.1 Retain national spinal column points as the basis of our local pay scales.

3.2 Retain the current pay scales and the associated job evaluation scores.

3.3 Apply a minimum pay award of 2% for 2019/20 in accordance with the national agreement.

3.4 Retain Band 1 as a training grade but for this to be a single point grade at new spinal column point 1 which will be the revised lowest pay point within the range of national spinal column points.

3.5 Introduce two-point pay bands at our local pay Bands 2 and 3 and to apply the general principle that employees currently in those pay bands will move to the first new pay point in the revised band that carries a higher salary than their salary would otherwise have been at April 2019. In effect this will mean that employees will move to the bottom pay point of these scales with effect from April 2019 (with a pay award substantially over the general 2% award) and will then progress to the new top point in the salary band with effect from April 2020.

3.6 For the two spinal column points (existing SCP 25 and 26) for which the new points proposed for use are slightly less than a 2% award, a pay supplement be applied for one year (when the employees will reach the top of grade and to which an award of 2.59% will have been applied). It is likely that this will affect only six employees and that the value of the supplement will be around £30 per person per year.

3.7 Only apply new pay arrangements that do not have a material detrimental impact in terms of pay equality.

#### 4.

##### **Proposals**

In summary the proposals are to:

#### 4.1

Ask for support of the principles applied to the formulation of the revised local pay scale shown at Annex 1, Appendix 3.

#### 4.2

Adopt the revised local pay scales shown at Annex 1, Appendix 3 as the basis of consultation with recognised trade unions with a view to implementing a final pay scale in April 2019.

#### 4.3

Adopt a timeline for implementation:

Action	Date
Seek SLT approval for proposals	25 October 2018
Seek ACSC approval for consultation	10 October 2018
Begin formal local consultation with trade unions	11 October 2018
Close formal consultation at JCSC	27 November 2018
Bring consultation feedback to ACSC for final decision on implementation	19 December 2018
Write to all employees to give notice of change to local pay scales	Late December/ early January
Implementation of revised local pay scales	1 April 2019

## 5. Equality impact and staffing issues

- 5.1 ACSC must take into account the Council's duty under the Equality Act 2010 to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between protected groups, when determining a revised grading structure. A gender equality impact assessment is detailed in Appendix 4 of Annex 1 and a summary of the results are set out in paragraph 3.5.3 of the report to Senior Leadership Team. ACSC must consider what the impact of the proposals will be on those with protected characteristics as part of its decision-making.
- 5.2 Looking at other protected characteristics, in terms of disability the proportion of employees (proportion in whole workforce) declaring disability is greater in "team member" posts (Band 2 to Band 7) at 1.51% and it is to these pay bands that the higher pay awards are proposed to apply. For "senior officer" posts (Bands 8 and 9) the proportion of employees with a disability stands at 0.22% and for "principal officers" (Band 10 to Band 14) at 0.43%.
- 5.3 In terms of race, 80% of the employees declaring that they are not of white UK origin are employed in Bands 2 to 7, again where proportionately the pay award is greatest.
- 5.4 There are no specific staffing implications associated with the proposals. The analysis of gender impact explored in section 3 of the SLT report concludes that there is no material gender impact associated with the new pay grades and pay points proposed. Where the proposal might lead to an application of a pay award below the national 2% offer, a local response is offered to ensure that the national award is met and there can be no disproportionate negative impact.

## 6. Recommendations

It is **recommended** that the Committee supports the proposals made in section 4 of this report to:

- 6.1 Support the key principles applied to the formulation of the revised local pay scale (section 3.1- 3.7).
- 6.2 Adopt the revised local pay scales shown at Annex 1, Appendix 3 as the basis of consultation with recognised trade unions.
- 6.3 Adopt the proposed timeline for implementation:

## **7. Appendices**

- 7.1 Annex 1: Report to Senior Leadership Team to introduce proposals
- 7.2 Annex 1; Appendix 1: Current local pay scales and job evaluation structure
- 7.3 Annex 1; Appendix 2: National agreement for spinal column points 2018/19 and 2019/20.
- 7.4 Annex 1; Appendix 3: Proposed revised local pay scales 2019/20
- 7.5 Annex 1; Appendix 4: Expanded detail from Appendix 3 showing pay year 2019/20 only with method of pay progression between old and new pay points and gender equality information



**Report to:** Senior Leadership Team

**Subject:** Application of the national spinal column pay points in to our local pay and grading structure

**Date:** 25 September 2018

**Author:** Service Manager- Organisational Development

## **1. PURPOSE OF REPORT**

To seek authority to put a proposal to the Appointments and Conditions of Service Committee in October for the purposes of determining strategic direction for the commencement of a review of our local pay and grading structure and how it relates to the national spinal column points.

## **2. BACKGROUND**

The Council adopted its current pay and grading structure when developing a framework for "single status" (equalising the terms and conditions between "manual workers" and "staff") in 1999 and the subsequent implementation of job evaluation 2001.

One of the basic principles of the local pay line (grading system) was that it was based on national spinal column points determined by the NJC for Local Authority Employees. These spinal column points have been placed against local job grades and job evaluation points have been set against each job grade. This system has served the Council well.

The current (2018-19) spinal column points, local pay grades and job evaluation points are shown at Appendix 1.

Normally it is the case that national pay awards can be easily accommodated and related to our local pay scales.

Appendix 2 shows the outcome of this year's national pay bargaining which has delivered a two-year deal, the first year of which (2018-19) simply applies a percentage pay increase of around 2% for most pay points but a higher increase for the lower pay rates. The second year's pay arrangement are more complex and will have an impact on our local pay grades.

The reason for the more complex changes in year two is the need to respond to the government's pay policy which states an ambition that by 2020 the minimum rate of pay will be at £9.00 an hour (current forecasts put this at a slightly lower figure as

the amount is based on a value of 60% of median earnings likely at the implementation date).

It will be necessary for local government employers to pay at this level as a minimum. Simply by inflating the lowest pay point to this level and then continuing to apply a rise to current pay points will not work; it will inflate the pay bill for each organisation beyond what most could pay. In order to reflect the national pay requirements but still to have a set of pay points that are affordable the solution has been agreed between employer and trade union sides to combine some of the lower pay points (up to the current spinal column point 17), the result of which is to allow lower pay to be inflated but without there being a knock-on effect through all pay points. The result of this pay point manipulation is shown at Appendix 2 (headed 1 April 2019).

### **3. PROPOSALS**

The pay model for local grading shown at Appendix 3 is suggested as being appropriate to take forward to the Appointments and Conditions of Service Committee for approval in principle before launching a full consultation with trade unions.

The following principles are applied to the model:

- 3.1 The national spinal column points still form the basis of the local grading system.
- 3.2 Local grades and grade differentials can still be maintained which means that the local job evaluation system can also be sustained without the need for review.
- 3.3 In cases of “merged spinal column points” that result in a two-point pay band being created from the existing three-point band then current pay points will be transitioned onto new pay points by moving to the first new point in the proposed grade that is higher than current salary. In all other cases where pay bands remain at three incremental points (a majority of pay bands) then new national spinal column points will simply replace existing national points.
- 3.4 The proposal is financially challenging but within the national estimates of the cost of pay point implementation for 2019/20. The estimate of cost to the national pay bill for year two is 2.8%; the cost locally if this model is applied will be around 3.1% including contracted and casual employees. The slightly higher cost reflects the fact that we retain a majority of our services in-house and as such the proportion of our workforce in lower-paid work is high; it is the lower pay bands to which the greatest proportional increase is to apply. The cost of proposals for 2019/20 are manageable and the increases that would arise from these proposals for the years 2020/21 and 2021/22 are broadly in line with the medium term financial plan.
- 3.5 No employee will receive an annual pay award for 2019/20 below the national agreement of 2%. Appendix 4 is an expansion of information contained in the simple grading structure proposal shown at Appendix 3. The expanded information illustrates a number of issues that require consideration under these proposals:

- 3.5.1 There are two current pay points (25 and 26) for which the pay increase will be below the 2% national increase if the pay structure proposed is applied. In order to mitigate against this it is proposed that a local supplement be applied to post holders moving from these pay points for the period of one year from 1 April 2019 after which they will progress to the top point within the pay grade (to which an award of 2.59% will have been applied).
- 3.5.2 The expanded details shows for these two points the proposed temporary local grade that will be in place for one year to ensure the 2% pay award is honoured. The supplements proposed for these points are not large and affect only a small number of employees. Currently ten employees are paid at these pay points and at the time of application of the pay scale it is likely that only six (who will move to new spinal column point 18) will be affected and to whom a supplement of around £30 (full year cost) would be made.
- 3.5.3 Gender equality impact is also detailed in the expanded detail of Appendix 4. The results suggest that the proposals are reasonably balanced and there does not appear to be substantial disproportionate impact from the application of the new pay grades. Specifically looking at the two pay points where a temporary supplement has to be paid to maintain the minimum pay award:
- Pay point 25; due to annual progression it is unlikely that any employee will be affected at the point of implementation. Currently there are six post holders; five of whom are male and one female.
  - Currently at point 26 there are four employees; two male and two female. As described in the paragraph above, at the point of implementation there will be six post holders, predominantly male to who the small annual supplement will be applied.
- 3.6 Band 1 will comprise one spinal column point only. This pay band is currently only used for training points and this would continue to be the case. As such it is appropriate that the band contains only one pay point.

#### **4. STAFFING IMPLICATIONS**

There are no specific staffing implications associated with the proposals. The analysis of gender impact is explored in section 3 of this report and concludes that there is no substantial gender impact associated with the new pay grades and pay points proposed. Where the proposal might lead to an application of a pay award below the national 2% offer, a local response is offered to ensure that the national award is met.



## **5. FINANCIAL ANALYSIS**

Based on the current establishment, the estimated cost of the proposal at grade maximum is £366,000. This is broadly in line with the expectations of the medium term financial plan and is therefore affordable. The proposals for our new local “pay line” apply higher pay awards at the lowest end of our pay scales which accords with both the national government and national employers’ pay strategy; it also continues to deliver on commitments made on our local pay review in 2016 in which an intention to deliver a more substantial future increase to our lowest paid employees was identified.

All pay bands from Band 7 upwards will receive a 2% pay award based on the proposals with Bands 2 and 3 receiving 6.2% and 4.6% respectively at grade maximum.

The application of the national pay arrangements to our local pay grades does carry some complexity but the proposals have been made with the principles of equity, equality and local affordability in mind.

## **6. RECOMMENDATIONS**

SLT is recommended to:

6.1 Support the proposals made for the implementation of a revised grading structure based around new national pay points and to put a recommendation to the Appointments and Conditions of Service Committee to adopt the proposals as the basis of full consultation with trade unions and passage onto the Joint Consultative and Safety Committee.

<b>Pay Rates - April 2018</b>					
Following Pay Review					
	<b>SCP new</b>	<b>NEW SALARY</b>	<b>HRLY RATE</b>	<b>Monthly Pay</b>	<b>JE Points Range</b>
<b>Spinal column NJC salary</b>		<b>£</b>	<b>£</b>	<b>£</b>	
<b>Grade</b>					
<b>Band 1</b>	6	16394	8.4974	1366.17	<b>200-270</b>
	7	16495	8.5498	1374.58	
	8	16626	8.6177	1385.50	
<b>Band 2</b>	9	16755	8.6846	1396.25	<b>271-310</b>
	10	16863	8.7405	1405.25	
	11	17007	8.8152	1417.25	
<b>Band 3</b>	13	17391	9.0142	1449.25	<b>311-350</b>
	14	17681	9.1645	1473.42	
	15	17972	9.3154	1497.67	
<b>Band 4</b>	17	18672	9.6782	1556.00	<b>351-395</b>
	18	18870	9.7808	1572.50	
	19	19446	10.0794	1620.50	
<b>Band 5</b>	21	20541	10.6469	1711.75	<b>396-440</b>
	22	21074	10.9232	1756.17	
	23	21693	11.2441	1807.75	
<b>Band 6</b>	25	23111	11.9790	1925.92	<b>441-475</b>
	26	23866	12.3704	1988.83	
	27	24657	12.7804	2054.75	
<b>Band 7</b>	28	25463	13.1981	2121.92	<b>476-515</b>
	29	26470	13.7201	2205.83	
	30	27358	14.1804	2279.83	
<b>Band 8</b>	32	29055	15.0600	2421.25	<b>516-540</b>
	33	29909	15.5026	2492.42	
	34	30756	15.9417	2563.00	
<b>Band 9</b>	35	31401	16.2760	2616.75	<b>541-580</b>
	36	32233	16.7072	2686.08	
	37	33136	17.1753	2761.33	
<b>Band 10</b>	39	35229	18.2601	2935.75	<b>581-620</b>
	40	36153	18.7391	3012.75	
	41	37107	19.2335	3092.25	
<b>Band 11</b>	42	38052	19.7234	3171.00	<b>621-650</b>
	43	39002	20.2158	3250.17	
	44	39961	20.7128	3330.08	
<b>Band 12</b>	45	40858	21.1778	3404.83	<b>651-695</b>
	46	41846	21.6899	3487.17	
	47	42806	22.1875	3567.17	
<b>Band 13</b>	48	43757	22.6804	3646.42	<b>696-735</b>
	49	44697	23.1676	3724.75	
	50	45608	23.6398	3800.67	
<b>Band 14</b>	54	46512	24.1084	3876.00	<b>736-800</b>
	55	47436	24.5873	3953.00	
	56	48352	25.0621	4029.33	

Local pay points

## ANNEX 1

SCP	1 April 2017		1 April 2018		1 April 2019			Old SCP[s]
	£ per annum	£ per hour*	£ per annum	£ per hour*	New SCP	£ per annum	£ per hour*	
6	£15,014	£7.78	£16,394	£8.50	1	£17,364	£9.00	6/7
7	£15,115	£7.83	£16,495	£8.55				
8	£15,246	£7.90	£16,626	£8.62	2	£17,711	£9.18	8/9
9	£15,375	£7.97	£16,755	£8.68				
10	£15,613	£8.09	£16,863	£8.74	3	£18,065	£9.36	10/11
11	£15,807	£8.19	£17,007	£8.82				
12	£16,123	£8.36	£17,173	£8.90	4	£18,426	£9.55	12/13
13	£16,491	£8.55	£17,391	£9.01				
14	£16,781	£8.70	£17,681	£9.16	5	£18,795	£9.74	14/15
15	£17,072	£8.85	£17,972	£9.32				
16	£17,419	£9.03	£18,319	£9.50	6	£19,171	£9.94	16/17
17	£17,772	£9.21	£18,672	£9.68				
18	£18,070	£9.37	£18,870	£9.78	7	£19,554	£10.14	18
19	£18,746	£9.72	£19,446	£10.08	8	£19,945	£10.34	19
20	£19,430	£10.07	£19,819	£10.27	9	£20,344	£10.54	20
					10	£20,751	£10.76	
21	£20,138	£10.44	£20,541	£10.65	11	£21,166	£10.97	21
22	£20,661	£10.71	£21,074	£10.92	12	£21,589	£11.19	22
					13	£22,021	£11.41	
23	£21,268	£11.02	£21,693	£11.24	14	£22,462	£11.64	23
24	£21,962	£11.38	£22,401	£11.61	15	£22,911	£11.88	24
					16	£23,369	£12.11	
25	£22,658	£11.74	£23,111	£11.98	17	£23,836	£12.35	25
					18	£24,313	£12.60	
26	£23,398	£12.13	£23,866	£12.37	19	£24,799	£12.85	26
27	£24,174	£12.53	£24,657	£12.78	20	£25,295	£13.11	27
					21	£25,801	£13.37	
28	£24,964	£12.94	£25,463	£13.20	22	£26,317	£13.64	28
29	£25,951	£13.45	£26,470	£13.72	23	£26,999	£13.99	29
30	£26,822	£13.90	£27,358	£14.18	24	£27,905	£14.46	30
31	£27,668	£14.34	£28,221	£14.63	25	£28,785	£14.92	31
32	£28,485	£14.76	£29,055	£15.06	26	£29,636	£15.36	32
33	£29,323	£15.20	£29,909	£15.50	27	£30,507	£15.81	33
34	£30,153	£15.63	£30,756	£15.94	28	£31,371	£16.26	34
35	£30,785	£15.96	£31,401	£16.28	29	£32,029	£16.60	35
36	£31,601	£16.38	£32,233	£16.71	30	£32,878	£17.04	36

SCP	1 April 2017		1 April 2018		1 April 2019			Old SCP[s]
	£ per annum	£ per hour	£ per annum	£ per hour	New SCP	£ per annum	£ per hour	
37	£32,486	£16.84	£33,136	£17.18	31	£33,799	£17.52	37
38	£33,437	£17.33	£34,106	£17.68	32	£34,788	£18.03	38
39	£34,538	£17.90	£35,229	£18.26	33	£35,934	£18.63	39
40	£35,444	£18.37	£36,153	£18.74	34	£36,876	£19.11	40
41	£36,379	£18.86	£37,107	£19.23	35	£37,849	£19.62	41
42	£37,306	£19.34	£38,052	£19.72	36	£38,813	£20.12	42
43	£38,237	£19.82	£39,002	£20.22	37	£39,782	£20.62	43
44	£39,177	£20.31	£39,961	£20.71	38	£40,760	£21.13	44
45	£40,057	£20.76	£40,858	£21.18	39	£41,675	£21.60	45
46	£41,025	£21.26	£41,848	£21.69	40	£42,683	£22.12	46
47	£41,967	£21.75	£42,806	£22.19	41	£43,662	£22.63	47
48	£42,899	£22.24	£43,757	£22.68	42	£44,632	£23.13	48
49	£43,821	£22.71	£44,697	£23.17	43	£45,591	£23.63	49

\*hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week in the National Agreement 'Green Book')

## Proposed revised pay scales for 2019/20

## Pay Rates - April 2018

Following Pay Review									
2018/19					2019/20				
Spinal column NJC salary Grade	SCP (national) new	NEW SALARY £	HRLY RATE £	Monthly Pay £	JE Points Range	SCP (national) new	NEW SALARY £	HRLY RATE £	
	Band 1	6	16394	8.4974	1366.17	200-270			
	7	16495	8.5498	1374.58		1	17364	9.0000	
	8	16626	8.6177	1385.50					
Band 2	9	16755	8.6846	1396.25	271-310	2	17711	9.1800	
	10	16863	8.7405	1405.25					
	11	17007	8.8152	1417.25		3	18065	9.3600	
Band 3	13	17391	9.0142	1449.25	311-350	4	18426	9.5500	
	14	17681	9.1645	1473.42					
	15	17972	9.3154	1497.67		5	18795	9.7400	
Band 4	17	18672	9.6782	1556.00	351-395	6	19171	9.9400	
	18	18870	9.7808	1572.50		7	19554	10.1400	
	19	19446	10.0794	1620.50		8	19945	10.3400	
Band 5	21	20541	10.6469	1711.75	396-440	11	21166	10.9700	
	22	21074	10.9232	1756.17		12	21589	11.1900	
	23	21693	11.2441	1807.75		14	22462	11.6400	
Band 6	25	23111	11.9790	1925.92	441-475	16	23369	12.1100	
	26	23866	12.3704	1988.83		18	24313	12.6000	
	27	24657	12.7804	2054.75		20	25295	13.1100	
Band 7	28	25463	13.1981	2121.92	476-515	22	26317	13.6400	
	29	26470	13.7201	2205.83		23	26999	13.9900	
	30	27358	14.1804	2279.83		24	27905	14.4600	
Band 8	32	29055	15.0600	2421.25	516-540	26	29636	15.3600	
	33	29909	15.5026	2492.42		27	30507	15.8100	
	34	30756	15.9417	2563.00		28	31371	16.2600	
Band 9	35	31401	16.2760	2616.75	541-580	29	32029	16.6000	
	36	32233	16.7072	2686.08		30	32878	17.0400	
	37	33136	17.1753	2761.33		31	33799	17.5200	
Band 10	39	35229	18.2601	2935.75	581-620	33	35934	18.6300	
	40	36153	18.7391	3012.75		34	36876	19.1100	
	41	37107	19.2335	3092.25		35	37849	19.6200	
Band 11	42	38052	19.7234	3171.00	621-650	36	38813	20.1200	
	43	39002	20.2158	3250.17		37	39782	20.6200	
	44	39961	20.7128	3330.08		38	40760	21.1300	
Band 12	45	40858	21.1778	3404.83	651-695	39	41675	21.6000	
	46	41846	21.6899	3487.17		40	42683	22.1200	
	47	42806	22.1875	3567.17		41	43662	22.6300	
Band 13	48	43757	22.6804	3646.42	696-735	42	44632	23.1300	
	49	44697	23.1676	3724.75		43	45591	23.6300	
	50	45608	23.6398	3800.67		50	46520	24.1126	
Band 14	54	46512	24.1084	3876.00	736-800	54	47442	24.5906	
	55	47436	24.5873	3953.00		55	48385	25.0791	
	56	48352	25.0621	4029.33		56	49319	25.5634	

Need to apply a supplement locally to get to 2% award and still maintain integrity of scp progression and affordability

Pay Rates - April 2018														
Following Pay Review														
2018/19			2019/20											
Spinal column NJC salary	SCP (national)	NEW SALARY	Move to	SCP (national)	NEW SALARY	HRLY RATE	% pay rise in 2019/10 from old SCP	Supplement salary to equate to 2% award in 2019/20	Number Male	Number Female	% Male	% Female		
	OLD	£		NEW	£	£								
<b>Grade</b>														
<b>Band 1</b>	6	16394					5.92%							
	7	16495					5.27%							
	8	16626		1	17364	9.0000	4.44%							
<b>Band 2</b>	9	16755		2	17711	9.1800	5.71%							
	10	16863					5.03%							
	11	17007		3	18065	9.3600	4.14%		51	57	47.22	52.78		
<b>Band 3</b>	13	17391		4	18426	9.5500	5.95%		8	1	88.89	11.11		
	14	17681					4.21%		5	1	83.33	16.67		
	15	17972		5	18795	9.7400	2.53%		17	24	41.46	58.54		
<b>Band 4</b>	17	18672		6	19171	9.9400	2.67%		5	3	62.50	37.50		
	18	18870		7	19554	10.1400	3.62%		3	3	50.00	50.00		
	19	19446		8	19945	10.3400	2.57%		43	30	58.90	41.10		
<b>Band 5</b>	21	20541		11	21166	10.9700	3.04%		4	5	40.00	60.00		
	22	21074		12	21589	11.1900	2.44%		0	2	0.00	100.00		
	23	21693		14	22462	11.6400	3.54%		18	20	47.37	52.63		
<b>Band 6</b>	25	23111		16	23369	12.1100	1.12%	23573.22	5	1	83.33	16.67		
	26	23866		18	24313	12.6000	1.87%	24343.32	2	2	50.00	50.00		
	27	24657		20	25295	13.1100	2.59%		19	21	47.50	52.50		
<b>Band 7</b>	28	25463		22	26317	13.6400	3.35%		1	1	50.00	50.00		
	29	26470		23	26999	13.9900	2.00%		1	4	20.00	80.00		
	30	27358		24	27905	14.4600	2.00%		9	13	40.91	59.09		
<b>Band 8</b>	32	29055		26	29636	15.3600	2.00%		1	1	50.00	50.00		
	33	29909		27	30507	15.8100	2.00%		3	3	50.00	50.00		
	34	30756		28	31371	16.2600	2.00%		8	13	38.10	61.90		
<b>Band 9</b>	35	31401		29	32029	16.6000	2.00%		1	1	50.00	50.00		
	36	32233		30	32878	17.0400	2.00%		0	0	0.00	0.00		
	37	33136		31	33799	17.5200	2.00%		10	8	55.56	44.44		
<b>Band 10</b>	39	35229		33	35934	18.6300	2.00%		0	0	0.00	0.00		
	40	36153		34	36876	19.1100	2.00%		1	0	100.00	0.00		
	41	37107		35	37849	19.6200	2.00%		5	3	62.50	37.50		
<b>Band 11</b>	42	38052		36	38813	20.1200	2.00%		0	0	0.00	0.00		
	43	39002		37	39782	20.6200	2.00%		1	0	100.00	0.00		
	44	39961		38	40760	21.1300	2.00%		5	0	100.00	0.00		
<b>Band 12</b>	45	40858		39	41675	21.6000	2.00%		0	0	0.00	0.00		
	46	41846		40	42683	22.1200	2.00%		0	0	0.00	0.00		
	47	42806		41	43662	22.6300	2.00%		2	3	40.00	60.00		
<b>Band 13</b>	48	43757		42	44632	23.1300	2.00%		0	0	0.00	0.00		
	49	44697		43	45591	23.6300	2.00%		0	0	0.00	0.00		
	50	45608		50	46520	24.1126	2.00%		0	2	0.00	100.00		
<b>Band 14</b>	54	46512		54	47442	24.5906	2.00%							
	55	47436		55	48385	25.0791	2.00%							
	56	48352		56	49319	25.5634	2.00%		0	1	0.00	100.00		

Need to apply a supplement locally to get to 2% award and still maintain integrity of scp progression and affordability

Pay Rates - April 2018											
Following Pay Review											
			2018/19			2019/20					
Spinal column NJC salary	SCP (national)	NEW SALARY	Move to	SCP (national)	NEW SALARY	HRLY RATE	% pay rise in 2019/20 from old SCP	Supplemented salary to equate to 2% award in 2019/20			
	OLD	£		NEW	£	£					
Grade											
Band 1	6	16394					5.92%				
	7	16495					5.27%				
	8	16626	→	1	17364	9.0000	4.44%				
Band 2	9	16755		2	17711	9.1800	n/a				
	10	16863					n/a				
	11	17007	→	3	18065	9.3600	6.02%				
Band 3	13	17391	→	4	18426	9.5500	5.95%				
	14	17681					6.30%				
	15	17972	→	5	18795	9.7400	4.60%				
Band 4	17	18672	→	6	19171	9.9400	2.67%				
	18	18870	→	7	19554	10.1400	3.62%				
	19	19446	→	8	19945	10.3400	2.57%				
Band 5	21	20541	→	11	21166	10.9700	3.04%				
	22	21074	→	12	21589	11.1900	2.44%				
	23	21693	→	14	22462	11.6400	3.54%				
Band 6	25	23111	→	16	23369	12.1100	1.12%	23573.22			
	26	23866	→	18	24313	12.6000	1.87%	24343.32			
	27	24657	→	20	25295	13.1100	2.59%				
Band 7	28	25463	→	22	26317	13.6400	3.35%				
	29	26470	→	23	26999	13.9900	2.00%				
	30	27358	→	24	27905	14.4600	2.00%				
Band 8	32	29055	→	26	29636	15.3600	2.00%				
	33	29909	→	27	30507	15.8100	2.00%				
	34	30756	→	28	31371	16.2600	2.00%				
Band 9	35	31401	→	29	32029	16.6000	2.00%				
	36	32233	→	30	32878	17.0400	2.00%				
	37	33136	→	31	33799	17.5200	2.00%				
Band 10	39	35229	→	33	35934	18.6300	2.00%				
	40	36153	→	34	36876	19.1100	2.00%				
	41	37107	→	35	37849	19.6200	2.00%				
Band 11	42	38052	→	36	38813	20.1200	2.00%				
	43	39002	→	37	39782	20.6200	2.00%				
	44	39961	→	38	40760	21.1300	2.00%				
Band 12	45	40858	→	39	41675	21.6000	2.00%				
	46	41846	→	40	42683	22.1200	2.00%				
	47	42806	→	41	43662	22.6300	2.00%				
Band 13	48	43757	→	42	44632	23.1300	2.00%				
	49	44697	→	43	45591	23.6300	2.00%				
	50	45608	→	50	46520	24.1126	2.00%				
Band 14	54	46512	→	54	47442	24.5906	2.00%				
	55	47436	→	55	48385	25.0791	2.00%				
	56	48352	→	56	49319	25.5634	2.00%				

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

**Subject:** Reporting of the Gender Pay Gap (as at 31 March 2018)

**Date:** 27 November 2018

**Author:** Service Manager; Organisational Development

### **1. Purpose**

To ask committee to note the content of the Gender Pay Gap information that will be reported.

### **2. Introduction and background**

From 2017, any organisation that has 250 or more employees must publish and report specific figures about their Gender Pay Gap.

The gender pay gap is the difference between the average earnings of men and women, expressed relative to men's earnings.

Attached at Appendix 1 is the reporting information approved by Senior Leadership Team for publication including a supporting narrative. This details the Council's Gender Pay Gap information as at the "snapshot date" of 31 March 2018. This information will be uploaded to the government's central website as well as that of the Council.

### **2. Recommendation**

The Committee is asked to note this report.

## Gedling Borough Council

### Gender Pay Gap data as at 31 March 2018

- Mean gender pay gap; 5.13%
- Median gender pay gap; 0%
- Bonus\* payments:           Men 0%       Women 0.97%
- Mean gender pay gap in bonus\* pay; Not applicable- no men receive bonus payments
- Median gender pay gap in bonus\* pay; Not applicable- no men receive bonus payments
- Percentage of males and females in each of the four pay quartiles:

Upper quartile:	men	49.34%
	Women	50.66%
Upper middle quartile:	men	48.68%
	Women	51.32%
Lower middle quartile:	men	45.75%
	Women	54.25%
Lower quartile:	men	44.74%
	Women	55.26%

\* For the purpose of reporting, market supplement payments are included as “bonus payments”

In summary, the gender pay gap and quartile distribution is not outstanding in terms of comparison against other similar employers and although not a matter of concern, the organisation will continue to work towards a more gender-neutral state in terms of mean pay differential.

The mean gender pay gap is slightly greater this year than last although as the organisation is relatively small a change of only a small number of employees (including casuals) working at the “snapshot” date can have a material effect on the data shown as a percentage.

The outturn showing a mean gender pay gap of five percent and no median gap suggests that over the whole workforce, although the middle pay point in the spread of employee pay is the same between men and women, men do earn proportionately more than women. The quartile data shows that for all quartiles there are proportionately more women than men although the balance is much closer for the upper quartile. The inference drawn when considering the quartile data alongside the mean gender pay gap is that although there are more women in each of these divisions, within the quartiles men hold better-paid jobs than women.

Although the data shows a slightly different picture to last year, there is perhaps a similar message that can be drawn which is that, where possible, one way to reduce the mean pay gap would be to promote women within the organisation or appoint to more senior posts from external selection.

The organisation considers itself to be supportive of development opportunities for women and recognises the complex needs of its employees through the practical application of supportive working practices and policies. Practical measures to support such statements include the adoption of flexible working practices already implemented through change of policy (flexible and agile working) and the delivery of an active apprenticeship programme that already offers training to level three qualifications and linked to this, planned for early 2019, through delivery of a management programme that will have a particular focus on removing barriers to progression.

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

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

**Date:            27 November 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 September at 8.77 days lost per employee is below the nine-day target (reduced in 2018-19 from ten days). Although in the last three months total absence rates had begun to rise, the rate for September is well below the same month last year and this has led to the absence rate again beginning to decrease.

During the year the profile of absence management has remained high. 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.

This year, as a further proactive measure to try to maintain absence levels below target, free flu injections are being offered to all employees either through delivery at the workplace or by reimbursement of reasonable fees incurred through injections delivered at chemists or supermarkets.

- The rate of long-term absence over recent quarters is also shown at Appendix 1. The number of long-term cases has substantially reduced this month against the numbers in the two preceding quarters which are also shown for information.

There are a range of reasons for this reduction. Some employees have made a return to work. Two have been the subject of the council's policy that limits absence to a maximum length of absence to one year.

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.

A measure being introduced within Senior Leadership Team is the change in the way that absence is reported. Going forwards in SLT, a simple “traffic light” system will indicate the service areas in which particular attention might need to be paid in order to ensure that absence is being effectively managed.

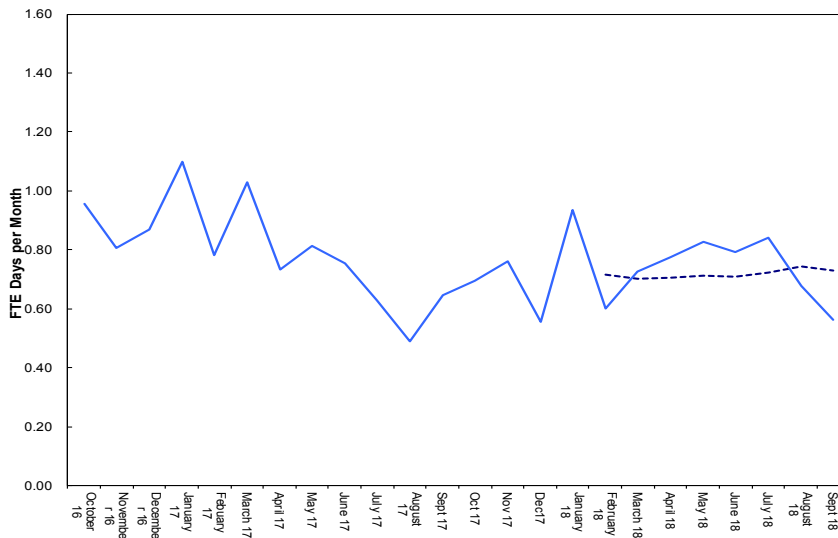
- Of the larger teams in the council, almost all have shown an improvement in absence rate between August and September. Teams improving include Parks and Street Care, Transport and Waste, Public Protection, Leisure Services and Customer Services & Communications. In part this improvement is due to the reduction in the number of long-term cases of absence. The only large team showing an increase in absence was Revenues and Welfare Support.

### **3. Recommendation**

The Committee is asked to note this report.

Summary of trends graph; year to date at September 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
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
July 18	3.82	367.42	3.40	0.84	8.69	0.72
August 18	3.07	365.45	3.47	0.68	8.92	0.74
Sept 18	2.82	364.05	3.45	0.56	8.77	0.73

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

### Days Lost Per FTE Employee: Year to September 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	0.00	0.50	0.00	0.00	0.00
<b>Service Total:</b>		<b>1.00</b>	<b>0.00</b>	<b>0.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Deputy Chief Exec & Director of Finance	Economic Growth and Regeneration	4.40	3.98	4.19	0.00	0.00	0.00
	Financial Services	15.30	14.11	14.70	5.00	21.54	1.47
	H&S/ Marketing/ Project Management	2.00	2.00	2.00	1.00	22.00	11.00
	Parks and Street Care	49.93	49.74	49.84	30.00	499.00	10.01
	Property	9.42	10.42	9.92	5.89	102.00	10.28
	Revenues and Welfare Support	37.57	36.90	37.23	21.80	267.21	7.18
	Transport and Waste	69.66	64.66	67.16	39.54	929.78	13.84
		1.00	1.00	1.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>188.28</b>	<b>182.82</b>	<b>185.55</b>	<b>103.23</b>	<b>1841.53</b>	<b>9.92</b>
Director of Health & Community Wellbeing	Community Relations	12.32	11.92	12.12	5.76	162.24	13.38
	Leisure Services	61.92	55.78	58.85	31.62	376.94	6.41
	Public Protection	29.14	31.14	30.14	12.26	192.29	6.38
		1.00	1.00	1.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>104.38</b>	<b>99.83</b>	<b>102.10</b>	<b>49.63</b>	<b>731.47</b>	<b>7.16</b>
Director of OD & Democratic Services	Customer Services and Communications	42.08	37.79	39.93	28.26	468.45	11.73
	Democratic Services	8.18	8.39	8.28	5.57	80.45	9.71
	Legal Services	6.01	6.01	6.01	2.96	28.10	4.67
	Organisational Development	6.55	5.66	6.10	1.42	49.66	8.14
		1.00	1.00	1.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>63.82</b>	<b>58.85</b>	<b>61.33</b>	<b>38.21</b>	<b>626.67</b>	<b>10.22</b>
Planning, Economic Growth & Regeneration	Development Services	16.59	17.59	17.09	7.00	58.00	3.39
	Planning Policy	5.24	5.24	5.24	0.41	2.03	0.39
<b>Service Total:</b>		<b>21.84</b>	<b>22.84</b>	<b>22.34</b>	<b>7.41</b>	<b>60.03</b>	<b>2.69</b>
<b>Grand Total:</b>		<b>379.31</b>	<b>364.33</b>	<b>371.82</b>	<b>198.47</b>	<b>3259.69</b>	<b>8.77</b>

### 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
0.00%	4.00	4.00	2.00	2.00	2.00	2.00
<b>0.00%</b>						
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
0.58%	1.60	1.89	1.56	1.56	2.17	3.88
4.35%						
3.96%	10.03	9.47	9.15	8.96	9.74	11.00
4.06%	10.12	10.82	11.34	11.39	11.07	10.01
2.84%	6.60	6.18	6.05	6.77	6.40	5.86
5.47%	14.50	14.64	14.68	14.82	14.68	14.80
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
<b>3.92%</b>						
5.29%	14.28	15.52	14.81	13.20	13.18	13.96
2.53%	6.63	6.24	5.89	5.66	5.51	5.36
2.52%	5.94	5.10	4.73	4.20	4.20	4.10
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
<b>2.83%</b>						
4.64%	12.20	11.86	11.89	12.35	11.69	10.31
3.84%	11.40	9.47	9.47	9.22	8.60	8.88
1.85%	2.92	2.76	1.93	2.41	2.23	2.43
3.22%	8.14	7.59	7.59	9.09	7.19	4.38
0.00%	0.00	0.00	0.00	0.00	0.00	0.00
<b>4.04%</b>						
1.34%	3.86	4.38	3.68	3.31	3.68	3.68
0.15%	0.39	0.39	0.39	0.39	0.39	0.39
<b>1.06%</b>						
<b>3.47%</b>	<b>8.92</b>	<b>8.69</b>	<b>8.51</b>	<b>8.54</b>	<b>8.48</b>	<b>8.41</b>



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

Days lost per FTE employee: September 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		0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>						
Deputy Chief Exec & Director of Finance	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
	Financial Services	14.11	14.11	14.11	0.00	0.00	0.00	0.00%	0.00	0.35	0.00	0.00	0.00	0.23
	H&S/ Marketing/ Project Management	2.00	2.00	2.00	0.00	0.00	0.00	0.00%	1.00	0.00	2.00	0.00	0.00	19.00
	Parks and Street Care	49.93	49.74	49.84	7.00	37.00	0.74	0.70%	1.00	1.12	0.94	0.65	0.73	0.80
	Property	10.15	10.42	10.28	0.81	9.73	0.95	0.39%	0.08	0.49	0.54	0.60	0.54	0.57
	Revenues and Welfare Support	36.90	36.90	36.90	5.78	38.55	1.04	0.78%	0.90	0.71	0.14	0.90	0.61	0.44
	Transport and Waste	64.66	64.66	64.66	6.65	41.27	0.64	0.51%	0.76	1.30	1.25	1.10	1.18	1.27
		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>182.74</b>	<b>182.82</b>	<b>182.78</b>	<b>20.24</b>	<b>126.55</b>	<b>0.69</b>	<b>0.55%</b>						
Director of Health & Community Wellbeing	Community Relations	11.92	11.92	11.92	0.41	0.41	0.03	0.17%	0.00	1.16	2.31	0.76	0.86	1.50
	Leisure Services	55.98	55.78	55.88	7.32	21.71	0.39	0.65%	0.51	0.69	0.73	0.81	0.27	0.52
	Public Protection	30.95	31.14	31.04	3.41	19.03	0.61	0.55%	0.90	0.78	1.28	0.84	0.97	0.47
		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>99.85</b>	<b>99.83</b>	<b>99.84</b>	<b>11.13</b>	<b>41.15</b>	<b>0.41</b>	<b>0.56%</b>						
Director of OD & Democratic Services	Customer Services and Communications	37.29	37.79	37.54	3.50	26.83	0.71	0.47%	1.02	0.81	0.42	1.53	1.72	0.69
	Democratic Services	8.39	8.39	8.39	0.00	0.00	0.00	0.00%	1.91	0.00	1.95	0.31	0.00	0.00
	Legal Services	6.01	6.01	6.01	0.81	10.54	1.75	0.67%	0.16	0.82	0.51	1.01	0.00	0.00
	Organisational Development	5.66	5.66	5.66	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	1.49	2.94	0.34
		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>58.35</b>	<b>58.85</b>	<b>58.60</b>	<b>4.31</b>	<b>37.37</b>	<b>0.64</b>	<b>0.37%</b>						
Planning, Economic Growth & Regeneration	Development Services	17.59	17.59	17.59	0.00	0.00	0.00	0.00%	0.00	1.05	0.36	0.00	0.00	0.47
	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
<b>Service Total:</b>		<b>22.84</b>	<b>22.84</b>	<b>22.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>						
<b>Grand Total:</b>		<b>363.77</b>	<b>364.33</b>	<b>364.05</b>	<b>35.68</b>	<b>205.07</b>	<b>0.56</b>	<b>0.49%</b>	<b>0.68</b>	<b>0.84</b>	<b>0.79</b>	<b>0.83</b>	<b>0.78</b>	<b>0.73</b>

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

### Analysis of Short and Long Term Absence September 2018

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	10	0.00	36.20	0.00%	0.00%
	Property	1	4	5.41	9.73	55.56%	25.00%
	Revenues and Welfare Support	1	6	19.57	38.19	51.24%	16.67%
	Transport and Waste	1	8	19.57	42.36	46.20%	12.50%
Head of Service Total:		3	28	44.54	126.48	35.22%	10.71%
Director of Health & Community Wellbeing	Community Relations	0	1	0.00	0.41	0.00%	0.00%
	Leisure Services	0	13	0.00	22.41	0.00%	0.00%
	Public Protection	0	4	0.00	18.61	0.00%	0.00%
Head of Service Total:		0	18	0.00	41.42	0.00%	0.00%
Director of OD & Democratic Services	Customer Services and Communications	1	5	19.57	26.26	74.51%	20.00%
	Legal Services	0	1	0.00	10.54	0.00%	0.00%
Head of Service Total:		1	6	19.57	36.80	53.17%	16.67%
Grand Total:		4	52	64.11	204.69	31.32%	7.69%

## 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%



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

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

**Date:** 27 November 2018

**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 annual Employee Conference took place in October with the theme of "A better way to live". The feedback for the event was excellent. There were a range of speakers include Amy and Ella Meek who introduced the work of "Kids Against Plastics" and Lea Hawkes, the manger from the Nottingham Veolia recycling centre that the council uses. There were interactive sessions to try to introduce practical ideas for how we can all reduce the amount of waste that we send to landfill as well as taster sessions to introduce different ideas about how we can all stay fit including orienteering, hoola-hooping and an insight into what might be included in the council's new heritage trail.

2.2 For the first time in quite some years the council has re-introduced the opportunity for employees to have free flu jabs. These will be made available to all employees. The jabs can either be undertaken privately through chemists or supermarkets and the cost reclaimed, or arrangements have been made for on-site delivery in which, at the time of writing, around 100 employees have shown an initial interest.

2.3 This year's annual Employee Awards are to be held on 14 December. Nominations are currently being invited for employees and teams. The award categories include the "Employee of the Year" and "Manager of the Year" together with other awards designed to reflect our Gedling Employee Standard. The staff "Our Gedling Christmas Party" is also to take place on the evening of 14 December, the idea being that this is a day of celebration for all employees.

### **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:** 27 November 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.

### **2. Background**

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.

### **3. Summary of proposals**

Since the last JCSC meeting there have been no staffing proposals that have been considered by Senior Leadership Team outside the full JCSC framework.

### **4. Recommendation**

The Committee is asked to note this report.

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