



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

Agenda

Joint Consultative and Safety Committee

Date: **Tuesday 23 February 2021**

Time: **5.30 pm**

Place: **Virtual Meeting**

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 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 4 November 2020** 7 - 9
- 3 **Declaration of Interests.**
- 4 **Health and Safety Annual Report 2019/20** 11 - 35
Report of the Health, Safety and Emergency Planning Officer.
- 5 **Sickness Absence** 37 - 45
Report of the Head of HR, Performance and Service Planning.
- 6 **Current Staffing Issues** 47 - 48
Report of the Head of HR, Performance and Service Planning.
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Report of the Head of HR, Performance and Service Planning.
- 8 **Any other item which the Chair considers urgent.**
- 9 **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.

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|-----------|--|----------|
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MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE

Wednesday 4 November 2020

Councillor Alex Scroggie (Chair)

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

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

12 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

None.

13 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 25 AUGUST 2020

RESOLVED:

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

14 DECLARATION OF INTERESTS.

None.

15 SICKNESS ABSENCE

The Service Manager Organisational Development presented a report giving information about current levels of sickness absence in the organisation with information on trends.

RESOLVED:

To note the report.

16 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.

17 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.

18 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

19 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 report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12a of the Local Government Act 1972.

20 CONSULTATION CLOSURE- SENIOR MANAGEMENT REVIEW ("PHASE 2")

The Chief Executive introduced a report, which had been circulated in advance of the meeting, which formally closed formal consultation on proposals to alter the senior structure of the organisation as well as seeking comments to be passed onto the Appointment and Conditions of Service Committee, who would make the final decision.

RESOLVED to:

- 1) Note the comments from affected employees and trade union representatives;
- 2) Support the proposals in the report but express regret over the resulting job losses; and
- 3) Recommend that the Appointments and Conditions of Service Committee and management are mindful of staff morale throughout the implementation of the proposals.

The meeting finished at 6.50 pm

Signed by Chair:
Date:

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Report to Joint Consultative and Safety Committee

Subject: Corporate Health and Safety Annual Report 2019/20

Date: 23 February 2021

Author: Health, Safety and Emergency Planning Officer

Wards Affected

Borough wide

Purpose

To present the Corporate Health and Safety Annual report 2019/20 that was presented at Cabinet Thursday 12 November 2020.

Key Decision

This is not a key decision.

Recommendations

THAT:

- 1) For the committee to support the findings of the report and continue to recognise the importance of H&S.
- 2) The Corporate Health and Safety Annual Report 2019/20 be noted at Appendix 1.
- 3) To note the formal officer delegations L1 to L4 for Health and Safety functions that were formally agreed at Cabinet 12.11.20, at Appendix 2
- 4) To note the Risk definitions and assurance ratings, at Appendix 3

1 Background

- 1.1 The Health and Safety at Work etc. Act 1974 imposes a number of obligations on employers, employees and others in regards health, safety and welfare in connection with work activities. In relation to the Council's

role as an employer, these are executive functions that fall within the remit of Cabinet. These statutory duties are separate from the Council's role as an enforcement body, which ensures that other employers within the borough comply with their obligation under the Act and other applicable Health and Safety (H&S) legislation. It is important to note that the Health, Safety and Emergency Planning Officer (HSEPO) is not responsible for enforcement of these activities of other employers within the borough where the Council is the responsible enforcement body. Those functions are a non-executive functions falling within the remit of the Environment and Licensing Committee and the Public Protection service area.

- 1.2 Reporting annually on H&S performance is considered good practice by the Health and Safety Executive, the Institute of Directors and the Royal Society for the Prevention of Accidents (RoSPA). The Management of Health and Safety at Work regulations 1999 also requires all employers to periodically review their H&S management system.
- 1.3 JCSC members are asked to receive this annual H&S report to inform them of health and safety performance covering the period April 2019 – March 2020.
- 1.4 The Council manages a wide portfolio of services for a Borough of more than 117,900 people. Some of these services involve a potential significant risk of harm to our staff and others that our work activities could affect. To this end, to prevent injury and ill health, the Council's objective is to have a positive health and safety culture, a robust H&S management system and be committed to the principles of sensible risk management and compliance with our legal obligations.
- 1.5 To achieve this the Council has implemented a H&S management system that involves all staff, our partners, others and wider Council work activities. We retain a specialist Chartered Safety and Health Practitioner to maintain this system and train managers and staff to understand and control the risks that arise from our service to the community.
- 1.6 The HSEPO service and H&S Annual Report supports the Council's priorities and assists service areas in achieving the Council's overall vision of Serving People Improving Lives.

The HSEPO service supports the following Gedling Plan objectives:

- High Performing Council: To be a high performing, efficient and effective Council, to maintain a positive and supportive working environment and strong employee morale and improve use of digital technologies
- Healthy Lifestyles: To promote the health and well-being of our

residents, to improve health and wellbeing and reduce health inequalities.

2 Proposal

- 2.1 It is proposed that the Corporate Health and Safety Annual Report 2019/20, at Appendix 1 be noted.
- 2.2 That the delegations in relation to health and safety functions agreed at Cabinet on 12.11.20, at Appendix 2 be noted. In furtherance any action taken in respect of delegation L4, the leader will be informed of any such incidents.
- 2.3 That the Risk definitions and assurance ratings, at Appendix 3 be noted.

3 Alternative Options

- 3.1 Not to present an annual Health and Safety report, in which case JCSC members will not be updated on H&S activity across the Council and understand whether the Council's commitment to the management of H&S risks are being managed effectively.

4 Financial Implications

- 4.1 There are no financial implications directly arising from this report.

5 Legal Implications

- 5.1 The Council must comply with a number of statutory obligations in the Health and Safety at Work etc. Act 1974 and other H&S legislation, Health and Safety Executive Guidance, Approved Codes of Practice and other industry best practice.

6 Equalities Implications

- 6.1 There are no equalities implications directly arising from this report.

7 Carbon Reduction/Environmental Sustainability Implications

- 7.1 There are no carbon reduction/environmental sustainability implications directly arising from this report.

8 Appendices

- 8.1 Appendix 1. Corporate Health and Safety Annual Report 2019/20
- 8.2 Appendix 2. Health & Safety and Emergency Planning delegations

8.3 Appendix 3. Risk definitions and assurance ratings

9 Background Papers

9.1 None identified.

10 Reasons for Recommendations

10.1 To ensure the JCSC members are updated in respect of Health and Safety activity across the Council in order to provide assurance of the Council's commitment to the management of health and safety and associated risks are being managed effectively.

Statutory Officer approval

Approved on behalf of the Chief Financial Officer

Date: 29.10.20

**Approved on behalf of the
Monitoring Officer**

Date: 29.10.20

CORPORATE ANNUAL HEALTH AND SAFETY REPORT 2019/20

1. Purpose of this report

1.1 This report provides a summary of health and Safety activity of the Council for the period of 1 April 2019 to 31 March 2020 in order to provide assurance of the Council's commitment to the management of health and safety risks and the Council's H&S management system. The report also provides an update on the following:

- The Council's compliance with legislative and regulatory requirements;
- H&S corporate management system summary;
- Accidents and incidents reported;
- Training delivered;
- Occupational health provision;
- Inspections and audits;
- Joint consultation;
- Partnerships;
- Key achievements for the period 1 April 2019 to 31 March 2020;
- Planned activity during 2020/21;
- Risk;
- Conclusions.

2. Background and Corporate Management

2.1 The health, safety and wellbeing (HSW) arrangements within the Council is of paramount importance. The Health, Safety and Emergency Planning Officer within the Council endeavours to continually monitor HSW performance within the authority in order that improvements can be made to ensure legal compliance, financial savings and, most importantly, the safety of staff, customers, volunteers our contractors and others are safeguarded.

2.2 The Health, Safety and Emergency Planning Officer (HSEPO) completed work tasks using two comprehensive H&S and Emergency planning / Business Continuity work plans during 2019/20. A work plan is a workplace strategy aimed at helping to solve problems, boost drive and focus and is commonly implemented for a period of twelve months.

2.3 AssessNET is the Council's main H&S software. The risk assessment module on AssessNET is now the single place for activity risk assessments to be generated, stored and accessed. AssessNET remains the main single

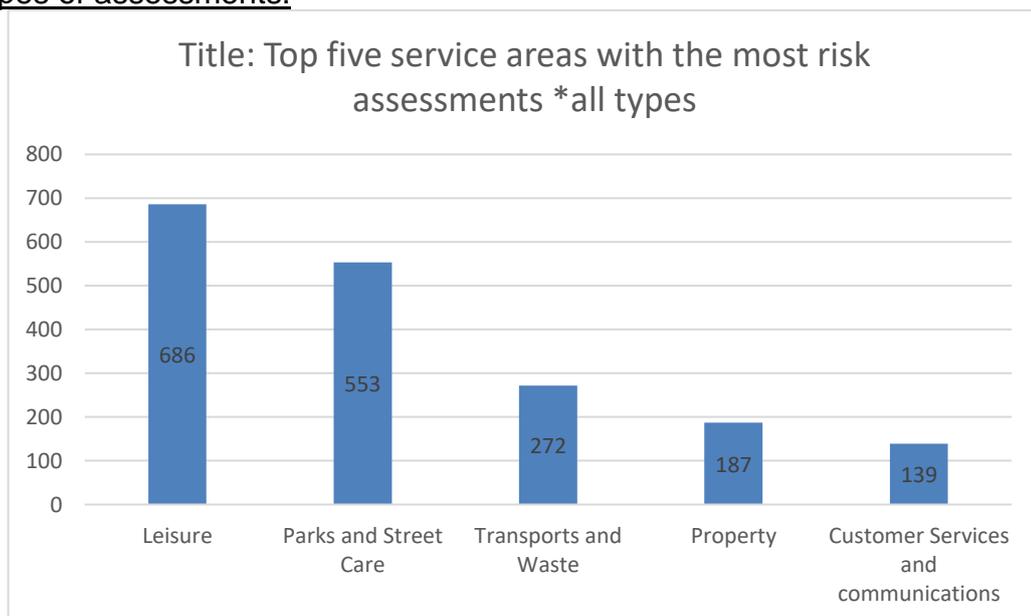
information depository through the AssessNET portal accessed through the Council's intranet page.

2.4 As a result of the first annual risk assessment return, the Council now has a better understanding of the risk assessment profile. There was 2342 risk assessments recorded in total. Bar chart 1 below shows the largest type of assessments at the Council are Activity Risk Assessments. Secondly, Manual handling, third Display Screen Equipment (DSE) assessments (DSE assessments consist of two types of assessments self-assessment and home worker assessments). The fourth highest assessment total was the Control of Substances Hazardous to Health (CoSHH) assessments and the fifthly Vibration assessments.

2.5 Bar Chart 1. The top five risk assessments by type for the whole Council.



2.6 Bar Chart 2. The top five service areas with the most risk assessments for all types of assessments.

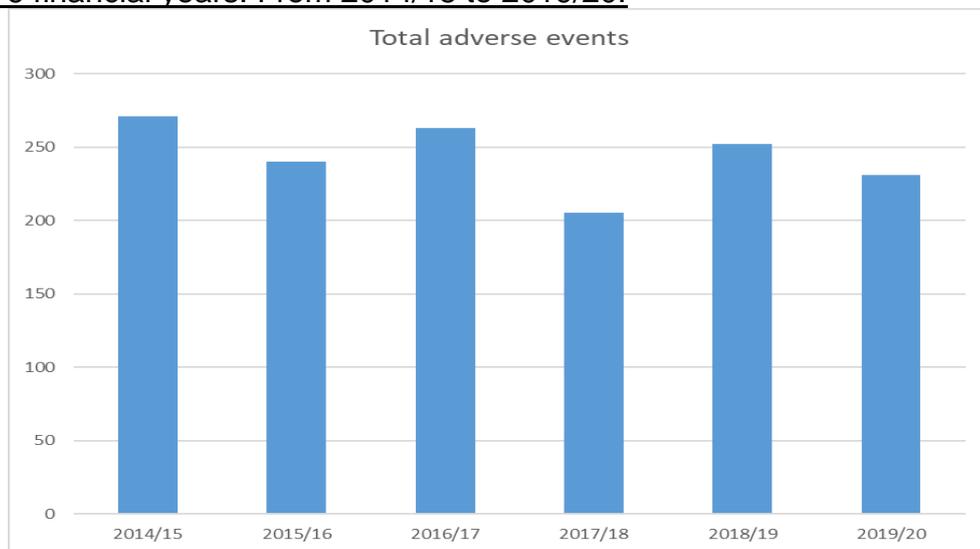


- 2.7 When both Leisure Services and Parks and Street Care risk assessments are combined together they total 1239 or 53% of Council H&S risk assessments. The five service areas listed combined together totals 1837, or 78% of Council H&S risk assessments. The remaining 22% of risk assessments amounts to all other remaining service areas not listed, in total 505 assessments.
- 2.8 The HSEPO maintains and updates Corporate Health and Safety Policies and Guidance. The Corporate Policies and Guidance documents are used by management and wider workforce to aid them in meeting Council and individual H&S responsibilities.

3. Accidents and Incidents Reported

- 3.1 AssessNET is the Council’s main H&S software for recording accidents and incidents. The software 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.
- 3.2 The HSEPO has continued to collate, prepare and submit accident statistics and other safety reports for management to measure safety performance. A number of accidents, incidents and hazards reported has highlighted a need to review the approach to statutory and other workplace inspections. In addition, after analysis of manual handling related accidents. There will be a review of manual handling risk assessments and supporting the facilitation of training.
- 3.3 Information on accidents, incidents and ill health can aid the review of risk assessments, helping to develop solutions to potential risks. These records can also help to prevent future injuries and ill health and develop better training materials and mitigate costs from accidental loss.

3.4 Bar chart 3. Total number of Accident and Incident (Adverse Events) for the last 6 financial years. From 2014/15 to 2019/20.



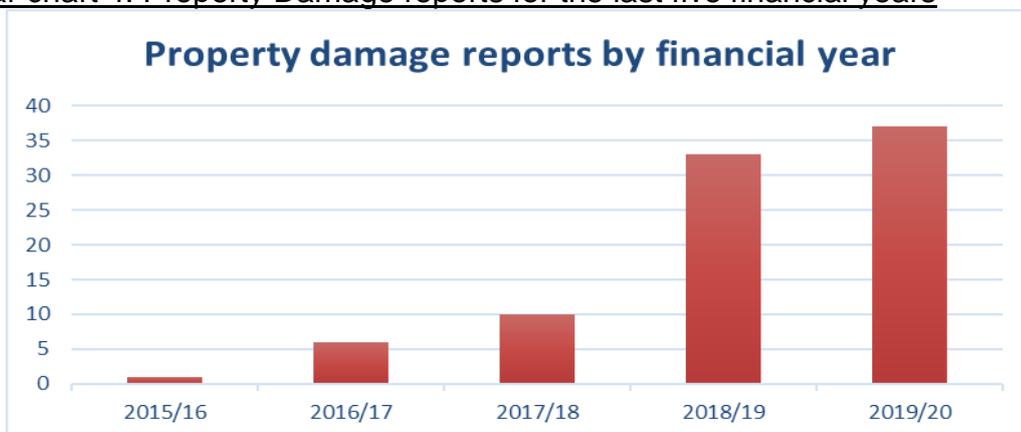
3.5 The last six years of accident and incident reporting has maintained a fairly consistent level of reporting with no real significant increases or dips identified in the levels of reporting. For 2014/15; 2015/16; 2016/17; 2017/18; 2018/19 and 2019/20 saw 271; 240; 263; 205; 252, and 231 adverse events reported respectively.

3.6 Line chart 2. Shows the number of Hazard reports reported between 2015/16 to 2019/20.



3.7 The number of hazards reported initially doubled when AssessNET was first introduced (January 2018). The last two years have seen marginal increases in the levels of reporting. The year-on-year breakdown is as follows: 2015/16, 2016/17, 2017/18; 2018/19 to 2019/20 were 15, 14, 30, 31 and 31 respectively. A high level of hazard reports can be viewed as reflecting a healthy improving reporting culture. A healthy reporting culture has high levels of hazard and near miss reporting. These are the adverse events that the Council wants to be identified to help prevent someone getting hurt or property being damaged. It is believed that the increase in reporting is not a reflection of a worsening position, more a better reflection of reporting events that were possibly not reported historically via the previous paper based system.

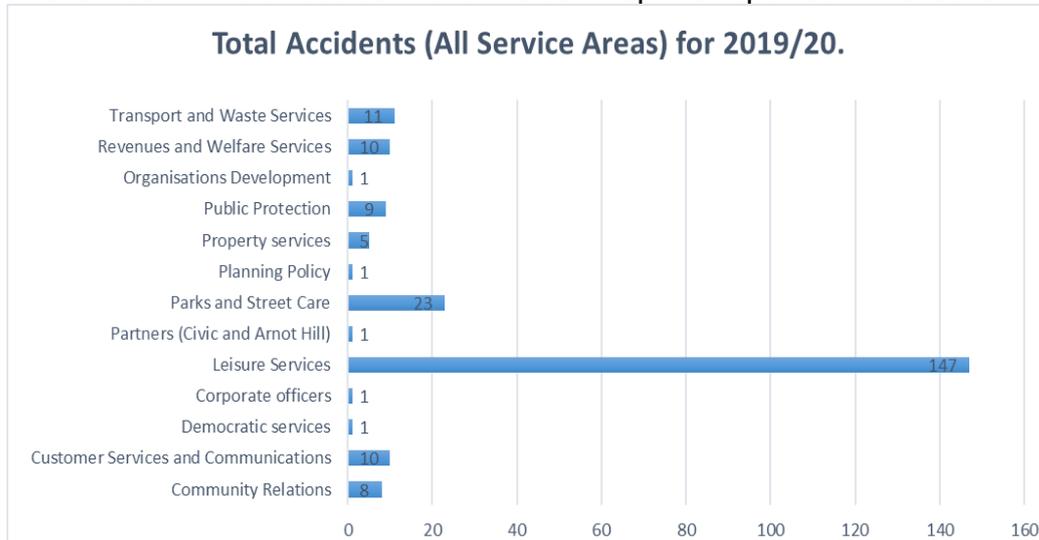
3.8 Bar chart 4. Property Damage reports for the last five financial years



3.9 It is believed that the level of property damage reports is not a reflection of a worsening position or that Council is seeing more damage to property or property being damaged by Council activities, nor that we have a more

accident prone workforce. Between 2015/16 to 2019/20 the cumulative year totals for property damage reports were 1, 6, 10, 34 and 37 respectively. The statistics are seen as an improving level of reporting by officers that is similar to the increase in hazards reported. It is therefore considered to be a better reflection of reality in comparison to under reporting in past years.

3.10 Total Accidents service area breakdown (All service areas) for 2019/20
 There was 227 total accident and incident reports reported in 2019/20.



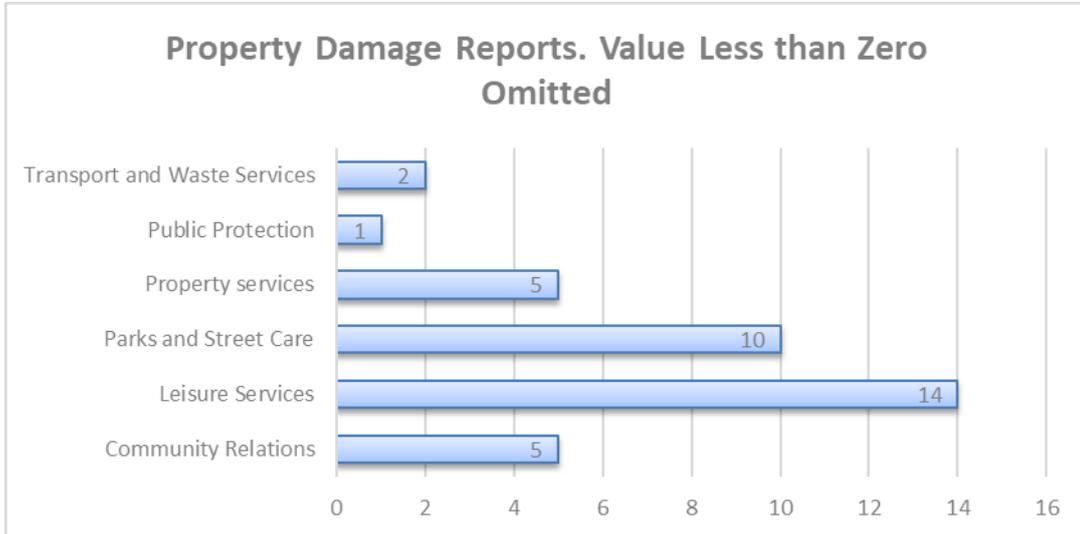
3.11 The accident statistic that clearly stands out is the 147 accident reports for Leisure services across the five centres. This value is broken down by 138 customer accidents and 9 involving employees. To provide some context to this level of reporting, Leisure Services over the past seven financial years has seen an overall decline in all accidents reported. This positive trend has mirrored a growing level of customers attending the centres over the same period. For example in 2019/20 Leisure Services as a whole welcomed 1,033,691 customers, these visits resulted in only 147 accidents. That equates to less than 0.01% of visitors having an accident. That is a very low accident rate.

3.12 There are many factors that have contributed towards Leisure Services H&S accident and incident reporting standards. There have been years of interventions, advice and support from the HSEPO, others factors include local management prioritising resource to H&S arrangements, AssessNET software improvements, Leisure Services risk management reserve investments, refurbishments that have improved H&S standards, external audit recommendations, improving contractor control, external accreditations and safety awards and improvements to the quality of accident and incident investigations. Leisure Services released staff to attend internally facilitated H&S training. They have also benefitted historically from attending external facilitated specialist training such as the National Pool Management Qualification and Pool Plant Operators training. Leisure have comprehensive arrangements in place for training lifeguards through the National Pool Lifeguard Qualification. In summary, the investment in staff training and local management putting that training into practice has clearly had wider positive

H&S impacts. Of course, these standards have to be maintained and continually improved.

3.13 **Breakdown of Property Damage reports for 2019/20**

There was 37 Property Damage reports reported in 2019/20. The breakdown is shown below.



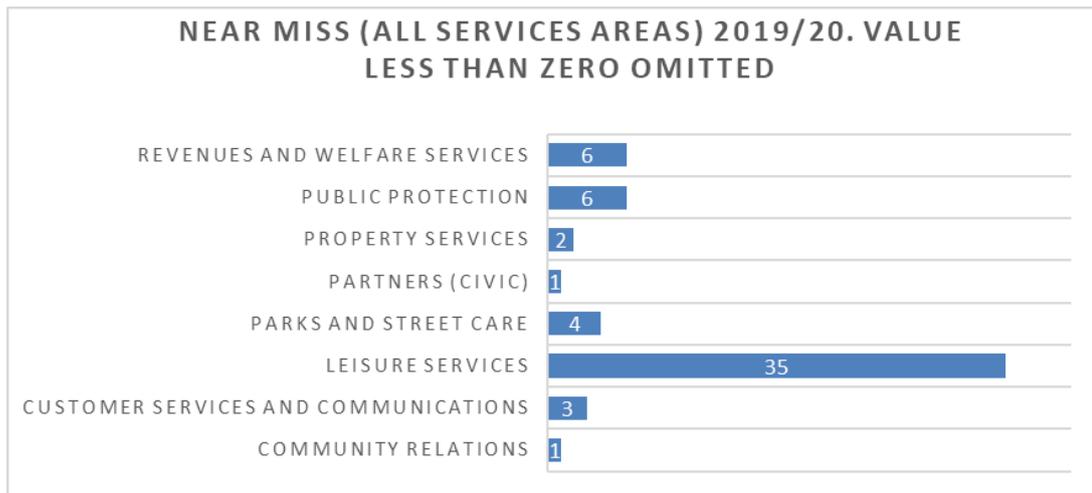
3.14 In summary, the property damage reports included:

- 7 Accidental damage / loss incidents;
- 1 Accidental Fire;
- 2 Arson attacks;
- 1 Faulty equipment incident;
- 2 Impact incidents;
- 1 Loss of Power event;
- 2 Storm damage incidents;
- 7 Theft and Attempted theft incidents;
- 1 Water damage incident;
- 10 Vandalism / Malicious Damage incidents.

3.15 **Total Near Miss reports for 2019/20**

Definition of a Near Miss. A **Near miss** is an event that, while not causing harm, has/had the potential to cause injury or ill health

There was 58 Near Miss reports reported in 2019/20. See bar chart below.



3.16 The property damage incidents of note was an arson attack on the Arnot Hill Park play area in May 2019, this resulted in £34,000 in replacement costs. In addition, the former Mapperley rail tunnel and Gedling Country Park were notable hot spots for high cost property damage reports. The accident fire event involved the loss of a Waste Freighter on the A60, this was a high cost event. The water damage incident involved costs associated with investigating the leak and repair works at a leisure centre. In addition, storm damage caused by Storm Ciara in February 2020 was also a particular event of note.

4. Training Delivered

4.1 The HSEPO delivered the H&S training plan for 2019/20. In addition to the planned activities there was additional sessions delivered at the request of local management. The training was either delivered by the HSEPO or commissioned from external providers. Where external training was arranged, providers were accredited and qualified to deliver the specialist courses and where necessary the course was tailored to the Council's needs. In terms of H&S competence of officers, to ensure the Council has competent staff to identify and manage risk, it is important that competence is evidenced at all levels throughout the Council. This is in part achieved through the provision of H&S training and development.

4.2 Both the manager's and employee duties to attend training is clearly outlined within the Council's H&S Policy. The Policy stipulates management duties to provide sufficient information, instruction, training and supervision, to this end to enable all employees to avoid accidents and hazards at work. The Policy clearly outlines that all employees have to attend all health and safety training sessions arranged on their behalf. It is generally understood in the workplace that employees will commonly avoid systems they do not know how to use, no matter how intuitive they may be, so training is a must and more often than not it is a statutory duty. However, in terms of the level of attendance at H&S training, there was several examples of late cancellations or non-attendance. The attendance at training needs to be improved and will continue to be monitored.

4.3 Course facilitated by the HSEPO during 2019/20 (including emergency planning training)

<u>Course type</u>	Total employees /Councillors trained
<u>Course type (Internal training) – 7</u>	
Needlestick (Sharps) awareness course.	12
Employee H&S Awareness course – mandatory for all employees (2 courses delivered)	45
Risk Assessment (incl. AssessNET) training for managers and supervisors.	16
Client officer and construction management training (contractor)	10
Control of Substances hazardous to health training for managers and supervisors.	6
Display Screen Equipment assessor training (for Managers and Supervisors)	10
<i>Total Internal training sessions attended</i>	99
<u>Course type (external training) – 11</u>	
Display screen equipment (DSE) risk management course, HSL	1
Violence and aggression (four sessions)	50
First aid (three sessions)	13
Level 3 award in Legionella Control for Responsible Persons	15
Legionella awareness (for nominated persons) Level 2 course.	9
Confined space training (Low risk)	4
<i>Total External training sessions attended</i>	92
<u>Emergency Planning Training - 6</u>	
Multi-agency Operational Response Training (MORT)	1
Emergency planning briefing session, for senior managers	6
Resilience Direct Administrator training	1
Elected member - emergency planning briefing	4
Evacuation and Shelter awareness training	5
LRF Cyber Workshop	1
<i>Total Emergency planning sessions attended</i>	18
<i>Combined training grand total of all training types</i>	209

5. Occupational Health Provision

5.1 H&S occupational health management and surveillance has continued to be managed and delivered by the HSEPO. A Personal Assistant to SLT provided temporary assistance in arranging and supporting the administration of health surveillance clinics and other administration duties, this support ended in January 2020.

5.2 The annual Health Fair is an important occupational health promotion. These events provide strong welfare interventions, which are also known to have links to reducing workplace sickness and ill health absence. The Health Fair 2019/20 was delivered on 15th January 2020. It was a very successful event.

The event was only possible with the support from Leisure Services and Community Relation Service colleagues.

- 5.3 The provision of occupational health is currently under contract with Orchard Health, they provide occupational health surveillance services. In addition, several occupational health interventions were completed by the HSEPO to support employees and managers.
- 5.4 Eyesight tests and the provision of corrective aids are a requirement of the Display Screen Equipment Regulations. The Council's external supplier of eye test vouchers is Specsavers. The vouchers on redemption cover the cost of the eye test and dependant on circumstance may pay a contribution towards the cost of corrective eye wear.
- 5.5 The Specsavers eye test vouchers include two types of Vouchers. A computer Visual Display Units (VDU) vouchers and the Driver's eye care vouchers. Driver's vouchers were issued to any Council officer that use any Council fleet vehicle as part of their duties. The levels of vouchers can naturally vary due to personal circumstances such as an employee eye condition, officer discomfort and possible changes in vision, optometrists and other sources. The number of vouchers issued are known to be lower than expected as some officers choose not to attend Specsavers and use other opticians that the Council does not provide financial support for.

6. Inspections and Audits

- 6.1 The HSEPO completed planned and unannounced periodic inspections in 2019/20. These activities identified both good and improvement areas. For example, the HSEPO on identifying unsafe plant and working practices provided advice on addressing the issues and recommended remedial action. In extreme circumstances, the work activities were suspended or escalated to management.
- 6.2 The HSEPO assisted with five internal audits conducted by the Council's internal auditors. In addition, the Council uses an external contractor to audit all five centres in Leisure Services. The resource previously directed to audit the leisure centres is now utilised by the HSEPO to conduct audits in other service areas audited on a reduced cycle such as civic-based service areas.
- 6.3 The HSEPO completed seven internal H&S audits in 2019/20. The Covid-19 emergency, delayed the completion of the last H&S audit report of the year.
- 6.4 H&S audit grading has five grade descriptors available. They range from Excellent to Poor standard descriptors. The HSEPO sets the bar high on purpose for achieving excellent grades to drive higher standards.
- 6.5 The H&S Audit Grade descriptors for each grade are shown below as well as the colour coded system used.

Excellent
Good standard
Satisfactory standard
Unsatisfactory
Poor

6.6 The below table shows the service area and departments audited during 2019/20 and the rating achieved.

Service area / department audited	Rating
Customer services, Communications & IT (All departments)	Unsatisfactory
PASC – Cemeteries Department	Unsatisfactory
Public Protection - Neighbourhood Warden team	Unsatisfactory
Property services - Building services	Unsatisfactory
PASC - Pet Cremation	Unsatisfactory
Community Relations (All departments)	Good standard
Revenues and Welfare (All departments)	Unsatisfactory

6.7 The Council has now adopted a more stringent methodology for audit scores and as a result this has provided a higher number of results classified as unsatisfactory. In addition, Customer services and Communications was the first audit to go through the new iAuditor software questionnaire process. Please also refer to Appendix 3 for risk rating assurance assessments and direction of change between 2014/15 to 2019/20.

6.8 H&S audits in past years have been conducted on a largely risk-based approach. Generally, service areas based in the civic centre have been assessed as low risk. However, it is clear from the audit results, that the balance of the audit cycle was not quite right.

7. Joint Consultation

7.1 Three Corporate Health and Safety (CHAS) Group meetings were held in quarters 1, 2 and 3, with the exception of quarter 4 due to resourcing the Covid-19 emergency response effort. A briefing note was issued by the HSEPO for every quarter in 2019/20.

7.2 CHAS meetings are important consultation sessions with the workforce via CHAS representatives and the UNION safety representative. Every department has a CHAS representative that attends and represents their service.

8. Partnerships

- 8.1 The HSEPO is currently the secretary for the Nottinghamshire Risk Management Group (NRMG). The NRMG is a group of H&S practitioners from across Nottinghamshire, two Derbyshire local authorities areas and two other non-local authority organisations. This is a valuable group for networking and sharing good practice and learning. The NRMG members also provide mutual aid request assistance.
- 8.2 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). During 2019-20 the HSEPO was progressing towards attaining Chartered status. The HSEPO also maintained his full membership of the International Institute of Risk and Safety Management (IIRSM); with designatory letters of MIIRSM. The Council is a Corporate Member of The Royal Society for the Prevention of Accidents (RoSPA).

9. Summary of Key Achievements

- 9.1 Achieved the highest officer attendance at the annual health promotion (Health fair 2019/20).
- 9.2 The Council has invested £117,500 into H&S risk mitigation measures (between 2015/16 and 2019/20), of which £23,000 was committed in 2019/20.
- 9.3 The Volunteer Policy was approved during 2019/20. This work was expedited to support the Covid-19 Humanitarian assistance 'Giving for Gedling' response.
- 9.4 The HSEPO through his working relationships internally and externally lead the project to procure an emergency high volume pump and trailer for flood emergencies for Colwick quays. The HSEPO worked with colleagues to develop the pump specification, procure, arrangements for training and instructions for deployment and established ongoing servicing. This also included the activation protocols between the Environment Agency, County Council and our emergency team. The procedures include river level gauge monitoring and understanding when the asset is activated, deployed and when it is stood-down.
- 9.5 The HSEPO attended a Display Screen Equipment risk management course at the Health and Safety Laboratory in September 2019. This provided a valuable opportunity to review DSE assessment processes and templates. Bringing these documents up to current best practice standards.

- 9.6 The Community Relations service area H&S audit report demonstrated that H&S had become firmly embedded as a priority within the service. Effective H&S management required prioritised resource. Following past learning in asbestos and legionella control, the Service Manager put H&S as the heart of personal development of the team and the delivery of high risk functions. This has clearly delivered positive results.
- 9.7 In addition, progress has been made at Killisick Community Centre, where a Children's Centre is based, with Nottinghamshire County Council and Nottinghamshire Healthcare Trust referring to it as one of the best managed sites in the County for H&S.
- 9.8 The HSEPO reviewed and updated the following corporate H&S Guidance in 2019/20:
1. Display Screen Equipment.
 2. Legionella.
 3. Client officer and Construction management.
 4. COSHH.
- 9.9 Two lone working reviews were completed by the HSEPO.
- 9.10 A review of Occupational health surveillance clinic feedback findings was completed by the HSEPO
- 9.11 H&S audits saw the introduction of iAuditor software. This now provides a consistent benchmarking tool and a percentage score for H&S audit scores.

10. Planned Activity for 2020/21

- 10.1 Due to significant emergency planning and business continuity commitments, the HSEPO work plan objectives will be much reduced in 2020/21. This will include:
- A review of the H&S Policy and the H&S management system,
 - Accident and incident investigations as well statutory reporting to the HSE,
 - H&S training delivery,
 - Audits, inspections and site visits to support Council functions,
 - Occupational health delivery and sourcing a new provider,
 - Corporate Guidance and instruction delivery,
 - H&S Software management (AssessNET and Lone working software),
- 10.2 All service areas and departments will be required to complete an Annual Statistical return and declaration for their departmental risk assessments.
- 10.3 To support the audit of the internal Health and Safety function to be conducted by the Council's internal auditors and answer follow-up enquiries to the previous audits.

11. Risk

- 11.1 The Corporate Risk Register specifically includes 'Failure to Protect Staff, including Health and Safety'. Which was amber at year end with a target risk rating of green. This was predominately to implement emergency evacuation templates and at the end of 2019/20 to implement 'Covid Secure' risk assessments for re-occupation of Council premises and reinstatement of services. Officers are engaged in assessing all of the potential risks, any ineffective systems, processes and equipment that can present danger to individuals or groups of employees. This is particularly relevant for service delivery and the associated health and safety and financial impacts. Officers will determine how these can be mitigated and managed.
- 11.2 The HSEPO will continue to identify risk. Once the risk is identified, it will be prioritised for action and managed accordingly. These risks will be managed through the Risk Management Strategy and Framework, departmental risk register and work plans. Several risks were identified in 2019/20. Recommendations have and are to be made to the Senior Leadership Team to address these known and emerging risks.
- 11.3 In 2019/20, a large amount of resource was directed to Brexit emergency preparedness, as well as several significant emergency response and recovery events including flooding in June, August and November 2019 along with Storm Ciara and Storm Dennis in February 2020 and latterly the Covid-19 significant emergency response. HSEPO was the lead officer for implementing the flood relief community and hardship grants and implementing the flood impact assessments. It is important to highlight, that one of the significant risks for the Council is the unpredictable nature of emergency incidents and the reactive nature of H&S requests. These types of emergencies remain a key risk in being able to achieve the H&S planned objectives of 2020/21.
- 11.4 Health and safety arrangements, such as internal and external facilitated training sessions will be planned and delivered in new Covid secure ways.
- 11.5 Failure of employees to attend H&S training increases the risk to the Council. It is therefore important that attendance is monitored and action taken if it does not improve.

12. Conclusions

- 12.1 In summary 2019/20 was overall a successful year for maintaining the H&S management system with the available resource available. The unpredictable reactive nature of the role was undoubtedly a key factor in maintaining standards and making continual improvements to the H&S management system. These and other factors were monitored closely and where necessary escalated to SLT.
- 12.2 Please refer to Appendix 3 for risk rating assurance assessments, these position assessments provide year on year status comparators and the current year's direction of change.

Health & Safety and Emergency Planning Matters - Executive Functions			
Ref No.	Function	Authorised Officer	Consultation/ Limitation
L1	To make amendments to any Health and Safety Policy or associated documents.	Head of Paid Service	
L2	To make amendments to any Health and Safety Policy or associated documents, which are: a) a minor variation; or b) required to be made to remove any inconsistency, ambiguity or typographical correction; or c) required to be made so as to put into effect any decision of the executive; or d) required to be made so as to reflect any changes in job titles or structural changes.	Health Safety and Emergency Planning Officer	
L3	To agree procedural documents including guidance and protocols setting out processes for the discharge of health and safety/emergency planning functions.	Health, Safety and Emergency Planning Officer	
L4	To suspend any Council activities which are being carried out (whether by Council employees or volunteers/contractors acting on the Council's behalf), which he reasonably believes are in breach of the Health and Safety at Work etc Act 1974 and any other relevant H&S legislation.	Health, Safety and Emergency Planning Officer	Where possible in consultation with the relevant Service Manager
L5	To approve minor updates to the Business Continuity Policy.	Director	
L6	To make amendments to the Business Impact Assessment templates and guidance to ensure they remain fit for purpose.	Health, Safety and Emergency Planning Officer	

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Appendix 3. Risk definitions and assurance ratings

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.

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	2019/20 Current	Direction 19/20 (Improving, no change, or deteriorating)
1	Safety guidance, assistance & legislation	Very High	Low	Low	Medium	Medium	Medium	Medium	No change
2	Safety training delivery	High	Medium	Medium	Medium	Medium	Medium	Medium	No change
3	Safety Audits, Inspections and visits	Medium	Low	Medium	Low	Low	Low	Medium	Deteriorated
4	Accidents, Incidents, Investigations and learning	High	Medium	Medium	Medium	Medium	Low	Low	Improved
5	Occupational Health & promotion	High	Low	Medium	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

The outlook in this area remains positive and is tracking towards a low risk rating. The Annual H&S declaration was a very useful exercise to raise awareness of the profile of risk assessments across the Council.

Assurance Assessment

Inherent risk rating	Very High	Increase (FFI/ sentences/ fines) and a Very High inherent risk
Residual risk rating 2019/20	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.

Assurance Assessment

Inherent risk rating	High	No change to inherent risk
Residual risk rating 2019/20	Medium	

Residual Risk Direction: No change



3. H&S Audits, Inspections and Site visits

Assurance Statement

This year's risk rating has slightly deteriorated due to the results of the audits conducted. At this point, there is not a full suite of audits for the whole Council, therefore it would be premature to provide a completely conclusive assessment. A general observation is regarding the quantity and quality of service area departmental inspections. The new iAuditor software was introduced for H&S internal audits. With Leisure services now using an external contractor to audit their service, this released resource to audit civic-based service areas.

Assurance Assessment

Inherent risk rating	Medium	No change to inherent risk
Residual risk rating 2019/20	Medium	

Residual Risk Direction: Deteriorated



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 2019/20	Low	

Residual Risk Direction: Improving



5. Occupational Health and promotions

Assurance statement

The residual risk has slightly deteriorated but remains at medium risk rating due to current controls. The HSEPO has worked hard to maintain compliance and achieved some significant work streams during the temporary administration support. However, significant periods of high support requests and external factors have also affected this risk area. The temporary assistance has now also ceased.

Assurance Assessment

Inherent risk rating	High	No change to inherent risk
Residual risk rating 2019/20	Medium	

Residual Risk Direction: No change 

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Report to Joint Consultative and Safety Committee

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

Date: **23 February 2021**

Author: **Head of HR, Performance and Service Planning**

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 December 2020 at 9.80 days lost per employee is above the annual target of nine days. However, the rate of absence was largely static between November and December and on a monthly basis the absence rate is lower in December than in any of the months between March and October.
- The target for the year 2019/20 remains at nine days
- 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-19

After 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 was negligible. Having said this, during October there were six confirmed positive cases of Covid within the workforce. This led to the absence of the employees and in one case also resulted in the isolation of three work colleagues that had been in close and sustained proximity to the affected employee through work.

As a “snapshot”, at the start of December 2020 there were no staff testing positive for C-19 although seven staff were isolating and shielding Clinically Extremely Vulnerable People.

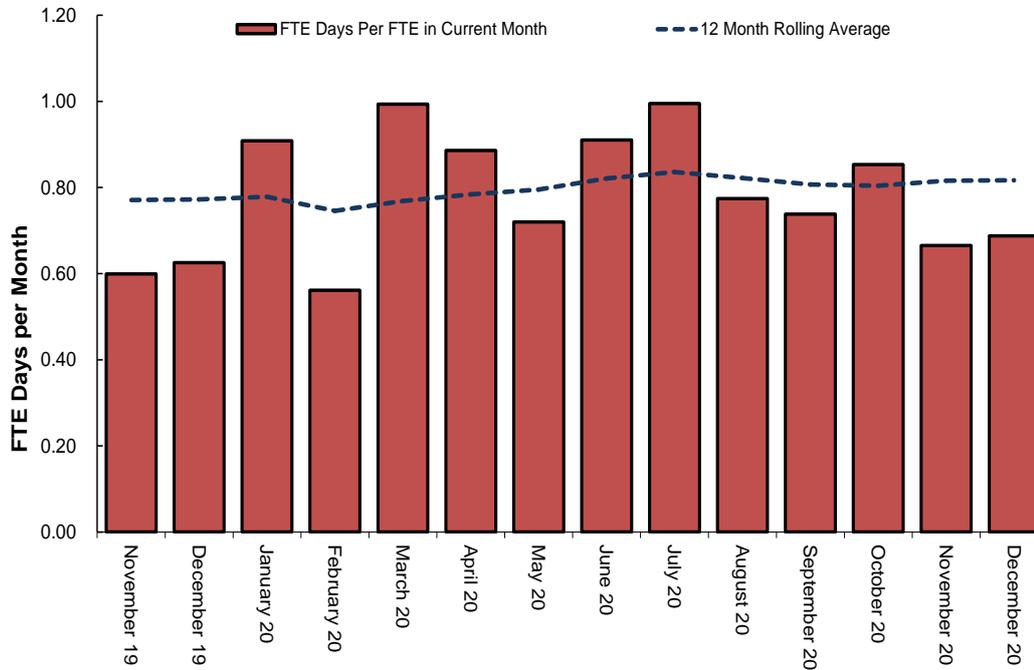
By the end of December two people had declared absence related to C-19 and this accounted for 34 working days lost out of 267.5 days (so, an absence rate of 12.7% attributable to C-19 for the month).

Although there is not yet any firm payroll data for January 2021, “soft data” reported from teams at the end of January confirmed that one member of staff at that time had a positive C-19 test result and that nine employees were isolating either to shield Clinically Extremely Vulnerable People or due to contact with someone who had a positive result. By 9 February when papers were uploaded the number of cases of Covid had again returned to zero.

- Generally the number of long-term absences remains quite high at six cases although this number has continued to fall over the last year (down from nine cases in April and ten in June). Most (five) of these are in just two teams, Waste and Public Protection. Currently long-term absence accounts for about half of the sickness of the council.

Summary of trends graph; year to date at December 2020

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
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
October 20	3.88	3.81	0.85	9.65	0.80
November 20	3.17	3.84	0.67	9.79	0.82
December 20	3.44	3.84	0.69	9.80	0.82



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

Days Lost Per FTE Employee: Year to December 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	Year to date trend						
									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	
Corporate Resources	Customer Services	24.54	24.54	24.54	11.37	107.41	4.38	1.74%	4.67						
	Democratic Services and H&S	9.18	8.69	8.93	1.59	67.40	7.55	3.08%	7.33						
	Financial Services	14.97	13.61	14.29	2.00	16.75	1.17	0.49%	1.79	1.74	2.13	3.74	5.27	6.88	
	HR, Performance and Svs Planning	5.89	4.84	5.37	1.41	4.89	0.91	0.40%	0.90						
	Information & Communications Technology	8.00	8.00	8.00	1.00	2.00	0.25	0.10%	0.25						
	Legal Services	7.46	6.85	7.16	1.00	5.00	0.70	0.29%	0.84	0.83	0.83	0.83	0.83	3.30	
	Revenues	13.36	11.25	12.30	6.24	180.73	14.69	6.38%	13.76						
		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	0.00
Service Total:		84.40	78.79	81.60	24.62	384.17	4.71	1.93%							
Environment, Communities & Leisure	Community Relations	5.88	7.00	6.44	1.00	1.80	0.28	0.10%	0.42						
	Leisure Services	54.81	53.95	54.38	24.67	511.46	9.41	3.76%	10.17	10.46	10.96	11.34	12.17	12.40	
	Parks and Street Care	53.66	50.22	51.94	30.25	871.56	16.78	6.89%	17.67	18.71	18.76	18.52	18.79	18.00	
	Public Protection	30.11	30.86	30.49	12.76	345.75	11.34	4.45%	9.89	8.16	6.73	6.85	7.26	7.58	
	Transport and Waste	65.36	62.99	64.18	31.26	1009.58	15.73	6.36%	15.03	13.79	13.21	13.56	13.31	12.10	
		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	0.00
Service Total:		210.81	206.02	208.42	99.93	2740.15	13.15	5.28%							
Regeneration, Development and Comms	Communications	3.50	4.45	3.97	0.50	1.67	0.42	0.15%	0.37						
	Development Services	18.09	17.09	17.59	4.41	159.91	9.09	3.71%	8.63	8.46	9.36	9.85	8.63	7.01	
	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	
	Facilities- Community Centres	3.62	3.08	3.35	1.76	136.01	40.58	17.52%	43.41						
	Planning Policy	5.43	4.24	4.84	0.00	0.00	0.00	0.00%	0.00	0.00	0.21	0.21	0.19	0.18	
	Projects	1.00	0.00	0.50	0.00	0.00	0.00	0.00%	0.00						
	Property	10.42	10.85	10.64	2.08	27.59	2.59	1.01%	2.60	2.69	2.89	2.22	2.21	3.21	
	Welfare Support	19.87	19.89	19.88	9.44	81.86	4.12	1.63%	3.97						
	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	0.00	
Service Total:		70.93	68.61	69.77	18.18	407.04	5.88	2.35%							
Grand Total:		367.15	353.41	360.28	142.73	3531.36	9.80	3.97%	9.79	9.65	9.68	9.86	10.03	9.85	

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

Days lost per FTE employee: December 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	Current month trend						
									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	
Corporate Resources	Customer Services	24.54	24.54	24.54	0.81	0.68	0.03	0.14%	0.00						
	Democratic Services and H&S	8.69	8.69	8.69	1.00	1.00	0.12	0.58%	1.34						
	Financial Services	14.61	13.61	14.11	0.00	0.00	0.00	0.00%	0.00	0.96	0.00	0.00	0.00	0.00	0.00
	HR, Performance and Svs Planning	4.84	4.84	4.84	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Information & Communications Technology	8.00	8.00	8.00	0.00	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	0.00	0.00	0.00
	Revenues	11.75	11.25	11.50	0.50	9.17	0.80	3.99%	0.92						
		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	0.00
Service Total:		80.29	78.79	79.54	2.31	10.84	0.14	0.68%							
Environment, Communities & Leisure	Community Relations	7.00	7.00	7.00	0.00	0.00	0.00	0.00%	0.00						
	Leisure Services	53.95	53.95	53.95	1.53	17.43	0.32	1.62%	0.26	0.61	0.37	0.46	0.61	1.08	
	Parks and Street Care	50.22	50.22	50.22	7.00	54.50	1.09	5.43%	0.60	1.41	1.33	1.64	1.97	0.99	
	Public Protection	30.86	30.86	30.86	3.76	53.16	1.72	8.61%	1.84	1.32	0.87	0.68	0.74	0.71	
	Transport and Waste	62.99	62.99	62.99	5.00	78.00	1.24	6.19%	1.46	1.71	1.30	1.25	1.55	1.89	
		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:		206.02	206.02	206.02	17.29	203.09	0.99	4.93%							
Regeneration, Development and Comms	Communications	4.45	4.45	4.45	0.00	0.00	0.00	0.00%	0.00						
	Development Services	17.09	17.09	17.09	0.41	9.12	0.53	2.67%	0.57	0.23	0.00	1.11	1.27	1.22	
	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	
	Facilities- Community Centres	3.08	3.08	3.08	0.00	0.00	0.00	0.00%	0.00						
	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	
	Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00						
	Property	10.85	10.85	10.85	0.27	12.43	1.15	5.73%	0.00	0.00	0.64	0.14	0.00	0.00	
	Welfare Support	19.89	19.89	19.89	0.50	8.10	0.41	2.04%	0.56						
		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:		68.61	68.71	68.61	1.18	29.66	0.44	2.16%							
Grand Total:		354.91	353.41	354.16	20.78	243.59	0.69	3.44%	0.67	0.85	0.74	0.77	0.99	0.91	

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

Analysis of Short and Long Term Absence - December 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
Corporate Resources	Customer Services	0	1	0.00	0.68	0.00%	0.00%
	Democratic Services and H&S	0	1	0.00	0.98	0.00%	0.00%
Head of Service Total:		0	2	0.00	1.65	0.00%	0.00%
Environment, Communities & Leisure	Leisure Services	0	4	0.00	18.47	0.00%	0.00%
	Parks and Street Care	0	8	0.00	53.81	0.00%	0.00%
	Public Protection	2	4	45.01	51.95	86.63%	50.00%
	Transport and Waste	3	5	64.57	76.31	84.62%	60.00%
Head of Service Total:		5	21	109.58	200.54	54.64%	23.81%
Regeneration, Development and Comms	Development Services	0	1	0.00	8.88	0.00%	0.00%
	Property	1	1	12.43	12.43	100.00%	100.00%
	Welfare Support	0	1	0.00	7.87	0.00%	0.00%
Head of Service Total:		1	3	12.43	29.18	42.60%	33.33%
Grand Total:		6	26	122.01	231.38	52.73%	23.08%

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%

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Report to Joint Consultative and Safety Committee

Subject: Current staffing issues (Standing Item)

Date: 23 February 2021

Author: Head of HR, Performance and Service Planning

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 continuing "lockdown" regime means that many employees still work from home after almost a year. Currently leisure centres are closed to the public and most employees who normally work at those sites are in receipt of "furlough pay" made through the government's Coronavirus Job Retention Scheme (CJRS).

There is work underway to plan for an eventual return and consideration is being given to how this might be achieved and what the new workplace might look like and operate. It seems likely that there will be a much greater degree of flexibility which in turn should lead to potential benefits in operational efficiency and environmental impact with fewer people regularly travelling to work and to meetings

3.2 The "phase 2" senior management review has now been completed and the new structure implemented. Recruitment is underway to fill the remaining new Head of Service post (the Head of Financial Services and IT). Unrelated to the review, the Corporate Director of Environment, Communities and Leisure is due to leave the council at the end of March and similarly, a recruitment exercise has now commenced to fill this post. An interim arrangement will be applied in the short term.

3.3 The commencement of the council's placements through the supported internship scheme (operated in partnership with Notts County Council and West Notts College) has had to be paused due to the current "lockdown" arrangements but it is hoped that the three students, each with learning difficulties, will be able to begin their placements with us once we move out of "lockdown" again.

3.4 The council is taking an active part in the government's Kickstart scheme designed to help young people (up to the age of 25) who are in receipt of Universal Credit. The scheme offers meaningful paid work on a six-month contract. We have partnered with East Midlands Councils who are acting as an "Employer Gateway" to coordinate the placements. It is hoped that in early spring we will be able to offer two placements in our Waste Team and three in Parks and Street Care.



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: 23 February 2021

Author: Head of HR, Performance and Service Planning

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 are 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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