



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

Agenda

Joint Consultative and Safety Committee

Date: **Tuesday 8 October 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 27 August 2019.** 5 - 7
- 3 Declaration of Interests.**
- 4 Sickness Absence** 9 - 16

Report of the Service Manager, Organisational Development.
- 5 Minor Changes to the Establishment** 17 - 18

Report of the Service Manager, Organisational Development.
- 6 Current Staffing Issues** 19

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 reports on the grounds that the reports involve the likely disclosure of exempt information as defined in Paragraphs 1 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972.
- 9 Consultation closure- Flexible and Agile Working Policy** 21 - 73

Report of the Service Manager, Organisational Development.

10 Consultation closure- Structural Review

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Report of the Chief Executive.

MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE

Tuesday 27 August 2019

Councillor Alex Scroggie (Chair)

Present: Councillor Roxanne Ellis Councillor Paul Wilkinson
 Councillor Paul Feeney Councillor Des Gibbons
 Councillor Helen Greensmith

Unison: Paul Gibbs Seb Wilkins

Absent: Councillor Boyd Elliott and Councillor Jennifer Thomas

Officers in Attendance: D Archer, G Ilett, M Hill and L Mellors

11 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Thomas, Councillor Gibbons attended as substitute.

12 DECLARATION OF INTERESTS.

None.

13 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 25 JUNE 2019.

RESOLVED:

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

14 HEALTH AND SAFETY ANNUAL REPORT 2018/19

The Health, Safety and Emergency Planning Officer introduced a report, which had been circulated prior to the meeting, to provide members with an annual report on matters relating to health and safety.

RESOLVED to:

- 1) Support the findings of the report and continue to recognise the importance of health and safety;
- 2) Note the report and the agreed SLT H&S action plan for 2019/20;

- 3) 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) 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) Note that SLT considered and agreed in June the HSEPO request for four weeks administration support to aid the delivery of occupational health surveillance.

15 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.

RESOLVED:

To note the report.

16 CURRENT STAFFING ISSUES

The Service Manager Organisational Development introduced a report, which had been circulated in advance of the meeting, highlighting issues of particular interest that relate to the Council's workforce.

RESOLVED:

To note the report.

17 MINOR CHANGES TO THE ESTABLISHMENT

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

RESOLVED:

To note the report.

18 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 6.35 pm

Signed by Chair:

Date:

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Report to Joint Consultative and Safety Committee

Subject: Sickness Absence: summary of current trends

Date: 8 October 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

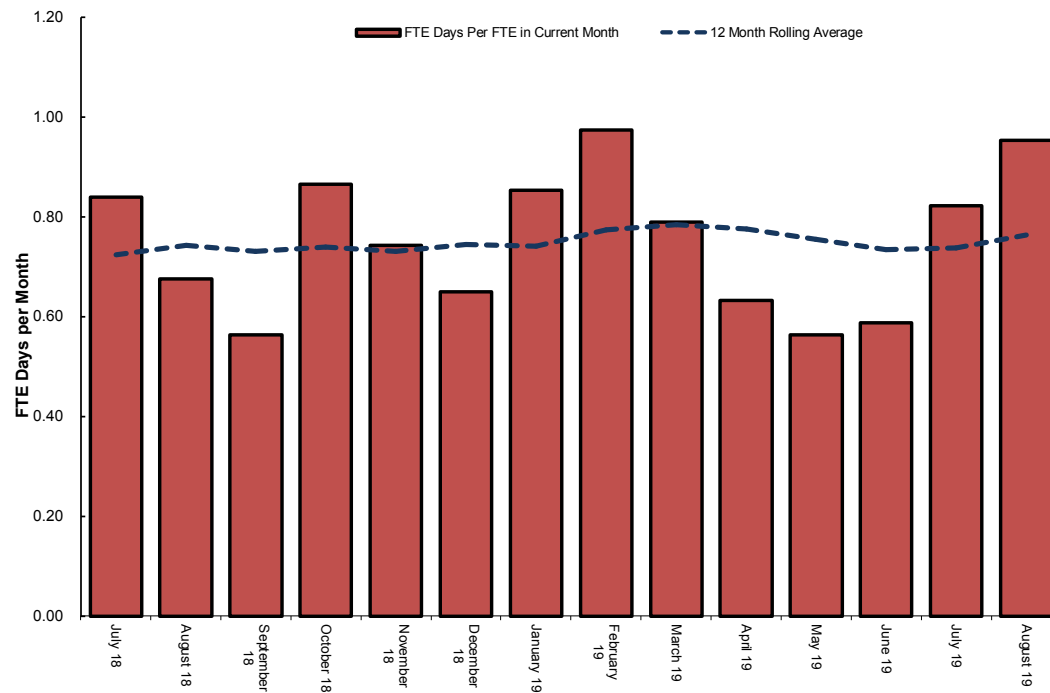
The Committee is asked to note this report.

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 August is 9.16 lost per employee.
- Although the absence level for June was better than target, currently performance is worse than target. Notably, there has been a substantial increase in the number of long-term cases of absence and the figure now stands at eight case, double the number in June. Between these two periods the number of days lost due to long-term absence has substantially increased. This has contributed materially to the higher rate of absence in the month when compared with the same month last year. Data showing the number of long-term cases is also shown at Appendix 1.
- 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.
- Structured “case management” meetings continue to regularly take place to ensure that employees on long-term absence are properly supported and managed.
- Over the current rolling year the larger teams that are not hitting target are Revenues and Welfare Support, PASC and Transport & Waste.

Summary of trends graph; year to date at August 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
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
July 19	3.57	3.44	0.82	8.86	0.74
August 19	4.54	3.57	0.95	9.16	0.76

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

Days Lost Per FTE Employee: Year to August 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	139.62	9.94	3.95%	8.38	7.09	5.62	4.26	3.41	2.40
	H&S/ Marketing/ Project Management	2.00	3.00	2.50	1.00	1.50	0.60	0.24%	1.00	0.40	1.20	1.20	1.20	8.80
	Parks and Street Care	49.93	53.58	51.76	29.55	754.27	14.57	5.78%	13.41	13.32	13.80	13.94	13.29	12.73
	Property	10.15	10.85	10.50	3.30	55.65	5.30	2.10%	5.38	4.71	5.18	5.30	5.17	5.04
	Revenues and Welfare Support	36.90	35.35	36.13	19.72	497.51	13.77	5.46%	13.54	13.31	12.62	12.84	12.57	12.18
	Transport and Waste	64.66	64.36	64.51	32.41	673.34	10.44	4.14%	10.17	11.04	11.50	11.90	12.16	12.31
		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:		178.75	182.12	180.44	94.28	2121.89	11.76	4.67%						
Director of Health & Community Wellbeing	Public Protection	30.95	34.57	32.76	16.97	278.30	8.50	3.37%	8.13	7.81	8.42	8.60	9.43	9.74
		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:		31.95	35.57	33.76	16.97	278.30	8.24	3.27%						
Director of OD & Democratic Services	Community Relations	9.92	9.97	9.95	3.76	81.44	8.19	3.25%	7.41	6.67	8.84	8.72	8.84	9.29
	Customer Services and Communications	37.29	37.25	37.27	20.54	209.31	5.62	2.23%	6.06	5.87	5.73	7.03	8.68	8.63
	Democratic Services	8.39	10.39	9.39	6.58	22.51	2.40	0.95%	4.10	3.71	6.09	5.74	5.74	5.43
	Legal Services	6.01	7.62	6.82	5.01	206.07	30.23	11.99%	30.37	28.19	26.17	24.32	24.11	21.12
	Organisational Development	5.66	5.30	5.48	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	1.47	4.48	4.80
		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:		68.27	71.53	69.90	35.89	519.33	7.43	2.95%						
Planning, Leisure, EG & Regen	Development Services	17.59	14.59	16.09	4.32	27.27	1.69	0.67%	1.69	2.81	3.00	3.00	2.93	3.35
	Economic Growth and Regeneration	5.98	6.40	6.19	2.00	15.00	2.42	0.96%	2.42	2.62	2.98	2.76	2.62	0.00
	Leisure Services	56.02	56.93	56.47	31.85	409.61	7.25	2.88%	1.12	1.12	1.14	1.14	0.76	0.00
	Planning Policy	5.24	5.43	5.34	2.00	6.00	1.12	0.45%	6.89	6.83	7.05	7.54	7.36	7.37
		0.00	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:		84.84	84.35	84.59	40.17	457.88	5.41	2.15%						
Grand Total:		363.81	373.57	368.69	187.32	3377.39	9.16	3.64%	8.86	8.82	9.06	9.30	9.42	9.28

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

Days lost per FTE employee: August 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	1.00	22.00	1.57	7.87%	1.65	1.48	1.36	0.86	1.04	1.18
	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	53.58	53.58	53.58	8.55	104.57	1.95	9.76%	1.18	0.66	0.61	1.32	1.26	1.79
	Property	10.85	10.85	10.85	0.61	1.01	0.09	0.47%	1.03	0.00	0.50	0.66	0.69	0.56
	Revenues and Welfare Support	35.85	35.35	35.60	6.00	38.01	1.07	5.34%	1.17	0.62	0.70	0.71	1.02	1.50
	Transport and Waste	65.01	64.36	64.69	4.86	63.32	0.98	4.89%	0.35	0.70	0.70	0.87	0.97	1.05
		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:		183.27	182.12	182.69	21.03	228.92	1.25	6.27%						
Director of Health & Community Wellbeing	Public Protection	34.57	34.57	34.57	2.00	44.00	1.27	6.36%	0.79	0.65	0.61	0.14	0.35	1.30
		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:		35.57	35.57	35.57	2.00	44.00	1.24	6.19%						
Director of OD & Democratic Services	Community Relations	9.51	9.97	9.74	0.41	8.92	0.92	4.58%	1.20	0.24	0.95	0.82	1.15	0.70
	Customer Services and Communications	37.45	37.25	37.35	4.69	19.38	0.52	2.59%	0.88	0.58	0.19	0.11	0.71	0.35
	Democratic Services	10.39	10.39	10.39	0.00	0.00	0.00	0.00%	0.35	0.00	0.19	0.00	0.00	0.36
	Legal Services	7.62	7.62	7.62	0.00	0.00	0.00	0.00%	2.34	2.21	2.45	2.62	3.00	2.70
	Organisational Development	5.30	5.30	5.30	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:		71.27	71.53	71.40	5.09	28.30	0.40	1.98%						
Planning, Leisure, EG & Regen	Development Services	14.59	14.59	14.59	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.07	0.04	1.04
	Economic Growth and Regeneration	6.40	6.40	6.40	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	2.76	0.00
	Leisure Services	54.76	56.93	55.84	7.13	54.39	0.97	4.87%	0.00	0.00	0.00	0.00	0.76	0.00
	Planning Policy	5.43	5.43	5.43	0.00	0.00	0.00	0.00%	0.94	0.59	0.45	0.50	0.35	0.42
		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:		82.19	84.35	83.27	7.13	54.39	0.65	3.27%						
Grand Total:		372.30	373.57	372.93	35.24	355.60	0.95	4.77%	0.82	0.59	0.56	0.63	0.79	0.97

Long term (20 days+ in month)/ short term sickness analysis for August 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	1	21.52	21.52	100.00%	100.00%
	Parks and Street Care	2	10	43.05	102.42	42.03%	20.00%
	Property	0	1	0.00	0.99	0.00%	0.00%
	Revenues and Welfare Support	0	7	0.00	37.19	0.00%	0.00%
	Transport and Waste	1	5	21.52	62.05	34.69%	20.00%
Head of Service Total:		4	24	86.10	224.16	38.41%	16.67%
Director of Health & Community Wellbeing	Public Protection	2	2	43.05	43.05	100.00%	100.00%
Head of Service Total:		2	2	43.05	43.05	100.00%	100.00%
Director of OD & Democratic Services	Community Relations	1	1	8.92	8.92	100.00%	100.00%
	Customer Services and Communications	0	6	0.00	18.92	0.00%	0.00%
Head of Service Total:		1	7	8.92	27.84	32.03%	14.29%
Planning, Leisure, EG & Regen	Leisure Services	1	9	19.26	58.13	33.14%	11.11%
Head of Service Total:		1	9	19.26	58.13	33.14%	11.11%
Grand Total:		8	42	157.33	353.18	44.55%	19.05%

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%



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: 8 October 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 three staffing proposals affecting the permanent Establishment that have been considered by Senior Leadership Team outside the full JCSC framework. These are:

4.1 Leisure Services- creation of a Leisure Attendant post

To meet our continued demand for swimming lessons a Band 4 Leisure Attendant post has been created specifically to plan and deliver swimming lessons. This post has been funded through the existing coaching budget.

4.2 Leisure Services- Duty Manager

An existing vacant Assistant Manager post has been deleted and the budget used to create a new Duty Manager post. This is in effect a salary saving but also the model now reflects that which has been successfully applied in other leisure centres.

4.3 Organisational Development

The proposal is the final stage in the delivery of required efficiencies that have spanned a five-year period leading up to 2022. The revised structure will deliver savings of £52,500 in this period. This has been achieved by a review of work undertaken within the team, changing of processes and the creative application of

new technology such as the move to on-line job applications. A number of changes have been applied in the latest proposal including:

- The overall reduction in hours for Training Officers (from 46 to 39 hours per week)
- The reduction in hours of Performance and Project Officers (from 37 occupied hours (59 budgeted) to 18.5 hours per week)
- The increase in Performance and HR support hours (from 37 to 53.5 hours per week)
- The increase in budgeted HR posts (from 39.5 hours per week to 44.5 hours per week)



Report to Joint Consultative and Safety Committee

Subject: Current staffing issues (Standing Item)

Date: 8 October 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 Most employees within the Council are employed under national terms governed by the National Joint Council (NJC) for Local Government Services. The NJC Trade Unions have lodged their annual pay claim that would apply from 2020 with the National Employers. The claim is for a:

- 10% pay increase
- one-day increase in annual leave
- two-hour reduction in the working week
- review of workplace stress and mental health

Councils will be consulted in the usual way through a series of regional pay briefings during September and October.

ALACE, the trade union that represents Chief Executives for the purpose of national bargaining, has also now submitted its claim for 2020 to the Joint Negotiating Committee (JNC) for Chief Executives. The claim is for an award that is no less favourable than that which is finally agreed for the NJC employees. Although in recent years pay awards to Chief Executives have either been frozen for longer periods than NJC staff or capped beyond certain earnings levels, historically it is more usual for national pay awards for Chief Executives (and Chief Officers) to reflect the award made to NJC staff.

No pay claim has yet been made on behalf on the JNC for Chief Officers.

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