



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

# Agenda

## Joint Consultative and Safety Committee

Date: **Wednesday 4 November 2020**

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Time: **5.30 pm**

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Place: **Virtual Meeting**

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For any further information please contact:

**Alec Dubberley**

Service Manager Democratic Services

0115 901 3906

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# Joint Consultative and Safety Committee

## Membership

**Chair** Councillor Alex Scroggie

**Vice-Chair** Councillor Roxanne Ellis

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

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## **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 25 August 2020** 5 - 7
- 3 Declaration of Interests.**
- 4 Sickness Absence** 9 - 16  

Report of the Service Manager Organisational Development.
- 5 Current Staffing Issues** 17  

Report of the Service Manager Organisational Development.
- 6 Minor Changes to the Establishment** 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 Paragraph 4 of Part 1 of Schedule 12a of the Local Government Act 1972.
- 9 Consultation closure- senior management review ("phase 2")** 21 - 75  

Report of the Chief Executive.



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

**Tuesday 25 August 2020**

Councillor Alex Scroggie (Chair)

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

Officers in Attendance:        D Archer and H Lee

**1            APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

Apologies for absence were received from Sean Redgate (GMB).

**2            TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE  
            MEETING HELD ON 28 JANUARY 2020**

**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**

The Service Manager Organisational Development presented a report which had been circulated in advance of the meeting informing members of current levels of sickness absence in the organisation with information on trends.

**RESOLVED:**

To note the report.

**5            GENDER PAY GAP**

The Service Manager Organisational Development presented a report which had been circulated in advance of the meeting reporting the gender pay gap as at 31 March 2020.

**RESOLVED:**

To note the report.

**6 MINOR CHANGES TO THE ESTABLISHMENT**

The Service Manager Organisational Development presented a report which had been circulated in advance of the meeting highlighting minor changes to the staffing establishment since the last meeting.

**RESOLVED:**

To note the report.

**7 CURRENT STAFFING ISSUES**

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

**RESOLVED:**

To note the report.

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

None.

**9 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

That, 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 reports involve the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12a of the Local Government Act 1972.

**10 CONSULTATION CLOSURE- BEREAVEMENT LEAVE**

The Service Manager Organisational Development presented a report which had been circulated in advance of the meeting which sought authority for commencement of a consultation with trade unions on a 'Parental Bereavement Leave' policy and to progress the adoption of the policy through the relevant committees at Council.

**RESOLVED:**

To approve the commencement of the consultation and the implementation process.

**11 CONSULTATION CLOSURE- GMB CHARTER, DOMESTIC ABUSE**

The Service Manager Organisational Development presented a report, which had been circulated in advance of the meeting, which proposed that the formal consultation on the proposed methods to be adopted locally in support of the GMB Charter to stop domestic abuse be closed, and requested comments and recommendations to inform the Appointments and Conditions of Service Committee prior to its implementation of any such support methods.

Members commented were aware of the importance of the Charter and fully supported its commitment to assisting any employees experiencing domestic abuse.

**RESOLVED:**

To close the formal consultation and fully support the Charter.

The meeting finished at 6.15 pm

Signed by Chair:  
Date:

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

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

**Date:**       **4 November 2020**

**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**

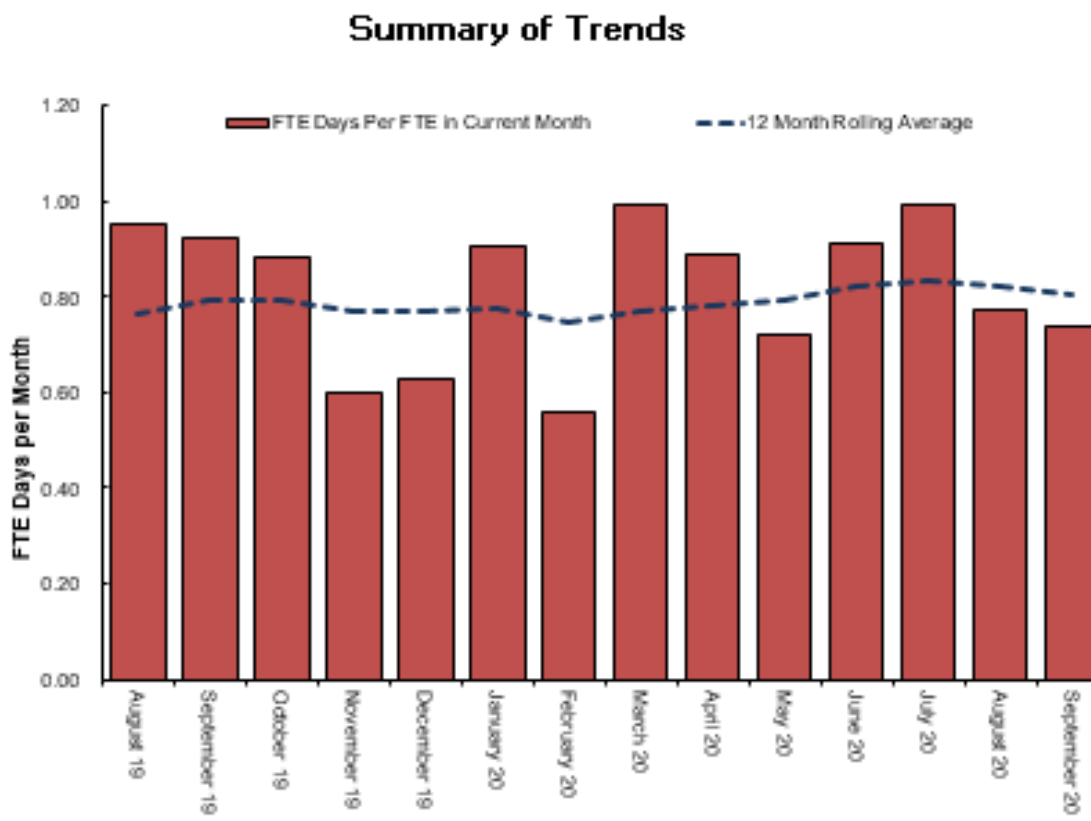
- The summary of trends graph in Appendix 1 shows that the outturn for the full year up to September 2020 at 9.68 days lost per employee is above the annual target of nine days. However, the rate of absence has improved over the last two months (August and September).
- Earlier in the year the levels of absence were been adversely affected by Covid-related sickness:
  - In March 21% of absences related to Covid-19
  - In April 19% of absences related to Covid-19
  - In May 12% of absences related to Covid-19
  - In June 7% of absences related to Covid-19After this time (once testing became available) up to and including September there were no confirmed cases of Covid. After June the rate of absences due to Covid-like symptoms were negligible. Having said this, during October there have been six confirmed positive cases of Covid within the workforce. This has led to the absence of the employees and in one case up to now, the isolation of three work colleagues that had been in close and sustained proximity to the affected employee through work. It is anticipated that absence related to Covid is now likely to again rise, certainly for a short length of time at least.
- The target for the year 2019/20 remains at nine days
- The number of long-term absences remain quite high at seven cases although most (five) of these are in just two teams, Waste and Parks and Street Care. Currently long-term absence accounts for about half of the sickness of the council.

- During September and October the attendance management policies were independently audited. Although not yet formally released as a final report, the draft version is very positive about the robustness of our policies and processes. Draft comments in the report include;

*“Policies & Procedures: The Council has a clear sickness management policy in place, which covers both short and long-term absences and outlines clear responsibilities for staff, managers and HR. The policy is available on the intranet and printed versions are also available in each department*

*The Policy was benchmarked to policies of four similar sized local authorities and it was found that Gedling Borough Council’s was the strongest we reviewed. The GBC Policy trigger points for Stage 2 and 3 were far more specific and robust than the other similar sized authorities; they were based on tangible and measurable absences rather than the manager’s discretion as to whether further escalation is required.”*

Summary of trends graph; year to date at September 2020



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
August 19	4.54	3.57	0.95	9.16	0.76
September 19	4.41	3.70	0.93	9.53	0.79
October 19	3.85	3.71	0.89	9.52	0.79
November 19	2.85	3.66	0.60	9.25	0.77
December 19	3.47	3.65	0.63	9.27	0.77
January 20	4.13	3.69	0.91	9.34	0.78
February 20	2.81	3.52	0.56	8.95	0.75
March 20	4.73	3.60	0.99	9.22	0.77
April 20	4.43	3.70	0.89	9.41	0.78
May 20	3.79	3.79	0.72	9.54	0.80
June 20	4.14	3.89	0.91	9.85	0.82
July 20	4.33	3.96	0.99	10.03	0.84
August 20	3.87	3.90	0.77	9.86	0.82
September 20	3.35	3.81	0.74	9.68	0.81

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

Days Lost Per FTE Employee: Year to September 2020								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	13.97	14.61	14.29	4.62	30.51	2.13	0.85%	3.74	5.27	6.88	8.33	9.66	10.32
	H&S/ Marketing/ Project Management	3.00	2.00	2.50	1.00	3.00	1.20	0.48%	1.20	1.20	1.20	1.20	1.80	1.80
	Parks and Street Care	52.58	52.77	52.68	31.25	988.03	18.76	7.47%	18.52	18.79	18.00	17.71	17.71	17.25
	Property	10.85	11.85	11.35	3.92	32.84	2.89	1.15%	2.22	2.21	3.21	3.21	3.73	4.36
	Revenues and Welfare Support	34.91	31.64	33.28	17.18	263.41	7.92	3.15%	8.26	9.01	9.44	9.07	9.03	9.15
	Transport and Waste	64.97	64.59	64.78	29.86	855.58	13.21	5.26%	13.56	13.31	12.10	10.82	10.55	10.70
		1.00	0.00	0.50	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>181.29</b>	<b>177.46</b>	<b>179.38</b>	<b>87.84</b>	<b>2173.37</b>	<b>12.12</b>	<b>4.83%</b>						
Director of Health & Community Wellbeing	Public Protection	33.24	31.11	32.18	11.76	216.59	6.73	2.68%	6.85	7.26	7.58	7.81	6.96	6.09
		1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>34.24</b>	<b>32.11</b>	<b>33.18</b>	<b>11.76</b>	<b>216.59</b>	<b>6.53</b>	<b>2.60%</b>						
Director of OD & Democratic Services	Community Relations	9.97	10.49	10.23	4.28	163.21	15.95	6.36%	15.16	14.59	13.90	12.37	12.55	12.65
	Customer Services and Communications	36.64	36.58	36.61	16.55	169.61	4.63	1.85%	5.03	5.19	5.57	6.03	6.22	6.33
	Democratic Services	9.58	8.09	8.84	4.08	52.31	5.92	2.36%	4.27	2.98	1.87	1.87	1.98	1.98
	Legal Services	7.62	6.85	7.24	1.61	6.01	0.83	0.33%	0.83	0.83	3.30	5.90	8.47	11.53
	Organisational Development	5.30	3.80	4.55	0.81	2.66	0.58	0.23%	0.58	0.54	0.52	0.53	0.53	0.51
		1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>70.11</b>	<b>66.82</b>	<b>68.47</b>	<b>27.33</b>	<b>393.80</b>	<b>5.75</b>	<b>2.29%</b>						
Planning, Leisure, EG & Regen	Development Services	16.09	18.09	17.09	3.41	160.04	9.36	3.73%	9.85	8.63	7.01	5.38	4.21	2.76
	Economic Growth and Regeneration	7.00	8.00	7.50	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Leisure Services	54.73	54.69	54.71	28.21	599.72	10.96	4.37%	11.34	12.17	12.40	11.88	11.28	10.49
	Planning Policy	5.43	4.24	4.84	1.00	1.00	0.21	0.08%	0.21	0.19	0.18	0.19	0.19	0.19
		1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>84.26</b>	<b>86.02</b>	<b>85.14</b>	<b>32.62</b>	<b>760.76</b>	<b>9.04</b>	<b>3.56%</b>						
<b>Grand Total:</b>		<b>369.91</b>	<b>362.42</b>	<b>366.16</b>	<b>159.55</b>	<b>3544.52</b>	<b>9.68</b>	<b>3.86%</b>	<b>9.86</b>	<b>10.03</b>	<b>9.85</b>	<b>9.54</b>	<b>9.41</b>	<b>9.22</b>

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

Days lost per FTE employee: September 2020								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	14.81	14.81	14.81	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	H&S/ Marketing/ Project Management	2.00	2.00	2.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Parks and Street Care	52.77	52.77	52.77	5.00	70.00	1.33	6.03%	1.64	1.97	0.99	0.77	1.77	1.69
	Property	11.85	11.85	11.85	1.27	7.59	0.64	2.91%	0.14	0.00	0.00	0.00	0.00	0.47
	Revenues and Welfare Support	31.64	31.64	31.64	3.93	11.81	0.37	1.70%	0.34	0.87	0.98	0.88	0.68	1.08
	Transport and Waste	66.59	64.69	65.59	5.86	85.67	1.30	5.93%	1.25	1.65	1.89	0.98	0.96	1.75
		0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>179.46</b>	<b>177.46</b>	<b>178.46</b>	<b>16.07</b>	<b>174.97</b>	<b>0.98</b>	<b>4.46%</b>						
Director of Health & Community Wellbeing	Public Protection	31.11	31.11	31.11	2.00	27.00	0.87	3.95%	0.68	0.74	0.71	0.85	0.95	0.24
		1.00	1.00	1.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
<b>Service Total:</b>		<b>32.11</b>	<b>32.11</b>	<b>32.11</b>	<b>2.00</b>	<b>27.00</b>	<b>0.84</b>	<b>3.82%</b>						
Director of OD & Democratic Services	Community Relations	10.49	10.49	10.49	0.81	17.53	1.67	7.60%	1.73	1.75	1.74	0.87	0.95	1.28
	Customer Services and Communications	36.58	36.58	36.58	1.51	14.62	0.40	1.82%	0.13	0.49	0.12	0.00	0.04	0.47
	Democratic Services	8.09	8.09	8.09	0.59	13.87	1.71	7.79%	1.47	1.71	0.00	0.00	0.00	0.00
	Legal Services	6.85	6.85	6.85	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.73	0.00
	Organisational Development	3.80	3.80	3.80	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
<b>Service Total:</b>		<b>66.82</b>	<b>66.82</b>	<b>66.82</b>	<b>2.91</b>	<b>46.03</b>	<b>0.69</b>	<b>3.13%</b>						
Planning, Leisure, EG & Regen	Development Services	18.09	18.09	18.09	0.00	0.00	0.00	0.00%	1.11	1.27	1.22	1.16	1.49	1.11
	Economic Growth and Regeneration	8.00	8.00	8.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Leisure Services	55.66	54.69	55.17	3.86	20.54	0.37	1.69%	0.46	0.61	1.08	1.38	1.33	1.13
	Planning Policy	4.24	4.24	4.24	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
<b>Service Total:</b>		<b>87.00</b>	<b>86.02</b>	<b>86.51</b>	<b>3.86</b>	<b>20.54</b>	<b>0.24</b>	<b>1.08%</b>						
<b>Grand Total:</b>		<b>365.39</b>	<b>362.42</b>	<b>363.90</b>	<b>24.84</b>	<b>268.54</b>	<b>0.74</b>	<b>3.35%</b>	<b>0.77</b>	<b>0.99</b>	<b>0.91</b>	<b>0.72</b>	<b>0.89</b>	<b>0.99</b>

## Long term (20 days+ in month)/ short term sickness analysis for September 2020

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	2	5	43.05	68.49	62.86%	40.00%
	Property	0	2	0.00	7.53	0.00%	0.00%
	Revenues and Welfare Support	0	5	0.00	11.68	0.00%	0.00%
	Transport and Waste	3	5	64.57	75.08	86.01%	60.00%
Head of Service Total:		5	17	107.62	162.77	66.12%	29.41%
Director of Health & Community Wellbeing	Public Protection	1	2	21.52	26.42	81.48%	50.00%
Head of Service Total:		1	2	21.52	26.42	81.48%	50.00%
Director of OD & Democratic Services	Community Relations	1	2	8.92	16.84	52.95%	50.00%
	Customer Services and Communications	0	2	0.00	14.34	0.00%	0.00%
	Democratic Services	0	1	0.00	13.62	0.00%	0.00%
Head of Service Total:		1	5	8.92	44.81	19.91%	20.00%
Planning, Leisure, EG & Regen	Leisure Services	0	10	0.00	24.76	0.00%	0.00%
Head of Service Total:		0	10	0.00	24.76	0.00%	0.00%
Grand Total:		7	34	138.06	258.76	53.36%	20.59%

## Long term (20 days+ in month)/ short term sickness analysis for June 2020

### Analysis of Short and Long Term Absence - June 2020

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	1	6	21.52	51.49	41.80%	16.67%
	Revenues and Welfare Support	0	4	0.00	30.25	0.00%	0.00%
	Transport and Waste	4	8	86.10	121.32	70.97%	50.00%
Head of Service Total:		5	18	107.62	203.06	53.00%	27.78%
Director of Health & Community Wellbeing	Public Protection	1	1	21.52	21.52	100.00%	100.00%
Head of Service Total:		1	1	21.52	21.52	100.00%	100.00%
Director of OD & Democratic Services	Community Relations	1	2	8.92	17.31	51.52%	50.00%
	Customer Services and Communications	0	2	0.00	4.47	0.00%	0.00%
Head of Service Total:		1	4	8.92	21.78	40.95%	25.00%
Planning, Leisure, EG & Regen	Development Services	1	1	21.52	21.52	100.00%	100.00%
	Leisure Services	2	8	29.88	61.28	48.76%	25.00%
Head of Service Total:		3	9	51.40	82.80	62.08%	33.33%
Grand Total:		10	32	189.47	329.16	57.56%	31.25%

## Long term (20 days+ in month)/ short term sickness analysis for April 2020

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%





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

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

**Date:** 4 November 2020

**Author:** Service Manager; Organisational Development

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

This is an information item highlighting to the Committee, any issues of particular interest that relate to the council's workforce.

### **2. Recommendation**

The Committee is asked to note this report.

### **3. Summary of current issues**

3.1 Although plans had begun to be implemented to return office staff back to the Civic Centre in early September, almost as soon as the re-population had started the government reviewed its advice to only come into a workplace where it was necessary. Since then the "tiered rules" have been introduced that place Nottinghamshire into a high risk category ("very high"- tier 3 from 29 October). All of this has meant that most office workers now continue to work from home in flexible and agile ways. Other services such as Waste and Parks continue to operate normally at the moment with leisure centres offering a range of redesigned services.

The second wave of Covid-19 is beginning to have a direct impact on staffing levels with additional absence being caused by implementation of the reviewed government guidance that imposes a strict isolation regime for workers that have been in close regular contact with another person (including a work colleague) that has been given a positive Covid diagnosis.

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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:** 4 November 2020

**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 no staffing proposals affecting the permanent Establishment that have been considered by Senior Leadership Team outside the full JCSC framework.

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By virtue of paragraph(s) 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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