



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

Agenda

Joint Consultative and Safety Committee

Date: **Tuesday 27 August 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 **Declaration of Interests.**
- 3 **To approve, as a correct record, the minutes of the meeting held on 25 June 2019.** 5 - 8
- 4 **Health and Safety Annual Report 2018/19** 9 - 37
Report of the Health, Safety and Emergency Planning Officer.
- 5 **Sickness Absence** 39 - 46
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- 6 **Current Staffing Issues** 47 - 48
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Report of the Service Manager Organisational Development.
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MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE

Tuesday 25 June 2019

Councillor Alex Scroggie (Chair)

Present: Councillor Roxanne Ellis Councillor Jennifer Thomas
 Councillor Paul Feeney Councillor Paul Wilkinson
 Councillor Helen Greensmith
Unison: Alan Green Gill Morley
 Alison Hunt

Absent: Councillor Boyd Elliott

Officers in Attendance: D Archer, A Dubberley and M Hill

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Elliott.

**2 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE
MEETING HELD ON 26 FEBRUARY 2019.**

RESOLVED:

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

3 DECLARATION OF INTERESTS.

None.

4 SICKNESS ABSENCE AND TRENDS.

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.

5 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.

6 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.

7 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

8 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 reports 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.

The Service Manager Organisational Development introduced a report, which had been circulated in advance of the meeting, proposing to close the formal consultation on the proposal to introduce a new policy to allow the buying of additional leave, inviting comments from the Committee.

Members also considered additional documents, which were circulated prior to the meeting, containing consultation responses from UNISON.

The Committee heard from members of the UNISON Committee before making their recommendations.

RESOLVED to:

- 1) Close the formal consultation on the proposal to introduce new policy allowing the buying of additional holiday and time away from work; and
- 2) Recommend to the Appointments and Conditions of Service Committee that the Policy should be introduced subject to the following comments:
 - a) The Senior Leadership Team should make it clear to Line Managers that any request to “buy” additional leave should be allowed wherever possible;
 - b) Recommend that the suggestion to ensure requests are determined within two weeks is taken forward; and
 - c) That the Senior Leadership Team should review any rejections for the purchase of additional leave at their weekly meeting to ensure that the policy is being consistently applied.

10

PAY PROTECTION AND DISCRETIONARY PAYMENTS

The Service Manager Organisational Development introduced a report, which had been circulated prior to the meeting, proposing to close formal consultation on proposals to vary current arrangements relating to pay protection and discretionary payments made for redundancy and “efficiency of the service” dismissals, inviting comments from the Committee.

Members also considered additional documents, which were circulated prior to the meeting, containing consultation responses from UNISON.

The Committee heard from members of the UNISON Committee before making their recommendations.

Councillor Thomas left the meeting at 7:15 pm

RESOLVED to:

- 1) Close the formal consultation on the proposal to vary policy; and
- 2) Recommend to the Appointments and Conditions of Service Committee that the policies should be amended as set out in the report subject to the following alterations:
 - a) For redundancy the statutory payment should be made plus up to 50% of the discretionary amount;

- b) For dismissals for the reason of efficiency of service, the discretionary payment should be capped at up to 50% of the equivalent statutory redundancy payment; and
- c) That pay protection arrangements should apply at 100% for the first year, 50% for the second year and no protection thereafter.

The meeting finished at 7.30 pm

Signed by Chair:
Date:



Report to Joint Consultative and Safety Committee

Subject: Health and Safety Annual Report 2018/19

Date: 27th August 2019

Author: Health, Safety and Emergency Planning Officer

Purpose

To provide JCSC members with an annual report on matters relating to health and safety (H&S). The report covers the Health and Safety and Emergency Planning Officer's (HSEPO) delivered work plan and significant work streams for 2018/19. It references key assurance risks, assurance statements and then outlines the Senior Leadership Team (SLT) agreed HSEPO work plan for 2019/20. The report asks the committee to note the report. The report includes HSEPO recommendations agreed by SLT. This report is in the respect of those H&S functions the Council discharges in the capacity as an employer. Please note the HSEPO additional duties as the lead officer for emergency planning and business continuity are only briefly referenced. (these duties in themselves entailed considerable amounts of work in the development of the winter preparations guidance and BREXIT work streams).

Recommendation(s)

THAT:

- 1) For the committee to support the findings of the report and continue to recognise the importance of H&S.**
- 2) To note the report and the agreed SLT H&S action plan for 2019/20.**
- 3) To note that SLT considered and agreed in June the HSEPO request for a corporate H&S training budget be established of £6000 per annum.**
- 4) To note that SLT considered and agreed in June the HSEPO request for administration support to aid the delivery of eLearning, Asset Register updating, Training Matrix work, and AssessNET – risk assessment module full implementation; and**
- 5) To note that SLT considered and agreed in June the HSEPO request for four weeks administration support to aid the delivery of**

1 Background

- 1.1 The HSEPO acts principally as the specialist H&S practitioner for the Council. He provides appropriate advice, assistance and interventions to aid management to meet their statutory obligations and facilitates a consistent application of the Council's H&S policy, as necessary to stop injury, harm or loss from occurring. Whilst recognising the formal responsibilities placed upon relevant managers, the HSEPO has a general responsibility and authority to provide an appropriate enforcement role when there is a discernible breach of H&S.

The HSEPO completed a comprehensive work plan during 2018/19. The HSEPO strives to undertake his work in a supportive manner and a hands-on approach where needed. The planned work was implemented, checked and findings acted upon. He takes great pride in the service provided to the Council within the given resource available.

The H&S service continued to deliver and positively contribute towards the Council's vision of '*Serving People, Improving lives*'.

1.2 Summary of key H&S achievements (2018/19):

- HSEPO assisted the service areas and officers with H&S requests to meet their service plan and Gedling Plan objectives. An example includes the Eagle Square redevelopment and Arnold Market refurbishment successes.
- Achieved the Royal Society for the Prevention of Accidents (RoSPA) Leisure Safety award. The HSEPO was the lead for the award submission along with the Leisure Centre Manager (Carlton Forum and Calverton Leisure Centres) with valuable input from other leisure service officers. A team effort where the Council was awarded the *RoSPA Silver Award – for excellence among companies that primarily offer services direct to guests and visitors during 01 January 2018 – 31 Dec 2018*. The Award ceremony is in June 2019.
- *Ghazi-Nooray V Gedling Borough Council* court case 27th April 2018; the HSEPO attended court to support the defence of a civil claim. The Council successfully defended the claim.
- The Council achieved the highest officer attendance of the annual health promotion (Health fair); a second session was arranged for two types of health checks due to high demand.
- The HSEPO directed **£42,000 of risk management reserve** funds to H&S risk mitigation.

- Substantial improvements have been achieved in legionella bacterium control. The Council now has comprehensive guidance, suite of risk assessments, water system schematics, log books, disinfection programmes and competence training. Significant proportions of these costs have been addressed through the risk management reserve. This investment was crucial to bring the Council up to industry and HSE guidance standards, this will now in the future only require modest levels of investment to maintain standards and support refresher competence training. Legionella control mitigates the risk of harm to others and guards against significant HSE prosecutions such as the two examples below:

1. *Tendring District Council Health and Safety Executive (HSE) fine in December 2018 of £27,000 after legionella bacteria was found in the gym showers. A visitor to Walton-on-the-Naze lifestyles centre contracted Legionnaire's disease in November 2016. Legionella control in-house was poor, those responsible were not properly trained. Matthew Taylor, prosecuting, told the court that had been the case for nearly 10 years from 2007 and said its legionella controls were "poorly implemented".*

2. *Health care provider Bupa Care Services fined £3 million in June 2018 in a prosecution brought by HSE following the death of an 86 year old resident of its Hutton Village care home in Brentwood, Essex from Legionnaires' disease.*

- Between 2015/16 and 2018/19 the Council through the HSEPO work plan and advice has invested over **£100,000** towards H&S risk mitigation.
- Leisure obtained their overall best external H&S audit results on record in 2018/19. This achievement is even more noteworthy given the ageing stock of premises within the service.
- The HSEPO delivered an unplanned H&S audit and report at the request of the Director of Health & Community Wellbeing of the Newstead Centre in Bestwood.
- More than 40 hours of H&S support has been received from a personal assistant to SLT to update the Council's Asset Register, supporting the eLearning project work and the reformat of the corporate staff training matrix.
- The implementation and population of the AssessNET system has made significant progress. SLT recognised the additional support needed to push progress forward and as a result the Community Relations Projects Officer supported service areas in the transfer of Word based risk assessments onto AssessNET.
- The HSEPO provided risk assessment advice for operation sceptre, the knife amnesty housed in the Civic Centre for the first time in Quarter 2 of 2018/19. See image 1. An image of the knife amnesty collection bins

used during the amnesty.

Image 1.



Operation Sceptre: Knife amnesty took 418 bladed weapons off the streets. The haul deposited during the amnesty was 50% higher in half the time of the last amnesty in 2013, when 278 knives were handed in over two weeks.

- The Corporate Health and Safety (CHAS) group met every quarter and were provided with comprehensive briefing reports.
- There has been a considerable amount of resource directed to the UK's exit from the European Union.

1.3 Progress and report of the last financial years H&S service objectives.

Each H&S enabler has been risk assessed using standard risk definitions. See **Appendix 1 and 2**, each of the five key H&S enablers are supported with assurance statements.

HSEPO 2018/19 action plan are referenced as the five key health & safety enablers. The H&S strategic work plan 2018/19 was delivered as previously agreed with SLT.

A breakdown of 2018/19 H&S action plan is outlined in **Appendix 3**.

1.4 Health and Safety Guidance, assistance and changes to H&S legislation (Key H&S enabler No. 1)

National legislation, HSE guidance, case law, networking with the Nottinghamshire Risk Management Group (NRMG), industry best practice, alongside organisation learning, officer requests and H&S practitioner liaison have all contributed to the HSEPO work priorities. They also played a role in developing the Council's H&S management system. Some were not known when the objectives were set and had to be accommodated, likewise for Councillor requests.

To enable continued competent advice to the Council, the HSEPO maintained his H&S professional membership with the Institute of Occupational Safety and Health (IOSH) with his Graduate membership status and continuous professional development. The HSEPO became a full member of the International Institute of Risk and Safety Management

(IIRSM); with designatory letters of MIIRSM. He recently became the secretary for the Nottinghamshire Risk Management Group.

H&S practitioners historically in the past have quietly gone about their business and more subtle in the support and direction; with H&S seeing a huge shift in punishments and costs associated with HSE enforcement action for negligent actions, a shift in approach had to change. The HSEPO remains pragmatic and realistic in his assistance and approach; but now has had to evolve into more direct interventions to address clear discernible breaches of H&S legislation.

There was significant changes in February 2016 that revised Sentencing Guidelines for Health and Safety Offences. The Sentencing Council published definitive guidance covering new sentences for individuals who commit gross negligence manslaughter. The changes were effective in courts on 1st November 2018, and now includes jail time of up to 18 years for the worst offenders. This change as well as the HSE increasing their Fees for Intervention (FFI) from £129 to £154 per hour, almost a 20% increase in 2019. FFI applies to any organisation such as the Council that receives a notification of contravention from a HSE inspector for a 'material breach', in effect where an officer, department, service area or the Council as the body corporate is found to be in breach of and clearly not following HSE legislation, regulations, guidance, approved codes of practice or industry standards. The FFI applies from the initial identification of a breach to taking any action multiplied by the hourly rate.

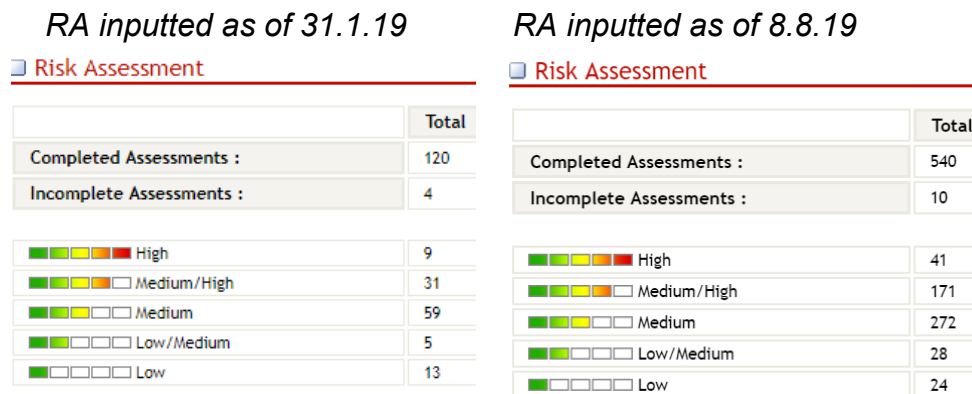
Ultimately, this means that any non-compliance within the Council, our activities through meeting the Gedling Plan objectives now come with a more significant repercussions if officers or our contractors get it wrong. This also continues to justify the level of resource the Council invests in H&S and the support given to the HSEPO.

Leadership plays a crucial role in maintaining and improving H&S standards. For any H&S management system to succeed leadership must remain visible and active in health, safety and welfare matters. For example, a strategic review of H&S was undertaken with the backing of SLT, along with SLT's support of the HSEPO recommendations to further aid the H&S service.

The H&S software AssessNET continued to develop and support the Council's overall H&S management system. This past year saw an increased level of usage, supported by a comprehensive programme of training and awareness at all levels of the Council. AssessNET enables

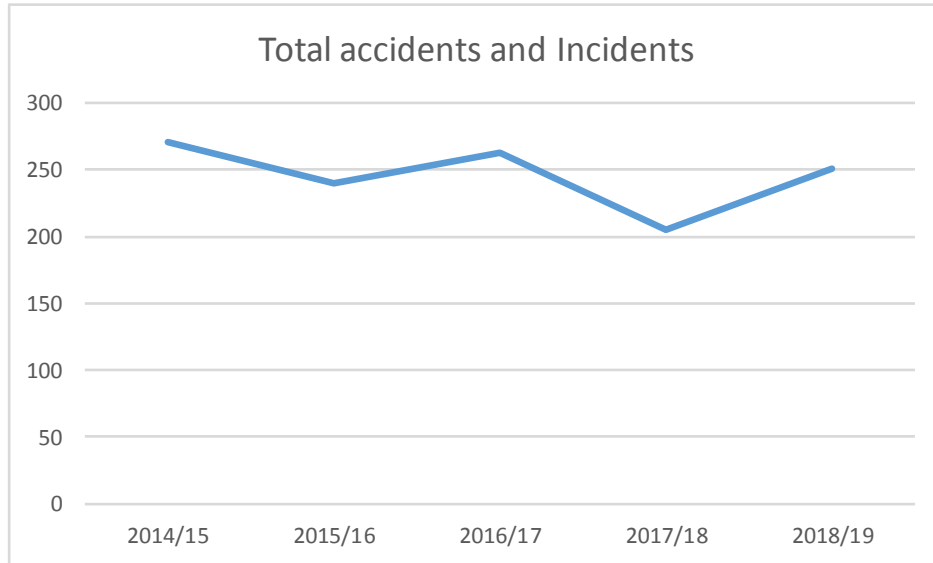
an improved and immediate identification of any loss, liability or damage that may lead to a claim against the Council, together with any information or explanation required.

Below is an example of how risk assessment module implementation has made great progress since January 2019 to the start of August, from 120 to 540 risk assessments now recorded on the AssessNET risk assessment module. A threefold increase. To date just over 50% of risk assessments have an overall Medium risk rating.



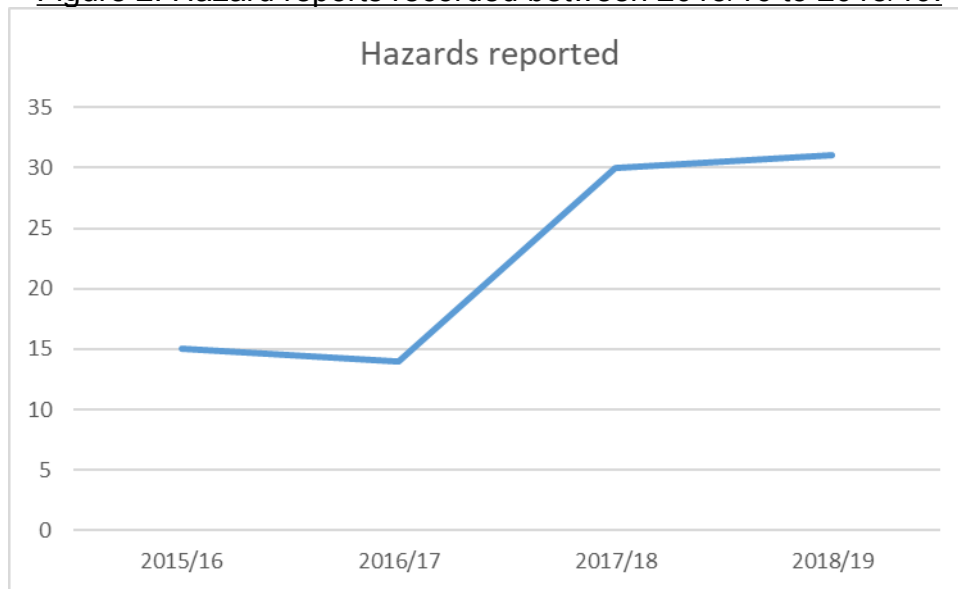
AssessNET and other H&S digital options has the potential to support and influence gaps in H&S knowledge that often exist within large organisations such as the Council. The HSEPO cannot be everywhere at once and so he relies on the H&S system to provide wider resilience when he is not available.

Figure 1. Total Accident and Incident Events From 2014/15 to 2018/19.



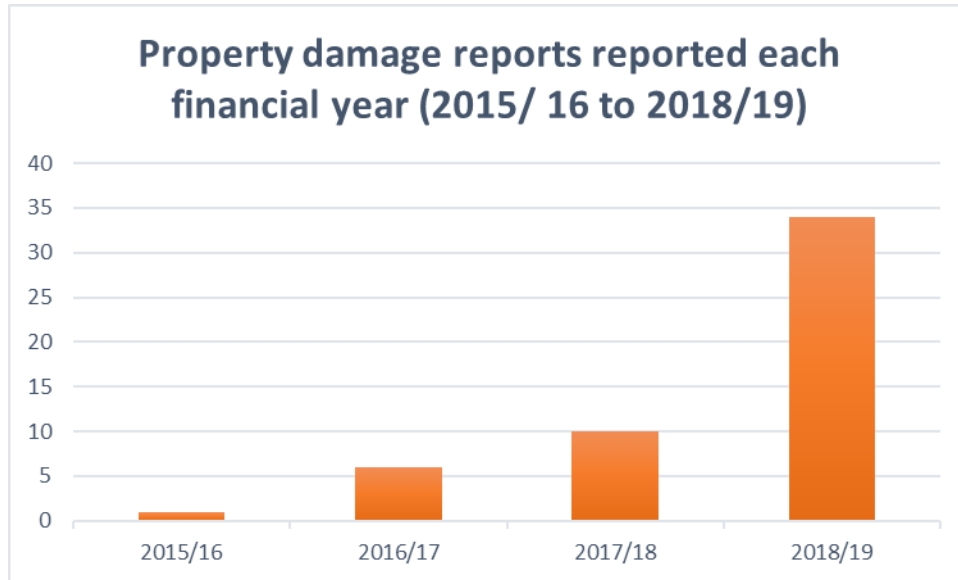
The last five years of accident and incident reporting has seen a steady level of reporting with no real significant increases or dips identified in the levels of reporting. For 2014/15; 2015/16; 2016/17; 2017/18 and 2018/19 saw 271; 240; 263; 205 and 251 adverse events reported respectively.

Figure 2. Hazard reports recorded between 2015/16 to 2018/19.



Since AssessNET hazard reporting was introduced, the number reported has doubled in recent years. They are as follows: 2015/16, 2016/17, 2017/18 and 2018/19 had 15, 14, 30 and 31 reports respectively. This level of reporting is expected to be maintained if not increase. The increase in reporting is not a reflection of a worsening position, more a better reflection of the reality and possible under reporting in the past.

Figure 3. Property Damage reports



Property damage reports have seen year on year increases in the level of reporting; between 2015/16 to 2018/19 the year totals for property damage reports were 1, 6, 10 and 34 respectively. Like hazard reports this does not show a worsening position, more a better reflection of reality and possible under reporting in the past. The levels of reporting have also largely followed a similar pattern of the total number of officers trained in accident and incident investigation; and the awareness of AssessNET through the briefing sessions delivered.

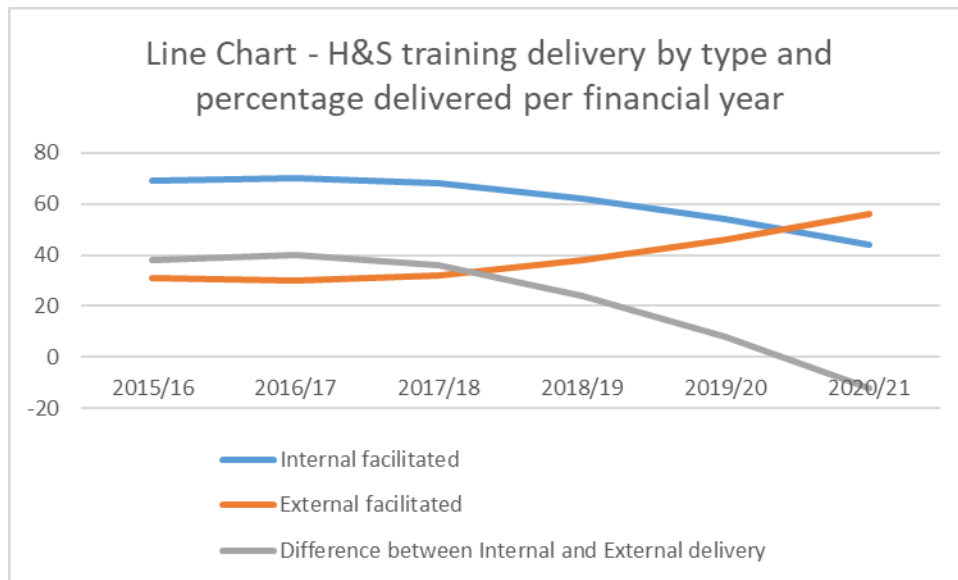
H&S Training delivery (Key H&S enabler No. 2)

- 1.5 The HSEPO role includes promoting and providing regular safety training and education for employees in collaboration with management. A comprehensive training plan was delivered. There were additional ad hoc sessions delivered at management requests and sessions delivered to address gaps identified from internal learning.

The Figure 4, line chart shows that internal facilitated training was delivered on a relatively high level between 2015/16 to 2017/18. In 2018/19 the introduction of AssessNET software saw higher levels than normal of smaller briefing sessions. However, the level of training delivery by a single officer is unsustainable. Therefore, a new H&S training policy was proposed at the CHAS group meeting in January 2018 (quarter 3) and subsequently agreed in Quarter 4. This effectively has rationalised the level of internal facilitated training and increased the level of bought in training provision moving forward.

Figure 4 Line Chart for H&S training delivery of internal and external sessions

Please note. The left hand vertical axis shows numbers by percentage (%)

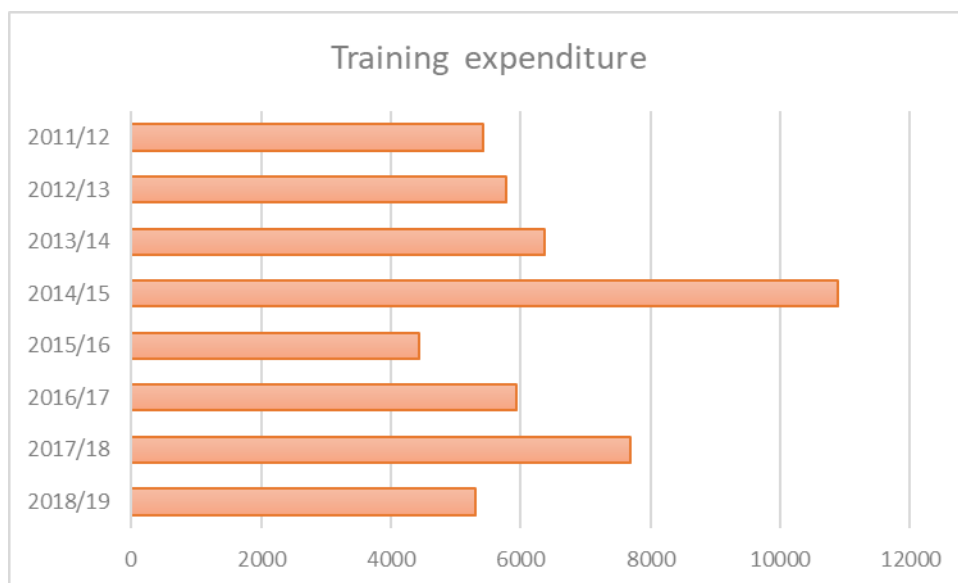


As the planned action to introduce eLearning software is completed and external training delivery trend is likely to continue, it can be reasonably assumed that external training will overtake the number of internal delivered training sessions by 2020/21, then after that level out. This may fluctuate over time to accommodate service area demands for training.

It is generally understood in the workplace and within the H&S profession that employees will commonly avoid systems they do not know how to use, no matter how intuitive it may be, so training is a must, and more often than not with H&S a statutory requirement. In terms of the level of attendance to H&S training, there have been several examples of late cancellations or none attendance when officers were booked onto training throughout the year. SLT agreed to support addressing this issue.

Regardless of this observation the level of training attendance to H&S training sessions had overall good attendance levels at training sessions.

Figure 5. Total expenditure directed to H&S external training provision between 2011/12 to 2018/19



An eight year average expenditure of £6500 per financial year is spent on external H&S training requirements. The spike in 2014/15 was to cover the Level 6 Diploma costs for the HSEPO after he took post. Previously there was no dedicated H&S training budget. As of June 2019 SLT agreed to support the HSEPO recommendation that a corporate H&S training budget be established to fund external H&S training needs for 2019/20 onwards. This is on top of the budget needed for eLearning software. Please see the breakdown of external training courses in Appendix 5.

H&S Audits, Inspections and site visits (Key H&S enabler No. 3)

- 1.6 The HSEPO completed planned and unannounced periodic interventions. These identified both good and improvement areas. When the HSEPO identified unsafe plant, working procedures or practices, he provided advice on addressing the issues and remedial action to overcome any negative observations. In extreme circumstances stopped work or escalated these matters to management.

Accidents, Incidents, Investigations and learning (Key H&S enabler No. 4)

The HSEPO continued to collate, prepare and submit accident statistics and other safety reports for management to measure safety performance. Since January 2018, the Council continues to maintain an improved level of compliance with RIDDOR¹ regulations.

Quarter 2 (2018/19) saw an increase in interest amongst officers that

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

manage, operate and enforce H&S on outdoor inflatables; linked to high profile tragic child deaths across the UK prompting H&S reminders for officers to be issued; advice included checking inflatables had a Pertexa Inflatable Play Accreditation (PIPA) certificates. PIPA is an inspection scheme set up by the inflatable play industry to ensure that inflatable play equipment conforms to recognised standards.

Tree Liabilities and work to raise the profile of this area was highlighted by a Court of Appeal decision in the case of Cavanagh v Witley Parish Council, the Judgement found that the Parish Council's approach to inspection of trees on a blanket three yearly cycle was inadequate and failed to take into account trees in higher risk locations, asserting that a more frequent and rigorous inspection on the particular tree in question would have identified the decay that subsequently led to the tree falling into the path of a bus. A tree management strategy and framework is viewed as necessary. The Parks department has undertaken several tree surveys and the risk recorded on the corporate risk register.

The HSEPO undertook several work streams on cemetery & memorial safety: It is established law that ownership of memorials remains with the family of the deceased. However, in discharging their duty of care to employees, visitors and other members of the public, as a burial ground operator the Council needs to have in place management and monitoring systems to control the risks from memorials. The cemeteries team undertake topple testing within Council cemeteries. The risk of injury or death caused by a failed or collapsing memorial remains extremely low. However, as is often the case with tree accidents where statistical risk is extremely low also, the public reaction to an incident of this nature is often quite challenging and calls into question the associated levels of risk that was originally assigned and how they were subsequently managed.

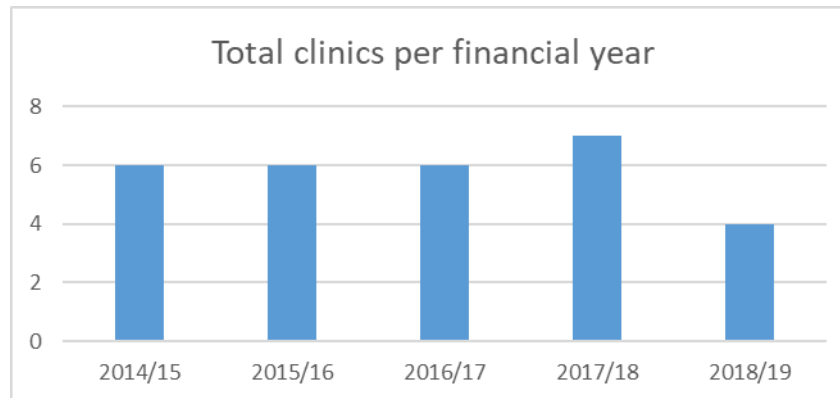
Occupational Health and Promotions (Key H&S enabler No. 5)

- 1.8 H&S occupational health management and surveillance continued to be delivered in cooperation with local management. However, at times this was on a reduced level due to high levels of work commitments.

The Council is reflecting the wider population trend of an ageing workforce and as officers work for longer, they are naturally presenting management and the HSEPO with more complex health cases to manage, with several this past year absorbing resource to provide advice and support.

Figure 6. Shows the level of Occupational Health clinics arranged by the

H&S service between 2013/14 to 2018/19



The level of clinics being arranged had dipped to 4 in 2018/19 clinics for the first time since 2014/15 when the current HSEPO took post. SLT agreed with the HSEPO recommendation to support this area with four weeks of administration assistance. This was effective from July 2019.

The HSEPO officer continued to use Specsavers corporate eye test vouchers for computer Visual Display Units (VDU) vouchers; and for Driver's eye care vouchers to officers that operate any Council fleet vehicle as part of their duties. The vouchers on redemption cover the cost of the eye test and dependant on circumstance pay a contribution towards the cost of corrective eye wear.

The HSEPO continues to manage two occupational health contracts.

The annual health fair, like the clinics, are important workplace health arrangements. They provide strong welfare interventions, with links to the reduction of workplace sickness and ill health absence. The Health fair 2018/19 was initially completed over 5th and 6th December; a successful event with annual recorded attendance their best on record.

The health promotion feedback received verbally on the day was positive. A staff survey had 43 responses to a survey sent to 82 attendees, this included helpful constructive feedback. This feedback was circulated to officers. As a result of staff comments and high demand an additional health promotion session was arranged in January 2019.

2 Proposal

Forward plan

The HSEPO will continue to modernise and seek to implement appropriate cost effective systems (software & hardware options) and through positive interventions to remove discernible breaches of health, safety and welfare

regulations and through the H&S action plan 2019/20. The HSEPO will continue to use all reasonable resources available to communicate H&S. For example, as AssessNET becomes more utilised the focus will shift from general awareness of AssessNET and basic inputting exercise to maximising the quality and robustness of the data recorded. There will be a new focus on the adage 'what gets measured, gets managed'.

The ongoing and planned construction works across the borough including the Arnold Market site will require HSEPO input and training new officers such as the new town centre manager post.

The HSEPO will continue to support wider management to challenge colleagues to raise and maintain H&S standards where necessary.

The HSEPO role as the lead Emergency planning officer, notably, as the UK's new EU exit (Brexit) deadline approaches which is currently set at 31st October 2019. It is foreseeable that there will be some considerable increases in workload, this will likely delay some H&S work streams.

Councillor and officer H&S assistance requests are expected to remain at historical levels, at the time of writing this report, they had remained so.

3 Resource Implications

Planned work will either be completed within existing budgets, or provision from other budgets and through the administration support agreed by SLT required to maintain the service.

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 funds are committed.

4 Appendices

- 4.1 Appendix 1. Risk Level definitions.
- 4.2 Appendix 2. Risk assurance assessments
- 4.3 Appendix 3. 2018/19 H&S action plan
- 4.4 Appendix 4. 2019/20 H&S action plan
- 4.5 Appendix 5. List of H&S external training courses

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Appendix 1. H&S enabler risk 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 enabler types (year on year risk assessment performance)

Risk No.	Risk type	Inherent Risk Assessment	2014/15	2015/16	2016/17	2017/18	2018/19 Current	Direction 18/19 (Improving, no change, or deteriorating)
1	Safety guidance, assistance & legislation	Very High	Low	Low	Medium	Medium	Medium	No change
2	Safety training delivery	High	Medium	Medium	Medium	Medium	Medium	No change
3	Safety Audits, Inspections and visits	Medium	Low	Medium	Low	Low	Low	No change
4	Accidents, Incidents, Investigations and learning	High	Medium	Medium	Medium	Medium	Low	Improved
5	Occupational Health & promotion	High	Low	Medium	Medium	Medium	Medium	No change

Assurance assessments comparing last two immediate financial years


1. Health and Safety Guidance, assistance and changes to H&S legislation

Assurance statements

This year's risk rating remains the same. The outlook in this area remains positive and is tracking towards a low risk rating.

Assurance Assessment

Inherent risk rating	Very High	Increase (FFI/ sentences/ fines) and a Very High inherent risk
Residual risk rating 2018/19	Medium	



Residual Risk Direction: No change

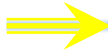
2. H&S training delivery

Assurance statement

This year's risk rating remains unchanged. HSEPO has delivered a comprehensive training plan. However, there remains gaps in training logs and varying levels of attendance. H&S training requirements are not optional and mandatory training needs to be attended to satisfy our legal duties. 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 trained and 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.

Assurance Assessment

Inherent risk rating	High	No change to inherent risk
Residual risk rating 2018/19	Medium	

Residual Risk Direction: No change 


3. H&S Audits, Inspections, Site visits

Assurance Statement

This year's risk rating remains the same. Premises audits across the Council's leisure portfolio saw improvements.

Assurance Assessment

Inherent risk rating	Medium	No change to inherent risk
Residual risk rating 2018/19	Low	

Residual Risk Direction: No change 


4. Accidents, Incidents, Investigations and learning

Assurance statement

A strong level of usage and improvements in reporting, as well as the quality and quantity of near miss and hazard reports have seen the Council's overall performance reach a tentative low risk rating. As stated last year it was a realistic expectation that once the new AssessNET reporting was fully embedded, the residual risk rating would improve.

Assurance Assessment

Inherent risk rating	High	No change to the inherent risk
Residual risk rating 2018/19	Low	

Residual Risk Direction: Improvement 

5. Occupational Health and promotions

Assurance statement

The residual risk has slightly deteriorated but remains at medium due to current controls. The HSEPO worked hard to maintain compliance and achieved some significant work streams. However, significant periods of high support requests and external factors had a detrimental affect on this area.

Assurance Assessment

Inherent risk rating	High	No change to inherent risk
Residual risk rating 2018/19	Medium	

Residual Risk Direction: No change



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H&S action plan for 2018/19

4.1 Health and Safety Guidance, assistance and changes to H&S legislation

Summary of control actions achieved during 2018/19:

- ✓ Employee Protection Register (EPR) guidance awareness was raised during H&S tours, H&S training sessions and a specific briefing session on the EPR.
- ✓ The HSEPO continued to attend the Nottinghamshire Water Safety Partnership, this required officer resource to assess and suggest additional water safety H&S arrangements.
- ✓ Directors were informed of non-compliance by the HSEPO.
- ✓ The depot improvement working group made progress in addressing key H&S risk, the general themes of the working group address site security, safety standards and site rules. An action plan now logs progress.
- ✓ 8 sets of H&S policies and guidance were reviewed including:
 - a. Permit to work (PTW); certain high risk activities are now more strictly controlled due to the risks involved with that activity, such as working on electrical installations or gas systems. The guidance was reviewed in March 2018; this also addressed new guidance on local exhaust ventilation for areas such as welding fume, and was a useful refresher course for several previously trained 'nominated persons'¹
 - b. Work related stress management was reviewed in July 2018; due to a recognised need across the Council.
 - c. Client officer and Construction management was reviewed in August 2018; due to the level of construction work including demolition and clearance works being undertaken during the year; this also included key learning from incidents such as near misses and hazards identified with some contractors.
 - d. The Control of Substances Hazardous to Health (COSHH) was reviewed in September 2018, this incorporated new industry good practice, dermatitis awareness and addressing gaps identified in previous H&S audits.
 - e. Display Screen Equipment (DSE) guidance covers computer equipment and workstations was reviewed in January 19; the assessment template was updated and an agile working assessment template created to address the gap in mobile and home working arrangements.
 - f. Manual handling guidance was reviewed January 2019.
 - g. Corporate Induction form was amended.
 - h. Accident and Incident guidance underwent a significant review to incorporate new changes in practices.
- ✓ A review of the H&S policy was undertaken when the former Chief Executive Left post and the Deputy became the interim head of paid service.
- ✓ SLT were briefed on topics such as electrical portable appliance testing and departmental risk assessment progress reports.
- ✓ The H&S tours included a common campaign communication raising the awareness of the Extensions and cables guidance (a current appendices of the Fire, Emergency and Electrical Policy Guidance).

¹ Nominated persons – are Council officers authorised to open and close a permit to work, before works are allowed to start and on completion of jobs.

- ✓ Electrical safety and wiring regulations were updated in 2018; this resulted in several guidance and templates requiring update to reflect the changes in standards.
- ✓ Since April 2015 to March 2019 the risk management reserve has now supported over £100,000 in H&S risk mitigation across the Council.
- ✓ Further 'bin-it' days over the last year continued to have several H&S improvements; such as the improving standards of housekeeping and a reduced fire load across the Civic Campus.

4.2 H&S Training delivery

Summary of control actions planned and completed during 2018/19:

- SLT received briefing sessions on AssessNET and via CHAS group chair the Deputy Chief Executive.
- ✓ There was 8 AssessNET training and familiarisation sessions delivered.
- ✓ The HSEPO continued to promote H&S consciousness within all levels of the organisation and assisting with the development of safe working practices.
- ✓ Progress was made and a working group established to work on procurement options for eLearning.
- ✓ Management requests, audits, inspections and other areas shaped H&S training delivery; not all training could be planned ahead, some flexibility was made to address requests.
- ✓ A revised policy for delivery of internal and external facilitated H&S training was agreed by the CHAS group and Chair.
- ✓ A training plan was completed for 2018/19.

4.3 H&S Audits, Inspections and site visits

Summary of control actions planned and implemented during 2018/19:

- ✓ A large number of 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.
- ✓ 6 H&S audits were completed.

4.4 Accidents, Incidents, Investigations and learning

Summary of control actions planned and implemented during 2018/19:

- ✓ All RIDDOR and other incidents that required an investigation were completed by management when necessary with the support of the HSEPO.
- ✓ The HSEPO provided positive reinforcement of good practice and improvements were made to the quality of the accident and incident reports.
- ✓ Quarterly AssessNET statistics are included in the CHAS group briefing notes.
- ✓ The HSEPO provided feedback and communicated incidents and investigation findings to management, corporately via the CHAS group briefing notes.

4.5 Occupational Health and Promotions

Summary of control actions planned and completed during 2018/19:

- ✓ Four Occupational health clinics and other appointments were completed.
- ✓ GDPR adjustments were completed on the Orchard Health Occupational Health contract.
- ✓ A health and safety laboratory noise workshop was attended by the HSEPO and an Environmental Health Officer. This enabled the development of a Noise at Work compliant risk assessment template and for surveys to be undertaken in a competent manner.
- ✓ Asbestos fly-tipped query was addressed, officers have access to asbestos essentials guidance documents which outlines safe handling, transportation and disposal arrangements for asbestos containing material.
- ✓ The corporate H&S induction form was amended to include the issuing of occupational health surveillance forms on commencing of roles when applicable.
- ✓ Occupational health guidelines and procedures were added to the AssessNET portal.
- ✓ A supplier and budget has been identified ready for management to undertake future vibration measurement activities.
- ✓ Qualitative face fit testing training was completed during Quarter 3. Three testing kits were arranged on behalf of management.
- ✓ HSEPO officer gave advice and additional DSE specialist support was arranged. This was to address legacy issues with the workstation design.
- ✓ An area of note, is the continued good practice of PASC local management in continuing to trial new low vibrational technology. For example in October 2018, several hand held battery powered equipment were trialled (see image 1). At this time the quality of batteries remain an expensive alternative to the current fossil fuel versions.

Image 1. Shows two hedge trimmers and strimmer that were trialled (Battery powered)



- ✓ Delivered two occupational health promotions.
Health promotion summary:
December health fair summary: 24 Bone Density Checks; 21 Prostate appointments; Practitioner feedback for bone density and prostate was that all staff assessed had no concerns identified. 48 Boditrax –appointments (Analysis of the body composition including weight, fat mass, bone mass, muscle mass, body water & metabolic weight and advice on areas that may need targeting) doubling the original 24 bookable appointments available. 50 Shiatsu massages provided; 31 NHS Health checks over two days (5th and 6th Dec) they included a BMI measurement, Blood pressure, glucose (diabetes) & cholesterol checks. The second health promotion on 22nd January 19, completed an additional 38 Bone density checks and 16 NHS health checks.

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2019/20 H&S action plan

Health and Safety Guidance, assistance and changes to H&S legislation

Summary of planned control actions for 2019/20:

- Complete an additional review of the H&S policy and introduce the periodic reviews to Cabinet.
- Introduce a review plan for the full suite of H&S policy documents.
- Continue to support officers with H&S requests to allow key service and Gedling Plan objectives to be achieved.
- Complete a cabinet report to obtain formal executive sign for the Council's Volunteer policy and arrangements.
- The Depot improvement working group, will continue to require resource to address legacy H&S risk within the main and jubilee house depot areas.
- Contractor control and pre-construction phases are expected to require some significant resource this year to be able to deliver the refurbishment and development objectives of the Gedling Plan. It remains important especially with increasing FFI, fines and reputational risk with public prosecutions that the Council has control of construction and all contractor activities.
- The HSEPO will commence work to incorporate the new good practice principles of the Occupational Health and Safety Assessment Series (OSHAS) OSHAS 45001 international standard, within the Council's H&S Policies and management system. 45001 now replaces the former 18001 standard. The main benefits identified are an integrated set of H&S standards, a strong H&S reputation, resilience and results. From a humanitarian perspective the links to less injuries and costs associated.
- H&S support maintained to enable the updating of the Asset register; which will then support accurate interrogation of data and future gap analysis.
- Risk management reserve will be required to fund up to a further 10 statutory compliance assessments in Property services.
- Internal audit of parks and open spaces and previous H&S internal audit reports have consistently identified gaps in quality and quantity of inspection being undertaken across the Council. The HSEPO will propose an option to address this ongoing issue.
- Implement checks and balances for the AssessNET system such as usage (logged usage); and key statistics within the CHAS briefing reports.
- Provide feedback to users that input data, with help and support to address common errors and inaccuracies. This will support the robustness of defences against litigation and potential fee for intervention (FFI).
- Identify on a quarterly basis and work with management to address the temporary incident reports (incomplete reports).
- Continue to raise the awareness of AssessNET at all opportunities.

2 Health and Safety training delivery

Summary of planned control actions for 2019/20:

- Outline a training plan for 2019/20 for SLT to review and agree. For example, Mental health first aid training options will be researched.
- Complete an eLearning project plan and submit to SLT for review and agreement.

- Continue to raise H&S consciousness across the Council, and ensure AssessNET awareness is built into all internal facilitated.
- Management and officer requests will continue to be logged and shape H&S training provision for ad hoc sessions when identified.
- SLT and Service managers support to ensure those requiring H&S training are effectively released to attend.
- H&S support assistance will be required to investigate and further develop a corporate approach to logging H&S training; to enable better training gap analysis and improve the financial planning needs.

3 Health and Safety Audit, inspections and site visits

Summary of planned control actions for 2019/20:

- To deliver the audit programme 2019/20 that was signed off by SLT in May 2019.
- Support the RSM internal audits known to require HSEPO assistance including; lone working; safeguarding, agile/flexible arrangements and emergency planning and business continuity arrangements.
- H&S tours will be replaced with targeted service area visits. These will be fewer in number due to an increased audit programme.

4 Accidents, Incidents, Investigations and learning

Summary of planned control actions for 2019/20:

- Continue to support officers in the use of the AssessNET H&S software (accident, incident & hazard reporting modules),
- The HSEPO to continue to provide feedback and statistics to management via the CHAS group,
- The HSEPO 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. Once briefed can then provide an informed level of control management by service areas, such as completing actions associated with reports in a timely manner.

5 Occupational health and promotion

Summary of planned control actions for 2019/20:

- Request to SLT to arrange administration support assistance to support with occupational health surveillance needs.
- Complete a Customer services noise assessment.
- Continue to complete noise assessments as part of a periodic risk assessment programme.
- The HSEPO and Service manager for Organisational Development are to propose suggested policy ideas to SLT to address the findings of the 'addicted to work' article.
- Support officer morale and occupational health of officers through positive interventions, by delivering the annual occupational health promotion

(Health Fair for 2019/20); please note this may be on a smaller scale if resource and support is limited due to other work commitments.

- For Respiratory protective equipment (RPE) like welding and dust face masks; the HSEPO will support training and the roll out of face fitted kit, advising on suitable RPE and face fit testing officers that require RPE usage; this will be booked in with departments that need this support.

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Appendix 5

List of external facilitated H&S training courses

1. Working at height, five different type of training (ladders, MEWPS/Cherry pickers, PASMA, scaffold, hoists, harness)
2. Violence and aggression training
3. Legionella training
4. First Aid training
5. Fire training (including practical use of extinguishers) office based and vehicular safety.
6. Noise training
7. Confined space training
8. Manual handling (specialist training)
9. Safe working near water
10. Pool plant / water quality awareness
11. National pool management qualification
12. Lantra (Arborist specific training)
13. Personal Protective Equipment (PPE) and RPE training i.e. face fit testing.

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Report to Joint Consultative and Safety Committee

Subject: Sickness Absence: summary of current trends

Date: 27 August 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

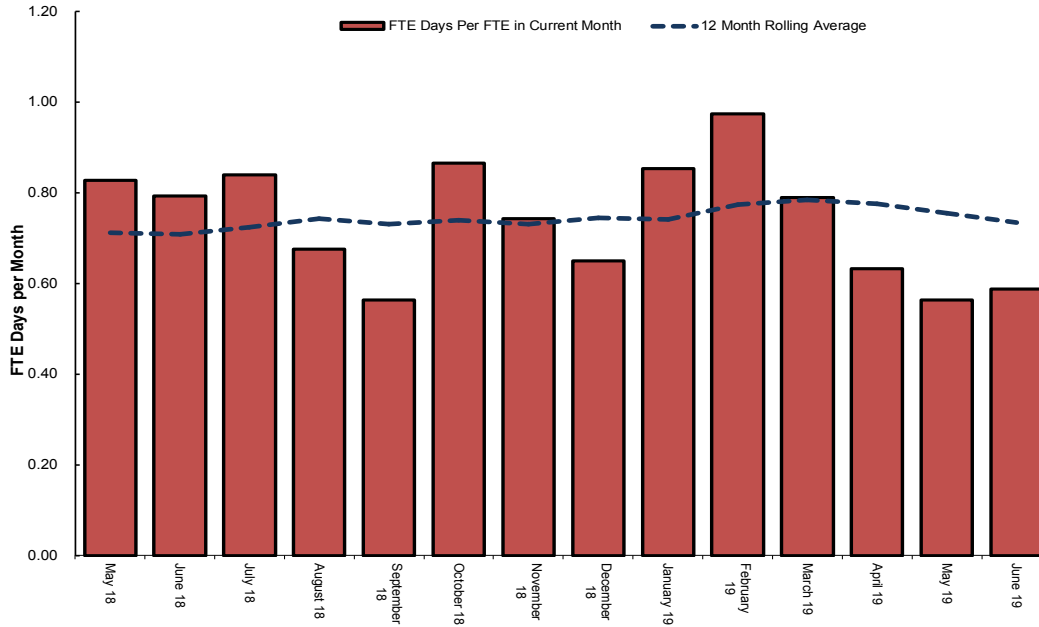
The Committee is asked to note this report.

3. Summary of key data

- The target for the year 2019/20 remains at nine days
- The summary of trends graph in Appendix 1 shows that the outturn for the full year up to June is 8.82 lost per employee. This is the first time in five months that the attendance rate has been better than target.
- In teams where the absence rate is above target, service managers are now being required to provide regular meaningful comment to Senior Leadership Team about the reasons for absence. Also, they are asked to detail what measures are being put into place to control the absence and to support people back into work where this is appropriate.
- The rate of long-term absence over recent quarters is also shown at Appendix 1. The number of long-term cases in June reduced to four. This is a low number and occurrence of long-term absence has not been at this level since September last year. This reduced number of cases has contributed to the achievement of target.
- Structured “case management” meetings continue to regularly take place to ensure that employees on long-term absence are properly supported and managed.
- Over the year the larger teams that did not hit target were Revenues and Welfare Support, PASC and Transport & Waste.

Summary of trends graph; year to date at June 2019

Summary of Trends



Month	Total Absence %	12 Month Average (%)	FTE Days per FTE in Current Month	FTE Days per FTE 12 Month Average	FTE Days per FTE per Month Average
May 18	3.94	3.32	0.83	8.54	0.71
June 18	3.60	3.33	0.79	8.51	0.71
July 18	3.82	3.40	0.84	8.69	0.72
August 18	3.07	3.47	0.68	8.92	0.74
September 18	2.82	3.45	0.56	8.77	0.73
October 18	3.76	3.50	0.87	8.88	0.74
November 18	3.38	3.49	0.74	8.77	0.73
December 18	3.59	3.55	0.65	8.94	0.75
January 19	3.71	3.50	0.85	8.89	0.74
February 19	4.87	3.66	0.97	9.28	0.77
March 19	3.76	3.68	0.79	9.42	0.79
April 19	3.17	3.62	0.63	9.30	0.78
May 19	2.69	3.52	0.56	9.06	0.76
June 19	2.94	3.46	0.59	8.82	0.74

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

Days Lost Per FTE Employee: Year to June 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	99.50	7.09	2.81%	5.62	4.26	3.41	2.40	1.23	1.11
	H&S/ Marketing/ Project Management	2.00	3.00	2.50	1.00	1.00	0.40	0.16%	1.20	1.20	1.20	8.80	8.80	8.80
	Parks and Street Care	50.93	53.39	52.16	29.00	694.70	13.32	5.28%	13.80	13.94	13.29	12.73	11.50	10.72
	Property	10.15	10.85	10.50	3.84	49.43	4.71	1.87%	5.18	5.30	5.17	5.04	5.21	7.11
	Revenues and Welfare Support	35.90	35.77	35.83	20.28	476.81	13.31	5.28%	12.62	12.84	12.57	12.18	11.08	9.74
	Transport and Waste	65.66	65.01	65.34	34.54	721.20	11.04	4.38%	11.50	11.90	12.16	12.31	12.95	13.38
		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:		179.75	183.00	181.38	96.97	2042.65	11.26	4.47%						
Director of Health & Community Wellbeing	Community Relations	12.32	11.38	11.85	5.16	79.02	6.67	2.65%	8.84	8.72	8.84	9.29	9.09	10.23
	Leisure Services	56.43	56.54	56.49	33.65	385.78	6.83	2.71%	7.05	7.54	7.36	7.37	7.28	7.44
	Public Protection	30.95	31.57	31.26	15.97	244.06	7.81	3.10%	8.42	8.60	9.43	9.74	8.39	7.46
		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:		100.71	100.49	100.60	54.79	708.86	7.05	2.80%						
Director of OD & Democratic Services	Customer Services and Communications	39.02	37.95	38.48	20.62	225.98	5.87	2.33%	5.73	7.03	8.68	8.63	8.87	10.24
	Democratic Services	8.39	10.39	9.39	6.58	34.89	3.71	1.47%	6.09	5.74	5.74	5.43	5.30	7.11
	Legal Services	6.01	7.62	6.82	4.01	192.18	28.19	11.19%	26.17	24.32	24.11	21.12	18.42	16.40
	Organisational Development	6.53	5.30	5.91	0.00	0.00	0.00	0.00%	0.00	1.47	4.48	4.80	5.51	6.57
		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:		60.95	62.26	61.60	31.22	453.05	7.35	2.92%						
Planning, Economic Growth & Regeneration	Development Services	16.59	15.59	16.09	5.32	45.27	2.81	1.12%	3.00	3.00	2.93	3.35	2.57	2.53
	Economic Growth and Regeneration	3.98	4.40	4.19	1.00	11.00	2.62	1.04%	2.98	2.76	2.62	0.00	0.00	0.00
	Planning Policy	5.24	5.43	5.34	2.00	6.00	1.12	0.45%	1.14	1.14	0.76	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:		26.82	26.43	26.62	8.32	62.27	2.43	0.93%						
Grand Total:		368.23	372.17	370.20	191.31	3266.82	8.82	3.50%	9.06	9.30	9.42	9.28	8.89	8.94

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

Days lost per FTE employee: June 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	1.50	20.63	1.48	7.38%	1.36	0.86	1.04	1.18	0.28	0.07
	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	53.39	53.39	53.39	6.00	35.50	0.66	3.32%	0.61	1.32	1.26	1.79	1.47	1.08
	Property	10.85	10.85	10.85	0.00	0.00	0.00	0.00%	0.50	0.66	0.69	0.56	0.34	0.00
	Revenues and Welfare Support	35.77	35.77	35.77	4.00	22.18	0.62	3.10%	0.70	0.71	1.02	1.50	1.98	0.89
	Transport and Waste	66.01	65.01	65.51	3.65	45.95	0.70	3.51%	0.70	0.87	0.97	1.05	1.00	0.72
		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:		184.00	183.00	183.50	15.15	124.25	0.68	3.39%						
Director of Health & Community Wellbeing	Community Relations	11.38	11.38	11.38	0.81	2.74	0.24	1.20%	0.95	0.82	1.15	0.70	0.27	0.00
	Leisure Services	56.08	56.54	56.31	4.64	32.98	0.59	2.93%	0.45	0.50	0.35	0.42	0.40	0.76
	Public Protection	31.57	31.57	31.57	2.81	20.47	0.65	3.24%	0.61	0.14	0.35	1.30	1.14	0.71
		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:		100.03	100.49	100.26	8.26	56.19	0.56	2.80%						
Director of OD & Democratic Services	Customer Services and Communications	37.95	37.95	37.95	3.00	22.00	0.58	2.90%	0.19	0.11	0.71	0.35	0.34	0.42
	Democratic Services	10.39	10.39	10.39	0.00	0.00	0.00	0.00%	0.19	0.00	0.00	0.36	0.43	0.11
	Legal Services	7.62	7.62	7.62	1.42	16.82	2.21	11.04%	2.45	2.62	3.00	2.70	3.10	3.49
	Organisational Development	5.19	5.30	5.24	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:		62.15	62.26	62.21	4.42	38.82	0.62	3.12%						
Planning, Economic Growth & Regeneration	Development Services	17.59	15.59	16.59	0.00	0.00	0.00	0.00%	0.00	0.07	0.04	1.04	0.00	0.23
	Economic Growth and Regeneration	3.40	4.40	3.90	0.00	0.00	0.00	0.00%	0.00	0.00	2.76	0.00	0.00	0.00
	Planning Policy	5.24	5.43	5.34	0.00	0.00	0.00	0.00%	0.00	0.00	0.76	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:		27.24	26.43	26.83	0.00	0.00	0.00	0.00%						
Grand Total:		373.41	372.17	372.79	27.82	219.27	0.59	2.94%	0.56	0.63	0.79	0.97	0.85	0.65

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

Analysis of Short and Long Term Absence - June 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	1	2	19.57	20.16	97.07%	50.00%
	H&S/ Marketing/ Project Management	0	0	0.00	0.00	0.00%	0.00%
	Parks and Street Care	1	6	19.57	35.22	55.56%	16.67%
	Revenues and Welfare Support	0	4	0.00	21.57	0.00%	0.00%
	Transport and Waste	1	3	19.57	30.19	64.82%	33.33%
Head of Service Total:		3	15	58.70	107.14	53.85%	20.00%
Director of Health & Community Wellbeing	Community Relations	0	2	0.00	2.61	0.00%	0.00%
	Leisure Services	1	7	18.39	35.29	52.11%	14.29%
	Public Protection	0	3	0.00	19.96	0.00%	0.00%
Head of Service Total:		1	12	18.39	57.86	31.78%	8.33%
Director of OD & Democratic Services	Customer Services and Communications	0	3	0.00	21.52	0.00%	0.00%
	Legal Services	0	3	0.00	16.80	0.00%	0.00%
Head of Service Total:		0	6	0.00	38.32	0.00%	0.00%
Grand Total:		4	33	77.09	203.32	37.92%	12.12%

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%



Report to Joint Consultative and Safety Committee

Subject: Current staffing issues (Standing Item)

Date: 27 August 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 policy changes that were the subject of consultation at the last meeting of this committee were approved by the Appointments and Conditions of Service Committee on 10 July. The "Time Out" policy to allow employees to purchase additional leave is now implemented and the first requests are being made. The changed redundancy policy (now applying a 30% local payment to all cases of redundancy rather than a discretionary award of up to 100% of statutory redundancy pay) and the changed Pay Protection policy (now a two-year tapering payment) will be applied from 1 September.

These policy changes are substantial and the Service Manager, Organisational Development is working with the Communications Team to ensure that all employees get to know about the changes in appropriate ways including the e-gen, cascade team briefings and posters. These communication channels will also offer the Service Manager (OD) as a point of contact for questions.

3.2 All of our employees from a European Economic Area will need to apply to remain and work in the UK after Brexit. The deadline for application will be June 2021 (slightly earlier at December 2020 if there is a "no deal" departure from the EU). This application is called "settled status".

Plans are now in place to inform employees of their requirement to make application if it is their intention to remain as a UK resident and to be allowed to

work in the country. There will also be a communications exercise more widely across residents of the borough to support the work of the Home Office.

In terms of staff there will again be cascade briefings and the Communications Team will ensure that guidance goes out in a range of different formats so that all employees can be properly informed. The HR Team will act as a contact point for any employee that needs support or assistance in the application process.

The Home Office has begun its programme of national communication and already around a million people have successfully registered. To date no applicant has been rejected. It is clear from information shared at a recent conference on the subject that the Home Office are looking to retain as many current residents as possible and would see rejection of an application as very much a last resort. Indeed, there is a reluctance even to issue a clear statement about what would happen to someone who did not manage to make an application in time. The emphasis appears to be on “retention” rather than any form of “expulsion” wherever possible.



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 August 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 two staffing proposals for permanent posts that have been considered by Senior Leadership Team outside the full JCSC framework. These are:

4.1 Conservation and Heritage Officer (part-time)

To meet our conservation and heritage requirements in house and develop further resilience, a post of Conservation & Heritage Officer has been created. The post will provide specialist advice on planning and listed building applications, review existing and proposed Conservation Areas and identify non-designated heritage assets within the Borough.

Prior to creation of this post the conservation function was being carried out by a consultant. By bringing the function in-house there is an expectation that there will be more control and accountability as well as a financial saving.

4.2 Democratic Services

Minor structural changes have been applied within the team to increase the job of Service Support Assistant (LZD16- Band 3) from 30 to 37 hours. This change was funded by the reduction of five hours from the vacant post of Democratic Services Officer (LZD19D- Band 7). The change was designed to better meet the service demands placed on the team.

The resultant part-time Democratic Services Officer post will be used for the redeployment of another member of staff returning from maternity leave for whom the part-time hours are more suitable.