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Gedling Borough Council

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

Agenda

Joint Consultative and Safety Committee

Date: **Tuesday 27 August 2024**

Time: **5.30 pm**

Place: **Council Chamber**

For any further information please contact:
Democratic Services
committees@gedling.gov.uk
0115 901 3844

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Joint Consultative and Safety Committee

Membership

Chair	Councillor Michelle Welsh
Vice-Chair	Councillor Jim Creamer
	Councillor Paul Hughes
	Councillor Ron McCrossen
	Councillor Catherine Pope
	Councillor Alex Scroggie
	Councillor Jane Walker

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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

Page

1 **Apologies for Absence and Substitutions.**

2 **To approve, as a correct record, the minutes of the meeting held on 9 April 2024.** 5 - 6

3 **Declaration of Interests.**

4 **Minor Staffing Changes Agreed Outside JCSC** 7

Report of the Director of Transformation (acting Assistant Director- Workforce).

5 **Current Staffing Issues** 9 - 10

Report of the Director of Transformation (acting Assistant Director- Workforce).

6 **Sickness Absence** 11 - 19

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7 **Gender Pay Gap 2024** 21 - 25

Report of the Director of Transformation (acting Assistant Director- Workforce).

8 **Any other item which the Chair considers urgent.**

9 **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 report on the grounds that the report involve the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

10 **Consultation Closure- mileage rates** 27 - 30

Report of the Director of Transformation (acting Assistant Director- Workforce).

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MINUTES
JOINT CONSULTATIVE AND SAFETY COMMITTEE

Tuesday 9 April 2024

Present:	Councillor Jim Creamer	Councillor Alex Scroggie
	Councillor Andrew Ellwood	Councillor Ruth Strong
	Councillor Catherine Pope	Councillor Jane Walker
Unison:	Susan Buchanan	Alison Hunt

Absent: Councillor Michelle Welsh, Councillor Paul Hughes and Councillor Ron McCrossen

Officers in Attendance: M Hill, D Archer, B Hopewell and A Snodin

35 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Hughes and McCrossen, Councillors Ellwood and Strong attended as substitutes.

36 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 20 FEBRUARY 2024

RESOLVED:

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

37 DECLARATION OF INTERESTS

None.

38 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT

None.

39 EXCLUSION OF PRESS AND PUBLIC

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.

40 CONSULTATION CLOSURE - RESTRUCTURING PROPOSALS

The Chief Executive introduced a report, which had been circulated in advance of the meeting, seeking approval to close formal consultations on proposals to alter the structure of the organisation and also asked the Committee to make any recommendations for consideration by the Appointments and Conditions of Service Committee which will authorise the implementation of any structural changes and the methods by which these are made.

Members suggested that an induction programme be put into place following the structural change to introduce new senior staff to Councillors.

RESOLVED to:

1) Note the report; and

2) Recommend to the Appointments and Conditions of Service Committee that an induction programme be put into place following the structural change to introduce new senior staff to Councillors.

The meeting finished at 6.05 pm

Signed by Chair:
Date:

Gedling Borough Council

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: **27 August 2024**

Author: **Director of Transformation (acting Assistant Director- Workforce)**

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 two staffing proposals affecting the permanent Establishment that have been considered by Senior Leadership Team outside the full JCSC framework;

4.1 Workforce

There has been a minor structural change affecting two occupied posts which has led to the merging of the customer insight and performance management functions with the deletion of posts equating to 44.5 hours and the introduction of a single full-time (37 hours) post of Performance and Insight Manager. This measure reduces long-term costs within the team and maximises the synergy between the functions. Existing officers were either redeployed or exited the organisation through voluntary redundancy. Other minor changes included the returning of the Assistant Director for Workforce post back to full-time hours and the splitting of the Assistant Organisational Development Officer post into two separate contracts to support potential future structural changes that might move the Performance and Insight function away from the HR Team.

4.2 Environment

Following consultation, a report was approved by the Chief Executive that deleted three vacant posts within PASC including a supervisor post, a skilled team worker post and the Operations Manager post. The major change in terms of the creation of posts was the establishment of a new post of PASC Manager which has subsequently been used as a redeployment opportunity following the senior management review recently completed.

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Gedling Borough Council

Report to Joint Consultative and Safety Committee

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

Date: **27 August 2024**

Author: **Director of Transformation (acting Assistant Director- Workforce)**

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 Local Government Pay 2024

On 29 February, UNISON, GMB and Unite (the "Employees' Side") lodged their pay claim for NJC staff (this is the negotiating body that covers all of our posts other than Chief Officers):

- An increase of at least £3,000 or 10 per cent (whichever is greater) on all spinal column points
- Reviews of the gender, ethnicity and disability pay gaps in local government
- A two-hour reduction in the working week, with no detriment
- An additional day of annual leave for personal or well-being purposes (with term-time only staff also receiving a full day rather than a pro rata amount, that they can use at any time, including term time)
- A phased approach to reaching a minimum pay rate of £15 an hour in a maximum of two years, sooner if possible

During March, councils in each of the nine English regions, Wales and Northern Ireland were consulted at very well attended virtual pay consultation briefings; in total, more than 650 councillors and senior officers attended. The National Employers met initially on 16 April to discuss the key themes to come out of those briefings. They then adjourned for private political discussions before reconvening, in person, on 16 May.

The Employers have made a cash offer (rather than a percentage pay rise) and recognise that a third consecutive year of a cash offer, albeit at a lower level than agreed in 2022 and 2023, will receive a mixed reaction as there is no proposal that satisfies everyone. However, the view of the Employers' Side is that the advantage of a cash offer is that it gets the bottom rate of pay to a level that will maintain headroom from the 2025 National Living Wage (based on the current forecast) and preserves existing differentials between the spinal pay points, which should avoid the need for adjusting grade structures at local level.

The National Employers also considered it important that their offer, as set out below, should provide certainty from the outset to the unions' national committees and all union members, the wider workforce and local employers, that it is the maximum they are able to make.

Conscious of the usual implementation date of 1 April and concerns raised by employers and employees alike when previous Agreements have been delayed, the National Employers therefore agreed that their offer should be full and final.

The National Employers met and agreed by a majority to make a one-year (1 April 2024 to 31 March 2025), full and final offer to the unions representing the main local government NJC workforce. The main affects for this Council locally would be:

• **With effect from 1 April 2024, an increase of £1,290 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive**

• **With effect from 1 April 2024, an increase of 2.50 per cent on all pay points above the maximum of the pay spine but graded below deputy chief officer** *(in accordance with Green Book Part 2 Para 5.4)*

This offer would achieve a bottom rate of pay of £12.26 with effect (backdated) from 1 April 2024 (which equates to a pay increase of 5.77 per cent for employees on pay point 2) and everyone on the NJC pay spine would receive a minimum 2.50 per cent pay increase.

The offer, if accepted, would increase the national pay bill by 4.03 per cent. The National Employers acknowledge that the increase to local pay bills will vary from place to place, according to the profile of the local workforce and the number of employees on the lower pay points and recognise that this may not correlate with existing budget provisions in all cases. The increase to the local pay bill for this council would be 4.05%.

This offer means an employee on the bottom pay point in April 2021 (then earning £18,333) will have received an increase in their pay of £5,323 (29.04 per cent) over the three years to April 2024. For an employee at the mid-point of the pay spine (pay point 22), their pay will have increased over the same period by 18.68 per cent and for those on pay point 43, at the top of the national spine, 10.78 per cent.

The current position in terms of national consultation is that:

- UNISON members have voted to reject the pay offer and the union has announced its intention to conduct a ballot for industrial action. The ballot will run from 4 September to 16 October.
- GMB's consultative ballot which closed on Friday 5th July with the result being that a majority of GMB members who voted, voted to accept the employers' pay offer
- Although the Unite union is not recognised locally, it is one of the three unions recognised nationally for the purposes of pay bargaining. Like Unison, Unite will be conducting a ballot for industrial action that will run from 27 August to 15 October.

The national bargaining for Chief Officers and Chief Executives is conducted separately. Although we still wait to hear about the award for Chief Executives, the national award for Chief Officers has been agreed at 2.5% and has now been applied, backdated to 1 April.

Gedling Borough Council

Report to Joint Consultative and Safety Committee

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

Date: **27 August 2024**

Author: **Director of Transformation (acting Assistant Director- Workforce)**

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 and Appendix 2; 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 March 2024 at 9.88 days. Also shown is the outturn for the year up to the end of the first quarter of this financial year. Both sets of data are shown in this report as the JCSC meeting earlier in the year was cancelled due to the election taking place. Although the outturn is above target (nine days) for both periods, levels of absence have been reducing over the last six months from a peak of 10.1 days in December.

- Earlier in the year the Council did experience periods when there was a high number of employees who were long-term sick. This had a material impact on the levels of absence both in the months in which they occurred but also consequently on the absence levels over the year as a whole. Currently, the number of long-term absence cases has dropped again to a lower level of six cases (the same level both in March and June).

- The larger teams with higher rates of absence are predominantly the “front-facing” services such as Leisure Services, Customer Services, PASC and Waste.

- 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. In addition to training the Council also gives access to a 24/7 counselling and talking therapy service for all employees as well as a fast-track physiotherapy service through referral by HR. In the HR work

programme for this coming year is the implementation of a network of “Mental Health First Aiders”.

- Appendix 2 shows the reasons for absence over the last financial year together with the reasons for absence for the previous year. The top three reasons for absence were; colds/ flu, depression or stress (not necessarily work-related) for which the days lost reduced by around 30 against last year’s absence rates, and post-operative recovery.

  It is reassuring to see the reduction in absences relating to stress and depression as the Council has continued to support its employees through measures that include:

  - An online bespoke mental health awareness package that is available across the Council

  - A continued active promotion of the Council’s employee assistance programme (EAP) that is open to all employees and offers a variety of “talking therapies” as well as general relationship and financial advice and signposting. This service is publicised not only on the intranet but also by means of posters at the depot and leisure centres.

  - Provision of HR support to managers to help in their management of sickness generally within teams, including giving advice and sharing experience to help with cases of mental ill-health.

  Hopefully, the roll out of Mental Health First Aiders across the organisation will also provide further support to employees to manage their mental health issues.

  The level of absence relating to muscular/ skeletal is a little higher than last year although not a “top three” reason. The Council has a fast-track referral scheme for physiotherapy to help support people with medical problems that relate to mobility issues.

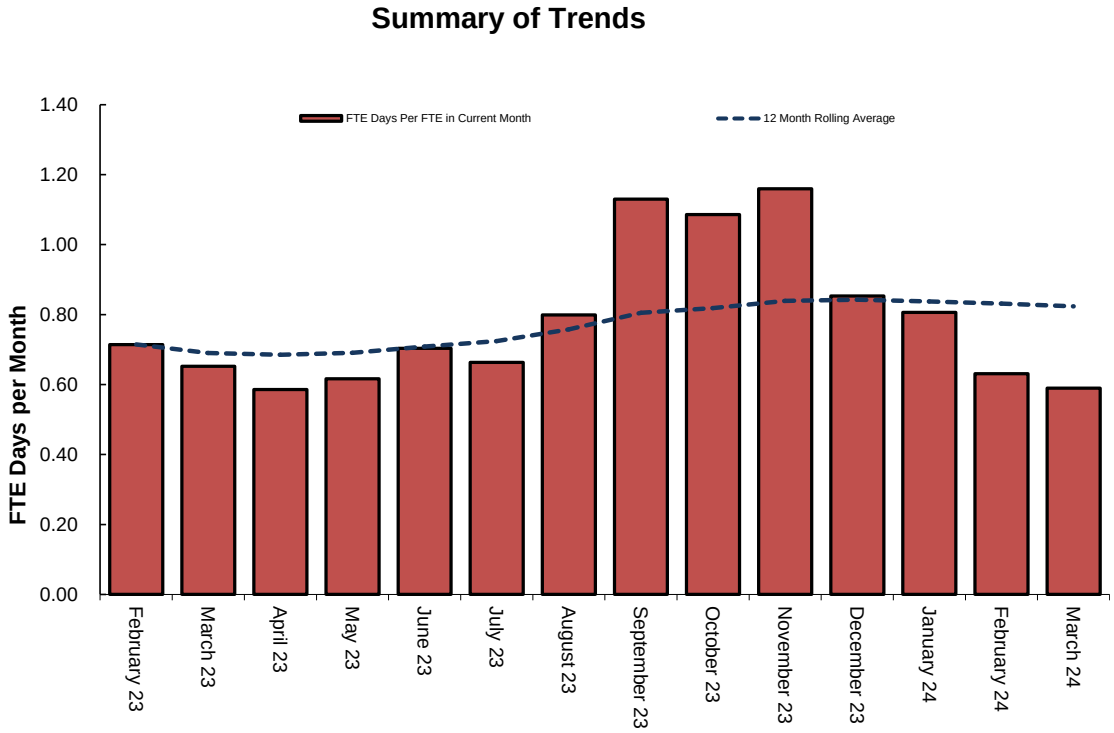
  Although post-operative recovery is again one of the top three reasons for absence this year, other than to be generally supportive and looking for creative ways to assist people to make a return at the earliest safe opportunity (things like a applying a “phased return”) it is hard to be able to influence the rates of absence for such cases.

  The number of days lost over the last year is almost identical to the loss in the previous year although the proportion of days lost due to self-certification has reduced by about 20%.

  Overall, the managers of the Council remain focussed on sickness absence as an issue and recognise its importance from a financial, business and social perspective.

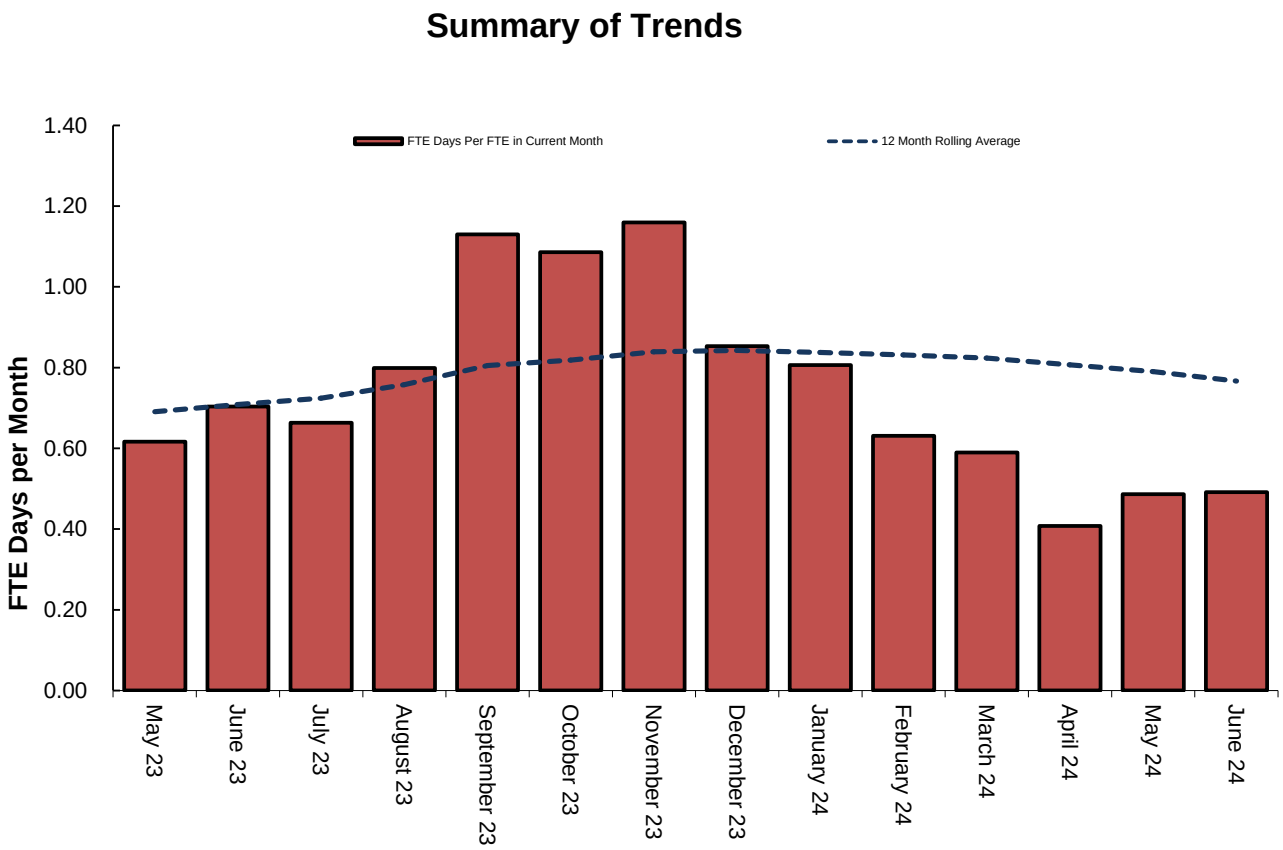
Appendix 1

Summary of trends graph; year to date at March 2024



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
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
October 23	4.94	3.71	1.09	9.82	0.82
November 23	5.27	3.81	1.16	10.07	0.84
December 23	4.49	3.86	0.85	10.11	0.84
January 24	3.66	3.87	0.81	10.05	0.84
February 24	3.01	3.83	0.63	9.98	0.83
March 24	2.95	3.84	0.59	9.88	0.82

Summary of trends graph; year to date at June 2024



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
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
October 23	4.94	3.71	1.09	9.82	0.82
November 23	5.27	3.81	1.16	10.07	0.84
December 23	4.49	3.86	0.85	10.11	0.84
January 24	3.66	3.87	0.81	10.05	0.84
February 24	3.01	3.83	0.63	9.98	0.83
March 24	2.95	3.84	0.59	9.88	0.82
April 24	1.94	3.73	0.41	9.68	0.81
May 24	2.32	3.66	0.49	9.48	0.79
June 24	2.46	3.60	0.49	9.20	0.77

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

Days Lost Per FTE Employee: Year to June 2024 | **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	18.78	19.05	18.91	12.75	176.70	9.34	3.71%	9.08	10.26	12.00	12.91	14.10	16.25
	Democratic Services and H&S	10.30	9.30	9.80	5.11	20.27	2.07	0.82%	2.04	2.04	2.04	1.91	2.00	0.47
	Financial Services	11.73	11.77	11.75	3.81	10.49	0.89	0.35%	0.85	1.13	1.47	1.53	1.53	3.25
	HR, Performance and Svs Planning	4.95	4.34	4.65	1.00	1.00	0.22	0.09%	0.20	0.20	0.20	0.20	0.22	0.21
	Information & Communications Technology	7.59	7.59	7.59	3.00	41.00	5.40	2.14%	5.40	5.14	5.00	6.67	9.23	12.06
	Legal Services	4.65	4.81	4.73	1.81	4.43	0.94	0.37%	0.86	1.02	1.13	1.13	1.02	0.63
	Revenues	12.19	11.78	11.98	5.62	94.11	7.85	3.12%	9.38	10.94	12.22	14.47	11.56	11.56
		2.00	0.61	1.30	1.00	80.00	61.35	24.34%	52.00	63.50	72.00	57.60	57.60	57.60
Service Total:		**72.19**	**69.25**	**70.72**	**34.10**	**427.99**	**6.05**	**2.40%**						
Environment, Communities & Leisure	Community Relations	3.95	3.95	3.95	0.65	4.05	1.03	0.41%	1.03	1.03	1.03	0.91	0.91	0.91
	Leisure Services	55.28	57.62	56.45	33.66	798.06	14.14	5.61%	15.12	15.69	15.58	15.02	15.16	14.98
	Parks and Street Care	50.09	43.16	46.62	26.44	956.43	20.51	8.14%	20.33	19.64	18.97	18.86	19.18	18.33
	Public Protection	30.68	31.11	30.89	10.50	80.70	2.61	1.04%	2.82	3.07	3.38	3.73	3.01	3.46
	Transport and Waste	59.11	65.28	62.20	29.76	632.32	10.17	4.03%	10.37	10.02	10.06	10.10	10.17	9.62
		2.00	1.00	1.50	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		**201.10**	**202.11**	**201.60**	**101.00**	**2471.56**	**12.26**	**4.86%**						
Regeneration, Development and Comms	Communications	4.50	4.50	4.50	2.50	6.33	1.41	0.56%	1.41	1.41	1.41	1.63	1.63	1.58
	Development Services	14.69	13.39	14.04	1.80	6.99	0.50	0.20%	0.50	0.51	0.54	0.53	0.25	0.13
	Economic Growth and Regeneration	6.54	6.00	6.27	2.00	18.00	2.87	1.14%	3.42	3.42	3.56	3.44	4.73	5.73
	Facilities- Community Centres	2.81	2.92	2.86	1.46	17.20	6.00	2.38%	10.99	16.19	20.90	25.90	30.95	37.35
	Planning Policy	4.05	5.05	4.55	1.59	4.04	0.89	0.35%	0.89	0.89	0.57	0.50	0.50	0.50
	Projects	1.00	1.00	1.00	1.00	2.00	2.00	0.79%	2.00	2.00	2.00	2.00	4.00	4.00
	Property	10.66	9.74	10.20	4.49	87.84	8.61	3.42%	7.31	7.07	7.11	6.90	6.56	6.27
	Welfare Support	18.25	19.03	18.64	10.24	56.03	3.01	1.19%	3.31	3.35	2.74	2.77	2.71	2.96
		2.00	3.00	2.50	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		**64.51**	**64.64**	**64.58**	**25.08**	**198.44**	**3.07**	**1.22%**						
Grand Total:		**337.79**	**336.01**	**336.90**	**160.19**	**3098.00**	**9.20**	**3.65%**	**9.48**	**9.68**	**9.88**	**9.98**	**10.05**	**10.11**

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

Days lost per FTE employee: June 2024 | **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	% 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	19.05	19.05	19.05	3.33	31.20	1.64	8.19%	1.07	0.46	1.13	1.23	0.77	0.80
	Democratic Services and H&S	9.30	9.30	9.30	0.91	1.34	0.14	0.72%	0.00	0.00	0.22	0.00	1.50	0.00
	Financial Services	11.58	11.77	11.68	1.00	4.05	0.35	1.74%	0.23	0.00	0.00	0.00	0.10	0.11
	HR, Performance and Svs Planning	4.95	4.34	4.65	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Information & Communications Technology	7.59	7.59	7.59	0.00	0.00	0.00	0.00%	0.26	0.00	0.66	0.00	0.00	0.00
	Legal Services	5.65	4.81	5.23	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.35	0.00
	Revenues	11.78	11.78	11.78	1.00	1.93	0.16	0.82%	0.00	0.07	0.07	1.87	0.00	0.17
		1.00	0.61	0.80	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	1.00
Service Total:		**70.90**	**69.25**	**70.08**	**6.24**	**38.52**	**0.55**	**2.75%**						
Environment, Communities & Leisure	Community Relations	3.95	3.95	3.95	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
	Leisure Services	56.01	57.62	56.82	5.19	19.44	0.34	1.71%	0.32	0.45	1.07	0.95	1.03	0.85
	Parks and Street Care	43.16	43.16	43.16	3.60	40.61	0.94	4.71%	1.26	1.24	1.25	0.90	2.00	2.64
	Public Protection	31.11	31.11	31.11	0.00	0.00	0.00	0.00%	0.06	0.03	0.08	0.04	0.08	0.22
	Transport and Waste	65.28	65.28	65.28	4.00	47.00	0.72	3.60%	0.90	0.52	0.68	0.91	1.01	1.08
		2.00	1.00	1.50	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		**201.50**	**202.11**	**201.81**	**12.79**	**107.05**	**0.53**	**2.65%**						
Regeneration, Development and Comms	Communications	4.50	4.50	4.50	0.00	0.00	0.00	0.00%	0.00	0.00	0.44	0.00	0.25	0.00
	Development Services	13.39	13.39	13.39	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.27	0.14	0.00
	Economic Growth and Regeneration	6.00	6.00	6.00	0.00	0.00	0.00	0.00%	0.00	0.20	0.40	0.00	0.00	0.22
	Facilities- Community Centres	2.92	2.92	2.92	0.00	0.00	0.00	0.00%	0.00	0.00	0.20	0.00	0.14	0.00
	Planning Policy	5.05	5.05	5.05	0.00	0.00	0.00	0.00%	0.00	0.20	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	2.00
	Property	9.74	9.74	9.74	1.24	19.59	2.01	10.06%	0.55	0.06	0.30	0.50	0.64	1.29
	Welfare Support	19.03	19.03	19.03	0.00	0.00	0.00	0.00%	0.05	0.57	0.00	0.22	0.65	0.15
		2.00	3.00	2.50	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00
Service Total:		**63.64**	**64.64**	**64.14**	**1.24**	**19.59**	**0.31**	**1.53%**						
Grand Total:		**336.05**	**336.01**	**336.03**	**20.27**	**165.17**	**0.49**	**2.46%**	**0.49**	**0.41**	**0.59**	**0.63**	**0.81**	**0.85**

Long term (20 days+ in month)/ short term sickness analysis for March 2024

Analysis of Short and Long Term Absence - March 2024

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	13.00	20.84	65.00%	50.00%
	Democratic Services and H&S	0	1	0.00	1.97	0.00%	0.00%
	Information & Communications Technology	0	1	0.00	4.89	0.00%	0.00%
	Revenues	0	1	0.00	0.81	0.00%	0.00%
Head of Service Total:		2	7	13.00	28.52	45.60%	28.57%
Environment, Communities	Leisure Services	2	12	35.15	53.80	65.32%	16.67%
	Parks and Street Care	2	8	41.09	53.81	76.36%	25.00%
	Public Protection	0	1	0.00	2.47	0.00%	0.00%
	Transport and Waste	0	5	0.00	42.32	0.00%	0.00%
Head of Service Total:		4	26	76.24	152.40	50.02%	15.38%
Regeneration, Developmen	Communications	0	1	0.00	1.96	0.00%	0.00%
	Economic Growth and Regeneration	0	1	0.00	1.96	0.00%	0.00%
	Facilities- Community Centres	0	1	0.00	0.08	0.00%	0.00%
	Property	0	2	0.00	2.97	0.00%	0.00%
Head of Service Total:		0	5	0.00	6.96	0.00%	0.00%
Grand Total:		6	38	89.24	187.89	47.50%	15.78%

Analysis of Short and Long Term Absence - June 2024

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	4	7.00	30.45	22.98%	33.33%
	Democratic Services and H&S	0	1	0.00	1.65	0.00%	0.00%
	Financial Services	0	1	0.00	4.05	0.00%	0.00%
	Revenues	0	1	0.00	1.80	0.00%	0.00%
Head of Service Total:		1	7	7.00	37.96	18.44%	14.29%
Environment, Communities & Leisure	Leisure Services	1	11	2.00	20.08	9.96%	9.09%
	Parks and Street Care	1	4	19.57	39.61	49.40%	25.00%
	Transport and Waste	2	4	39.14	45.98	85.11%	50.00%
Head of Service Total:		4	19	60.70	105.68	55.55%	57.44%
Regeneration, Development and Comms	Property	1	2	10.81	19.59	55.17%	50.00%
Head of Service Total:		1	2	10.81	19.59	55.17%	50.00%
Grand Total:		6	28	78.51	163.24	48.09%	21.43%

Appendix 2

Sickness Reasons April 2023- March 2024

Reason	Working days lost: Self-certified	Working days lost: Medically certified	CURRENT YEAR Days lost per condition as a % of total days lost		LAST YEAR Days lost per condition as a % of total days lost
(0000) Unknown or unspecified sickness absence	21	0	0.70%		0.07%
(0001) Injury at work	17	103	4.02%		0.00%
(0002) Injury, not at work	8	60	2.28%		6.29%
(0003) Respiratory system problems	33	19	1.74%		2.74%
(0004) Cold, flu, sore throat or similar	168	452	20.76%		9.97%
(0005) Digestion	73	47	4.02%		3.88%
(0006) Depression, stress or similar	26	512	18.01%		26.16%
(0007) Headache, migraine or similar	19	9	0.94%		0.87%
(0008) Pregnancy- related	14	173	6.26%		1.27%
(0009) Gynaecological problems	10	17	0.90%		1.22%
(0010) Operation or post-operative recovery	20	341	12.09%		14.89%
(0011) Hospital visit	12.5	6	0.62%		1.59%
(0012) Kidney problem or similar	4	0	0.13%		0.43%
(0013) Heart or circulation problems			0.00%		1.07%
(0015) Arthritis, rheumatism or similar	7	39	1.54%		0.37%
(0016) Dental problems	7	6	0.44%		0.17%
(0018) Nasal problems			0.00%		0.10%
(0019) Dizziness, vertigo or similar	7	0	0.23%		0.10%
(0020) Other reason for absence	16	34	1.67%		2.78%
(0021) Problems with glands	8	109	3.92%		0.13%
(0022) Problems with ears	6	0	0.20%		0.27%
(0023) Problems with eyes			0.00%		0.17%
(0024) Viral infection (not cold etc)	22	11	1.10%		1.24%
(0025) Back problem	21	145	5.56%		6.62%
(0026) Muscular/ skeletal problems (not back)	39	298	11.28%		10.90%
(0027) Cancer Treatment (not screening visits)	6	0	0.20%		0.23%
(0030) Coronavirus	32	9	1.37%		6.31%
(029) Swine Flu			0.00%		0.17%
	596.5	**2390**			
Last year's totals: 2022/23	752.5	2237			

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Report to Joint Consultative and Safety Committee

Subject: **Reporting of the Gender Pay Gap (as at 31 March 2024)**

Date: **27 August 2024**

Author: **Director of Transformation (Acting Assistant Director- Workforce)**

1. Purpose

To ask committee to note the content of the Gender Pay Gap information that has been reported.

2. Recommendation

The Committee is asked to note this report.

3. Introduction and background

From 2017, any organisation that has 250 or more employees must publish and report specific figures about their Gender Pay Gap.

The gender pay gap is the difference between the average earnings of men and women, expressed relative to men's earnings.

Attached at Appendix 1 is the reporting information approved for publication by Senior Leadership Team including a supporting narrative. This details the Council's Gender Pay Gap information as at the "snapshot date" of 31 March 2024. This information has been uploaded to the government's central website as well as that of the Council. The information will also be included in the Council's next Pay Policy Statement.

Report to Senior Leadership Team

Subject: **Reporting of the Gender Pay Gap (as at 31 March 2024)**

Date: **7 August 2024**

Author: **Director of Transformation (Acting Assistant Director- Workforce)**

2. Introduction and background

Originally a central government requirement started in 2017, any organisation that has 250 or more employees has to publish and report specific figures about their gender pay gap.

The gender pay gap is the difference between the average earnings of men and women, expressed relative to men's earnings.

The data to be collected, relevant at 31 March 2024 is the:
- Mean gender pay gap
- Median gender pay gap
- Mean gender pay gap in bonus pay
- Median gender pay gap in bonus pay
- Percentage of males and females in each of the four pay quartiles.

Employers must both:
- publish their gender pay gap data and a written statement on their public-facing website
- report their data to government online - using the gender pay gap reporting service.

Organisations must publish within a year of the snapshot date.

2. Proposal

Below is the data for this organisation as at 31 March 2024.

It is proposed that the following data is published as required together with the proposed narrative that follows the data.

	2024	2023	2022	2021	2020	2019	2018	2017
Mean gender pay gap;	**4.1%**	2.9%	3.79%	4.67%	2.53%	1.31%	5.13%	2.99%
Median gender pay gap;	**1.6%**	4.8%	-1.51%*	0.00%	0.00%	0.00%	0.00%	1.92%
Proportion of men with bonus**	**0%**	0.8%	1.17%	1.79%	1.37%	1.05%	0.00%	0.00%
Proportion of women with bonus**	**0%**	0.4%	0.37%	0.68%	0.69%	0.66%	0.97%	0.96%
Mean bonus** gender pay gap	**N/a**	32.1%	18.8%	1.72%	1.67%	1.72%	n/a	n/a
Median bonus** gender pay gap	**N/a**	-47.0%*	1.84%	1.84%	1.65%	1.82%	n/a	n/a
Percentage of males and females in each of the four pay quartiles:								
Upper quartile: men women	**51.5%** **48.5%**	50.0% 50.0%	49.62% 50.38%	50.69% 49.31%	49.66% 50.34%	49.66% 50.34%	49.34% 50.66%	47.68% 52.32%
Upper mid-quartile: men women	**47.5%** **52.5%**	53.0% 47.0%	44.62% 55.38%	46.53% 53.47%	44.83% 55.17%	47.30% 52.70%	48.68% 51.32%	54.90% 45.10%
Lower mid-quartile: men women	**50.7%** **49.3%**	41.4% 58.6%	50.00% 50.00%	47.92% 52.08%	56.85% 43.15%	48.30% 51.70%	45.75% 54.25%	45.10% 54.90%
Lower quartile: men women	**37.7%** **62.3%**	47.8% 52.2%	51.13% 48.76%	49.31% 50.69%	49.32% 50.68%	49.32% 50.68%	44.74% 55.26%	48.37% 51.63%

** For the purpose of reporting, market supplement payments are included as “bonus payments”

Narrative
In summary, the mean gender pay gap remains well within the parameters that might be expected for similar public sector organisations.

The quartile distribution is well-balanced in the upper three quartiles with very small variations which suggests that in these areas there is a healthy proportionality in terms of gender within pay bands.

The lower quartile, however, does contain a disproportionate number of female employees. This is unusual when considering the earlier reports since 2017 when the distribution of gender in this quartile was much more balanced. Over recent years several changes have taken place that has affected (improved) pay at the lower end of the pay scale including the increasing of the minimum pay point for all posts, and secondly, pay has been improved for skilled driving jobs to reflect the change in working practices. Although all post grades are determined through a job evaluation process, these changes have resulted in most jobs in the lower quartile now being those within leisure centres. Proportionately, the number of jobs in these areas of work are part-time jobs and still, societally, it is also the case that as a proportion, more women than men tend to undertake part-time work.

Since last year the overall median pay gap has reduced again and now reflects only a negligible gender pay gap.

The fact that the overall mean gender pay gap remains low suggests that when taken as a whole, the average (mean) pay for female employees is similar to that of pay for male employees. The proportion of women in better-paid jobs does then seem to be healthy.

Although the data contained within the analysis is not a matter of concern, the organisation will continue to be aware of the need to aspire to a gender-neutral state in terms of both mean and median pay differential.

In previous years the Council has applied market premium supplements to some posts and it is these that have been classed as bonus payments. This year there have been no market supplements paid.

The organisation considers itself to be caring and recognises the complex needs of its employees through the practical application of supportive working practices. Practical measures to support such statements include the adoption of flexible working arrangements implemented through its employment policies. Other policies have also been introduced to support women in the workplace such as the “Menopause in the Workplace Policy”. The Equality Policy (Employment) was also reviewed in early 2021 and the Fostering-friendly Policy was introduced towards the end of 2022. Last year the Council’s Equality, Diversity and Inclusion corporate training programme was launched together with a new Workforce Strategy.

Although the organisation does not yet have a neutral mean gender pay gap, the gap continues to remain low relative to many other businesses. This positive position reflects the organisation that we aspire to be; a fair place to work and one in which supportive employment policies go hand-in-hand with an established and transparent job evaluation scheme. A risk to the ability to further improve the mean gender pay gap is that the organisation is relatively small and the change in occupation of a few of the Council’s most senior posts could have a material effect on the outturn. A watching brief will be maintained each year and should the outturn worsen to a point of concern then an appropriate action plan will be identified.

4. Recommendation

Senior Leadership Team is recommended to:

- Note the gender pay gap information
- Approve the wording of the proposed narrative
- Approve the upload of data and narrative to the appropriate government web site.
- Forward this report to the JCSC for information
- Include the data and the narrative into this year's Pay Policy Statement (which will be uploaded onto our own web site).
- Notify the content of the report to the Portfolio Holder for Life Chances and Vulnerability through the Strategic Equalities Group.

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

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