

Agenda

Joint Consultative and Safety Committee

Date: **Tuesday 14 November 2023**

Time: **5.30 pm**

Place: **Council Chamber**

For any further information please contact:

Democratic Services

committees@gedling.gov.uk

0115 901 3844

Joint Consultative and Safety Committee

Membership

Chair Councillor Michelle Welsh

Vice-Chair Councillor Jim Creamer

Councillor Paul Hughes
Councillor Catherine Pope
Councillor Alex Scroggie
Councillor Jane Walker
Councillor Russell Whiting

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Responsibility of committee:

Providing a forum for discussion and consultation between the Council and Trade Union representatives on matters affecting the Council's employees. Such matters to include but not limited to:

- 1) Employee terms and conditions; and
- 2) Employee health and well-being; and
- 3) Health and Safety of employees.

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 29 August.** 5 - 7
- 3 Declaration of Interests.**
- 4 Sickness absence** 9 - 16
Report of the Head of HR, Performance and Service Planning.
- 5 Minor Establishment changes** 17
Report of the Head of HR, Performance and Service Planning.
- 6 Current staffing issues** 19
Report of the Head of HR, Performance and Service Planning.
- 7 Any other item which the Chair considers urgent.**

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MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE

Tuesday 29 August 2023

Present: Councillor Jim Creamer Councillor Paul Hughes
Councillor David Ellis Councillor Jane Walker
Councillor Rachael Ellis Councillor Russell Whiting

Unison: Susan Buchanan Alison Hunt

Absent: Councillor Michelle Welsh, Councillor Catherine Pope and
Councillor Alex Scroggie

Officers in Attendance: D Archer, B Hopewell and R Hutchinson

8 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Pope, Scroggie and Welsh. Councillors David Ellis and Rachael Ellis attended as substitutes.

9 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 6 JUNE 2023

RESOLVED:

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

10 DECLARATION OF INTERESTS

None.

11 ANNUAL HEALTH AND SAFETY REPORT 2022-23

The Health, Safety and Emergency Planning Manager introduced a report, which was circulated in advance of the meeting, presenting to the Committee the Corporate Health and Safety Annual report for the year 1 April 2022 to 31 May March 2023.

RESOLVED:

To note the report.

12 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 relating to the council's workforce.

RESOLVED:

- 1) The Head of HR, Performance and Service Planning to write to East Midlands Councils to ask that it reports to the Local Government Association the view that central government should offer more financial support to enable district councils to support the costs of national pay awards. and
- 2) To note the report.

13 GENDER PAY GAP

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, highlighting the contents of the gender pay gap information that had been reported.

RESOLVED:

To note the report.

14 MINOR ESTABLISHMENT CHANGES

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, 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 organisation impact and will be authorised for implementation by the Chief Executive under delegated powers.

RESOLVED:

To note the report.

15 SICKNESS ABSENCE

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, informing the Committee of the current levels of sickness absence within the organisation.

RESOLVED:

To note the report.

16 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT

None.

17 EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing 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.

18 CONSULTATION CLOSURE - GIFTS AND HOSPITALITY CODE OF PRACTICE

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, seeking approval to close formal consultation of the proposed revisions to the existing Gifts and Hospitality Code of Practice for Members and Officers and to seek comments and recommendation to inform the Appointments and Conditions of Service Committee prior to its decision relation to implementation of revised policy.

Members felt that the revisions to policy were sensible and would be happy to approve.

RESOLVED to:

Close formal consultation on the proposed revisions to the existing Gifts and Hospitality Code of Practice for Members and Officers (Appendix 1).

The meeting finished at 6.20 pm

Signed by Chair:
Date:

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Report to Joint Consultative and Safety Committee

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

Date: **14 November 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

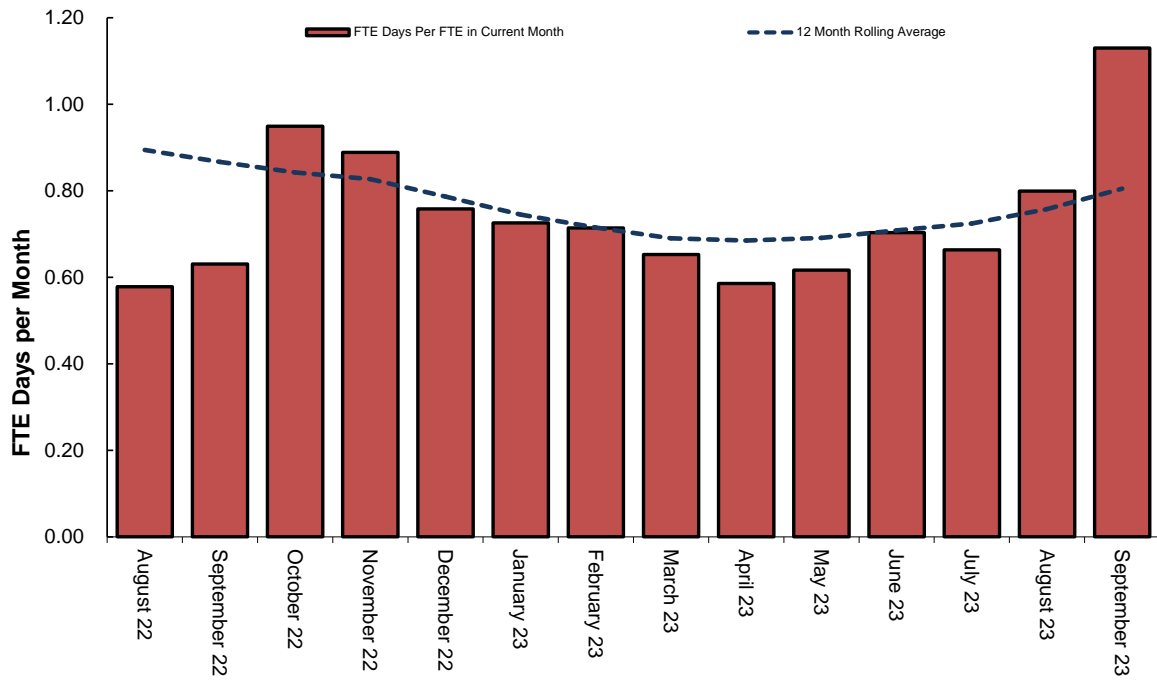
The Committee is asked to note this report.

3. Summary of key data

- The summary of trends graph in Appendix 1 shows the outturn for absence for the full year up to September 2023 at 9.66 days. The year-to-date absence rate is higher than both the previous quarter and previous month's outturn, and now is above the target of nine days.
- Active management of long-term cases of absence continues with regular training being offered to managers to help them to effectively support employees back to work. Clearly, as can be seen in table that shows the analysis of long and short-term absence for September, it is particularly important to pay attention to such absences as long-term sickness currently accounts for almost 60% of days lost. The number of cases of long-term absence has risen from five to twelve over the last six months. So, 12 employees are accounting for about 60% of all days lost due to absence.
- In order to help support people to remain at work the Council provides an Employee Assistance Programme that gives 24/7 access to a range of "talking therapies" either telephone-based or in person together with access to a local physiotherapy service through HR referral.

Summary of trends graph; year to date September

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
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
January 23	3.46	3.54	0.73	8.94	0.75
February 23	3.57	3.42	0.71	8.58	0.72
March 23	2.84	3.28	0.65	8.28	0.69
April 23	3.25	3.23	0.59	8.22	0.69
May 23	3.08	3.27	0.62	8.29	0.69
June 23	3.20	3.34	0.70	8.50	0.71
July 23	3.16	3.39	0.66	8.69	0.72
August 23	3.63	3.48	0.80	9.09	0.76
September 23	5.38	3.68	1.13	9.66	0.81

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

Days Lost Per FTE Employee: Year to September 2023

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
Corporate Resources	Customer Services	17.95	18.78	18.36	15.89	405.61	22.09	8.83%	24.57	26.74	28.06	27.92	27.51	24.74
	Democratic Services and H&S	7.30	10.30	8.80	4.61	16.69	1.90	0.76%	1.90	1.83	1.94	3.27	3.91	3.77
	Financial Services	12.04	10.73	11.39	5.93	50.77	4.46	1.78%	4.27	4.27	4.44	4.45	4.44	4.40
	HR, Performance and Svs Planning	4.74	4.95	4.84	2.00	4.61	0.95	0.38%	0.95	0.95	1.36	1.36	1.36	1.36
	Information & Communications Technology	8.00	7.59	7.80	4.00	113.00	14.49	5.80%	13.85	10.90	10.13	10.13	10.39	12.75
	Legal Services	4.65	4.65	4.65	1.81	5.24	1.13	0.45%	0.62	0.62	0.62	0.62	0.80	4.29
	Revenues	12.17	11.76	11.97	5.72	144.57	12.08	4.83%	10.59	9.55	8.65	6.98	5.45	4.12
		3.00	2.00	2.50	1.00	127.00	50.80	20.32%	43.20	34.00	25.60	16.80	7.60	0.80
Service Total:		69.85	70.76	70.31	40.95	867.50	12.34	4.94%						
Environment, Communities & Leisure	Community Relations	4.95	3.95	4.45	0.65	4.05	0.91	0.36%	0.91	1.94	3.25	3.79	3.79	3.41
	Leisure Services	55.44	55.90	55.67	28.09	611.44	10.98	4.39%	8.71	6.80	6.44	5.80	5.97	5.75
	Parks and Street Care	45.09	44.55	44.82	26.84	737.09	16.45	6.58%	14.97	13.84	12.95	13.41	13.31	14.41
	Public Protection	28.65	29.68	29.16	13.26	162.40	5.57	2.23%	5.89	5.89	5.73	5.52	5.12	4.97
	Transport and Waste	59.28	62.11	60.70	30.36	439.86	7.25	2.90%	6.93	7.33	6.96	6.85	7.37	7.98
		3.00	2.00	2.50	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		196.41	198.18	197.29	99.19	1954.84	9.91	3.96%						
Regeneration, Development and Comms	Communications	4.50	4.50	4.50	2.50	9.67	2.15	0.86%	2.15	1.78	1.78	1.78	1.78	1.78
	Development Services	16.69	12.69	14.69	4.00	86.00	5.85	2.34%	6.67	6.81	6.18	6.18	6.18	6.18
	Economic Growth and Regeneration	4.73	5.54	5.14	1.81	18.92	3.68	1.47%	1.95	1.95	2.16	2.16	2.10	2.34
	Facilities- Community Centres	2.81	2.92	2.86	2.00	149.16	52.06	20.83%	52.52	46.36	47.76	42.68	37.37	29.47
	Planning Policy	4.05	4.05	4.05	1.00	9.12	2.25	0.90%	2.25	1.75	2.30	2.30	2.30	2.30
	Projects	0.00	1.00	0.50	1.00	1.49	2.97	1.19%	2.97	2.97	2.97	2.97	2.97	2.97
	Property	9.15	11.15	10.15	3.95	53.92	5.31	2.13%	6.41	6.72	7.40	7.20	7.27	8.01
	Welfare Support	18.08	18.25	18.17	7.43	44.10	2.43	0.97%	2.33	2.34	3.03	3.02	2.93	3.10
	3.00	3.00	3.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	1.00	
Service Total:		63.02	63.10	63.06	23.69	372.36	6.00	2.36%						
Grand Total:		329.27	332.04	330.66	163.84	3194.71	9.66	3.86%	9.09	8.69	8.50	8.29	8.22	8.28

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

Days lost per FTE employee: September 2023

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
Corporate Resources	Customer Services	18.78	18.78	18.78	2.07	9.23	0.49	2.34%	0.04	0.05	1.40	2.27	2.13	0.63
	Democratic Services and H&S	10.30	10.30	10.30	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.09
	Financial Services	11.73	10.73	11.23	0.00	0.00	0.00	0.00%	0.00	0.00	0.43	0.45	0.27	0.09
	HR, Performance and Svs Planning	4.95	4.95	4.95	0.00	0.00	0.00	0.00%	0.00	0.20	0.00	0.00	0.00	0.00
	Information & Communications Technology	7.59	7.59	7.59	2.00	5.00	0.66	3.14%	3.03	0.79	0.00	0.00	0.00	2.25
	Legal Services	4.65	4.65	4.65	0.81	2.43	0.52	2.49%	0.00	0.00	0.00	0.17	0.00	0.00
	Revenues	11.76	11.76	11.76	1.81	17.84	1.52	7.22%	1.56	2.07	1.67	1.53	1.33	0.81
		2.00	2.00	2.00	1.00	21.00	10.50	50.00%	11.50	10.50	11.00	11.50	8.50	0.00
Service Total:		71.76	70.76	71.26	7.69	55.50	0.78	3.71%						
Environment, Communities & Leisure	Community Relations	3.95	3.95	3.95	0.00	0.00	0.00	0.00%	0.62	0.41	0.00	0.00	0.00	0.00
	Leisure Services	56.90	55.90	56.40	13.57	156.98	2.78	13.25%	1.32	0.94	0.76	0.45	0.89	0.50
	Parks and Street Care	44.55	44.55	44.55	8.00	114.00	2.56	12.19%	1.48	0.77	0.45	0.53	0.46	1.19
	Public Protection	29.68	29.68	29.68	0.00	0.00	0.00	0.00%	0.10	0.13	0.30	0.41	0.39	0.44
	Transport and Waste	62.11	62.11	62.11	5.00	36.00	0.58	2.76%	0.50	0.92	1.07	0.57	0.34	0.97
		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
Service Total:		200.18	199.18	199.68	26.57	306.98	1.55	7.32%						
Regeneration, Development and Comms	Communications	4.50	4.50	4.50	0.00	0.00	0.00	0.00%	0.37	0.00	0.00	0.00	0.00	0.67
	Development Services	12.69	12.69	12.69	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Economic Growth and Regeneration	5.54	5.54	5.54	0.81	8.92	1.61	7.67%	0.00	0.00	0.00	0.00	0.00	0.00
	Facilities- Community Centres	2.92	2.92	2.92	0.00	0.00	0.00	0.00%	0.80	4.27	5.08	5.31	4.80	5.31
	Planning Policy	4.05	4.05	4.05	0.00	0.00	0.00	0.00%	0.50	0.00	0.00	0.00	0.00	0.00
	Projects	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
	Property	11.15	11.15	11.15	0.97	4.86	0.44	2.08%	1.28	0.39	0.55	0.28	0.00	0.08
	Welfare Support	18.25	18.25	18.25	0.00	0.00	0.00	0.00%	0.22	0.01	0.28	0.09	0.00	0.00
	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	
Service Total:		62.10	62.10	62.10	1.78	13.78	0.22	1.06%						
Grand Total:		334.04	332.04	333.04	36.04	376.27	1.13	5.38%	0.80	0.66	0.70	0.62	0.59	0.65

Long term (20 days+ in month)/ short term sickness analysis for September 2023

Analysis of Short and Long Term Absence - September 2023

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		1	1	20.55	20.55	100.00%	100.00%
	Customer Services	0	3	0.00	9.05	0.00%	0.00%
	Information & Communications Technology	0	2	0.00	4.89	0.00%	0.00%
	Legal Services	0	1	0.00	2.43	0.00%	0.00%
	Revenues	1	2	16.22	17.84	90.91%	50.00%
Head of Service Total:		2	9	36.76	54.76	67.13%	22.22%
Environment, Communities	Leisure Services	6	23	98.13	153.92	63.75%	26.09%
	Parks and Street Care	3	9	61.64	111.54	55.26%	33.33%
	Transport and Waste	1	5	20.55	35.22	58.33%	20.00%
Head of Service Total:		10	37	180.32	300.68	59.97%	27.03%
Regeneration, Development	Economic Growth and Regeneration	0	1	0.00	8.92	0.00%	0.00%
	Property	0	1	0.00	4.86	0.00%	0.00%
Head of Service Total:		0	2	0.00	13.78	0.00%	0.00%
Grand Total:		12	48	217.08	369.23	58.79%	25.00%

Long term (20 days+ in month)/ short term sickness analysis for June 2023

Analysis of Short and Long Term Absence - June 2023

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		1	1	21.52	21.52	100.00%	100.00%
	Customer Services	1	4	21.52	25.72	83.67%	25.00%
	Financial Services	0	1	0.00	4.95	0.00%	0.00%
	Revenues	1	2	17.84	20.27	88.00%	50.00%
Head of Service Total:		3	8	60.89	72.46	84.02%	37.50%
Environment, Communities & Leisure	Leisure Services	1	9	10.13	40.58	24.96%	11.11%
	Parks and Street Care	1	1	21.52	21.52	100.00%	100.00%
	Transport and Waste	2	6	43.05	63.66	67.62%	33.33%
Head of Service Total:		4	16	74.70	125.77	59.40%	25.00%
Regeneration, Development and Comms	Facilities- Community Centres	1	1	13.32	13.32	100.00%	100.00%
	Property	1	1	5.95	5.95	100.00%	100.00%
	Welfare Support	0	2	0.00	4.99	0.00%	0.00%
Head of Service Total:		2	4	19.26	24.26	79.41%	50.00%
Grand Total:		9	28	154.86	222.50	69.60%	32.14%

Long term (20 days+ in month)/ short term sickness analysis for March 2023

Analysis of Short and Long Term Absence - March 2023

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	2	0.00	11.16	0.00%	0.00%
	Democratic Services and H&S	0	1	0.00	0.82	0.00%	0.00%
	Financial Services	0	1	0.00	0.82	0.00%	0.00%
	Information & Communications Technology	0	1	0.00	17.61	0.00%	0.00%
	Revenues	0	2	0.00	9.77	0.00%	0.00%
Head of Service Total:		0	7	0.00	40.19	0.00%	0.00%
Environment, Communities	Leisure Services	0	12	0.00	29.13	0.00%	0.00%
	Parks and Street Care	2	7	42.07	58.26	72.21%	28.57%
	Public Protection	1	3	9.09	13.00	69.91%	33.33%
	Transport and Waste	1	8	22.50	55.10	40.84%	12.50%
Head of Service Total:		4	30	73.66	155.50	47.37%	13.33%
Regeneration, Development	Communications	0	1	0.00	2.94	0.00%	0.00%
	Facilities- Community Centres	1	1	13.92	13.92	100.00%	100.00%
	Property	0	1	0.00	0.81	0.00%	0.00%
Head of Service Total:		1	3	13.92	17.67	78.80%	33.33%
Grand Total:		5	40	87.59	213.36	41.05%	12.50%



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: 14 November 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 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 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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Report to Joint Consultative and Safety Committee

Subject: Current staffing issues (Standing Item)

Date: 14 November 2023

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 National pay

National pay award changes apply from 1 April each year. It is often now the case that settlement is achieved some months after the application date and this year's pay claim for NJC staff and Chief Executives has just been settled on 1 November.

In summary the national pay settlement is as follows:

- For NJC employees (most of our workforce) the pay up to spinal column point (SCP) 43 is to be increased by £1,925 pa which equates to approximately £1.00 per hour.
- For NJC employees above SCP43 then the increase is 3.88%
- The pay award represents an increase by 8.9% for our lowest paid employees paid within Band 3.
- The award will be paid with November salaries and will be backdated to 1 April 2023.
- For Chief Executives and Chief Officers the national pay award equates to 3.5%

3.2 Appointment of Head of Finance and ICT.

Appointment to the post has now been made and the post holder, Tina Adams, took up appointment on 9 October. The post is also responsible for the internal audit, revenues and procurement functions and is the Deputy Section 151 Officer (and currently acting Section 151 Officer).

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