



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

Agenda

Joint Consultative and Safety Committee

Date: **Tuesday 25 June 2019**

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 Roxanne Ellis

Councillor Boyd Elliott
Councillor Paul Feeney
Councillor Helen Greensmith
Councillor Jennifer Thomas
Councillor Paul Wilkinson

AGENDA

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- 1 **Apologies for Absence and Substitutions.**
- 2 **To approve, as a correct record, the minutes of the meeting held on 26 February 2019.** 5 - 7
- 3 **Declaration of Interests.**
- 4 **Sickness absence and trends.** 9 - 18
Report of the Service Manager, Organisational Development.
- 5 **Current staffing issues** 19
Report of the Chief Executive and the Service Manager, Organisational Development.
- 6 **Minor staffing changes** 21 - 22
Report of the Service Manager, Organisational Development.
- 7 **Any other item which the Chair considers urgent.**
- 8 **Exclusion of Press and Public**
To move that under Section 100(A)(4) of the Local Government Act 1972 the public and press be excluded from the meeting during consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12a of the Local Government Act 1972.
- 9 **Buying of additional holiday.** 23 - 40
Report of the Service Manager, Organisational Development.
- 10 **Pay protection and Discretionary Payments** 41 - 82
Report of the Chief Executive and the Service Manager, Organisational Development.

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MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE

Tuesday 26 February 2019

Councillor Alex Scroggie (Chair)

Present: Councillor Tammy Bisset Councillor Muriel Weisz
 Councillor Paul Feeney Councillor Paul Wilkinson
Unison: Alan Green Alison Hunt

Absent: Councillor Emily Bailey Jay and Councillor John Parr

Officers in Attendance: D Archer and L Mellors

18 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Bailey Jay and Parr.

19 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 27 NOVEMBER 2018.

RESOLVED:

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

20 DECLARATION OF INTERESTS.

None.

21 REVIEW OF GIFTS AND HOSPITALITY CODE OF PRACTICE FOR MEMBERS AND OFFICERS

The Service Manager Organisational Development introduced a report, which had been circulated in advance of meeting, seeking agreement for minor amendments to the Gifts and Hospitality Code of Practice for Members and Officers and referral to Appointments and Conditions of Service Committee for formal approval.

RESOLVED:

To support the proposed minor amendments to the Gifts and Hospitality Code of Practice for Members and Officers, set out at Appendix 1 to the report, and refer the policy to the Appointments and Conditions of Service Committee for formal approval.

22 SICKNESS ABSENCE

The Service Manager Organisational Development introduced a report, which had been circulated in advance of the meeting, informing the Committee of the current levels of sickness absence in the organisation and to examine trends.

RESOLVED:

To note the report.

23 MENOPAUSE IN THE WORKPLACE POLICY

The Service Manager Organisational Development introduced a report, which had been circulated in advance of the meeting, to close consultation on the development of a “Menopause in the Workplace” policy and to seek the committee’s views which will be reported to the Appointments and Conditions of Service Committee (ACSC) for consideration prior to policy implementation.

RESOLVED to:

- 1) Close consultation on the implementation of the proposed “Menopause in the Workplace” policy shown at Appendix 1 to the report; and
- 2) Support the introduction of the policy.

24 CURRENT STAFFING ISSUES

The Service Manager Organisational Development introduced a report which had been circulated in advance of the meeting, giving information of interest about issues relating the Council’s workforce

RESOLVED:

To note the report.

25 MINOR STAFFING CHANGES

The Service Manager Organisational Development introduced a report which had been circulated in advance of the meeting, informing the Committee that there had been minor changes to the establishment agreed since the last meeting.

RESOLVED:

To note the report.

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ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 5.56 pm

Signed by Chair:
Date:

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Report to Joint Consultative and Safety Committee

Subject: Sickness Absence: summary of current trends

Date: 25 June 2019

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. Recommendation

The Committee is asked to note this report.

3. Summary of key data

- The summary of trends graph in Appendix 1 shows that the outturn for the full year up to March 2019 at 9.42 days lost per employee is above the annual target of nine days. Over the year absence levels were higher than in the previous year in several months particularly in the second half of the year.
- The target for the year 2019/20 remains at nine days
- Absence levels for April, the first month of the new financial year, are at a lower level than April last year and consequently the year-to-date outturn has reduced to 9.3 days.
- Structured “case management” meetings continue to regularly take 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 in December increased to six cases from four in September and has subsequently further increased to nine cases this April. In April 68% of days lost were due to long-term absence within the month.

In teams where the absence rate is above target, service managers are now being required to provide meaningful comment about the reasons for this and about the measures that are being taken to control the absence and how people are being supported to return to work.

- Over the year the larger teams that did not hit target were Revenues and Welfare Support, PASC and Transport & Waste.

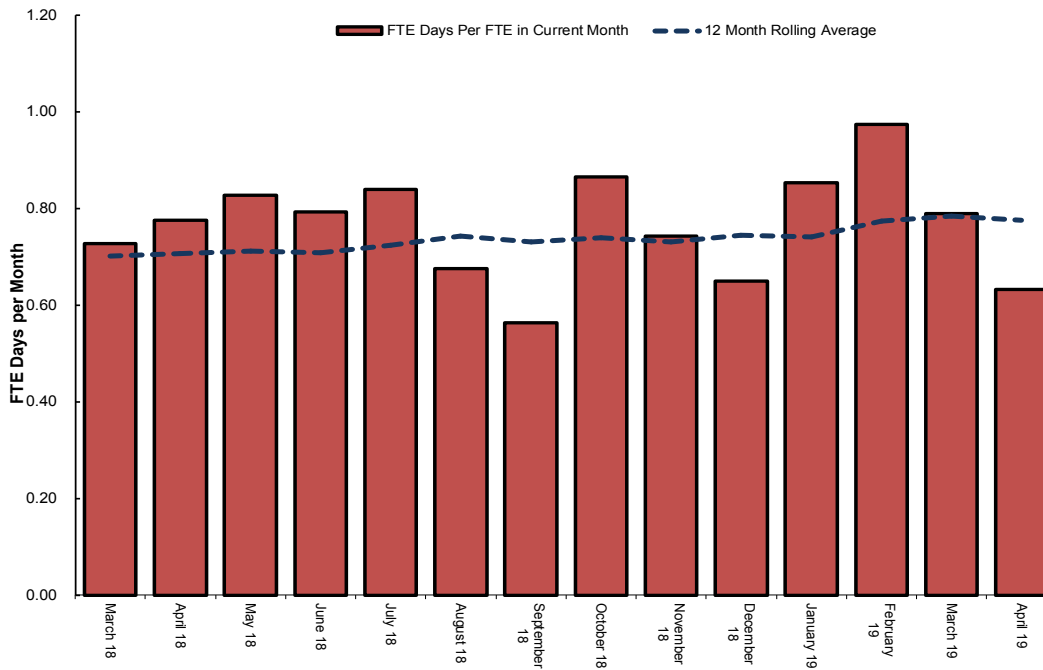
- Appendix 2 shows the reasons for sickness absence for the year. The top three reasons (by proportion of days lost) are anxiety & depression (not necessarily work-related) then muscular-skeletal problems followed by post-operative recovery.

In the Organisational Development work programme this year is an action to run workshops within service areas to support both employees affected by mental health issues and managers who may have affected employees within their team. Telephone and face-to-face counselling support is offered through the council's employee assistance programme.

As part of the management of long-term absence the council does now offer fast-track referrals to a local physiotherapy service to help employees suffering from certain types of muscular-skeletal conditions to make an effective return to work.

Summary of trends graph; year to date at April 2019

Summary of Trends



Month	Total Absence %	No of FTE Staff	FTE Days per FTE in Current Month	FTE Days per FTE 12 Month Average	FTE Days per FTE per Month Average
February 18	3.01	374.84	0.60	8.59	0.72
March 18	3.46	373.69	0.73	8.41	0.70
April 18	3.88	366.58	0.78	8.48	0.71
May 18	3.94	359.94	0.83	8.54	0.71
June 18	3.60	365.97	0.79	8.51	0.71
July 18	3.82	367.42	0.84	8.69	0.72
August 18	3.07	365.45	0.68	8.92	0.74
September 18	2.82	364.05	0.56	8.77	0.73
October 18	3.76	364.54	0.87	8.88	0.74
November 18	3.38	369.46	0.74	8.77	0.73
December 18	3.59	371.82	0.65	8.94	0.75
January 19	3.71	372.25	0.85	8.89	0.74
February 19	4.87	371.05	0.97	9.28	0.77
March 19	3.76	369.90	0.79	9.42	0.79
April 19	3.17	371.60	0.63	9.30	0.78

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

Days Lost Per FTE Employee: Year to April 2019								Year to date trend						
Service	Section	Fte At Start	Fte At End	Average Fte	No Emps Sick FTE	FTE Days Lost	FTE Days Lost per FTE	% 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
Deputy Chief Exec & Director of Finance	Financial Services	14.11	13.97	14.04	8.31	59.87	4.26	1.68%	3.41	2.40	1.23	1.11	1.57	1.57
	H&S/ Marketing/ Project Management	2.00	3.00	2.50	1.00	3.00	1.20	0.47%	1.20	8.80	8.80	8.80	11.00	11.00
	Parks and Street Care	48.93	52.39	50.66	30.00	706.20	13.94	5.49%	13.29	12.73	11.50	10.72	10.52	10.33
	Property	10.42	10.69	10.55	3.84	55.92	5.30	2.09%	5.17	5.04	5.21	7.11	8.67	9.92
	Revenues and Welfare Support	36.93	35.77	36.35	20.28	466.77	12.84	5.06%	12.57	12.18	11.08	9.74	9.17	7.85
	Transport and Waste	65.66	66.01	65.84	35.54	783.45	11.90	4.68%	12.16	12.31	12.95	13.38	13.10	14.03
		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:		179.05	182.83	180.94	98.97	2075.21	11.47	4.52%						
Director of Health & Community Wellbeing	Community Relations	12.32	11.38	11.85	4.62	103.31	8.72	3.43%	8.84	9.29	9.09	10.23	11.63	12.81
	Leisure Services	54.96	56.08	55.52	32.65	418.58	7.54	2.97%	7.36	7.37	7.28	7.44	6.96	6.42
	Public Protection	30.95	31.57	31.26	16.76	268.93	8.60	3.39%	9.43	9.74	8.39	7.46	6.77	6.35
		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:		99.23	100.03	99.63	54.03	790.81	7.94	3.13%						
Director of OD & Democratic Services	Customer Services and Communications	40.03	37.95	38.99	23.72	274.12	7.03	2.77%	8.68	8.63	8.87	10.24	10.52	11.29
	Democratic Services	6.99	10.39	8.69	5.58	49.89	5.74	2.26%	5.74	5.43	5.30	7.11	7.00	9.00
	Legal Services	6.01	7.62	6.82	4.01	165.82	24.32	9.58%	24.11	21.12	18.42	16.40	12.90	9.94
	Organisational Development	5.85	5.19	5.52	0.81	8.11	1.47	0.58%	4.48	4.80	5.51	6.57	6.91	8.26
		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:		59.88	62.15	61.02	34.12	497.94	8.16	3.21%						
Planning, Economic Growth & Regeneration	Development Services	16.59	17.59	17.09	5.32	51.27	3.00	1.18%	2.93	3.35	2.57	2.53	2.46	2.69
	Economic Growth and Regeneration	3.98	3.98	3.98	1.00	11.00	2.76	1.09%	2.62	0.00	0.00	0.00	0.00	0.00
	Planning Policy	5.24	5.24	5.24	2.00	6.00	1.14	0.45%	0.76	0.00	0.00	0.00	0.00	0.39
		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:		26.82	27.82	27.32	8.32	68.27	2.59	0.98%						
Grand Total:		364.98	372.83	368.90	195.45	3432.24	9.30	3.66%	9.42	9.28	8.89	8.94	8.77	8.88

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

Days lost per FTE employee: April 2019									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
Deputy Chief Exec & Director of Finance	Financial Services	13.97	13.97	13.97	2.00	12.03	0.86	4.30%	1.04	1.18	0.28	0.07	0.28	0.09
	H&S/ Marketing/ Project Management	3.00	3.00	3.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Parks and Street Care	52.39	52.39	52.39	4.00	69.00	1.32	6.58%	1.26	1.79	1.47	1.08	1.27	1.11
	Property	10.69	10.69	10.69	0.54	7.03	0.66	3.29%	0.69	0.56	0.34	0.00	0.05	0.36
	Revenues and Welfare Support	35.77	35.77	35.77	2.78	25.50	0.71	3.56%	1.02	1.50	1.98	0.89	1.63	1.36
	Transport and Waste	66.01	66.01	66.01	5.50	57.25	0.87	4.34%	0.97	1.05	1.00	0.72	0.64	1.37
		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:		182.83	182.83	182.83	14.82	170.80	0.93	4.67%						
Director of Health & Community Wellbeing	Community Relations	10.97	11.38	11.18	0.41	9.12	0.82	4.08%	1.15	0.70	0.27	0.00	0.46	1.01
	Leisure Services	55.63	56.08	55.85	5.74	28.05	0.50	2.51%	0.35	0.42	0.40	0.76	0.96	0.81
	Public Protection	31.57	31.57	31.57	1.00	4.32	0.14	0.68%	0.35	1.30	1.14	0.71	0.38	0.03
		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:		99.17	100.03	99.60	7.14	41.50	0.42	2.08%						
Director of OD & Democratic Services	Customer Services and Communications	37.95	37.95	37.95	1.80	3.99	0.11	0.53%	0.71	0.35	0.34	0.42	0.28	0.44
	Democratic Services	10.39	10.39	10.39	0.00	0.00	0.00	0.00%	0.00	0.36	0.43	0.11	0.33	0.71
	Legal Services	6.01	7.62	6.82	0.81	17.84	2.62	13.08%	3.00	2.70	3.10	3.49	2.97	5.26
	Organisational Development	5.19	5.19	5.19	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	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:		60.54	62.15	61.35	2.61	21.83	0.36	1.78%						
Planning, Economic Growth & Regeneration	Development Services	17.59	17.59	17.59	1.00	1.19	0.07	0.34%	0.04	1.04	0.00	0.23	0.00	0.23
	Economic Growth and Regeneration	3.98	3.98	3.98	0.00	0.00	0.00	0.00%	2.76	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%	0.76	0.00	0.00	0.00	0.00	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:		27.82	27.82	27.82	1.00	1.19	0.04	0.21%						
Grand Total:		370.36	372.83	371.60	25.57	235.32	0.63	3.17%	0.79	0.97	0.85	0.65	0.74	0.87

Long term (20 days+ in month)/ short term sickness analysis for April 2019

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	Financial Services	0	3	0.00	11.70	0.00%	0.00%
	Parks and Street Care	3	4	62.62	67.51	92.75%	75.00%
	Property	1	2	5.95	7.03	84.62%	50.00%
	Revenues and Welfare Support	1	3	21.52	25.44	84.62%	33.33%
	Transport and Waste	2	6	43.05	55.97	76.91%	33.33%
Head of Service Total:		7	18	133.14	167.65	79.41%	38.89%
Director of Health & Community Wellbeing	Community Relations	1	1	8.39	8.39	100.00%	100.00%
	Leisure Services	0	11	0.00	28.97	0.00%	0.00%
	Public Protection	0	1	0.00	4.32	0.00%	0.00%
Head of Service Total:		1	13	8.39	41.69	20.13%	7.69%
Director of OD & Democratic Services	Customer Services and Communications	0	2	0.00	3.91	0.00%	0.00%
	Legal Services	1	1	17.84	17.84	100.00%	100.00%
Head of Service Total:		1	3	17.84	21.75	82.03%	33.33%
Planning, Economic Growth & Regeneration	Development Services	0	1	0.00	1.15	0.00%	0.00%
Head of Service Total:		0	1	0.00	1.15	0.00%	0.00%
Grand Total:		9	35	159.36	232.23	68.62%	25.71%

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

Analysis of Short and Long Term Absence December 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	Financial Services	0	1	0.00	0.98	0.00%	0.00%
	Parks and Street Care	2	6	37.57	54.21	69.32%	33.33%
	Revenues and Welfare Support	1	8	20.55	32.23	63.74%	12.50%
	Transport and Waste	0	6	0.00	46.96	0.00%	0.00%
Head of Service Total:		3	21	58.12	134.38	43.25%	14.29%
Director of Health & Community Wellbeing	Leisure Services	1	13	20.55	46.35	44.33%	7.69%
	Public Protection	1	5	9.09	21.81	41.68%	20.00%
Head of Service Total:		2	18	29.64	68.16	43.48%	11.11%
Director of OD & Democratic Services	Customer Services and Communications	0	5	0.00	18.59	0.00%	0.00%
	Democratic Services	0	1	0.00	0.98	0.00%	0.00%
	Legal Services	1	1	17.03	17.03	100.00%	100.00%
Head of Service Total:		1	7	17.03	36.59	46.53%	14.29%
Planning, Economic Growth & Regeneration	Development Services	0	1	0.00	3.91	0.00%	0.00%
Head of Service Total:		0	1	0.00	3.91	0.00%	0.00%
Grand Total:		6	47	104.78	243.04	43.11%	12.77%

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%

Sickness Reasons April 2018- March 2019

Reason	Self Cert	Med Cert	Total working days lost	As a % of days lost
	4	0	4	0.11%
(0001) Injury at work	3	24	27	0.74%
(0002) Injury, not at work	36.5	85	121.5	3.32%
(0003) Respiratory system problems	41	105	146	3.99%
(0004) Cold, flu, sore throat or similar	210	93	303	8.29%
(0005) Digestion	166.5	144	310.5	8.49%
(0006) Depression, stress or similar	42	473	515	14.09%
(0007) Headache, migraine or similar	31	0	31	0.85%
(0008) Pregnancy- related	29	46	75	2.05%
(0009) Gynaecological problems	12	9	21	0.57%
(0010) Operation or post-operative recovery	18	390	408	11.16%
(0011) Hospital visit	11	10	21	0.57%
(0012) Kidney problem or similar	36	124	160	4.38%
(0013) Heart or circulation problems	4	169	173	4.73%
(0014) Allergy, hayfever or similar	2	0	2	0.05%
(0015) Arthritis, rheumatism or similar	15	69	84	2.30%
(0016) Dental problems	16	7	23	0.63%
(0017) "Childhood" Illness	2	0	2	0.05%
(0018) Nasal problems	1	0	1	0.03%
(0019) Dizziness, vertigo or similar	9	0	9	0.25%
(0020) Other reason for absence	8	10	18	0.49%
(0022) Problems with ears	8	33	41	1.12%
(0023) Problems with eyes	5	0	5	0.14%
(0024) Viral infection (not cold etc)	49	57.5	106.5	2.91%
(0025) Back problem	49	283	332	9.08%
(0026) Muscular/ skeletal problems (not back)	19	415.5	434.5	11.89%
(0027) Cancer Treatment (not screening visits)	24.5	257	281.5	7.70%
All absence	851.5	2804	3655.5	100.00%



Report to Joint Consultative and Safety Committee

Subject: Current staffing issues (Standing Item)

Date: 25 June 2019

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. Recommendation

The Committee is asked to note this report.

3. Summary of current issues

3.1 The application of the new national pay points into local pay grades on 1 April was achieved successfully and all contracted employees were personally notified of these new arrangements.

3.2 The Council again entered the East Midlands' Councils' "Local Government Challenge" event. The event lasted for a full day and was based around the running of a fictitious district council. In East Midlands' Councils' own words, "The Challenge is designed to test you on your Local Government knowledge and skills, as well as allow you to work outside your day to day environment and comfort zone. In completing the Challenge you have exposed yourself to an intense environment which, we admit, is designed to be over the top and full on."

Although the team wasn't placed in any of the award categories the participants reported that the event did deliver what it was supposed to- a tough day that gave a great learning and development experience.

3.3 The theme of this year's Employee Conference has been identified; Serving People, Improving Lives. The half-day events taking place in October will focus on raising awareness of what teams around the council do to meet the objectives identified in the Gedling Plan. The events are designed to be informative and participative.

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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: 25 June 2019

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. Recommendation

The Committee is asked to note this report.

3. Background

Prior to the minor changes being implemented local trade unions are always be consulted. Should there be concern raised during this consultation about any proposal made the proposal 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.

4. Summary of proposals

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

4.1 Neighbourhood Warden

An additional post of Neighbourhood Warden has been introduced into the formal Establishment of the Council following a growth proposal made through the approved 2019/20 budget.

4.2 Town Centre Project Manager

This new post has been created to support the development of our urban centres. It is designed to provide strategic input into the direction of development, to identify and utilise funding streams and to progress projects through to completion.

4.3 Response Team Skilled Workers PASC

Two new posts have been created following a growth proposal through the 2019/20 budget. The posts are designed to provide flexible support within PASC and to visit problem “hotspots”. The creation of this “mini team” allows other teams within the PASC service to focus on their scheduled tasks including the “tree team” that was created in order to draw funds into the Council.

4.4 Empty Homes Officer

The council is determined to reduce the number of long term empty properties in the area so as to increase the number of houses that are available for people to live in and reduce the blight that these often semi-derelict properties have in an area as well as reducing the risks of antisocial behaviour and other crime that can be associated with empty properties. The Temporary Empty Homes Officer has successfully brought 89 properties back into use as homes since she was appointed in July 2017. For 2019/20 the target is 40.

The success of the current post holder in the temporary role has informed the decision to make the role permanent as approved in the budget for 2019/20.

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