

# Agenda

## Joint Consultative and Safety Committee

Date: **Tuesday 21 February 2023**

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Time: **5.30 pm**

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Place: **Council Chamber**

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# Joint Consultative and Safety Committee

## Membership

**Chair** Councillor Alex Scroggie

**Vice-Chair** Councillor Roxanne Ellis

Councillor Andrew Ellwood  
Councillor Paul Feeney  
Councillor Helen Greensmith  
Councillor Meredith Lawrence  
Councillor Barbara Miller  
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 15 November 2023.** 5 - 7
- 3 **Declaration of Interests.**
- 4 **Sickness Absence** 9 - 17  
Report of the Head of HR, Performance and Service Planning.
- 5 **Minor Structure Changes** 19  
Report of the Head of HR, Performance and Service Planning.
- 6 **Any other item which the Chair considers urgent.**
- 7 **Exclusion of the public and press.**  
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 three 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.
- 8 **Current Staffing Issues** 21 - 23  
Report of the Head of HR, Performance and Service Planning.
- 9 **Consultation Closure; Staffing Review- Economic Growth and Regeneration** 25 - 59  
Report of the Head of Regeneration and Welfare.
- 10 **Consultation Closure- Officer Declarations of Interest** 61 - 72  
Report of the Monitoring Officer.

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The Head or HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, informing members of the current levels of sickness absence in the organisation and to examine trends.

**RESOLVED:**

To note the information.

**18 CURRENT STAFFING ISSUES**

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, highlighting any issues of particular interest that relate to the council's workforce.

**RESOLVED:**

To note the information.

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

None.

**20 EXCLUSION OF THE 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.

**21 CONSULTATION CLOSURE- PROPOSALS TO INCREASE MINIMUM PAY LEVELS**

The Chief Executive introduced a report, which had been circulated in advance of the meeting, seeking approval to close formal consultation on the proposal to increase the minimum pay level within the Council to Spinal Column Point (SCP) 5 within Band 3.

Members were also asked for comment and recommendation to inform the Appointments and Conditions of Service Committee prior to its decision relating to implementation of the pay policy changes.

**RESOLVED to:**

- 1) Close formal consultation on the proposal to increase the minimum level of pay for employees of the Council; and
- 2) Request the Appointments and Conditions of Service Committee to consider the suggestions to ask that:
  - Representations continue to be made to request that the pay award for 2022/23 be funded by central government.
  - A wider review of pay is undertaken as described within the report.
  - The Chief Executive considers the representations made by the GMB when undertaking such a pay review.

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:** 21 February 2023

**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**

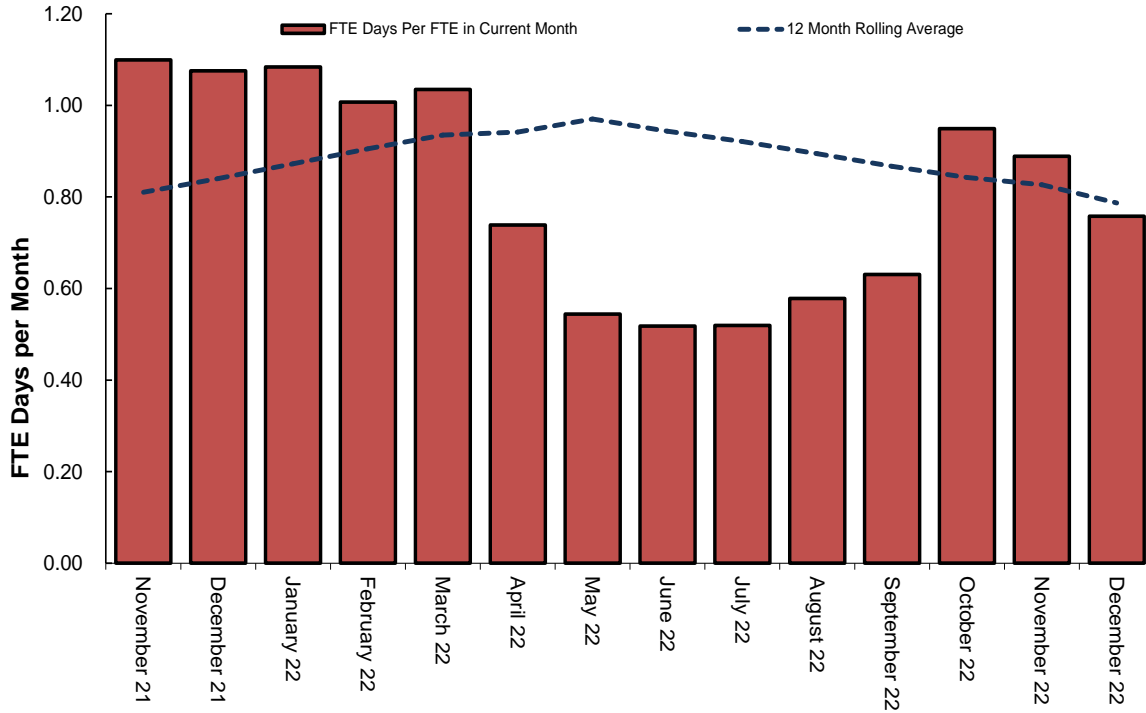
The Committee is asked to note this report.

### **3. Summary of key data**

- The summary of trends graph in Appendix 1 shows that the outturn for the full year up to December 2023 at 9.44 days lost per employee against a target of 9 days.
- This represents an improvement of over two days against the figure of 11.64 days lost in May.
- The rate of absence in December this year (0.76 FTE days lost per FTE) is significantly below the same month last year (1.08 days lost).
- The number of long-term absence cases has increased again in recent months and now stands at six cases. That sickness absence overall is decreasing suggests that short-term absence is also decreasing materially across the Council. Active case management continues and case management conferences are held between HR and senior managers to help to support a return to work where possible for employees that have had longer absences.
- In summary, the general picture is currently positive and the trend of improvement continues. There has been month-on-month improvement now for seven months.
- Over the rolling year the larger teams that did not hit target were PASC, Customer Services, Leisure, and Transport & Waste.

Summary of trends graph; year to date at December 2022

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 21	5.00	3.82	1.10	9.72	0.81
December 21	5.38	3.98	1.08	10.08	0.84
January 22	5.42	4.13	1.08	10.47	0.87
February 22	5.04	4.25	1.01	10.86	0.91
March 22	4.50	4.35	1.03	11.22	0.94
April 22	3.89	4.39	0.74	11.30	0.94
May 22	2.59	4.36	0.54	11.64	0.97
June 22	2.35	4.31	0.52	11.32	0.94
July 22	2.47	4.19	0.52	11.05	0.92
August 22	2.63	4.09	0.58	10.73	0.89
September 22	3.00	3.98	0.63	10.40	0.87
October 22	4.52	3.90	0.95	10.11	0.84
November 22	4.04	3.82	0.89	9.92	0.83
December 22	3.99	3.70	0.76	9.44	0.79

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

### Days Lost Per FTE Employee: Year to December 2022

### 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	Days lost 2 months	Days lost 3 months	Days lost 4 months	Days lost 5 months	Days lost 6 months
Corporate Resources	Customer Services	20.68	17.95	19.32	13.57	432.15	22.37	8.91%	22.15	21.77	19.85	16.66	14.97	13.80
	Democratic Services and H&S	8.69	9.30	8.99	5.50	39.37	4.38	1.74%	3.93	2.19	1.83	1.96	2.01	1.91
	Financial Services	10.80	9.43	10.11	6.93	54.37	5.38	2.14%	4.09	4.24	4.91	4.96	5.37	5.21
	HR, Performance and Svs Planning	4.74	4.74	4.74	2.20	13.25	2.80	1.11%	2.80	2.08	2.04	2.04	2.04	1.41
	Information & Communications Technology	8.00	8.00	8.00	6.00	77.00	9.63	3.83%	9.50	10.13	9.38	9.75	9.75	9.75
	Legal Services	4.68	4.65	4.66	1.81	21.46	4.60	1.83%	4.60	4.60	4.17	4.39	4.39	4.39
	Revenues	12.08	12.17	12.12	4.91	43.46	3.59	1.43%	3.42	2.92	3.56	5.99	7.32	7.63
		3.00	3.00	3.00	1.00	2.00	0.67	0.27%	0.67	0.67	0.67	0.00	0.00	0.00
<b>Service Total:</b>		<b>72.66</b>	<b>69.24</b>	<b>70.95</b>	<b>41.92</b>	<b>683.06</b>	<b>9.63</b>	<b>3.84%</b>						
Environment, Communities & Leisure	Community Relations	4.95	4.95	4.95	1.65	20.11	4.07	1.62%	4.07	4.41	4.41	4.05	2.75	1.87
	Leisure Services	55.16	54.03	54.60	36.59	440.36	8.07	3.21%	8.99	9.78	10.60	10.44	10.99	11.19
	Parks and Street Care	49.97	48.61	49.29	36.43	886.71	17.99	7.17%	19.34	20.19	20.57	21.39	21.25	21.13
	Public Protection	30.11	30.11	30.11	10.76	136.67	4.54	1.81%	4.50	4.61	3.64	3.71	4.01	4.00
	Transport and Waste	64.04	58.76	61.40	42.69	595.89	9.71	3.87%	10.92	11.40	13.03	14.72	15.81	17.11
		2.00	3.00	2.50	0.00	0.00	0.00	0.00%	0.00	0.00	1.67	1.67	2.67	2.67
<b>Service Total:</b>		<b>206.22</b>	<b>199.46</b>	<b>202.84</b>	<b>128.11</b>	<b>2079.74</b>	<b>10.25</b>	<b>4.08%</b>						
Regeneration, Development and Comms	Communications	4.50	4.50	4.50	1.50	6.67	1.48	0.59%	0.59	1.16	1.30	1.55	1.55	1.46
	Development Services	16.69	16.69	16.69	4.00	100.00	5.99	2.39%	4.61	2.70	1.44	1.14	1.02	1.08
	Economic Growth and Regeneration	4.00	4.73	4.36	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	2.81	2.95	2.19	116.70	39.61	15.78%	42.58	40.11	35.49	35.05	36.94	39.52
	Planning Policy	4.24	4.24	4.24	0.84	8.18	1.93	0.77%	0.73	0.25	0.25	0.25	0.25	0.00
	Projects	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
	Property	8.97	10.15	9.56	6.24	118.20	12.36	4.93%	14.74	17.39	19.41	19.58	19.95	20.60
	Welfare Support	19.84	18.08	18.96	10.93	71.50	3.77	1.50%	4.03	4.20	4.29	4.74	5.25	4.87
		2.00	3.00	2.50	0.00	0.00	0.00	0.00%	1.00	0.00	1.00	1.00	1.00	1.00
<b>Service Total:</b>		<b>63.33</b>	<b>64.21</b>	<b>63.77</b>	<b>25.70</b>	<b>421.24</b>	<b>6.71</b>	<b>2.63%</b>						
<b>Grand Total:</b>		<b>342.21</b>	<b>332.90</b>	<b>337.55</b>	<b>196.74</b>	<b>3185.03</b>	<b>9.44</b>	<b>3.76%</b>	<b>9.92</b>	<b>10.11</b>	<b>10.40</b>	<b>10.73</b>	<b>11.05</b>	<b>11.32</b>

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

### Days lost per FTE employee: December 2022

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	17.95	17.95	17.95	3.19	44.08	2.46	12.92%	2.87	3.43	3.05	2.26	2.13	1.80
	Democratic Services and H&S	9.30	9.30	9.30	2.41	5.01	0.54	2.84%	0.65	0.51	0.00	0.00	0.00	0.28
	Financial Services	10.04	9.43	9.74	0.81	15.20	1.56	8.22%	0.10	0.44	0.00	0.00	0.17	0.34
	HR, Performance and Svs Planning	4.74	4.74	4.74	0.00	0.00	0.00	0.00%	0.72	0.04	0.00	0.00	0.63	0.00
	Information & Communications Technology	8.00	8.00	8.00	1.00	10.00	1.25	6.58%	0.00	1.13	0.00	0.00	0.00	0.00
	Legal Services	4.65	4.65	4.65	0.00	0.00	0.00	0.00%	0.00	0.43	0.00	0.00	0.00	0.00
	Revenues	12.17	12.17	12.17	0.81	2.03	0.17	0.88%	0.49	0.41	0.00	0.67	1.16	0.00
		3.00	3.00	3.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.67	0.00	0.00	0.00
<b>Service Total:</b>		<b>69.85</b>	<b>69.24</b>	<b>69.54</b>	<b>8.22</b>	<b>76.32</b>	<b>1.10</b>	<b>5.78%</b>						
Environment, Communities & Leisure	Community Relations	4.95	4.95	4.95	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	1.42	1.50	0.49
	Leisure Services	54.61	54.03	54.32	4.08	16.43	0.30	1.59%	0.19	0.49	0.89	0.31	0.39	0.48
	Parks and Street Care	46.61	48.61	47.61	5.00	73.83	1.55	8.16%	1.91	2.33	1.03	0.98	0.46	0.77
	Public Protection	29.65	30.11	29.88	1.76	14.58	0.49	2.57%	0.95	1.27	0.31	0.00	0.00	0.24
	Transport and Waste	58.76	58.76	58.76	4.00	9.00	0.15	0.81%	0.82	0.10	0.29	0.83	0.63	0.87
		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
<b>Service Total:</b>		<b>197.57</b>	<b>199.46</b>	<b>198.52</b>	<b>14.83</b>	<b>113.84</b>	<b>0.57</b>	<b>3.02%</b>						
Regeneration, Development and Comms	Communications	4.50	4.50	4.50	1.00	5.00	1.11	5.85%	0.00	0.00	0.00	0.00	0.00	0.00
	Development Services	16.69	16.69	16.69	4.00	31.00	1.86	9.78%	2.04	1.26	0.72	0.12	0.00	0.00
	Economic Growth and Regeneration	4.73	4.73	4.73	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Facilities- Community Centres	2.81	2.81	2.81	0.65	14.27	5.08	26.72%	5.08	4.85	0.46	0.00	0.00	0.00
	Planning Policy	4.24	4.24	4.24	0.41	5.07	1.19	6.29%	0.48	0.00	0.00	0.00	0.25	0.00
	Projects	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
	Property	10.15	10.15	10.15	0.27	0.27	0.03	0.14%	0.00	1.26	1.62	1.85	1.20	0.00
	Welfare Support	18.08	18.08	18.08	2.00	6.03	0.33	1.75%	0.06	0.17	0.00	0.19	0.75	0.24
	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	
<b>Service Total:</b>		<b>64.21</b>	<b>64.21</b>	<b>64.21</b>	<b>8.32</b>	<b>61.64</b>	<b>0.98</b>	<b>5.05%</b>						
<b>Grand Total:</b>		<b>331.62</b>	<b>332.90</b>	<b>332.26</b>	<b>31.38</b>	<b>251.80</b>	<b>0.76</b>	<b>3.99%</b>	<b>0.89</b>	<b>0.95</b>	<b>0.63</b>	<b>0.58</b>	<b>0.52</b>	<b>0.52</b>

## Long term (20 days+ in month)/ short term sickness analysis for December 2022

### Analysis of Short and Long Term Absence - December 2022

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	2	4	31.00	43.04	72.09%	50.00%
	Democratic Services and H&S	0	3	0.00	4.90	0.00%	0.00%
	Financial Services	0	1	0.00	14.80	0.00%	0.00%
	Information & Communications Technology	0	1	0.00	9.78	0.00%	0.00%
	Revenues	0	1	0.00	1.97	0.00%	0.00%
Head of Service Total:		2	10	31.00	74.50	41.61%	20.00%
Environment, Communities	Leisure Services	0	8	0.00	16.59	0.00%	0.00%
	Parks and Street Care	3	5	64.57	72.25	89.38%	60.00%
	Public Protection	1	2	9.09	13.98	65.01%	50.00%
	Transport and Waste	0	4	0.00	8.81	0.00%	0.00%
Head of Service Total:		4	19	73.66	111.63	65.99%	21.05%
Regeneration, Development	Communications	0	1	0.00	4.89	0.00%	0.00%
	Development Services	0	4	0.00	30.33	0.00%	0.00%
	Facilities- Community Centres	1	2	13.32	13.32	99.97%	50.00%
	Planning Policy	0	1	0.00	4.93	0.00%	0.00%
	Property	0	1	0.00	0.27	0.00%	0.00%
	Welfare Support	0	2	0.00	5.89	0.00%	0.00%
Head of Service Total:		1	11	13.32	59.63	22.33%	9.09%
Grand Total:		6	40	108.51	245.76	44.15%	15.00%

## Long term (20 days+ in month)/ short term sickness analysis for September 2022

### Analysis of Short and Long Term Absence - September 2022

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	Senior Leadership Team	0	1	0.00	1.96	0.00%	0.00%
	Customer Services	2	6	36.00	53.74	66.98%	33.33%
Head of Service Total:		2	7	36.00	55.69	66.98%	33.33%
Environment, Communities	Leisure Services	1	14	20.06	47.62	42.13%	7.14%
	Parks and Street Care	0	7	0.00	46.88	0.00%	0.00%
	Public Protection	0	1	0.00	8.81	0.00%	0.00%
	Transport and Waste	0	3	0.00	16.63	0.00%	0.00%
Head of Service Total:		1	25	20.06	119.94	16.73%	4.00%
Regeneration, Development	Development Services	0	2	0.00	12.72	0.00%	0.00%
	Facilities- Community Centres	0	1	0.00	1.21	0.00%	0.00%
	Property	1	1	14.86	14.86	100.00%	100.00%
Head of Service Total:		1	4	14.86	28.79	51.62%	25.00%
Grand Total:		4	36	70.92	204.42	34.69%	11.11%

## Long term (20 days+ in month)/ short term sickness analysis for June 2022

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	2	2	34.17	34.17	62.99%	100.00%
	Democratic Services and H&S	0	1	0.00	1.96	0.00%	0.00%
	Financial Services	0	1	0.00	3.91	0.00%	0.00%
Head of Service Total:		2	4	34.17	40.04	85.34%	50.00%
Environment, Communities	Community Relations	0	1	0.00	2.43	0.00%	0.00%
	Leisure Services	0	8	0.00	26.88	0.00%	0.00%
	Parks and Street Care	0	5	0.00	37.18	0.00%	0.00%
	Public Protection	0	2	0.00	6.85	0.00%	0.00%
	Transport and Waste	1	7	21.52	52.83	40.74%	14.29%
Head of Service Total:		1	23	21.52	126.17	17.06%	4.35%
Regeneration, Development	Welfare Support	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:		3	28	55.69	170.13	32.73%	10.71%

## Long term (20 days+ in month)/ short term sickness analysis for March 2022

### Analysis of Short and Long Term Absence - March 2022

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	4	0.00	16.94	0.00%	0.00%
	Democratic Services and H&S	0	1	0.00	2.93	0.00%	0.00%
	Financial Services	0	3	0.00	7.99	0.00%	0.00%
	HR, Performance and Svs Planning	0	1	0.00	6.59	0.00%	0.00%
	Information & Communications Technology	0	3	0.00	16.63	0.00%	0.00%
	Legal Services	0	1	0.00	4.05	0.00%	0.00%
	Revenues	0	1	0.00	3.24	0.00%	0.00%
Head of Service Total:		0	14	0.00	58.38	0.00%	0.00%
Environment, Communities & Leisure	Leisure Services	1	21	21.66	63.91	33.89%	4.76%
	Parks and Street Care	2	8	43.05	95.88	44.90%	25.00%
	Transport and Waste	2	13	45.01	85.80	52.45%	15.38%
Head of Service Total:		5	42	109.71	245.60	44.67%	11.90%
Regeneration, Development and Communities	Communications	0	1	0.00	1.65	0.00%	0.00%
	Facilities- Community Centres	1	1	22.50	22.50	100.00%	100.00%
	Property	0	3	0.00	9.20	0.00%	0.00%
Head of Service Total:		1	5	22.50	33.35	67.47%	20.00%
Grand Total:		6	61	132.21	337.32	39.20%	9.84%



## Long term (20 days+ in month)/ short term sickness analysis for December 2021

### Analysis of Short and Long Term Absence - December 2021

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	1	5	22.50	38.95	57.77%	20.00%
	Financial Services	0	2	0.00	4.12	0.00%	0.00%
	Information & Communications Technology	0	1	0.00	8.81	0.00%	0.00%
Head of Service Total:		1	8	22.50	51.87	43.38%	12.50%
Environment, Communities	Leisure Services	2	13	29.46	55.93	52.68%	15.38%
	Parks and Street Care	4	9	87.08	118.23	73.65%	44.44%
	Public Protection	1	1	9.09	9.09	100.00%	100.00%
	Transport and Waste	2	12	42.07	71.42	58.90%	16.67%
Head of Service Total:		9	35	167.70	254.67	65.85%	25.71%
Regeneration, Development	Communications	0	1	0.00	0.98	0.00%	0.00%
	Facilities- Community Centres	1	1	22.50	22.50	100.00%	100.00%
	Property	1	1	22.50	22.50	100.00%	100.00%
	Welfare Support	0	2	0.00	2.97	0.00%	0.00%
Head of Service Total:		2	5	45.01	48.96	91.93%	40.00%
Grand Total:		12	48	235.20	355.50	66.16%	25.00%

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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:** 21 February 2023

**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 and Safety Committee for full consideration. All new posts have been job evaluated through formal arrangements.

### **4. Summary of proposals**

Since the last JCSC meeting and at the time of papers being written there has been one staffing proposal affecting the permanent Establishment that has been considered by Senior Leadership Team outside the full JCSC framework;

#### **4.1 HR, Performance and Service Planning**

The implemented proposals were to combine the eight hours of the vacant Band 8 Training Officer post with the newly-vacated 18.5 hours of the Band 8 Senior Personnel Officer post. This resulted in the creation of a 26.5 hour Band 8 post of Senior Personnel and Training Officer. The purpose of the change is to add more robustness and flexibility into the small HR team. Appointment to fill the vacancy is now well underway.

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