



*Alison Stuart  
Head of Legal and  
Democratic Services*

**MEETING** : HUMAN RESOURCES COMMITTEE  
**VENUE** : COUNCIL CHAMBER, WALLFIELDS, HERTFORD  
**DATE** : WEDNESDAY 3 OCTOBER 2018  
**TIME** : 3.00 PM

**PLEASE NOTE TIME AND VENUE**

**MEMBERS OF THE COMMITTEE**

Councillor P Boylan (Chairman)

Councillors S Bull, Mrs R Cheswright, S Cousins, M McMullen, P Ruffles (Vice-Chairman) and M Stevenson

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## DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
  - must not participate in any discussion of the matter at the meeting;
  - must not participate in any vote taken on the matter at the meeting;
  - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
  - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
  - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.
4. It is a criminal offence to:
  - fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
  - fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
  - participate in any discussion or vote on a matter in which a Member has a DPI;
  - knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

### **Public Attendance**

East Herts Council welcomes public attendance at its meetings and will provide a reasonable number of agendas for viewing at the meeting. Please note that there is seating for 27 members of the public and space for a further 30 standing in the Council Chamber on a “first come first served” basis. When the Council anticipates a large attendance, an additional 30 members of the public can be accommodated in Room 27 (standing room only), again on a “first come, first served” basis, to view the meeting via webcast.

If you think a meeting you plan to attend could be very busy, you can check if the extra space will be available by emailing [democraticservices@eastherts.gov.uk](mailto:democraticservices@eastherts.gov.uk) or calling the Council on 01279 655261 and asking to speak to Democratic Services.

### **Audio/Visual Recording of meetings**

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## AGENDA

1. Staff Survey: Presentation

*A presentation will be provided by the Head of Human Resources and Organisational Development*

2. Apologies

*To receive apologies for absence.*

3. Minutes (Pages 7 - 20)

*To receive the Minutes of the meetings held on 4 and 25 July 2018*

4. Declarations of Interest

*To receive any Member's Declaration of Interest.*

5. Chairman's Announcements

6. Shared Internal Audit Service - Annual Leave Audit (Pages 21 - 26)

7. Annual Sickness Absence (Pages 27 - 40)

8. Annual Equalities report (Pages 41 - 70)

9. Human Resources Management Statistics - Quarterly Report (Pages 71 - 80)

10. Gender Pay - Action Plan (Pages 81 - 86)

11. Human Resources and Payroll - Update (Pages 87 - 94)

12. Health and Safety : Minutes (Pages 95 - 98)

*To receive the Minutes of the Health and Safety Committee held on 12 June 2018*

13. Urgent Business

*To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.*

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MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE HELD IN  
THE COUNCIL CHAMBER, WALLFIELDS,  
HERTFORD ON WEDNESDAY 4 JULY 2018,  
AT 3.00 PM

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PRESENT: Councillor Peter Boylan (Chairman)  
Councillors S Bull, S Cousins, M McMullen,  
P Ruffles and M Stevenson

OFFICERS IN ATTENDANCE:

Vicki David	- Human Resources Officer
Helen Farrell	- Human Resources Officer
Claire Kirby	- Human Resources Officer
Kate Leeke	- Interim Head of Human Resources and Organisational Development
Peter Mannings	- Democratic Services Officer

70 APPOINTMENT OF CHAIRMAN

It was proposed by Councillor P Ruffles and seconded by Councillor M McMullen that Councillor P Boylan be appointed Chairman of the Human Resources Committee for the meeting. After being put to the meeting and a vote taken, this motion was declared CARRIED.

RESOLVED – that Councillor P Boylan be

appointed Chairman of the Human Resources Committee for the meeting.

71 APPOINTMENT OF CHAIRMAN FOR THE 2018/19 CIVIC YEAR

It was proposed by Councillor M McMullen and seconded by Councillor S Bull that Councillor P Boylan be elected Chairman of the Human Resources Committee for the remainder of the 2018/19 civic year. After being put to the meeting and a vote taken, this motion was declared CARRIED.

RESOLVED – that Councillor P Boylan be elected Chairman of the Human Resources Committee for the remainder of the 2018/19 civic year.

72 APPOINTMENT OF VICE-CHAIRMAN FOR THE 2018/19 CIVIC YEAR

It was proposed by Councillor M Stevenson and seconded by Councillor S Cousins that Councillor P Ruffles be appointed Vice-Chairman of the Human Resources Committee for the 2018/19 civic year. After being put to the meeting and a vote taken, this motion was declared CARRIED.

RESOLVED – that Councillor P Ruffles be appointed Vice-Chairman of the Human Resources Committee for the 2018/19 civic year.

73 MINUTES - 18 APRIL 2018

Councillor S Bull proposed and Councillor S Cousins seconded, a motion that the Minutes of the meeting held on 18 April 2018 be confirmed as a correct record



and signed by the Chairman. After being put to the meeting and a vote taken, this motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 18 April 2018, be confirmed as a correct record and signed by the Chairman.

#### 74 CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated that the Leader would confirm in due course which Member would fill the vacant seat on the Committee recently held by Councillor C Woodward. The Chairman sought Members' views on holding meetings of the Committee in the evening. A number of Members stated a preference for the meetings to continue to be held in the afternoon.

#### 75 TURNOVER UPDATE: MARCH 2017 - APRIL 2018

The Interim Head of Human Resources and Organisational Development submitted a report inviting Members to consider the Turnover Report for the period April 2017 to March 2018.

The Human Resources Officer reported that the employee turnover rate had fallen from 17% in 2016/17 to 14.9% in 2017/18 however it was still above the Council's target of 10%.

Members were advised that 18 out of the 43 voluntary leavers (42%) had completed an exit questionnaire. Overall, 66% of leavers rated the council as 8 out of 10 or higher. The percentage of leavers who said they would recommend the council as an employer to

others is also high (87%) however it has fallen since 2016/17 (96%).

Members were also advised of a number of positive comments and areas that may need attention from exit questionnaires. The Human Resources Officer confirmed that HR were working closing with managers to address these issues e.g. identifying career paths and reminding managers to have 1 to 1s.

The Officer confirmed that the analysis of exit questionnaires had not revealed any particular trends for why employees were leaving the organisation. The Chairman commented on the reliability of exit questionnaires and queried how the Council could address the problem of Officers not completing them.

Members were advised that Officers regularly chased leavers for their completed exit questionnaire and on some occasions an exit interview was held instead.

Councillor S Bull proposed and Councillor S Cousins seconded, a motion that the turnover report be noted and that turnover targets remain unchanged for 2018/19. After being put to the meeting and a vote taken, this motion was declared CARRIED.

RESOLVED – that (A) the turnover report be noted; and

(B) the turnover targets remain unchanged for 2018/19.

## 76 HUMAN RESOURCES MANAGEMENT STATISTICS - QUARTERLY REPORT

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The Interim Head of Human Resources and Organisational Development submitted a report setting out management statistics for the period April to June 2018. The Head summarised the report and highlighted a number of key areas. She referred to the current headcount of 333 which equated to 290.26 full time equivalent posts (FTE). It was noted that the number of vacant funded hours expressed as FTE posts, was 46.82 hours.

Members were advised that Officers were working closely with managers to reduce the number of vacancies. The Officer gave a detailed summary of progress with regard to filling vacancies.

Members were advised that the projected turnover for 2018/19 based on leavers from April to June was 26.3% which was above the target of 10%. The HR Officer detailed figures regarding leavers for each quarter.

Members were advised that, based on quarter 1 data, the projected sickness absence rate for 2018/19 is 5.58 days per FTE which is below the target of 6.5 days.

Members celebrated the training opportunities made available in the first quarter and the high level of participation especially in respect of the General Data Protection Regulations (GDPR) learning programme.

The HR Officer reported that there were no concerns with regard to the equalities monitoring data in Quarter 1. In response to a query from a Member on

the low number of male employees working part time, the HR Officer commented that women were more likely to take advantage of part time and flexible working options which were well promoted throughout the organisation, and were attractive for remaining in employment.

The Officer confirmed that HR have developed an action plan with regard to progress with reviewing and updating HR policies and were working through this. Members noted the HR statistics as presented.

RESOLVED – that the Human Resources Management Statistics for the period April to June 2018, as now submitted, be noted.

#### 77 HUMAN RESOURCES AND PAYROLL: UPDATE

The Interim Head of Human Resources and Organisational Development submitted a report inviting Members to note the Human Resources and Payroll Update. The Interim Head commented on enhancing the experience of those who worked for the Authority.

Members were advised of the Health and Safety Officer's role in compliance monitoring. There had been no reportable incidents and a training programme had been arranged for Officers that use and administer the lone working devices.

The Payroll Manager had continued to deliver a high quality payroll service during the implementation of the of the new Human Resources system. Members were advised that Officers had only minor actions to

finalise in terms of compliance with the General Data Protection Regulations (GDPR) action plan.

Members were updated in respect of the Agile Workspace project, the new pay policy currently being drafted, research being undertaken and a report being produced regarding Mental Health first aiders in the workplace and apprentices.

Members received positive feedback on this year's cohort of apprentices and Officers gave a number of examples. Officers confirmed that they were working with UNISON in respect of facility time recording and that information was required to be published by July. Officers detailed the meaning of facility time.

The Interim Head commented on the Back to the Floor sessions being undertaken by the Leadership Team as a response to the Staff Survey and she also referred to the full report. Members were advised that the full report had been shared and highlights and lowlights were being shared at staff briefings.

Members received the report.

RESOLVED – that the Human Resources update report, be noted.

78 LOCAL JOINT PANEL - MINUTES OF THE MEETING: 6 JUNE 2018

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The Minutes of the Local Joint Panel meeting held on 6 June 2018 were submitted for information. Councillor M Stevenson expressed a number of concerns regarding the way this meeting had progressed.

The Interim Head of Human Resources and Organisational Development referred to differing views and suggested the need for dialogue before Local Joint Panel. She assured Members that Officers will continue to work closely with UNISON.

RESOLVED – that the Minutes of the Local Joint Panel meeting held on 6 June 2018 be received.

79 HEALTH AND SAFETY: MINUTES

The Minutes of the Health and Safety Committee held on 22 March 2018 were submitted for information.

RESOLVED – that the Minutes of the meeting held on 22 March 2018 be received.

The meeting closed at 4.23 pm

Chairman .....
Date .....

MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE HELD IN  
THE ROOM 27, WALLFIELDS, HERTFORD  
ON WEDNESDAY 25 JULY 2018, AT 6.00 PM

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PRESENT: Councillor Peter Boylan (Chairman)  
Councillors Mrs R Cheswright, S Cousins,  
M McMullen, P Ruffles and M Stevenson

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Kate Leeke	- Interim Head of Human Resources and Organisational Development

125 APOLOGIES

An apology for absence was submitted on behalf of Councillor S Bull.

126 MINUTES

The Interim Head of Human Resources and Organisational Development drew Members' attention to some minor typographical errors in relation to Minute 76 (Human Resources Management Statistics Quarterly report)

- Paragraph 1 – line 8, delete “hours” and insert “posts”;
- Paragraph 1 – line 9, delete “posts” and “hours”

RESOLVED – that the Minutes of the meeting held on 4 July 2018 as now amended, be confirmed as a correct record and signed by the Chairman.

## 127 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Councillor R Cheswright, recently appointed to Human Resources Committee, to the meeting.

## 128 CLOSURE OF COUNCIL OFFICES ON CHRISTMAS EVE

The Interim Head of Human Resources and Organisational Development submitted a report on the proposed closure of the Council offices on Christmas Eve 2018. The Interim Head explained that Members had initially considered the issue at its meeting on 18 April 2018 when a decision had been made not to close the Council’s offices. Following the strength of comments received as a result of that decision, which had been cascaded to staff, Members were asked to re-consider their earlier decision. She provided a summary of the report.

Councillor P Ruffles reflected on Members’ views and concerns, including the views of the Local Joint Panel, when this was last considered. He referred to the previous arguments put forward to justify a closure on Christmas Eve, principally that Stevenage Borough Council, was also proposing to close its offices and that heating costs would be saved by East Herts. No decision had yet been made by



Hertfordshire County Council.

Councillor P Ruffles accepted that some services needed to be available on Christmas Eve and said that because SBC had decided to close, East Herts did not have to follow their lead. Councillor M McMullen commented that he was not left with the impression that the management side had any strong feelings about the arrangement.

The Interim Head highlighted that there would be no IT support from SBC if there was a problem with East Herts' IT system. She explained that this matter had been raised initially via the staff forum and that when Leadership Team had originally considered the request, they had sought assurances that emergency arrangements would be in place within service areas. The report had been brought back to Members to consider their previous decision and this would reassure staff that the Council was listening to their views. She added that this situation would not arise again until 2029.

Councillor M Stevenson suggested that there could be consequences in not having IT support available as a result of SBC's Christmas closure and for the Council to be aware of this in terms of any future considerations.

The Interim Head referred to the previous report and explained the methods of how staff would be expected to take a day's leave to facilitate the Christmas Eve closure.

The Committee Chairman commented that he had discussed the situation with the Chief Executive and that Members had not realised the level of feedback from staff who were unhappy about the decision. He questioned why , given the potential impact of this decision on staff morale

staff were not being given the day off to accommodate the Christmas Eve closure. Councillor P Ruffles stated that the day was likely to have reduced levels of work and footfall and that many members of staff might be told to leave work early by their managers.

Councillor S Cousins stressed the need to have sufficient back up should there be an emergency and if these assurances had been given, his suggestion was to allow staff not to attend on Christmas Eve and this should happen without losing annual leave.

The Committee Chairman commented that the issue appeared to be that staff were being told to take the day off and then told to use a day's leave. He asked the Interim Head how Leadership Team might react to a suggestion of giving staff a day off without them having to give up a day's leave.

The Interim Head assured Members that the results of the staff survey showed the Council in a positive light and that the organisation as a whole, did not have low morale but that the response to their previous decision may affect morale. She added that communication and listening were always issues that could be improved upon. She commented that a decision to close the offices without staff having to lose a day's leave, would be seen as a positive outcome.

Councillor R Cheswright said that many businesses close on Christmas Eve but to tell staff the Council offices will close and lose a day's leave could not please many staff. She supported the suggestion to give staff the day off without losing a day's leave.

Councillor P Ruffles suggested that such a decision needed to be considered in the context of the fact that there would be no IT support and the strength of staff feeling and that this would go some way to showing staff that Members were listening.

It was moved by Councillor P Boylan and seconded by Councillor S Cousins, that the Council’s offices be closed on 24 December 2018 and all staff would not be required to work that day or use a day’s annual leave. After being put to the meeting and a vote taken, the recommendation was declared CARRIED.

RESOLVED - that (A) the earlier decision taken by Human Resources Committee be noted; and

(B) the Council’s offices be closed on 24 December 2018. As a result of the closure, staff who are scheduled to work on 24 December 2018 will not be required to work on that day and will not be required to use annual leave on that day due to the decision to close.

The meeting closed at 6.40 pm

Chairman .....
Date .....

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EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 3 OCTOBER 2018

REPORT BY HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

SHARED INTERNAL AUDIT SERVICE – REPORT UPDATE

WARD(S) AFFECTED: NONE

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## **Purpose/Summary of Report**

- Update on the Shared Internal Audit Service's (SIAS) report on Payroll Self-Service (Annual Leave) 2017/18

<b><u>RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE:</u></b>	
<b>That:</b>	
<b>(A)</b>	The update be noted

## **1.0 Background**

The Chief Executive commissioned SIAS to review the implementation of the self-service annual leave recording process; to capture its successes, issues raised and lessons learned.

## **2.0 Report**

2.1 SIAS conducted the audit in March 2018; 11 months after the rollout of MyView the new HR self-service portal began. The theme of the audit was to ensure that the information entered on MyView by Officers and Managers was accurate for new and historical leave. The sample included leavers and existing

employees.

- 2.2 The auditor reported on a number of issues that arose during implementation of the new system and identified that Human Resources were already aware of or had resolved the issues.
- 2.3 The Human Resources team have learnt a number of lessons during the implementation of the MyView including the need for continued training and support for all users which the service is committed to.

### **3.0 Progress Made**

- 3.1 The Human Resources Officers continue to work closely with senior managers to support them in managing the HR processes correctly through MyView. The users are now inputting annual leave, paid, unpaid and flexi leave into the system and managers are recording sickness absence accurately through MyView.
- 3.2 HR have been running bitesize training sessions on MyView since the launch in April 2017 for all users and a targeted training programme was designed to support managers when the sickness absence module was launched in April 2018.
- 3.3 The Audit highlighted the need for the training to be on-going to provide continual support for the users, and HR officers continue to provide that necessary training.
- 3.4 HR have provided one to one support for all users since the launch of MyView, on request, when employees have had issues understanding the system or they may have needed assistance entering their annual leave/flexi or paid leave. This support continues.
- 3.5 The user guides are continuously reviewed by Human Resources to ensure they are up to date and fit for purpose. They are available to all employees on the intra-net.

- 3.6 Human Resources use the Council's weekly Connect Newsletter to advise employees of any changes to the user guides or the MyView processes.
- 3.7 Human Resources will be carrying out a randomised monthly audit of 8 Officers per month; which equates to 29% of the workforce each year. The audit will look at the accuracy of the various absences being inputted into MyView. If the audit raises any issues or concerns then a more in-depth audit will be considered.

#### **4.0 Implications/Consultations**

- 4.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

#### Background Papers

None

Contact Officer: Kate Leeke, Head of HR and OD  
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Report Author: Helen Farrell, HR Officer  
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**IMPLICATIONS/CONSULTATIONS**

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate):</i>	Priority 1 – Improve the health and wellbeing of our communities  Priority 2 – Enhance the quality of people's lives  Priority 3 – Enable a flourishing local economy  HR contributes as an internal service to all three corporate priorities
Consultation:	The report provides feedback on the audit report
Legal:	None
Financial:	None
Human Resource:	As detailed in the report
Risk Management:	None
Health and wellbeing – issues and impacts:	None
Equality Impact Assessment required:	No

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## EAST HERTS COUNCIL

### HUMAN RESOURCES COMMITTEE – 3 OCTOBER 2018

#### REPORT BY HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

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#### SICKNESS ABSENCE REPORT – APRIL 2017 TO MARCH 2018

WARD(S) AFFECTED:            NONE

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#### **Purpose/Summary of Report**

- The Sickness Absence report considers employee absence levels, analyses short and long term sickness absences for 2017/18 and outlines current and proposed initiatives to reduce absence.

#### **RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE:**

**That:**

<b>(A)</b>	<b>the sickness absence report be noted;</b>
<b>(B)</b>	<b>the Council retains the current sickness absence management targets of 4.5 days FTE for short term absence; 2 days FTE for long term absence and 6.5 days FTE total sickness absence</b>

#### 1.0 Background

- 1.1 The sickness absence report provides a detailed analysis of sickness absence for the financial year 2017/18. Sickness absence is analysed by short term and long term absences, by reason and service area. It sets out recommendations to set targets and prioritise actions for 2018/19.

2.0 Report

**2.1 Sickiness Absence**

2.2 See **Essential Reference Paper “B”**.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper ‘A’**.

Background Papers

None

Contact Officer: Kate Leeke, Head of HR and OD  
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[Kate.Leeke@eastherts.gov.uk](mailto:Kate.Leeke@eastherts.gov.uk)

Report Author: Vicki David, HR Officer  
01992 531 652  
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## ESSENTIAL REFERENCE PAPER 'A'

### IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives ( <i>delete as appropriate</i> ):	Priority 1 – Improve the health and wellbeing of our communities  Priority 2 – Enhance the quality of people's lives  Priority 3 – Enable a flourishing local economy  HR contributes as an internal service to all three corporate priorities
Consultation:	The report has been sent to Unison and Leadership Team for information
Legal:	None
Financial:	None
Human Resource:	As detailed in the report
Risk Management:	None
Health and wellbeing – issues and impacts:	The Absence report supports the health and wellbeing workforce plan
Equality Impact Assessment required:	<i>No</i>

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**East Herts Council**

**EMPLOYEE SICKNESS ABSENCE REPORT**

**1 APRIL 2017 – 31 MARCH 2018**

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## **1. Aim/Purpose**

This report provides a detailed analysis of East Herts Council's sickness absence for the financial year 2017/18.

The report analyses sickness absence data by service, by reason and breaks it down into short and long term sickness absence.

Comparisons have been made with previous years' data and with the national local authority average.

The aim of analysing the data is to help Human Resources to identify any trends to be able to support managers in managing absence appropriately in the council.

## **2. Executive Summary**

The data shows that in 2017/18 the council has performed well with regard to employee sickness absence when compared to other local authorities. This demonstrates that the council is managing sickness absence effectively.

In 2017/18 the council's sickness absence was 6.1 days per FTE which is well below the national local authority average (8.1 days) and lower than the council's target (6.5 days). It has slightly increased since the previous year (5.9 days in 2016/17).

In 2017/18 the council's short term absence was 3.1 days per FTE which is significantly lower than the council's target of 4.5 days and the national local authority average of 3.9 days. It has also fallen since the previous year (3.2 days in 2016/17). This demonstrates that managers are effectively managing short term absence by holding return-to-work meetings after every absence, offering support and taking the appropriate action when an employee has met one of the council's short term absence triggers.

Long Term Sickness absence in the council (i.e. absences lasting more than 20 days) was 3.1 days per FTE in 2017/18 which is well below the national local authority average (4.1 days). It has increased slightly since the previous year (2.8 days in 2016/17) and for the second year

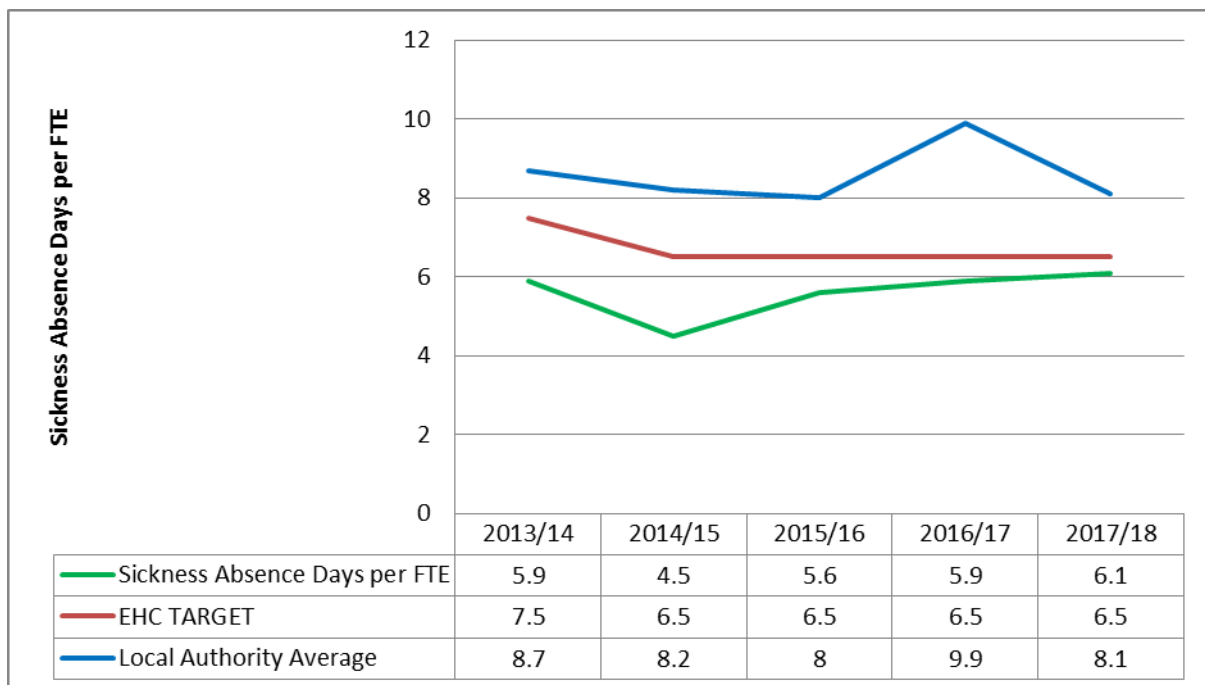


running hasn't met the council's target for long term sickness (2 days). Managers are supporting employees on long term sickness through e.g. referrals to Occupational Health and making adjustments to assist them in returning to work as soon as possible.

### 3. Sickness Absence

Figure 1 below shows that in 2017/18 the council's sickness absence was 6.1 days per FTE which is well below the national local authority average (8.1 days) and lower than the council's target (6.5 days). It has increased slightly since the previous year (5.9 days in 2016/17).

**Figure 1 – East Herts Council Sickness Absence levels in 2017/18**



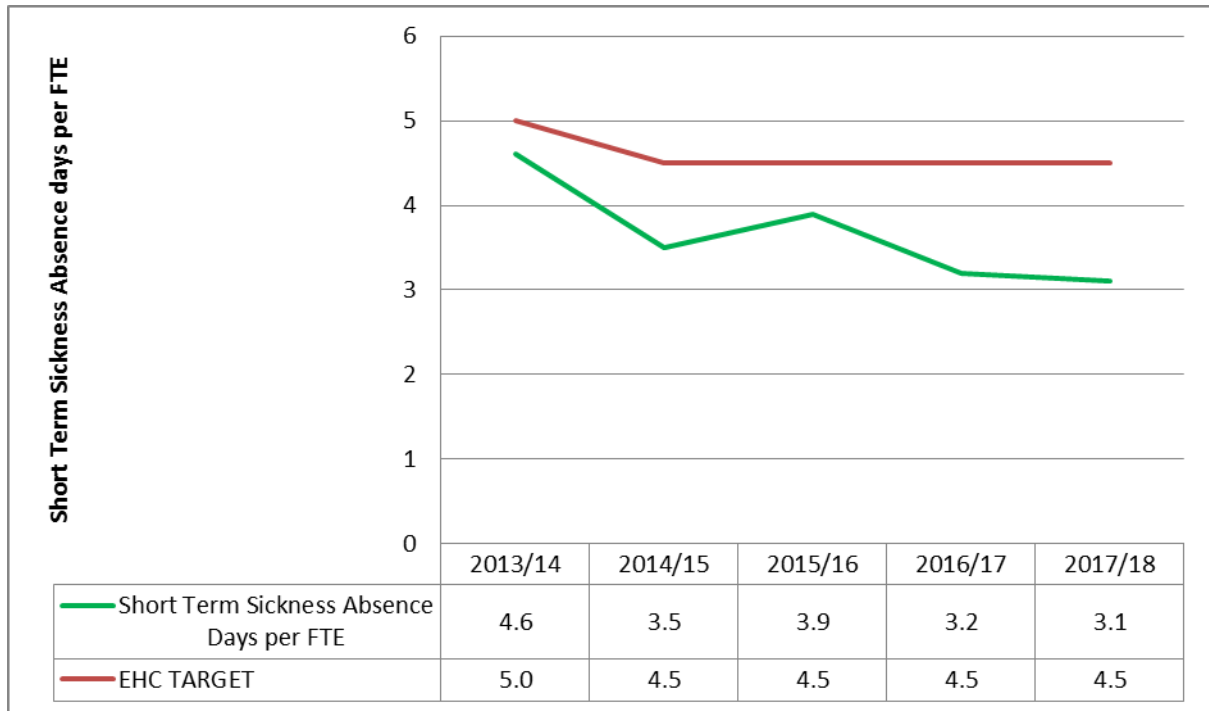
Local Authority Average figures are taken from the Local Government Survey 2016/17 which is the latest survey available.

### 4. Short Term Sickness Absence

Figure 2 below shows that in 2017/18 the council's short term absence was 3.1 days per FTE which is significantly lower than the council's target of 4.5 days and the national local authority average of 3.9 days. It has also fallen since the previous year (3.2 days in 2016/17). This demonstrates that managers are effectively managing short term absence by e.g. holding return-to-work meetings after every absence, offering support and taking the appropriate action when an employee

has met one of the council’s short term absence triggers (i.e. 7 days absence in 12 months, 3 or more occasions in 6 months or a pattern has been identified).

**Figure 2 – East Herts Council Short Term Sickness Absence levels**



#### 4.1 Short Term Sickness Absence Reasons

Figure 3 below shows that the top three causes of short term absence in the council in 2017/18 were as follows:

1. Minor illnesses (e.g. colds/flu, headaches/migraines, stomach upsets, minor operations) - 71% of all short term absences
2. Musculoskeletal injuries (e.g. neck strains and repetitive strain injury, but excluding back pain) - 9% of all short term absences
3. Acute Medical Condition (e.g. stroke, heart attack and cancer) – 5% of all short term absences

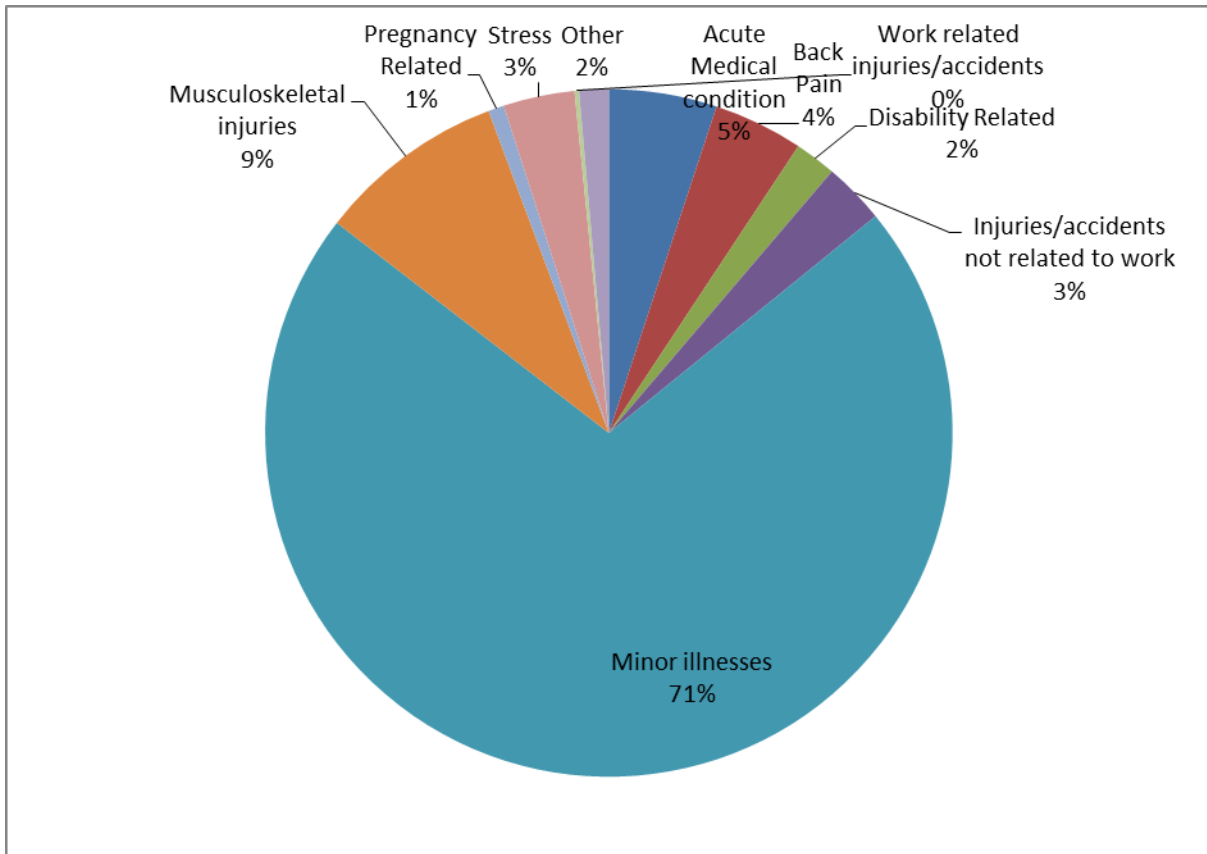
The first two are consistent with the top two reasons reported by other organisations in the public sector. The CIPD’s ‘Health and Wellbeing at Work Survey 2018’ states that the top three causes of short term absence amongst public sector organisations were as follows:

1. Minor illnesses (87% of organisations responding to the survey)

2. Musculoskeletal injuries (66% of organisations responding to the survey)
3. Stress (60% of organisations responding to the survey)

Short term absence in the council due to stress (3% of all short term absences) was low compared to other local authorities.

**Figure 3 – Short Term absence reasons in 2017/18**



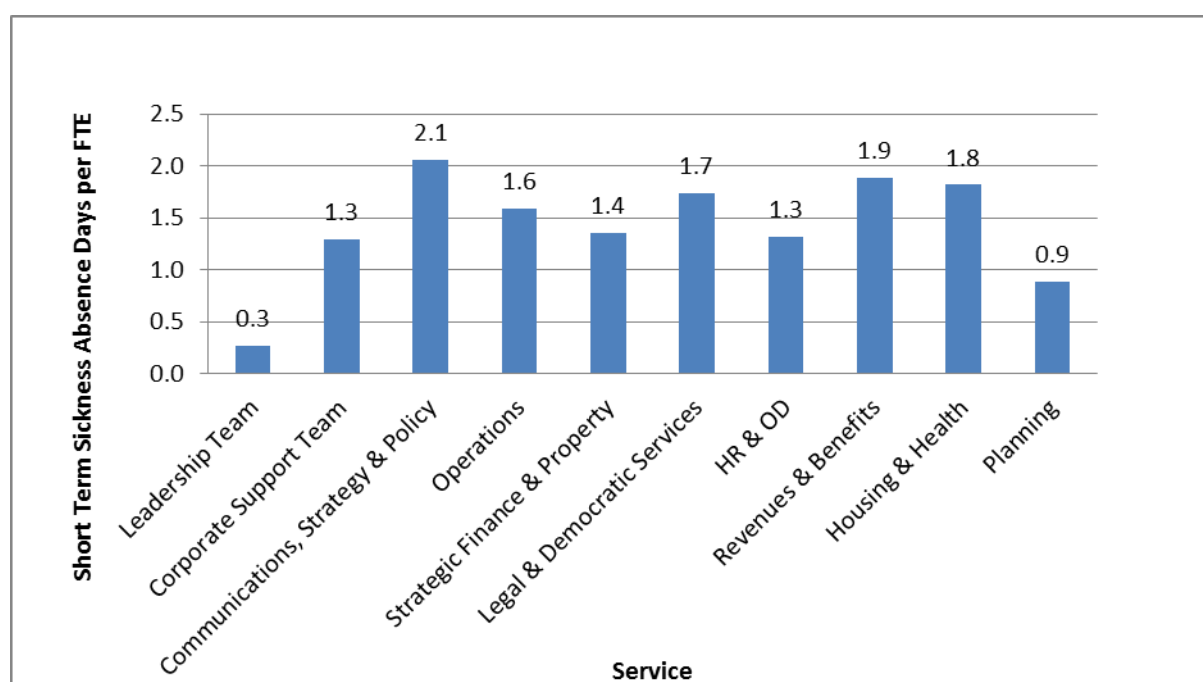
KEY:

- Minor illnesses (e.g. colds/flu, stomach upsets, headaches and migraines minor operations)
- Musculoskeletal injuries (e.g. neck strains and repetitive strain injury, but excluding back pain)
- Recurring medical conditions (e.g. asthma, angina and allergies)
- Mental ill health (e.g. clinical depression and anxiety)
- Acute medical conditions (e.g. stroke, heart attack and cancer)
- Home/Family Responsibilities (e.g. bereavement)

#### 4.2 Short Term Sickness Absence by service

Figure 4 shows that each service has short term sickness absences per FTE that are below the local authority average (3.9 days).

**Figure 4 – Short Term sickness absence per FTE in each service**



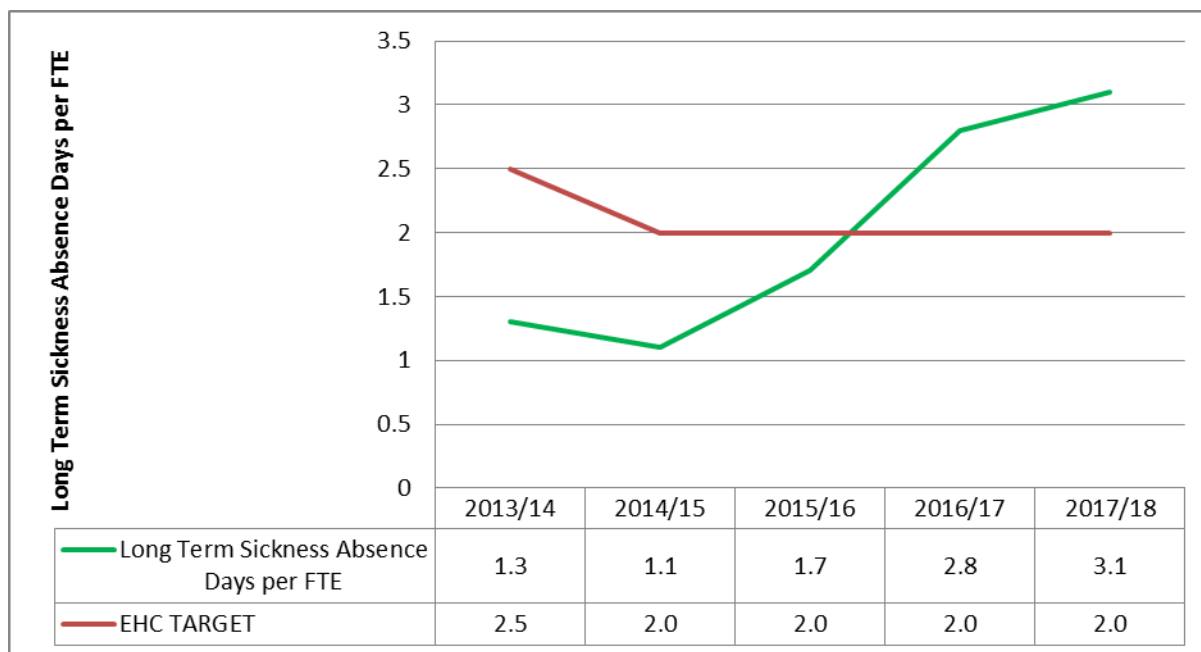
Aside from the Leadership Team, Planning had the lowest short term sickness absence in 2017/18 (0.9 days per FTE).

## **5. Long Term Sickness Absence**

Figure 5 below shows that in 2017/18 long term sickness absence in the council (i.e. absences lasting more than 20 days) was 3.1 days per FTE in 2017/18 which is well below the national local authority average (4.1 days). It has increased slightly since the previous year (2.8 days in 2016/17) and for the second year running has not met the council's target for long term sickness (2 days). Managers are supporting employees on long term sickness through e.g. referrals to Occupational Health and making adjustments to their work/workplace to assist them in returning to work at the appropriate time.

HR Officers are proactively addressing sickness absence during their scheduled regular meetings with service managers so that any issues can be identified at an early stage and support put in place.

**Figure 5 – East Herts Council Long Term Sickness Absence levels**



### Long Term Sickness Absence Reasons

Figure 6 below shows that the top three causes of long term absence in the council in 2017/18 were as follows:

1. Acute Medical Condition (e.g. stroke, heart attack and cancer) – 43% of all long term absences
2. Minor illnesses (e.g. colds/flu, headaches/migraines, stomach upsets and minor operations) - 15% of all long term absences
3. Musculoskeletal injuries (e.g. neck strains and repetitive strain injury, but excluding back pain) - 15% of all long term absences

The CIPD's 'Health and Wellbeing At Work Survey 2018' states that the top three causes of long term absence amongst public sector organisations were as follows:

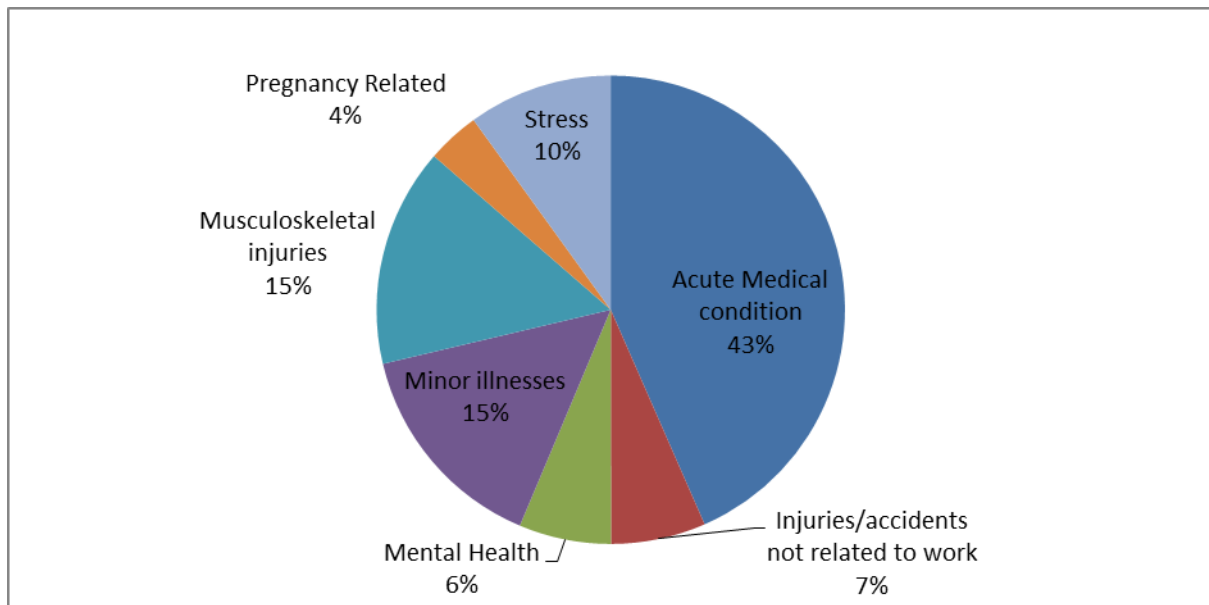
1. Stress - 71% of organisations responding to the survey
2. Mental Ill Health (e.g. clinical depression, anxiety) – 63% of organisations responding to the survey

3. Musculoskeletal injuries (e.g. next strains and repetitive strain injury) – 63% of organisations responding to the survey

Long term absence caused by stress accounted for 10% of all long term absences in the council which is lower than in other public sector organisations. The council supports employees suffering with stress through stress risk assessments, referral to Occupational Health, referral to the Employee Assistance Programme and more recently the initiative to introduce Mental Health First Aiders in the council will help support employees suffering with stress.

44% of organisations reported in the CIPD survey that acute medical conditions were in the top three reasons for long term sickness absence.

**Figure 6 – Long Term Sickness absence reasons**



**KEY:**

- Minor illnesses (e.g. colds/flu, stomach upsets, headaches and migraines)
- Musculoskeletal injuries (e.g. next strains and repetitive strain injury, but excluding back pain)
- Recurring medical conditions (e.g. asthma, angina and allergies)
- Mental ill health (e.g. clinical depression and anxiety)
- Acute medical conditions (e.g. stroke, heart attack and cancer)
- Home/Family Responsibilities (e.g. bereavement)

**Long Term Sickness Absence by service**

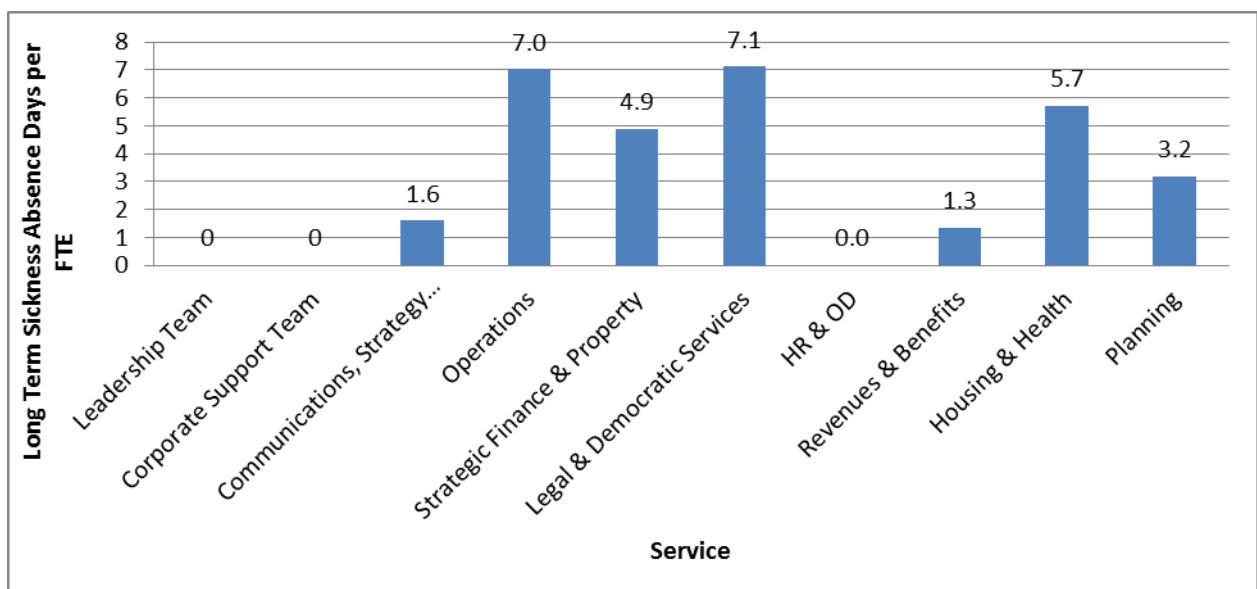
Figure 7 shows that three services had no long term sickness absence in 2017/18: the Corporate Support Team, HR & OD and the Leadership Team.

Four services had a higher long term sickness absence per FTE than the local authority average (4.1 days): Operations (7 days), Strategic Finance & Property (4.9 days), Legal & Democratic Services (7.1 days) and Housing & Health (5.7 days).

Further analysis has been undertaken on the reasons for long term sickness absence in each service so that any patterns can be addressed (e.g. if there were a number of employees absent due to stress in a particular service HR would work with managers to identify possible causes and put the appropriate support in place). The analysis found that there were no current patterns however this will be kept under review.

HR are working closely with Heads of Service and managers to understand the circumstances of each individual long term sickness absence case and to advise and support them in encouraging employees to return to work at the appropriate time.

**Figure 7 – Long Term sickness absence per FTE in each service**



## 6. Targets for 2018/19

It is recommended that the council retains the current sickness absence management targets of 4.5 days FTE for short term absence, 2 days FTE for long term absence and 6.5 days FTE for total sickness absence. These are challenging targets when compared to the national local authority averages.



EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 3 OCTOBER 2018

REPORT BY HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

ANNUAL EQUALITIES REPORT 2017/18

WARD(S) AFFECTED: NONE

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## **Purpose/Summary of Report**

- To outline the results of the Annual Equalities Report 2017/18

### **RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE:**

**That:**

<b>(A)</b>	<b>the annual equalities report 2017/18 is noted</b>
<b>(B)</b>	<b>the recommendations for 2018/19 as outlined be approved</b>

#### 1.0 Background

1.1 Human Resources produce an annual equalities report which provides a detailed analysis of the council's workforce and external applicants applying for jobs, by the protected characteristics of the Equality Act 2010.

1.2 The Equality Act protects people from discrimination on the basis of protected characteristics, which include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender, sexual orientation, and marriage and civil partnership.

- 1.3 Public sector bodies with more than 150 employees are required to publish data on equality in their workforces annually.
- 2.0 Report
- 2.1 The 2017/18 report has been reformatted to be more concise and focus on the areas of concern. The main sections remain the same but graphs have been reformatted and consolidated. Where numbers are too small to be of statistical significance or there are no issues, graphs have not been included. To simplify graphs, data from previous years has been removed from the graphs and included in the narrative where relevant, i.e. when there has been a change.
- 2.3 In previous years we have reported on protected characteristics data for training course participants. This has not been included this year as previous reports have never reported any issues in this area and we are satisfied that training and development is provided on a fair and equal basis across the council.
- 2.4 Please see **Essential Reference Paper 'B'** for the full report.
- 3.0 Implications/Consultations
- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers - None

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**IMPLICATIONS/CONSULTATIONS**

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate):</i>	Priority 1 – Improve the health and wellbeing of our communities  Priority 2 – Enhance the quality of people's lives  Priority 3 – Enable a flourishing local economy  HR contributes as an internal service to all three corporate priorities
Consultation:	The report has been sent to Leadership Team for information
Legal:	None
Financial:	None
Human Resource:	As detailed in the report
Risk Management:	None
Health and wellbeing – issues and impacts:	None
Equality Impact Assessment required:	No


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# Annual Equalities Report


2017/18

**Essential Reference Paper "B"**



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# Introduction

This report provides a detailed analysis of the council's workforce and external applicants applying for jobs, by the protected characteristics of the Equality Act 2010.

The Equality Act (2010) consolidated the legislation for groups protected by previous equalities legislation. Everyone has the right to be treated fairly and the Equality Act protects people from discrimination on the basis of protected characteristics.

Protected characteristics include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender, sexual orientation, and marriage and civil partnership.

The Equality Act 2010 (Specific Duties) Regulations 2011 require public sector bodies with more than 150 employees to publish data on equality in their workforces annually.

The council is committed to complying with the Equality Act across all its services and continues to increase awareness and understanding through its policies, training and staff groups.

This report provides a detailed analysis of the available monitoring data for 2017/18.

It covers six areas:

- Employee Profile
- Recruitment
- Performance Management
- Discipline and Grievance
- Training
- Leavers

# Executive Summary

## Recruitment

The report shows that in 2017/18 the council was successful in attracting a diverse range of external applicants in terms of most of the protected characteristics. The council was particularly successful in attracting applicants from the 20-29 age group and from Black, Asian and Minority Ethnic (BAME) groups. The council also attracted more male applicants than female applicants which was a change from the previous year. This suggests that the council is seen as a fair and equal employer.

At the shortlisting stage, the percentage of male applicants shortlisted for interview was slightly higher than female applicants but not a cause for concern. The 50-59 age group were more successful than other age groups at the shortlisting stage with 38% of applicants from this age group being shortlisted. There was a reduction in applicants from BAME groups being shortlisted from last year from 20 people (25% of BAME applicants) to 8 people (16% of BAME applicants). There were no concerns in other areas at the shortlisting stage.

At the interview stage, the number of male and female applicants appointed was very similar, despite more males applying for jobs overall. The number of applicants from BAME groups being appointed was 4% compared to white applicants (11%) and has reduced slightly since last year (5%). Applicants in the younger age groups were slightly less successful at interview with the 50-59 and 60-64 age groups being most successful.

## Employee Profile

The council's employee profile as at the end of March 2018 is broadly reflective of the profile of the working population in East Hertfordshire and the East of England in terms of ethnic origin, religion and belief, disability and sexual orientation.

The areas where the employee profile is not reflective are gender and age. The council has a considerably higher percentage of females than males (73%:27%) compared to the working population of East Hertfordshire (51%:49%), however this is common in the public sector.

The percentage of employees under the age of 20 has decreased slightly since last year (1.7% to 1.1%). The figure is still lower than East Herts residents in this age group



(5.9%) however this may be due to some of these individuals remaining in full time education. The percentage of employees in the 20-29 age range has risen since last year (6.2%) to 7.2% but remains slightly lower than the percentage of East Herts residents in this age group (10%).

## **Leavers**

The report found that there were no concerns with regard to leavers in terms of ethnic origin, religion and belief, disability and sexual orientation.

There was however a disproportionate percentage of male leavers (38%) when compared to the percentage of male employees (27%) although it has reduced since last year (55%). There were also a disproportionate percentage of leavers aged 20-29 (15%) when compared to the percentage of employees in this age group overall (6%). Further analysis for both gender and age revealed there were no patterns found in terms of reasons for leaving, the service they worked in or their length of service.

## **Performance Management, Discipline & Grievance and Training**

Employees graded as 'Exceeding Expectations' were reflective of the employee profile. Employees in other categories were not analysed either because there are no performance issues (i.e. they are 'Meeting Expectations') or due to the small numbers it was not possible to analyse the data in relation to protected characteristics.

Due to the small number of disciplinary and grievance cases no further analysis has been carried out in terms of protected characteristics.

We are satisfied that training and development is provided on a fair and equal basis across the council and allows all employees to take advantage of the opportunities.

## Achievements against 2016/17 action plan

Action	Progress
<b>Recruitment</b>	
To ensure that the new HR and Payroll System can capture equalities data during the recruitment process.	The recruitment module on Resourcelink is not in use yet but we will ensure it can capture all of the relevant equalities data. This action has been carried over.
To continue to explore initiatives to attract more applicants in the under 20 age group to apply for jobs at the council. For example, to have a more structured approach to offering work placements by listing available opportunities and case studies on the website.	We are now in the third year of our apprenticeship scheme which is proving to be very successful. Planning and Building Control have developed a student placement role specifically for university students required to do a sandwich year as part of their degree course. We are committed to growing our own; new career graded roles have been introduced in a number of service areas to attract younger applicants.
To consider placing job adverts on disability websites to attract disabled people to apply for jobs at the council.	This was considered but not implemented as our view is that we do not have a problem attracting applicants with disabilities as the number of staff with a disability has increased since 2016/17. However, this action has been carried over to reconsider.
To continue to implement the Recruitment Review 2016 action plan by ensuring that recruitment paperwork is user-friendly.	This has been completed.
To ensure that recruitment procedures and paperwork complies with the new General Data Protection Regulations (GDPR).	This has been completed.
To collect data on sexual orientation at the recruitment stage during 2017/18.	This was only collected part way through 2017 so was not reported on in this report. There will be a full years' worth of

	data for 2018/19.
<b>Employee Profile</b>	
To ensure that the council's procedures with regard to personal data, including equalities data, complies with the new General Data Protection Regulations (GDPR).	This has been completed.
To conduct the next Equal Pay Audit in 2017/2018 to include the additional obligations required by law on mandatory gender pay gap reporting.	The council's Gender Pay Gap report was published in February 2018. We do not have concerns about the council's gender pay gap.
<b>Performance Management</b>	
HR to continue to undertake spot checks on PDR documentation to ensure that they are of good quality and provide sufficient evidence to justify the rating given, particularly for those achieving 'exceptional performance' and 'exceeding expectations.'	This was completed for the 2017/18 PDRs. HR Officers have begun to discuss with service managers developing all employees looking to progress in their career and ensuring that employees have tailored development plans to aid their personal career progression.
<b>Discipline and Grievance</b>	
Continue to monitor equalities data for all disciplinaries and grievances.	Ongoing. No concerns at present.
<b>Training</b>	
Continue to monitor equalities data for course participants.	Ongoing. No concerns at present.
<b>Leavers</b>	
HR to review the exit interview process including implementing a more robust process for chasing exit questionnaires.	HR have a process in place whereby if after two weeks a leaver has not completed their exit questionnaire, the HR Officer will follow up with a phone call or meeting in order that we can capture sufficient data to identify trends.
To link this work with the recommendations from the Turnover Report 2016/17 that was considered and approved by the HR Committee in July 2017.	This has been carried over to this year's action plan.

# Employee profile

## Introduction

This section provides information on employees employed by the council as at 31 March 2018. Casual employees, agency workers and contractors are not included. The total number of employees employed by the council as at 31 March 2017 was 348. This has decreased from 353 in the previous year.

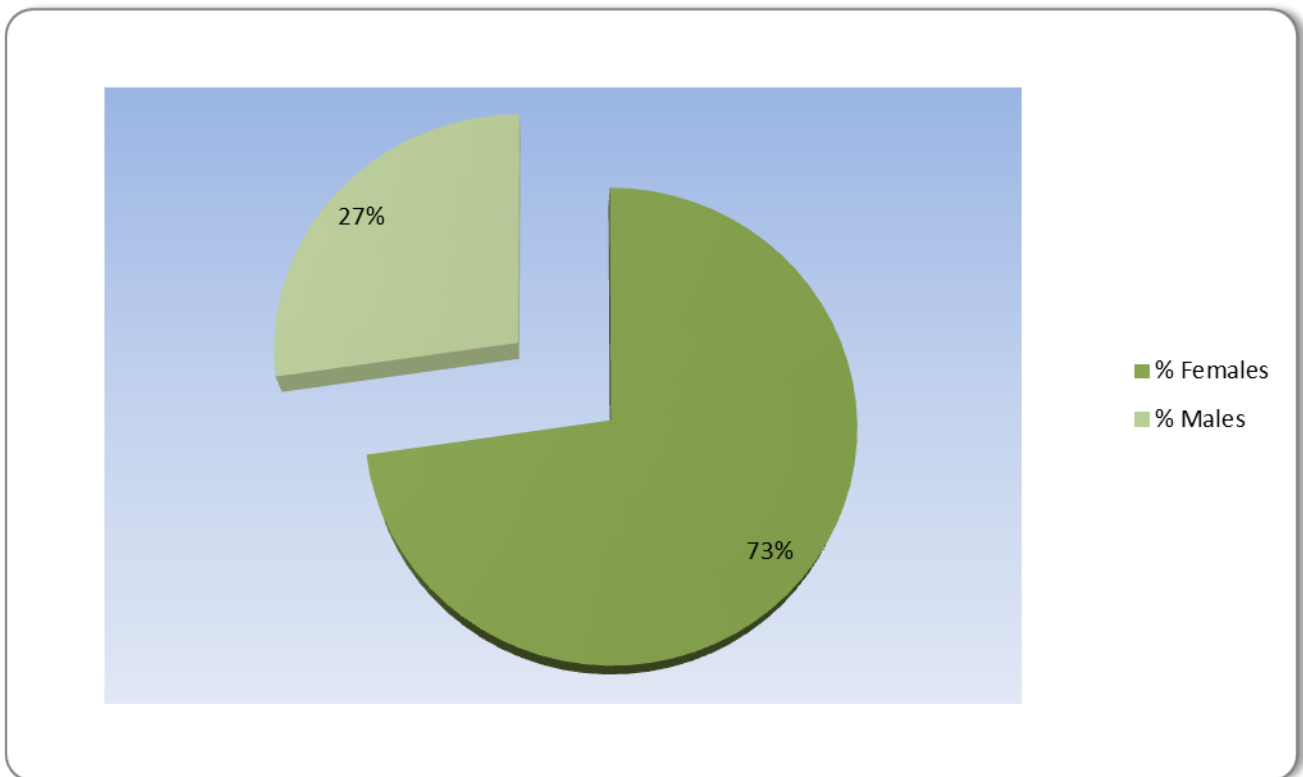
The data has been analysed using 6 of the 9 protected characteristics under the Equality Act 2010 as follows:

- Gender
- Ethnic origin
- Age
- Religion or Belief
- Disability status
- Sexual orientation

Various comparison data has been used to understand how the employee profile of the council compares to the wider context in which it operates and to identify whether there are any areas of concern which the council needs to take action on.

Where possible, comparisons have been made at the most local level (i.e. with East Herts residents) and using the most recent data available. However where this data has been unavailable at this level, comparisons have been made with East of England residents. Most of the comparison data has been taken from either the Nomis or Office for National Statistics (ONS) websites.

## Gender



**Figure 1.0 Employee profile by gender**

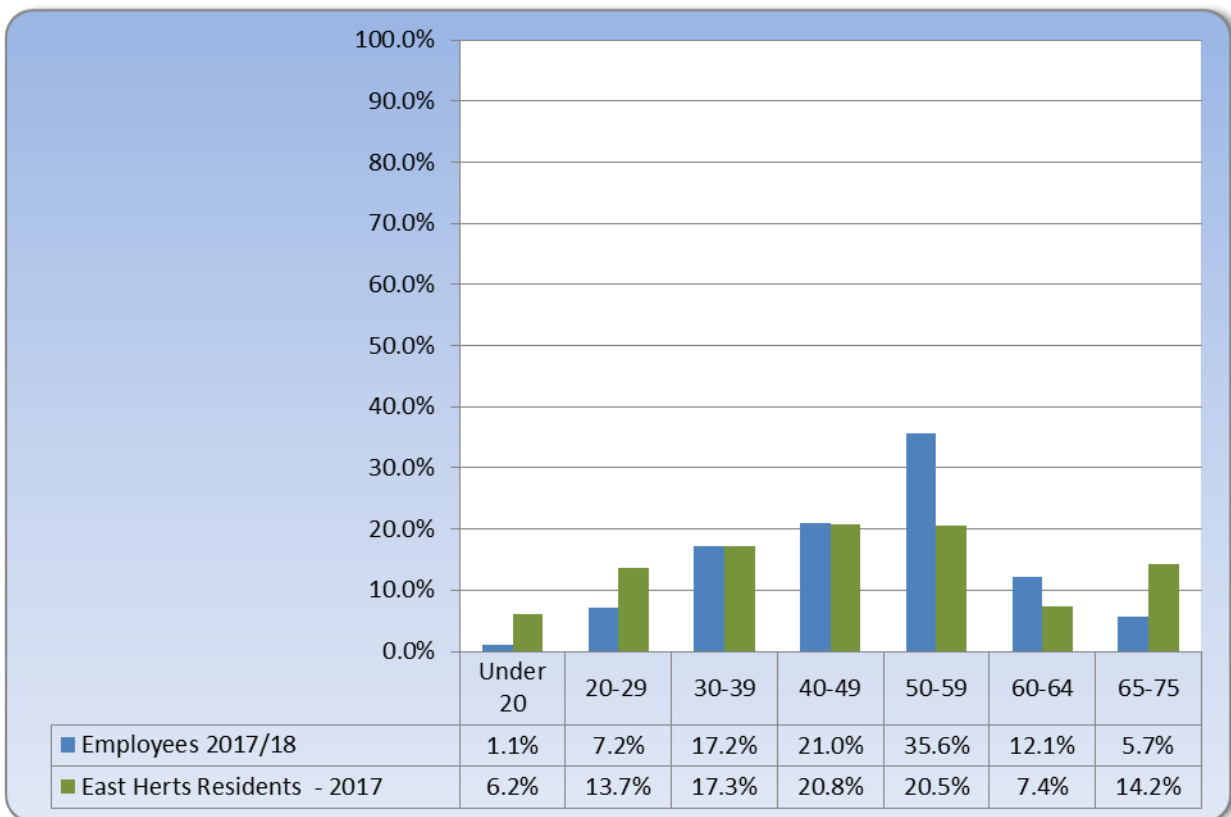
Figure 1.0 shows that the gender profile of employees does not closely reflect that of the East Herts working population. The council has a considerably lower percentage of male employees (27%) compared to the overall male working population in East Herts (49%) (Nomis Official Labour Market Statistics (East Herts residents aged 16-64 (2017))).

However, a high female to male workforce ratio is common in public sector with 68% being female and 32% being male (ONS: Public sector employment by gender (2015)).

## Ethnic origin

The ethnic origin of employees is reflective of East Herts residents (ONS Census 2011 - Ethnic Group by Measures). The total percentage of BAME employees has increased over the last 3 years (3.5% in 2015/16, 4.2% in 2016/17 and 4.6% in 2017/18) and is slightly higher than the BAME residents in East Herts (4.5%). There are therefore no concerns in this area.

## Age



**Figure 2.0 Employee profile by age**

Source: Nomis Official Labour Market Statistics – Population Estimates in East Herts (April 2017)

*Note: The percentages shown for East Herts residents are the percentage of 16-75 year olds, not the total population.*

Figure 2.0 shows that the council has a considerably higher proportion of employees aged between 40 and 59 compared to East Herts residents. 56.6% of employees are in the 40-49 and 50-59 age groups which is nearly twice the percentage of East Herts residents in these age groups (30% in total).

The percentage of employees under the age of 20 has decreased slightly since last year from 1.7% to 1.1%. The figure is lower than East Herts residents in this age group (4.5%) however this may be due to some of these individuals remaining in full time education. The percentage of employees in the 20-29 age range has increased from 6.2% in 2016/17 to 7.2% in 2017/18 but is still lower than the percentage of East Herts residents in this age group (10%).

## Religion and Belief

The religions and beliefs of employees are generally reflective of East Herts residents and therefore there are no concerns in this area.

## Disability

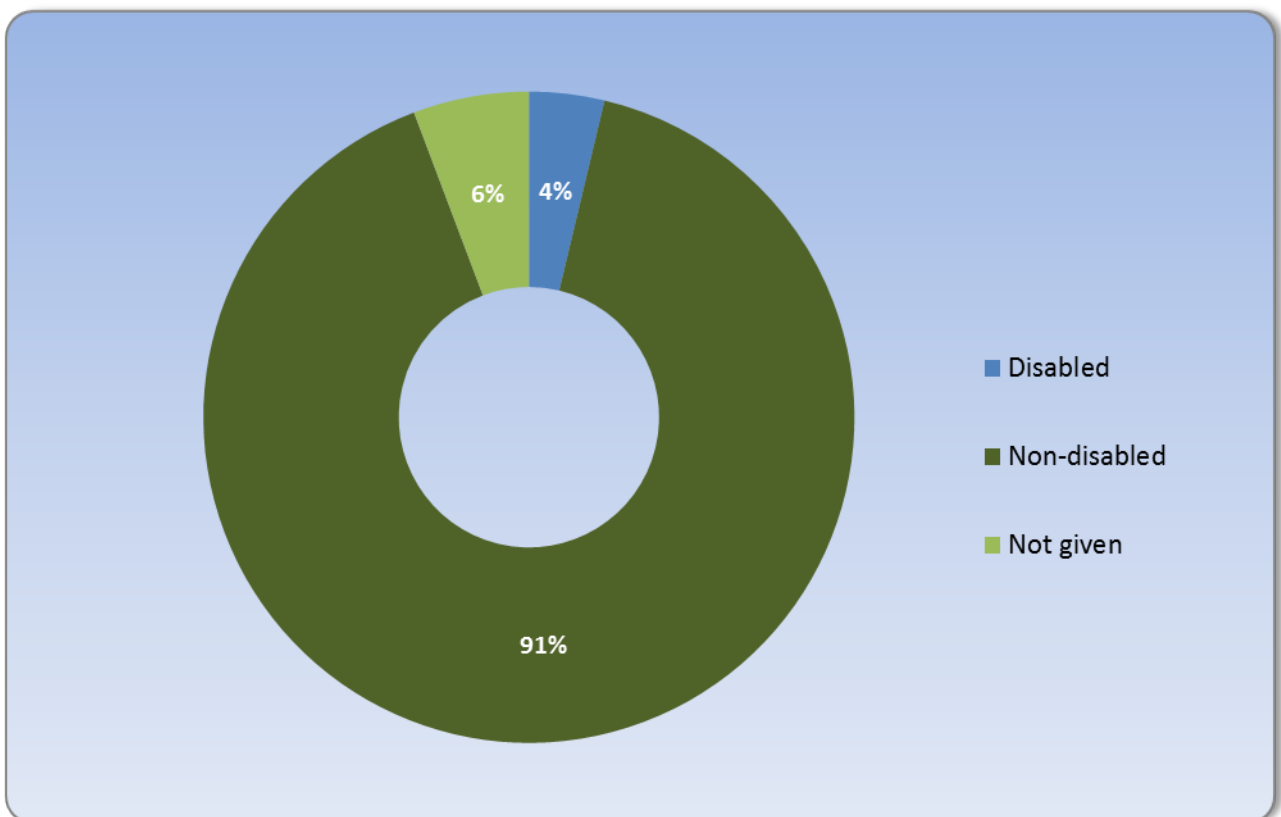


Figure 3.0 Employee profile by disability status

Figure 3.0 shows that as at 31 March 2018, 4% of employees had a disability which is slightly lower than East Herts residents with a disability (5%) (ONS Census 2011 - Long Term Health Problem or Disability) but is an increase from 2016/17 (3%).

## Sexual Orientation

There are no concerns with regard to the council's employee profile in terms of sexual orientation; in fact the council had a slightly higher percentage of lesbian, gay and bisexual employees (1.7%) compared to residents in the East of England (1.2%) (ONS – Sexual Identity by Region (East of England) – 2016).

## Recruitment

### Introduction

This section provides information on external applicants who applied for jobs at the council between 1 April 2017 and 31 March 2018. Data has been collected at the application, shortlist and appointment stages. There were 52 external recruitment campaigns between 1 April 2017 and 31 March 2018. A total of 378 external applicants applied.

Recruitment data has been analysed using 4 of the 9 protected characteristics under the Equality Act 2010:

- Gender
- Ethnic origin
- Age
- Disability status

Although data is collected for religion or belief, this has not been reported on due to the low number of applicant reporting a religion other than Christian or no religion (5% in total across all other religions). Sexual orientation data started to be collected part way through the year so has not been reported on in this report but can be from 2018/19.

Due to the small numbers in each of the individual BAME groups, they have been combined and include:

- Mixed/Multiple Ethnic – includes White & Black Caribbean, White & Black African, White and Asian, Other mixed.



- Asian/Asian British – includes Indian, Pakistani, Bangladeshi, Chinese, Other Asian.
- Black/African/Caribbean/Black British – includes African, Caribbean, Other Black.
- Other – includes Arab, Any other ethnic group.

'White' includes English, Welsh, Scottish, Northern Irish, British, Irish, Gypsy or Irish Traveller, Other White.

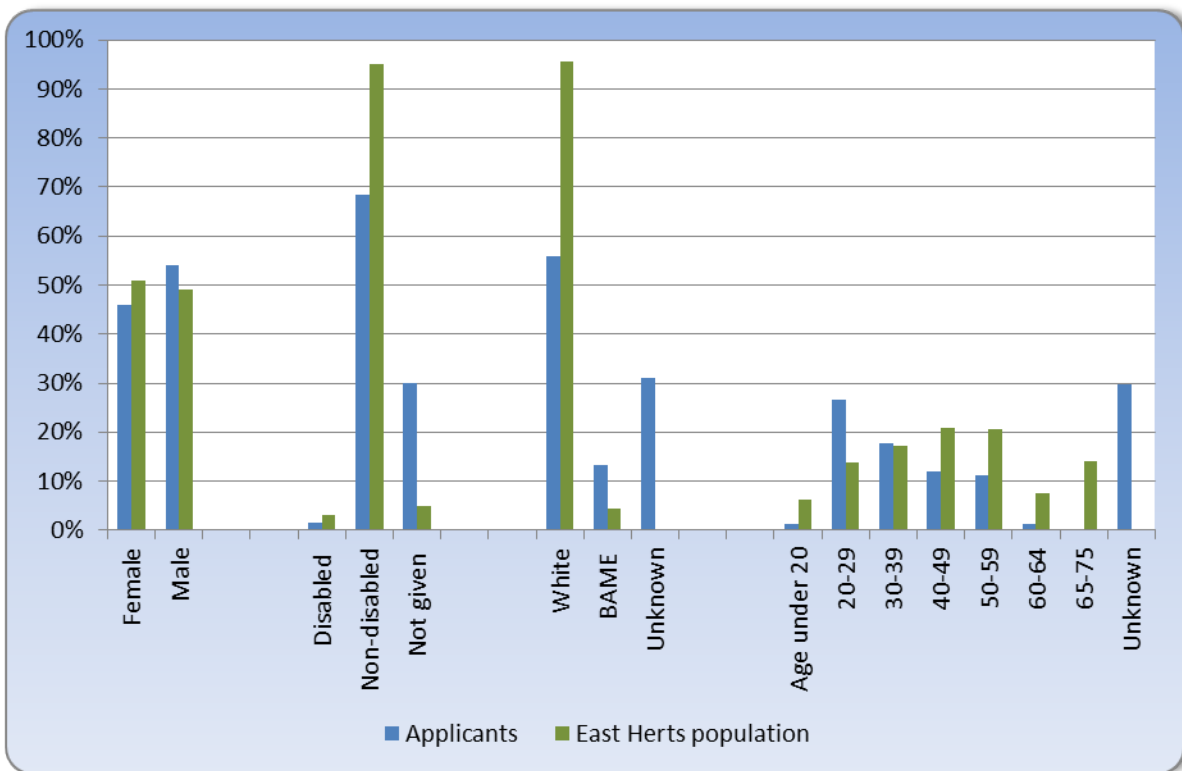
(Definitions of Ethnic Groups taken from the 2011 Census)

The data has been collected from the Equalities Monitoring Forms which are part of the application form and are detached before sending to managers.

Comparisons have been drawn to the profile of the working population of East Herts to understand whether the council has been successful in attracting a diverse range of applicants that are reflective of the local population.

The equalities data of applicants reaching the shortlisting and appointment stages has been compared to the data of all applicants to understand whether certain groups are being disadvantaged and at what stage of the recruitment process.

## All applicants



**Figure 4.0 Applicant profile compared to the working population of East Herts**

Source: Nomis Official Labour Market Statistics (East Herts residents aged 16-64 (2017)), ONS Census 2011\_Long Term Health Problem or Disability (QS303EW), ONS Census 2011\_Key Statistics\_KS201EW Ethnic Group by Measures and Nomis Population estimates - local authority based by single year of age (2017).

*Note: The percentages shown for East Herts residents are the percentage of 16-75 year olds, not the total population.*

### Gender

Figure 4.0 shows that in 2017/18 council attracted a higher proportion of male applicants than female applicants: 46% of applicants were female and 54% were male compared to the gender profile of the working population of East Herts (49% and 51% respectively).

This is a change from 2016/17 where 61% of applicants were female and 39% were male. This is seen as a positive change as one of the actions arising from the council's Gender Pay Gap Report 2018 was to try and recruit more males due to the high proportion of females working for the council widening our pay gap.

### **Disability status**

Figure 4.0 shows that there are no concerns with regard to attracting applicants with a disability; 1.6% of applicants had a disability in 2017/18 which is slightly lower than East Herts residents with a disability (3%).

### **Ethnic origin**

Figure 4.0 shows that in 2017/18 the council attracted applicants from a diverse range of ethnic origins reflective of those of East Herts residents; 13.2% of applicants were from BAME groups which is significantly higher than the percentage of East Herts residents in these groups (4.5%).

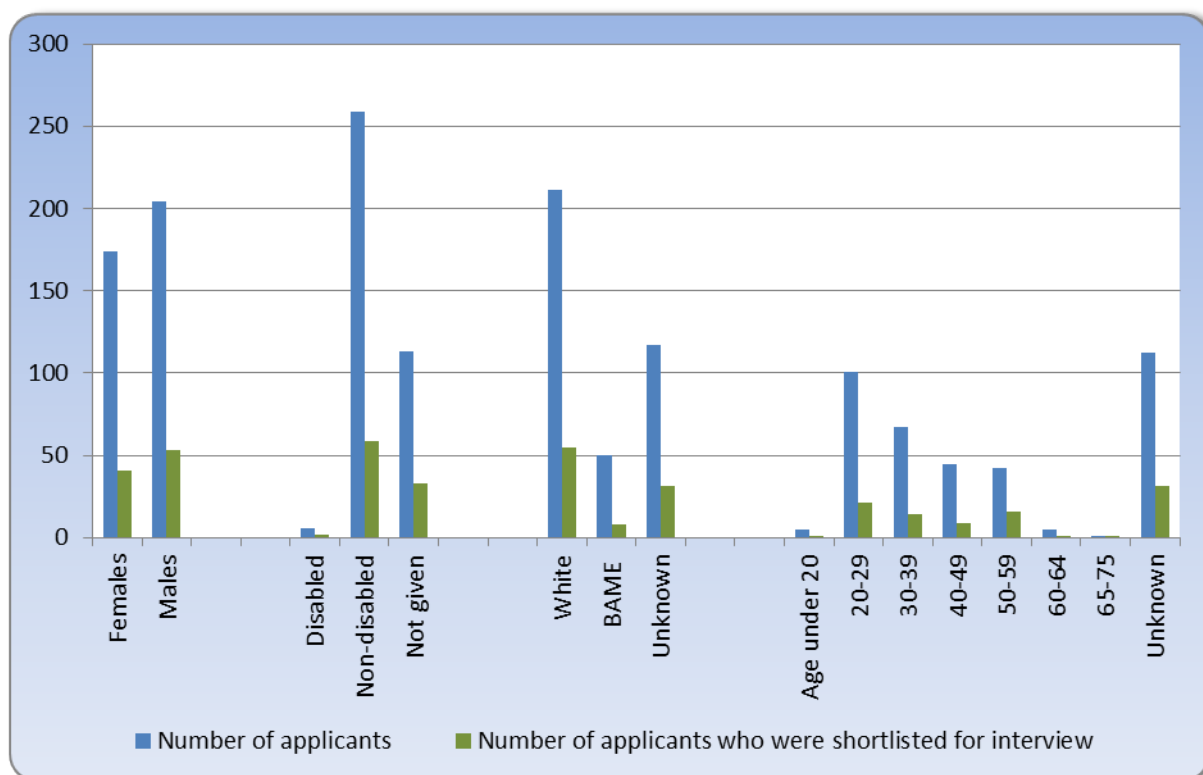
### **Age**

Figure 4.0 shows that the council attracted applicants from a wide range of age groups reflective of those of East Herts residents.

The data suggests that younger applicants see the council as an attractive place to work. The percentage of applicants in the 20-29 age group (26.7%) is over 2.5 times that of East Herts residents in that age group (10%). The percentage of applicants under the age of 20 is low (1.3%) compared to East Herts residents in that age group (4.6%), however this is likely to be due to these individuals remaining in full time education.

There was only one applicant (0.3%) from the 65-75 age group which is less than the East Herts residents in that age group (10.3%) but this is likely to be due to most people taking retirement rather than looking for employment in this age group.

## Shortlisting stage



**Figure 5.0 Analysis by gender, disability status, ethnic origin and age at the shortlisting stage**

### Gender

Figure 5.0 shows that of the 174 female applicants, 41 (21%) were shortlisted for interview. Of the 204 male applicants, 53 (26%) were shortlisted. Although there were more male applicants overall, the percentages within each category are fairly even and no cause for concern.

### Disability status

Figure 5.0 shows that there were no concerns with regard to disability at the shortlisting stage. The council guarantees that applicants who have applied under the Disability Confident Scheme will be invited for an interview if they meet the minimum essential criteria for the role. In 2017/18, there were 6 applicants who applied for roles under the scheme. Of these, 2 (33%) met the minimum essential criteria for the

role and were therefore invited to interview. This is higher than both the percentage of non-disabled applicants (23%) and those who did not declare their disability status (29%) being shortlisted for interview. However caution should be exercised when comparing percentages due to the small numbers of disabled applicants compared to the other categories.

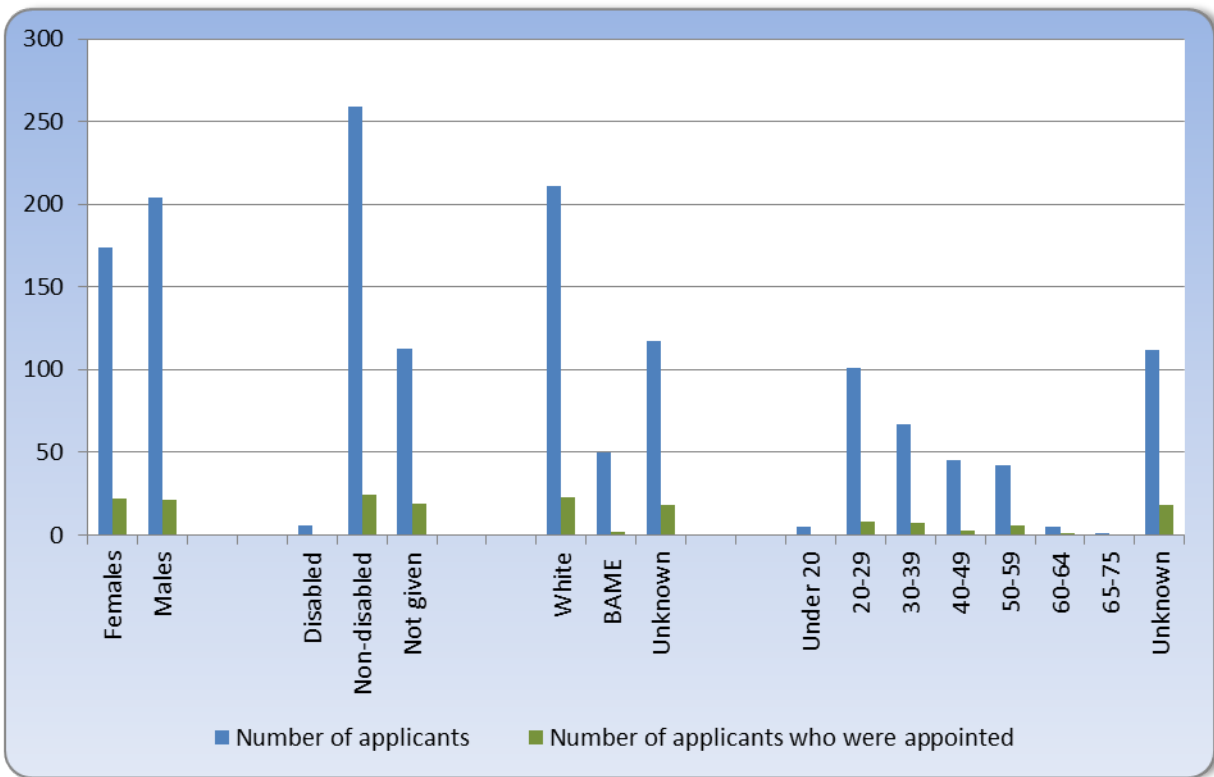
### **Ethnic origin**

Figure 5.0 shows that of the 50 applicants from BAME groups, 8 (16%) were shortlisted for interview compared to 55 of the 211 white applicants (26%). This gap is a slight cause for concern as the percentage of applicants from BAME groups being shortlisted for interview has reduced since 2016/17 where 25% were shortlisted compared to 29% of white applicants. However the figures should be reviewed with some caution due to the significantly smaller numbers of applicants from BAME groups compared to white applicants.

### **Age**

Figure 5.0 shows that the proportion of applicants within each group being shortlisted for interview are fairly similar (between 20-28%) apart from the 50-59 age group where 38% of applicants were shortlisted. 100% of the 65-75 age group were shortlisted for interview but there was only one applicant in this group.

### **Appointment stage**



**Figure 6.0 Analysis by gender, disability status, ethnic origin and age at the shortlisting stage**

### Gender

Figure 6.0 shows that of the 174 female applicants, 22 (13%) were appointed. Of the 204 male applicants, 21 (10%) were appointed. Although there were more male applicants overall, there were slightly more females appointed than males.

### Disability status

Figure 6.0 shows that of the 6 applicants with a disability, none were appointed. Due to the very small numbers in this category this cannot be linked to the applicants' disability status.

### Ethnic origin

Figure 6.0 shows that of the 50 applicants from BAME groups, 2 (4%) were appointed compared to 23 of the 211 white applicants (11%). This gap is a slight cause for concern as the percentage of applicants from BAME groups being shortlisted for interview has reduced since 2016/17 where 5% were shortlisted compared to 9% of white applicants. However the figures should be reviewed with some caution due to the significantly smaller numbers of applicants from BAME groups compared to white applicants.

## Age

Figure 6.0 below shows that applicants in the younger age groups were slightly less successful at the interview stage. 0% of those under the age of 20 and 8% of those aged 20-29 were appointed, compared to 14% of applicants in the 50-59 age group and 20% of the 60-64 age group.

## Performance Management

All employees have one annual Performance Development Review (PDR) completed between January and March with regular one to ones throughout the year. There are five PDR ratings:

- Exceptional Performance
- Exceeding Expectations
- Meeting Expectations
- Opportunity for Improvement
- Immediate Improvement Required

87% of PDRs for 2017/18 were completed. 50% of PDRs completed were graded as 'Meeting Expectations'. No further analysis has been made regarding employees in this category in terms of protected characteristics as they are performing their role effectively.

Due to the small numbers of employees falling in 'Exceptional Performance' category (7 employees), 'Opportunity for Improvement' (7 employees) and 'Immediate improvement required' (1 employee), no further analysis has been carried out in relation to protected characteristics.

84 (19%) of employees were graded as 'Exceeding Expectations'. Of these, 74% of were female and 26% were male. This is reflective of the employee profile (73% and 27% respectively) and therefore there are no concerns in this area.

Employees ranged across all of the age groups and numbers were reflective of the employee profile and therefore there are no concerns in this area.

3.6% of employees were from BAME groups which is slightly less than the employee profile overall.

No employees in this category were disabled but due to the low numbers of disabled employees overall at the council (13) this is not a particular cause for concern.

## Disciplinary and Grievance

Due to the small number of formal disciplinary and grievance cases in 2017/18 (3) no further analysis has been carried out in terms of protected characteristics.

## Training

The 2017/18 Learning and Development Programme offered a range of learning and development opportunities designed to meet corporate, service and individual needs. Development needs were identified both corporately and through individual PDRs. Development opportunities were delivered by facilitated events, workshops, job shadowing, mentoring, coaching, webinars and e-learning.

Corporate training courses are advertised to all staff via an email bulletin. Access to the courses is subject to manager approval and places are offered on a first come first served basis. Requests for funded professional and vocational training are approved by Leadership Team. No requests for professional or vocational training were refused in 2017/18.

We are satisfied that training and development is provided on a fair and equal basis across the council and allows all employees to take advantage of the opportunities.

## Leavers

### Introduction

This section provides information on employees who have left the council (both voluntarily and involuntarily) between the period 1 April 2017 and 31 March 2018. The figures exclude casual employees who have left the council and those who are on a career break.

The total number of leavers during the period is 52. Of these, 43 left voluntarily and 9 left involuntarily. Reasons for leaving were analysed in the Turnover Report for 2017/18 (Human Resources Committee July 2018).

Leaver data has been analysed using 6 of the 9 protected characteristics under the Equality Act 2010 as follows:

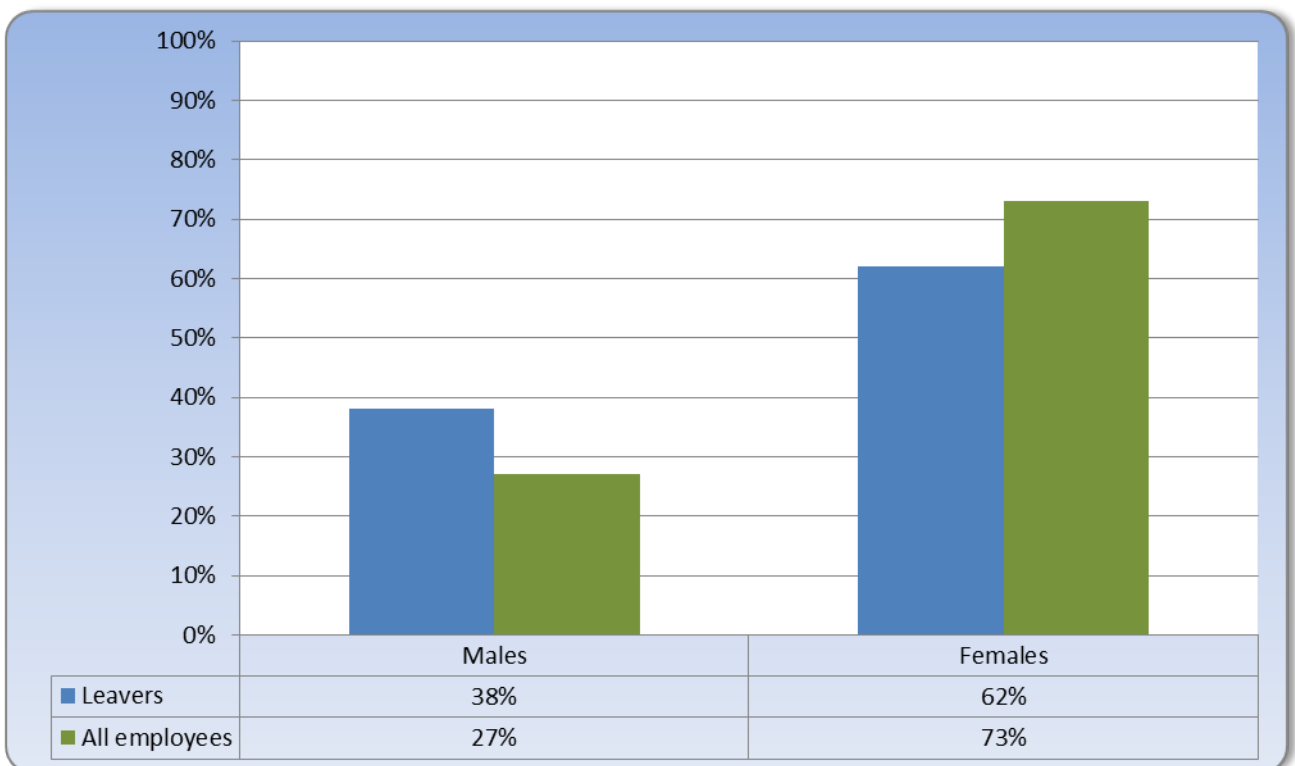


- Gender
- Ethnic origin
- Age
- Religion or Belief

Sexual orientation was not reported on due to the small numbers of employees in some categories which may identify individuals. There are no concerns in this area.

Disability was not reported on as the disability status for all 52 leavers was unknown.

## Gender



**Figure 7.0 Leavers by gender**

Figure 7.0 shows that there was a higher percentage of male leavers when compared to the percentage of male employees; 38% of leavers were male and 62% were female which is not reflective of the gender split of all employees (27% and 73% respectively). However, the percentage of male leavers has reduced since 2016/17, where 55% of leavers were male and 45% were female so the figures are getting closer to the gender split at the council overall.

## Ethnic Origin

There are no concerns in this area, the proportions of white leavers and those from BAME groups in 2017/18 were reflective of the overall employee profile.

## Age

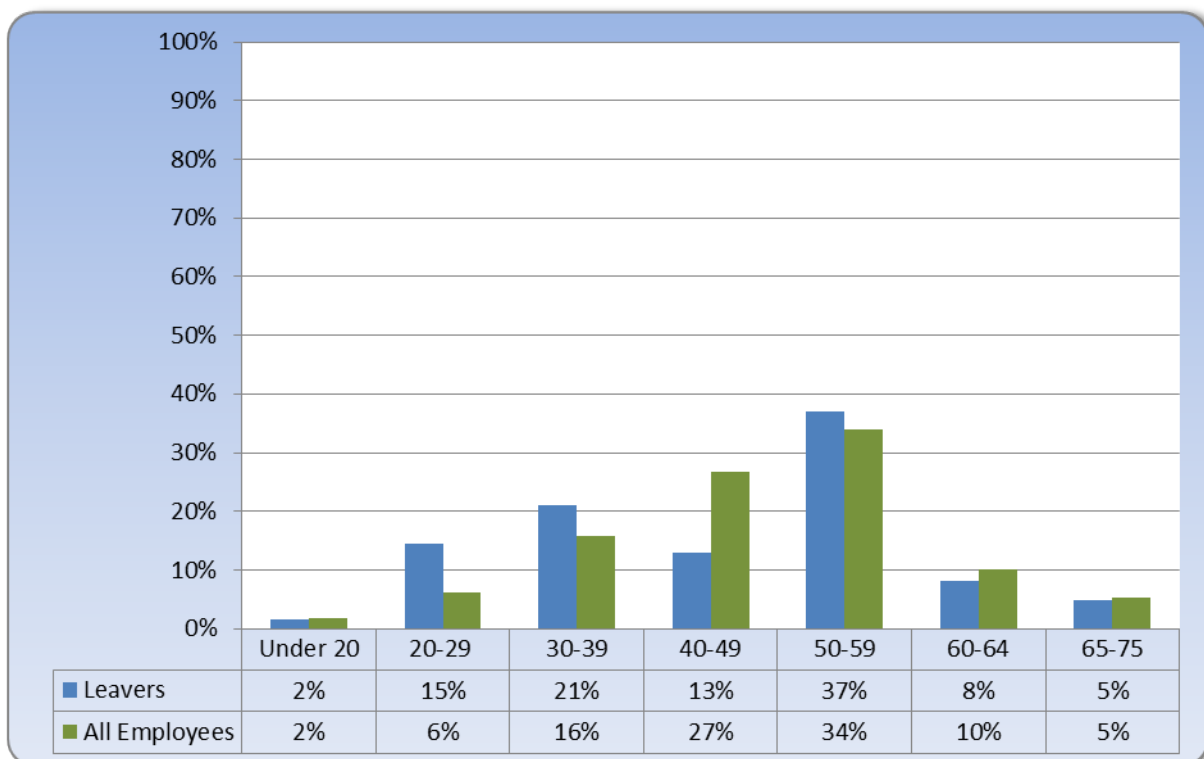


Figure 8.0 Leavers by age

Figure 8.0 shows the percentage of leavers in the 20-29 age groups (15%) was more than twice the percentage of employees in this age range (6%). This figure is the same as it was in 2016/17.

However, because there were only 6 leavers in this age group it is difficult to draw any significant conclusions. Further analysis found that the 6 people left for a variety of different reasons, were all from different service areas and had length of service ranging from 1 to 11 years so there is are no obvious patterns.

## **Religion or Belief**

There are no concerns in this area, the religious belief of leavers in 2017/18 were reflective of the overall employee profile.

## Action plan

Action	Timescale
<b>Employee Profile</b>	
To complete the Gender Pay Gap report in 2019.	March 2019
<b>Recruitment</b>	
To continue to explore initiatives to attract more applicants in the under 20 age group to apply for jobs at the council.  For example, increase the council's digital presence on social media such as LinkedIn and improve the recruitment pages on the website to help attract younger people to apply for jobs at the council.	To continue throughout 2018
Review introducing 'name-blind' recruitment (where names are removed during the shortlisting process to avoid gender and ethnicity bias).	December 2018
Include a guidance document on bias when sending managers job applications.	March 2019
Educate employees about stereotypes and unconscious bias.	March 2019
To complete actions from the Gender Pay Gap report 2018 to help reduce gender bias in recruitment.	March 2019
To continue to collect data on sexual orientation at the recruitment stage during 2018/19 to ensure this can be fully reported on next year.	Ongoing

To ensure that the new HR and Payroll System can capture equalities data during the recruitment process.	When the recruitment module is implemented – no date set yet
To reconsider placing job adverts on disability websites to attract disabled people to apply for jobs at the council.	March 2019
<b>Performance Management</b>	
HR to continue to undertake spot checks on PDR documentation to ensure that they are of good quality and provide sufficient evidence to justify the rating given.	July 2019
<b>Discipline and Grievance</b>	
Continue to monitor equalities data for all disciplinaries and grievances.	Ongoing
<b>Training</b>	
Continue to work on developing a 'talent pool' of employees graded as 'exceptional performance' and 'exceeding expectations'. Work closely with service managers to ensure that these employees have tailored development plans to aid their personal career progression and succession planning within the council.	Ongoing
<b>Leavers</b>	
Maintain a robust process for chasing exit questionnaires to ensure exit data for all leavers is captured.	Ongoing
Review the content of the exit questionnaire to ensure it is capturing the required data.	March 2019

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EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE - 3 OCTOBER 2018

REPORT BY THE HEAD OF HUMAN RESOURCES AND  
ORGANISATIONAL DEVELOPMENT

HUMAN RESOURCES MANAGEMENT STATISTICS: JULY TO  
SEPTEMBER 2018

WARD(S) AFFECTED:        *None*

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## **Purpose/Summary of Report**

Members are invited to consider the Human Resources (HR) Management Statistics for Quarter 2 (July – September 2018).

<b><u>RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE</u></b>	
<b>That:</b>	
<b>(A)</b>	<b>the HR Management Statistics for Quarter 2 (July to September 2018) be noted</b>

## **Background**

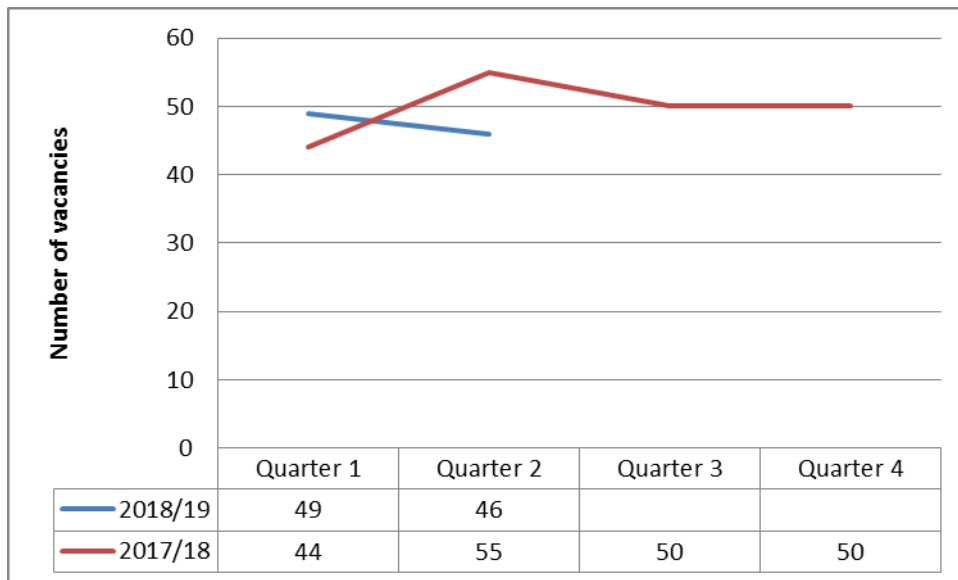
This report outlines the current performance against the annual HR targets as approved by the HR Committee.

## **Report**

### **1. Vacancy Data**

- 1.1 Figure 1 below shows that the number of vacancies in the council has fallen from 49 in Quarter 1 to 46 in Quarter 2 and is significantly lower than this time last year (55 vacancies in Quarter 2 2017/18)

**Figure 1 – Number of vacancies in the council**



1.2 The table below shows that 70% of the vacancies are actively being recruited to, 26% are on hold e.g. pending job redesign, potential review of structure and 4.3% are due to 'other' (e.g. covered by other temporary arrangements such as an external secondment or via a shared service with Stevenage Borough Council).

<b>Progress with vacancy</b>	<b>No. of posts</b>	<b>% age of vacant posts**</b>	<b>Comments</b>
Actively being recruited to:	32	70%	Out to advert (15)*, Shortlisting (1), interviewing (2), offer made but not yet started (14)
On hold – pending job redesign, imminent restructure	12	26%	
Other	2	4.3%	Egs include post being covered by an external secondee, post covered by a temporary shared service arrangement with Stevenage Borough Council



\*for 7 of these vacancies, several recruitment attempts have been unsuccessful as they are nationally difficult to recruit posts however they are currently being advertised.

\*\*Some figures have been rounded up

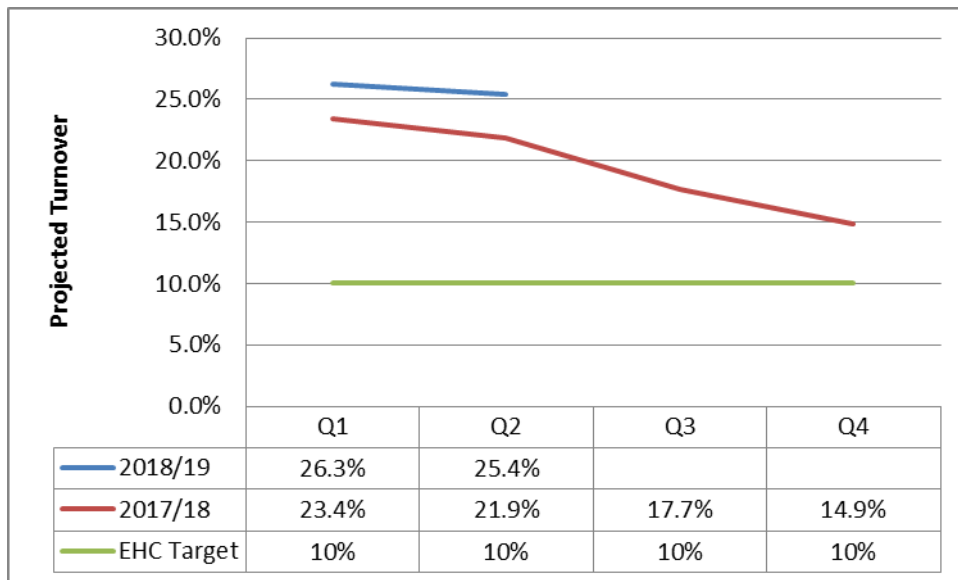
**2. Employee Turnover**

2.1. There were 42 leavers (35 voluntary and 7 involuntary) between 1 April and 30 September 2018. Based on this figure, projected turnover is 25.4% for the year which has fallen slightly since Quarter 1 (26.3%) however it is above the council’s target of 10%. The projected turnover rate for Quarter 2 is higher in 2018/19 compared to the same period last year (21.9% in Quarter 2 of 2017/18).

<b>Quarter</b>	<b>Number of Leavers</b>	<b>Projected Turnover for 2018/19 (TARGET 10%)</b>	<b>Compared to the same period last year (2017/18)</b>
Quarter 1	22	26.3%	23.4%
Quarter 2	20	25.4%	21.9%

2.2 It is anticipated that projected turnover will fall each quarter as the year progresses following a similar pattern to the previous year: in 2017/18 projected turnover in Quarter 1 was high (23.4%) however it fell to 14.9% by Quarter 4. Please see Figure 2 below.

**Figure 2 – Projected Turnover 2018/19 and comparisons with the previous years' figures**



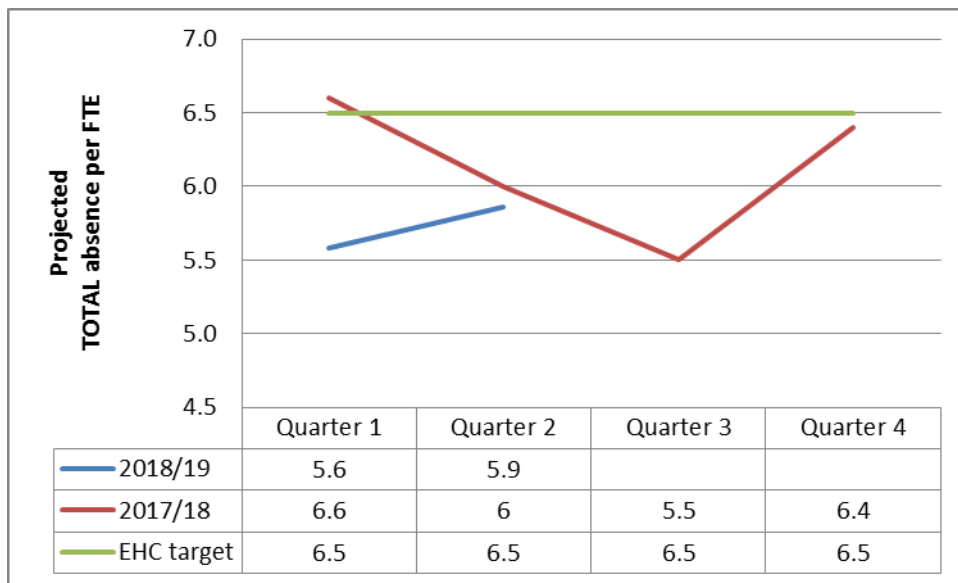
2.3 Given the turnover figures, HR have put considerable effort into contacting and following up on voluntary leavers for the return of their exit questionnaire and as a result completion rates have increased from 42% in 2017/18 to 74% as at the end of Quarter 2. Where appropriate, HR Officers have also been following up questionnaires by interviewing leavers to capture further information which may assist in determining trends.

2.4 Exit Questionnaire data is given in confidence to HR however leavers are encouraged to give their permission to share the data with their managers so that they can take any actions as appropriate. Exit Questionnaire data is analysed in full in the Annual Turnover Report which will be presented to HRC in July 2019.

### **3. Sickness Absence**

3.1 Figure 3 below shows that, based on sickness absence data as at Quarter 2, projected sickness absence for 2018/19 is slightly lower (5.9 days) compared to the same quarter in 2017/18 (6 days) and is below the council's target (6.5 days). It has however increased slightly since Quarter 1 (5.6 days).

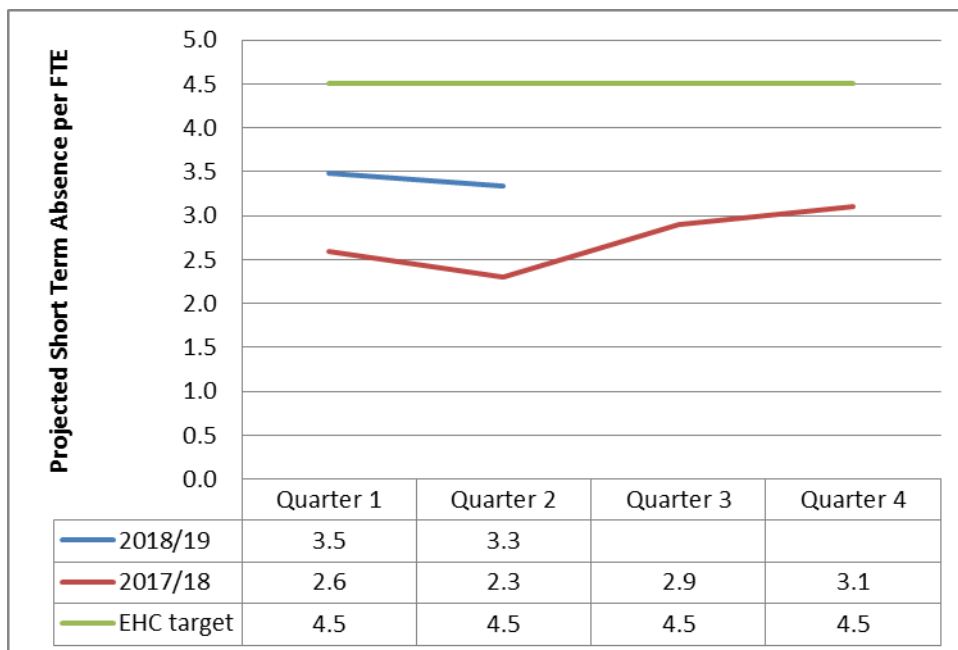
**Figure 3 – Projected absence for 2018/19 compared to last years’ figures**



\*Quarter 2 is based on figures as at the end of August as data for September was not available at the time of writing the report

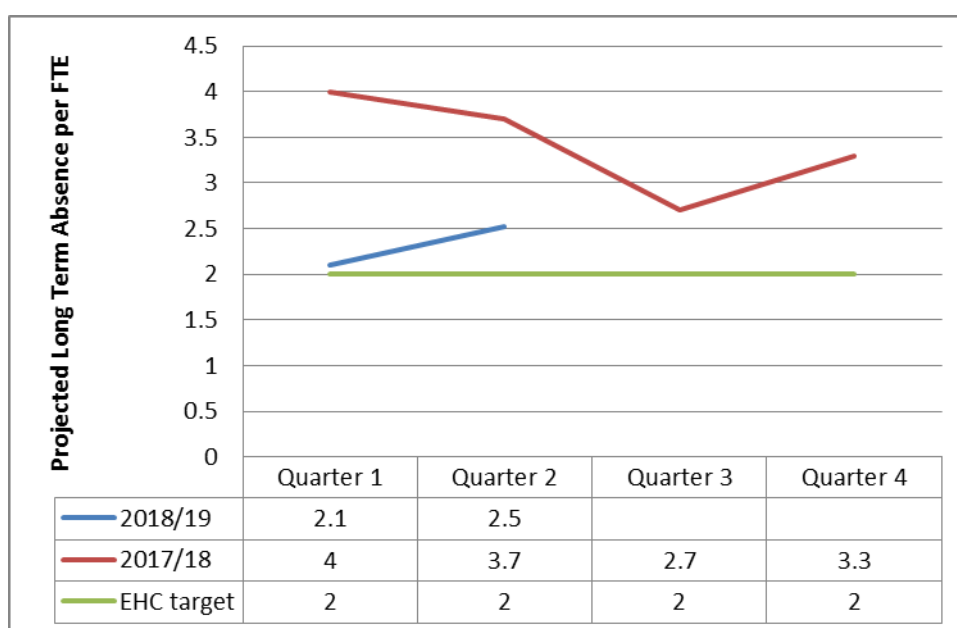
3.2 Figure 4 below shows that projected short term absence has fallen from 3.5 days in Quarter 1 to 3.3 days in Quarter 2 and is well below the council’s target of 4.5 days. It is however higher than the same period last year (2.3 days in 2017/18).

**Figure 4 – Projected SHORT TERM absence for 2018/19 compared to the previous years’ figures**



3.3 Figure 5 below shows that projected long term absence is considerably lower (2.5 days) than the same period last year (3.7 days in 2017/18) however it has increased since the previous quarter (2.1 days) and is above the council's target of 2 days.

**Figure 5 - Projected LONG TERM absence for 2018/19 compared to last years' figures**



3.4 HR are working closely with managers to support employees who are on long term sickness absence through e.g. referrals to Occupational Health and making adjustments to their

work/workplace to assist them in returning to work at the appropriate time.

#### **4. Work-related accidents**

4.1 During the period 1 July to 30 August 2018 there were no reportable\* and 1 non-reportable accident involving employees. (Stats are not yet available for September 2018).

\* Reportable accidents are those where the council has a statutory duty under Reporting of Injuries, Diseases and Dangerous Occurrence Regulation's 2013 (RIDDOR) to inform the Health and Safety Executive (HSE).

#### **5. Learning and Development**

5.1 During the period 1 July to 14 September 2018, 72 learning and development events were held and there were 952 participants.

#### **6. Performance Management**

6.1 Date for the completion of Performance Development Reviews (PDRs) in 2018/19 will be reported on at the end of the PDR year – i.e. HRC in July 2019.

#### **7. Equalities Monitoring Indicators**

7.1 The table below shows a summary of equalities data for employees as at 14 September 2018.

	<b>Target</b>	<b>EHC Percentage</b>
<b>Disability</b>		
Leadership Team with a disability	5%	0%
Employees with a disability	5%	3.4%
<b>Ethnicity</b>		
Leadership Team members from BAME groups	4.5%	16.7%

Employees from BAME groups	4.5%	6.2%
<b>Gender</b>		
Leadership Team members who are female	51%	75%
Employees who are female	51%	74%
<b>Full Time/Part Time</b>		
Employees who are part time	27%	39%
Employees who are part time and female	21%	36%
Employees who are part time and male	6%	2.5%

The Leadership Team = Chief Executive, Deputy Chief Executive and Heads of Service.

## 8. Policy Development

8.1 The following policies are currently being reviewed:

- Bullying and Harassment
- Appeals
- General Leave
- Organisational Change
- Flexible Working

## 9.0 Implications/Consultations

Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

### Background Papers

None

Contact Officer: Kate Leeke - Head of HR and OD Ext. 2141  
[Kate.Leeke@eastherts.gov.uk](mailto:Kate.Leeke@eastherts.gov.uk)

Report Author: Vicki David - HR Officer Ext. 1652  
[Vicki.David@eastherts.gov.uk](mailto:Vicki.David@eastherts.gov.uk)

**IMPLICATIONS/CONSULTATIONS**

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate):</i>	Priority 1 – Improve the health and wellbeing of our communities  Priority 2 – Enhance the quality of people's lives  Priority 3 – Enable a flourishing local economy  HR contributes as an internal service to all three corporate priorities
Consultation:	None
Legal:	None
Financial:	None
Human Resource:	As detailed in the report
Risk Management:	None
Health and wellbeing – issues and impacts:	None
Equality Impact Assessment required:	No

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## EAST HERTS COUNCIL

### HUMAN RESOURCES COMMITTEE – 3 OCTOBER 2018

#### REPORT BY HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

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#### GENDER PAY GAP ACTION PLAN

WARD(S) AFFECTED: NONE

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#### **Purpose/Summary of Report**

- To outline the gender pay gap detailed action plan following the publication of the council's gender pay gap data in March 2018

<b><u>RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE:</u></b>
--------------------------------------------------------------

<b>That:</b>
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<b>(A)</b>	<b>the gender pay gap action plan is noted</b>
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#### 1.0 Background

1.1 Following a change in legislation in 2017, the council published its gender pay gap data in March 2018 for the first time.

1.2 The council's mean gender pay gap is 8.46% and the median gender pay gap is 16.96%. The gender pay gap is not due to less women working in more senior roles than men but because at the lower grades there is a much higher percentage of women than men.

#### 2.0 Report

2.1 In the published gender pay gap report, the council prioritised the following areas for action:

### Recruitment

We will explore how we can attract more men into the council to create a more even gender balance, given that we have more women than men at every level of our organisation, including the leadership team.

### Flexible working

We will continue to actively encourage flexible working across the council, in every role, at every level, to ensure that employees have the opportunity to balance their career aspirations with caring responsibilities.

### Breaking down gender stereotypes

We will try to dispel gender stereotypes about traditionally “male” or “female” areas of work within the council, for example by promoting positive case studies within the council and through working with local secondary schools regarding career opportunities.

2.2 A detailed action plan for each of these areas has been developed, please see **Essential Reference Paper ‘B’**.

### 3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper ‘A’**.

### Background Papers –None

Contact Officer: Kate Leeke, Head of HR and OD  
01279 502141  
[Kate.Leeke@eastherts.gov.uk](mailto:Kate.Leeke@eastherts.gov.uk)

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01992 531630  
[claire.kirby@eastherts.gov.uk](mailto:claire.kirby@eastherts.gov.uk)

**IMPLICATIONS/CONSULTATIONS**

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate):</i>	Priority 1 – Improve the health and wellbeing of our communities  Priority 2 – Enhance the quality of people's lives  Priority 3 – Enable a flourishing local economy  HR contributes as an internal service to all three corporate priorities
Consultation:	None
Legal:	None
Financial:	None
Human Resource:	As detailed in the report
Risk Management:	None
Health and wellbeing – issues and impacts:	None
Equality Impact Assessment required:	No

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## Essential Reference Paper 'B'

Action	Timeframe	Update as at September 2018	
<b>Recruitment</b>			
1.	Review job adverts to: <ul style="list-style-type: none"> <li>• ensure that language is gender neutral</li> <li>• include a clear statement that we will consider applications for part-time and job-share for full-time positions</li> <li>• reinforce our commitment to diversity and inclusion</li> </ul>	August 2018	Completed end of July 2018
2.	Review introducing 'name-blind' recruitment (where names and genders are removed during the shortlisting process to avoid gender bias)	December 2018	None
3.	Include a guidance document on unconscious bias when sending managers job applications	March 2019	None
4.	Review how gender diverse our interview panels are and take action if issues are identified	March 2019	None
<b>Flexible working</b>			
1.	Review the council's Flexible Working Policy	January 2019	Consultation with Unison and Leadership complete. Following

			feedback from Leadership Team, the policy needs to be reviewed further. It is intended it will go to LJP in December and HRC in January.
2.	Work with communications to promote flexible working with a focus on encouraging men to work flexibly so it is not viewed as a female only benefit	December 2018	Flexible working for jobs at all levels has been highlighted as a benefit in the new job advert template and it is stated that part-time working and job-share arrangements are considered for all full-time roles
3.	Work with communications to encourage the uptake of shared parental leave. The pay gap widens after women have children and this could be reduced if men and women shared childcare more equally	December 2018	Meeting scheduled with Communications in November 2018
<b>Breaking down gender stereotypes</b>			
1	Educate employees about stereotypes and unconscious gender bias.	March 2019	Currently investigating delivery models.
2	Dispel stereotypes about traditionally 'male' or 'female' areas of work within the council when attending careers fairs at local secondary schools.	Started and ongoing	Arranging for more male employees to attend careers fairs as it is usually members of HR who attend (all female)

## EAST HERTS COUNCIL

### HUMAN RESOURCES COMMITTEE - 3 OCTOBER 2018

#### REPORT BY THE HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

#### HUMAN RESOURCES AND PAYROLL TEAM UPDATE REPORT

WARD(S) AFFECTED:        *None*

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#### **Purpose/Summary of Report**

Members are invited to note the Human Resources update report.

<b>RECOMMENDATION FOR HUMAN RESOURCES COMMITTEE</b>	
<b>That:</b>	
<b>(A)</b>	<b>the Human Resources Update Report be noted</b>

#### **1.0    Background**

1.0    This report provides an update on the HR and Payroll team.

#### **2.0    Report**

##### **2.1    Payroll Service - Achievements**

2.2    Every month the HR & Payroll Team continues to deliver its primary mission of ensuring all Staff, councillors and Contractors on the payroll are paid accurately and timely.

2.3    Recent updates to Councillors' allowances were processed including backdated arrears.

- 2.4 In addition to the monthly payroll run the Team processed payments to those who staffed the recent two Local Planning Referendums for the Electoral Services Team on the Election Payroll.
- 2.4 Typically no errors or irregularities have been highlighted which enhances good morale on pay day and enhances the profile of the Team.
- 2.5 Processes within the Team continue to be reviewed for streamlining and improving.

### **3.0 General Data Protection Regulations (GDPR)**

- 3.1 The GDPR action plan for HR is almost completed, with only minor actions outstanding. We are currently scanning and destroying all of our hard copy staff files and sorting the electronic files in accordance with GDPR which should be completed by the end of November.

### **4.0 'You said, we did'**

- 4.1 The 'you said, we did' project launched in July following the results of the staff survey in February 2018. The aim of the project is to communicate to staff how we have listened to their feedback and what actions we have taken forward as a result. This is communicated via Team Update and Connect in a 'you said, we did' format, i.e. taking an issue identified through the staff survey (you said) and stating how we have tried to resolve it (we did).

### **5.0 Our Workspace project**

- 5.1 The purpose of the Our Workspace project is to carry out a thorough review of the council's central office headquarters to ensure the Council continues its journey to becoming a top performing organisation. The project covers physical location and layout, space occupied, storage, I.T., flexible working practices and opportunities to invite public or private sector



groups to re-locate into our surplus space. The aim is to create a practical working space for all staff whilst promoting flexible approaches to working. HR are acting as the culture lead for the agile workspace project, ensuring there is appropriate consultation and engagement with staff and supporting them in the transition to a new way of working. A designated page on the intranet has been set up with FAQs and floor plans. A guidance document on how to work in the new workspace is in draft and has been sent to Leadership Team and Unison for comments.

## **6.0 Mental Health First Aiders**

6.1 HR have researched the benefits and any potential risks of having Mental Health First Aiders in the council and have explored the costs of training staff. The Leadership Team were keen to promote this initiative to support staff. We are seeking volunteers in order to have a pool of suitably trained staff at each of the Council venues. The training has been arranged through Mind and will take place on 15 November 2018.

## **7.0 Difficult to recruit posts in Environmental Health**

7.1 HR have worked closely with the Head of Service and Service Manager to fill a nationally difficult to recruit post in Environmental Health. A wide reaching advertising campaign was initiated which including approaching universities, advertising on social media such as LinkedIn, Twitter and Facebook, boosting the advert in the Google Search and using free online jobs boards. HR also worked with managers to develop one of the roles into a career grade role to attract candidates who do not already have a degree to start their career in Environmental Health with the council.

## **8.0 Flexi Time Scheme Review**

8.1 HR have sought the views of the Leadership Team regarding

whether they wish to see any changes to the way the flexi time scheme operates within the council. Feedback has been considered and it is anticipated that staff will be updated at the staff briefings in October.

## **9.0 Mandatory Training**

9.1 The mandatory training has been launched for all staff across the Council. All employees are expected to complete the following courses & have a refresher every 12 months:

- GDPR – Data Protection Essentials
- MiCollab Client Service
- Display Screen Equipment
- Introduction to Health and Safety
- Safeguarding Awareness
- Equality and Diversity Introduction
- Information and Governance

9.2 The mandatory training programme was launched in September 2018 and is endorsed by the Leadership Team. Completion of the training is monitored and supported through individuals 1-2-1's and PDR's.

## **10.0 ResourceLink – HR & Payroll Project**

10.1 The project continues as e-forms are developed and tested and reports are being defined and set up to meet the manager's requirements.

10.2 Training is on-going for MyView with Drop In sessions being advertised for employees to discuss any issues and gained additional support.

## **10.0 Health and Safety update**

### **10.1 Evacuation Chairs**

10.2 After a comprehensive tender process the new Evacuation Chairs have been installed at Wallfields, Buntingford Service Centre and Hertford Theatre

10.3 Train the Trainer and user training sessions are planned for October and November to ensure staff are confident using the new chairs.

### **11.0 Guardian 24 Lone Worker Service Contract**

11.1 In July training events were held to train the officers using the lone worker devices and to support the contract administrators. User guides and standards for the lone workers have been developed and they are being rolled out across the council and will be available on the intra-net by the end of September.

### **12.0 Shared Waste Services Contract – Partnership Working**

12.1 The Health and Safety Officers at East Herts and North Herts Council are working together to monitor the health and safety compliance of the shared waste contract and they are designing an auditing programme. It is anticipated that the auditing programme will be finalised by 31 January 2019; then a plan of the audits will be agreed with all parties.

### **13.0 Implications/Consultations**

13.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

#### Background Papers

None

Contact Officer: Kate Leeke - Head of HR and OD Ext. 2141  
[Kate.Leeke@eastherts.gov.uk](mailto:Kate.Leeke@eastherts.gov.uk)

Report Author: Vicki David - HR Officer Ext. 1652  
[Vicki.David@eastherts.gov.uk](mailto:Vicki.David@eastherts.gov.uk)

**IMPLICATIONS/CONSULTATIONS**

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate):</i>	Priority 1 – Improve the health and wellbeing of our communities  Priority 2 – Enhance the quality of people's lives  Priority 3 – Enable a flourishing local economy  HR contributes as an internal service to all three corporate priorities
Consultation:	None
Legal:	None
Financial:	None
Human Resource:	As detailed in the report
Risk Management:	None
Health and wellbeing – issues and impacts:	None
Equality Impact Assessment required:	No

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## **Minutes of Health & Safety Committee** **Thursday 12<sup>th</sup> June 2018 in room 1.11**

**Present:** Graham Mully (GM) – Chair  
Peter Dickinson (PD)  
Steve Whinnett (SW)  
Sarah Bye (SB)  
Paul Thomas-Jones (PTJ)  
Helen Farrell (HF)  
Ola Newham (ON) - Minutes

**1. Apologies:** Isabel Brittain (IB)  
Kate Leeke (KL)  
Steve Ellis (SE)

### **2. Minutes of the last meeting**

2.1. Meeting opened by HF and GM with discussion about chairperson and attendee list. Minutes of the previous meeting were agreed as an accurate record.

### **3. Matters Arising**

3.1 Lone Workers devices – PD advised that Planning Department are testing the standards and guides. The feedback would be passed to the committee before being issued to portal administrators.

Action: PD

3.2 No decision made with relation to charging relevant teams in case device is lost/stolen. HF will request adding lone worker device to leavers' checklist.

Action: HF

3.3 PD advised the group that some previously considered as lost/stolen devices have been found and returned to HR. They remain deactivated.

3.4 Trevor Smith to be deleted from the circulation list

3.5 Jenny Francis has been appointed as the new UNISON Health and Safety Officer and needs to be included in the circulation of the agenda and the minutes.

3.6 Role of chairperson has been discussed, agreed this should be a Director or HoS level post, ideally HR. As KL is interim HoS, IB would take this on until a full time HR HoS is recruited.

#### **4. Accident & Incident reports – Verbal Reports**

4.1 PD gave a verbal report on accident and incidents from 23.03.2018 – 21.05.2018 for employees and non-employees. There was one non-reportable incident for employees and none for non-employees.

4.2 Incidents at the pool areas:

- 54 non-reportable (slips)
- Reportable – none

#### **5. Regulatory and legislative changes**

PTJ and PD reported no regulatory or legislative changes.

#### **6. Health and Safety compliance reports**

6.1 H&S business continuity meeting to be arranged by GM to discuss key decisions and areas of responsibility at Buntingford Service centre

Action: GM

6.2 It has been agreed that Chloe Hipwood and CAB rep should be invited to H&S Committee meetings. The agenda to be rearranged to discuss shared issues in the first part of the meeting.

6.3 The usual site visits were undertaken since the last meeting.

6.4 Minor incident in Charringtons House – while the roof was being repaired the strong sealant smell caused some disruption.

#### **7. Property – Premises maintenance and repairs**

7.1 Depot needs a second weigh-bridge



## **8 – Facilities Management**

8.1 CAB has moved in to the ground floor space in Old Building. Meeting room 28 is used solely by them. The fire exit route remains the same for all EHDC members of staff based in that part of the building.

8.2 PD to raise legal duty of care papers and share any safety rules with CAB.

Action: PD

8.3 HF raised the issue of double parking, people still tend to block other vehicles and escape routes.

## **9. List of issues (from employee and management side)**

No updates at this time.

## **10. Health and Safety Training**

10.1 PD sent out an email requesting feedback on training matrix, no feedback received.

10.2 GM advised all Directors, CE and HoS have been invited to attend Safety for Executives training. All Leadership Team registered to attend apart from Su Tarran.

10.3 Darren from Total Fire is currently unifying document sets for all sites, under the new fire safety management. There were certain additional responsibilities identified, relevant officers are aware.

10.4 Contract and service managers should be included in statutory Health and Safety training.

### **1.1 Health and Safety Policy arrangements**

6.4 HF and PD are working on updated policies and will share with the group once completed to hear comments and suggestion.

## **12. Health and Wellbeing**

12.1 It has been agreed this item to be removed from the agenda.

### **13. Key messages for the next quarter**

None discussed

### **14. Health and Safety news items, prosecutions**

None discussed

### **15 - AOB**

15.1 Order and items on the agenda were discussed. It was agreed that shared items with CAB, North Herts should be at the top and to be discussed in the first instance followed by items relevant only to EHDC.

15.2 GM to arrange meeting to review risk management of shared waste service including Heads of Service and H&S Officers from both Authorities.

Action: GM

**Date of next meeting:** 18<sup>th</sup> September 2018, room 1.11