



Please ask for Charlotte Kearsey
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The Chair and Members of
Employment and General Committee

30 August 2019

Dear Councillor,

Please attend a meeting of the EMPLOYMENT AND GENERAL COMMITTEE to be held on MONDAY, 9 SEPTEMBER 2019 at 10.00 am in Committee Room 2, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to Items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 4)
4. Overpayment policy (Pages 5 - 18)
5. Minutes of the Employer / Trade Union Committee (Pages 19 - 28)
6. Minutes of the Council Health and Safety Committee (Pages 29 - 34)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', located at the top center of the page.

Local Government and Regulatory Law Manager and Monitoring Officer

EMPLOYMENT AND GENERAL COMMITTEE

Monday, 8th July, 2019

Present:-

Councillor T Murphy (Chair)

Councillors Simmons

Councillors

K Falconer

*Matters dealt with under the Delegation Scheme

1 **DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

2 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Blank, Brittain and Davenport.

3 **MINUTES**

RESOLVED –

That the Minutes of the Meeting of the Committee held on 1 April, 2019 be approved as a correct record and signed by the Chair.

4 **COLLECTIVE AGREEMENT**

The HR Business Partner submitted a report recommending for approval the collective agreement for 2019 National Pay Award.

The 2019 pay award and local pay spine had been approved on 1 April, 2019. The pay grades made up a key part of the Single Status Local Agreement so trade union agreement was required prior to the adoption of the new pay spine, therefore, a collective agreement between Chesterfield Borough Council and its recognised Trade Unions would need to be formally signed.

The Trade Unions had been advised of the requirement to sign the collective agreement at the Employer – Trade Union Committee meeting which took place on 1 April, 2019.

***RESOLVED –**

That the Collective Agreement for 2019 National Pay Award be approved and signed by the Chair.

5 MANAGING ATTENDANCE POLICY

The HR Business Partner submitted a report recommending for approval the updated Managing Attendance Policy. The managing attendance policy had been approved by the Employment and General Committee in January 2016.

The aim of the policy was to encourage employees to maximise their attendance at work while recognising that employees will at times be unable to attend work for periods of time due to sickness.

The policy was due for review in January 2019 and the need for amendments had been identified to capture recent developments and address particular areas. These amendments included:

- The Council's commitment to the Dying to Work Charter;
- Trigger points and targets had been amended so all absences would contribute to trigger points regardless of their length;
- Longer warnings could be given if an employee's attendance levels returned to unacceptable levels within 12 months expiry of a warning and action would recommence at the level of the previous warning.

The draft policy had been presented and approved by the Employer – Trade Union Committee on 29 April, 2019.

***RESOLVED –**

That the Managing Attendance Policy be approved.

For Publication

Overpayment Policy

Meeting: Employment and General Committee

Date: 9 September 2019

Report by: Sandy Gillham-Hardy, HR Business Partner

1.0 PURPOSE OF REPORT

To advise the committee on the audit requirement for Chesterfield Borough Council to formulate and publish a statement of policy on overpayments made to employees and ex-employees of Chesterfield Borough Council.

2.0 BACKGROUND

In a recent audit report it was requested that the Council publish a policy to deal with overpayments made to employees and how they would be reclaimed. If members of staff have received public money to which they are not entitled, they will be asked to repay it in full.

The aim of the policy is to outline a procedure for the recovery of overpayments made to staff when they have received, or suspect that they have received, payments in excess of their entitlement. It is also to ensure there is a consistent approach to overpayments and to ensure that errors are promptly identified and repaid appropriately.

The Council reserves the right to reclaim any overpayment of salary, wages, or any other form of expense via a deduction from salary, or otherwise, at a reasonable rate.

3.0 PROPOSED PROCEDURE

The revised policy can be found at appendix A.

A full Equality Impact Assessment has been completed and is attached for information at appendix B.

4.0 EMPLOYER – TRADE UNION COMMITTEE

The proposed policy was submitted to the Employer trade union Committee on 1 July 2019 and was endorsed for submission to Employment and General Committee subject to any further comments from union branch meetings, which have been discussed and included where agreed.

5.0 RECOMMENDATION

That the new Overpayment Policy be approved.

For further information on this report, contact Sandy Gillham-Hardy.

OVERPAYMENT POLICY

Prepared by: Human Resources

Approved by Employment and General Committee: XX 2019

For review: XX 2022



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SECTION 1: GENERAL GUIDING PRINCIPLES

POLICY STATEMENT

1. This policy outlines the procedures for the recovery of overpayments made to staff when they have received, or suspect that they have received, payments in excess of their entitlement.
2. If members of staff have received public money to which they are not entitled, they will be asked to repay it in full.
3. The Council reserves the right to reclaim any overpayment of salary, wages, or any other form of expense via a deduction from salary, or otherwise, at a reasonable rate of deduction as agreed with the employee
4. The purpose of this policy is to ensure there is a consistent approach to overpayments and to ensure that errors are promptly identified and repaid appropriately.

SCOPE

5. This policy applies to all employees and ex- employees of Chesterfield Borough Council.

PRINCIPLES

6. The Council has a duty to ensure there are procedures and controls in place to pay employees correctly and in a timely manner.
7. Employees are expected to behave with honesty and integrity and with specific regards to overpayments of wages, salaries or expenses with a view to prevent occurrences of overpayment.
8. It is the responsibility of employees to check their pay slip on receipt for accuracy where possible. The Council will ensure as much clarity in the data as possible in order to aid employees.
9. It is expected that the employee will report promptly to the Payroll Section or their Service Manager any unexpected payment knowingly received, or any payment received to which the individual is not entitled.

10. The Service Manager should meet the employee to agree a repayment plan with support from HR and the payroll section.
11. The Payroll Section will endeavour to recover any overpayments promptly and in full once identified in accordance with an agreed repayment plan.
12. Authorised signatories (i.e. Officers or managers) must fulfil their responsibilities with regard to completion and submission of forms as soon as an individual leaves their post, changes their contracted hours, submits expenses or any other forms which could result in an error in regards to salary, pay and expenses.
13. This policy is issued by way of guidance on the council's policy and practice. It does not form part of an employee's contract of employment or otherwise have any contractual effect.

SECTION 2: PROCEDURE

LEGAL POSITION

14. Section 13 of the Employment Rights Act 1996 provides specific statutory protection for workers against unauthorised deductions from their wages. However, section.14(1)(a) states that the protection from deductions from wages does not apply to an overpayment of wages or employment-related expenses. Thus, where an employer has made an accidental overpayment of wages, the statutory position is that the employer is not prevented from recovering the overpayment by deducting it from the employee's future salary.
15. The Council reserves the right to make deductions from salary and/ or Local Government Pension Scheme funds where there has been, for whatever reason, an overpayment to salary, expenses or other emoluments in excess of the employee's contractual entitlement at a reasonable rate as agreed with the employee. Overpayments will be recovered in accordance with the principles outlined in this document which apply to all staff in line with Section 14 of the Employment Rights Act 1996, taking into account the Terms and Conditions of Employment.

RECOVERY OF OVERPAYMENTS

16. Any small or medium overpayment of salary is recoverable over a reasonable period agreed with the Council and the individual concerned,

and would ordinarily be recovered in no less than the period in which the overpayment occurred. Subject to this general principle, any overpayment will ordinarily be recovered over the number of months to which the overpayment relates.

17. In cases of hardship, difficulty or medium to large overpayment individual circumstances will be taken into the account and it will be the responsibility of the employee and the Service Manager with support from HR and the Payroll Section, or ultimately the Debt Recovery Section of Revenues to assist in arriving at a compromise arrangement. Employees may also wish to seek the advice of their trade union or own independent advice.
18. Future additional payments to the employee should be considered for the repayment plan to offset the overpayment eg extra hours worked, holiday pay.
19. Where an overpayment occurs relating to an individual remaining in employment, generally a recovery plan will be suggested based on gross deductions from future earnings in the same tax year. Where the overpayment is excessive and affects previous completed tax years, it may be necessary to recalculate net pay of previous completed tax years.
20. If the overpayment is in respect of an ex-employee the Payroll Section will recalculate final pay, and write to the individual concerned with the net recovery amount. If no response is gained a total of 2 further reminder letters will be issued by the Payroll Section. If no response is gained to all 3 letters issued, the overpayment details will be passed to the Credit Income Section within Revenues to pursue the debt. When the information is passed to credit income an invoice is raised and sent out. This invoice then follows the normal escalation process i.e. three red reminders, one letter, refer to chosen collection Agency and then it is passed to Legal litigation to pursue. A payment arrangement can be made at any point throughout this recovery process.
21. In the event that the Council agrees to write-off an overpayment this must be done only in accordance with the Councils Financial Regulations and delegation scheme approved by an Executive Director.

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Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

<i>Title of the policy, project, service, function or strategy:</i>	OVERPAYMENT POLICY	
<i>Service Area:</i>	CCC	
<i>Section:</i>	HR	
<i>Lead Officer:</i>	SANDY GILLHAM-HARDY	
<i>Date of assessment:</i>	05/19	
<i>Is the policy, project, service, function or strategy:</i>		
<i>Existing</i>	<input type="checkbox"/>	
<i>Changed</i>		
<i>New / Proposed</i>	<input checked="" type="checkbox"/>	

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Section 1 – Clear aims and objectives

1. What is the aim of the policy, project, service, function or strategy?

1. This policy outlines the procedures for the recovery of overpayments made to staff when they have received, or suspect that they have received, payments in excess of their entitlement.

2. Who is intended to benefit from the policy and how?

The purpose of this policy is to ensure there is a consistent approach to overpayments and to ensure that errors are promptly identified and repaid appropriately. On this basis employees and managers should be clear what the Council will want to reclaim and over what period and the process for this.

3. What outcomes do you want to achieve?

Improved management of overpayments, with a consistent approach for all staff rather than adhoc and different agreements depending on where you work.

4. What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?

Some managers are uncomfortable if they are challenged by employees about the repayment of money where there has been an overpayment, particularly where there may be extenuating circumstances eg cases of hardship or difficulty. In these cases the manager may show more discretion than normal to different groups of staff.
Where there are cases of hardship or difficulty a compromise agreement could be reached taking into account the individual circumstances.

5. Any other relevant background information

The policy has been requested by audit following a payroll audit to ensure a process is in place.

Section 2 – Collecting your information

6. What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

- Overpayment data from payroll
- Equality data on Resourcelink

Section 3 – Additional engagement activities

7. Please list any additional engagement activities undertaken when developing the proposal and completing this EIA. Have those who are anticipated to be affected by the policy been consulted with?

Date	Activity	Main findings
01/08/18	Policy drafted by audit manager	Discuss and agree amendments to policy
23/08/18	Consultation with recognised trade unions	Discuss and agree amendments to policy
15/11/18	Consultation with payroll manager	Discuss and agree amendments to policy

Section 4 – What is the impact?

8. Summary of anticipated impacts. *Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories eg. older people, younger people, people with hearing impairment etc.*

	Positive impact	Negative impact	No disproportionate impact
Age			✓ <input type="checkbox"/>
Disability and long term conditions		✓	<input type="checkbox"/>
Gender and gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnant women and people on parental leave	<input type="checkbox"/>	✓	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

9. Details of anticipated positive impacts.

a)	<i>The policy should clarify that all staff will be dealt with the same in the same manner if they have an overpayment.</i>							
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
b)								
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
c)								
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

10. Details of anticipated negative impacts.

a)	<i>Negative impact:</i>		Employees on maternity leave or parental leave will have changes to their normal pay which might give rise to an overpayment occurring.					
	<i>Mitigating action:</i>		<i>The policy allows for a compromise agreement to be reached in cases of hardship and difficulty.</i>					
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input checked="" type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
b)	<i>Negative impact:</i>		Employees with a disability or long term condition may be suffering hardship.					
	<i>Mitigating action:</i>		<i>The policy allows for a compromise agreement to be reached in cases of hardship and difficulty.</i>					
	<input type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
c)	<i>Negative impact:</i>		.					
	<i>Mitigating action:</i>		.					
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

11. Have all negative impacts identified in the table above been mitigated against with appropriate action?			
<input type="checkbox"/> xYes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<i>If no, please explain why:</i>

Section 5 – Recommendations and monitoring

12. How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

This EIA has highlighted issues around employees who may suffer hardship or have changes to their pay relating to disability and pregnancy and actions have been put in place in the policy to mitigate these.

13. How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

The implementation of the policy will be carefully monitored by HR on an ongoing basis and will be reviewed after three years.

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Section 6 – Knowledge management and publication

Please note the draft EIA should be reviewed by the appropriate Service Manager and the Policy Service **before** WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager	Name:	Kate Harley
	Date:	31/05/19
Reviewed by Policy Service	Name:	
	Date:	
Final version of the EIA sent to Policy Service	<input type="checkbox"/>	
Decision information sent to Policy Service	<input type="checkbox"/>	

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EMPLOYER / TRADE UNION COMMITTEE

Monday, 25th March, 2019

Present:-

Councillor Serjeant (Chair)

Kate Harley Human Resources Lesley Waller Unison
Gurpreet Khakh GMB

*Matters dealt with under the Delegation Scheme

58 **APOLOGIES**

Apologies for absence were received from Huw Bowen, Councillor P Gilby and Maria Slack.

59 **MINUTES FROM THE PREVIOUS MEETING**

The minutes were accepted as a true record.

60 **MATTERS ARISING FROM THE MINUTES**

Agenda Item 51 – The Chair provided a brief update on the budget situation. She advised that there would now be a small surplus at the end of the financial year in the General Fund budget. This would be used for ICT investments. The Chair explained that the projected deficit of £800k by 2020 meant that efficiencies needed to be made and digital innovation would be key in helping the Council achieve this. It was noted that the external auditors had said that Chesterfield Borough Council was a financially well run council.

The Trade Unions asked if the Council had already started to look at areas where savings could be made or considered any cuts to services. The Deputy Leader reassured the committee that the Council was committed to public sector workers doing public sector jobs and that one of the principal reasons for the ICT investment was to drive efficiencies, hopefully negating the need for reductions to services.

61 **POLICY REVIEW SCHEDULE**

The Human Resources Manager presented a proposed schedule for reviewing policies during 2019. She encouraged the trade unions to consider the following points;

- Whether they were satisfied with it.
- Was anything missing from the schedule.
- Whether they had capacity to support it. This was particularly important to ensure that issues were dealt with efficiently.

The Unison representative confirmed that they were happy in principle. It would be considered by the branch and then they would report back to the HR Manager.

The GMB representative agreed to send their comments to the HR Manager.

62 DISCRETIONS POLICY

The HR Manager advised the committee that the Discretions Policy was a requirement of the Local Government Pension Scheme and any amendments to the Policy had to be published. There had been a change to the way that assumed pensionable pay was calculated and this was detailed in the new policy.

Comments were to be requested from Unite before the policy could be implemented 1st April, 2019.

63 IMPLEMENTATION OF PART TWO OF THE NJC NATIONAL PAY AGREEMENT

The HR Manager presented a report on the implementation of part two of the NJC National Pay Agreement. It was noted that GMB had conducted a ballot of their members that would conclude the following day and a response from the Unison regional office was due imminently. The HR Manager thanked the unions for their support with this matter. The pay agreement would be implemented with effect from 1 April, 2019 subject to being approved at Employment and General Committee and no further concerns being raised.

64 ANY OTHER BUSINESS

The Deputy Leader advised the committee that the interviews for the Executive Director roles had taken place and two candidates had been

offered positions. There had been a large pool of strong applicants and it was hoped that the successful candidates would be available to take up their posts in early July. It was noted that there was an intention to source interim cover for these roles.

The interviews for the role of Assistant Director for Housing were due to take place the following week and the interim cover was already in place.

The HR Manager informed the committee that as part of the Payroll department audit an analysis of overtime had been conducted. This had uncovered inconsistencies and errors in some areas when paying staff for overtime. There had been both underpayments and overpayments. The HR Manager highlighted the need to ensure that overtime payments are made correctly from 1 April, 2019 to prevent any further errors. It was proposed that payroll would look at the last year only and pay those that had been underpaid. No money would be reclaimed from the staff that had been overpaid.

Unison stated that they were aware of other outstanding overpayments and asked whether the approach for these would be similar e.g. written off. The HR Manager stated that this would need to be discussed outside the meeting and a revised proposal issued to unions for comment.

The Trade Union representative for GMB asked if there was a corporate statement on how members of the public should treat Chesterfield Borough Council staff that could be displayed in Council buildings. The HR Manager advised that it would be the decision of the Assistant Director for Health and Wellbeing and the Assistant Director for Customers, Commissioning and Change whether to display such a statement. It was agreed that the statement would need to reflect the CBC policy on this matter and reflect the corporate style.

The Trade Union representative for GMB also commented that the recent Conflict Management training offered by Human Resources was very good and it was confirmed that this would be available again in the future.

65 DATE OF THE NEXT MEETING

The next meeting of the Employer Trade Union Committee will take place on Monday 29 April, 2019 at 2pm in Committee Room 3.

EMPLOYER / TRADE UNION COMMITTEE**Monday, 29th April, 2019**

Present:-

Councillor P Gilby (Chair)

Councillor Serjeant		Gurpreet Khakh	GMB
Lesley Waller	Unison	Tony Devereux	Unison
Sandy Gilham-	Human		
Hardy	Resources		

*Matters dealt with under the Delegation Scheme

66 APOLOGIES

Apologies were received from Maria Slack.

67 MINUTES FROM THE PREVIOUS MEETING

The minutes were accepted as a true record.

68 MATTERS ARISING FROM THE MINUTES

Agenda item 64 – The committee heard that the new Executive Directors Ade McCormick and Christine Durrant would start 3 June, 2019 and 4 July, 2019 respectively. The new Assistant Director for Housing Liz Cook had already taken up her position on Monday 8 April, 2019.

69 MANAGING ATTENDANCE POLICY

The Human Resources Business Partner presented a report to the committee detailing the proposed amendments to the Managing Attendance Policy.

The following points were highlighted;

- The policy included a commitment to the Dying to Work Charter and it was agreed that the PR team would provide some communications around this once the policy had been approved.
- There was a new directive regarding elective cosmetic surgery and complications post-surgery.

- There was increased clarity on the joint responsibility of staff and employers to make sure they attended work
- The trigger points for absences had been revised and both short and long term absences would be considered together moving forward.
- The National Fit for Work Programme was removed as this initiative was no longer operating.

The Unions were invited to forward any comments to the Human Resources team within seven days.

RESOLVED –

The policy would be implemented with effect from 8th July, 2019 subject to being approved at Employment and General Committee and no further concerns being raised.

70 **ANY OTHER BUSINESS**

The Human Resources Business Partner advised that the collective agreement for the NJC National Pay Agreement had been agreed by all three unions and it would be approved at the Employment and General Committee.

71 **DATE OF THE NEXT MEETING**

The next meeting of the Employer Trade Union Committee will take place on Monday 3 June, 2019 at 2pm in Committee Room 3.

EMPLOYER / TRADE UNION COMMITTEE**Monday, 1st July, 2019**

Present:-

Councillor Serjeant (in the Chair)

Councillor J Innes
Huw Bowen, Chief Executive
Tony Devereux, Unison
Helen Fox, Acting Chief Finance Officer
Kate Harley, HR Manager
Gurpreet Khakh, GMB
Ade McCormick, Executive Director
Lesley Waller, Unison

1 APOLOGIES

Apologies were received from Councillor P Gilby, Phil Mallender and Maria Slack.

2 MINUTES FROM THE PREVIOUS MEETING

The minutes were accepted as a true record.

3 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

4 OVERPAYMENT POLICY

The Human Resources Manager presented a report on the new policy on overpayments made to employees and ex-employees of the council, as had been required by audit.

The policy set out a procedure for the recovery of overpayments made to staff to ensure a consistent approach to overpayments and to ensure that errors were promptly identified and repaid appropriately, taking account of hardship issues.

It was noted that overpayments were rare and that regular staffing reports were now being sent to managers to minimise the risk of these occurring.

The policy had been produced through extensive discussion with trade union representatives. Following a request for opportunity for this to be considered at union branch meetings, trade union representatives were requested to submit any final comments to the HR Manager by no later than 12th July.

RESOLVED –

That the Overpayment Policy be approved to be submitted to the next meeting of the Employment and General Committee, subject to no further concerns being raised.

5 EMPLOYEE SURVEY

The Human Resources Manager reported on the results from the employee survey, to which there had been a good response of 59.9% of staff. The full results were available on the intranet and an article would be included in the next Borough Bulletin.

The responses were generally positive, with many showing an upward trend from the previous year. However, a number of areas for improvement had been identified, including:

- Workload and capacity
- Management styles
- Leadership – visibility and trust
 - leadership development was being planned for Senior Leadership Team and Corporate Management Team members
- Change management
- Resources to do the job, including ICT
- Value of PDRs and how these help staff to do their job better
- Perceived lack of care and concern
 - It was planned to run a mental health 1st aid programme, retender for the Council's Occupational Health service, review stress risk assessments and review the reward strategy to enable staff to feel valued

Managers would be discussing the survey results with staff to identify service specific action plans to lead to improvements and to support the aim of achieving a gold standard Investors in People assessment in 2020.

Representatives expressed their appreciation that the Council was still committed to undertaking the staff survey and to taking action to address those areas identified for improvement.

6 RECRUITMENT OF A FINANCIAL DIRECTOR

The Chief Executive reported that following Kevin Hanlon having left his post as Director of Finance and Resources, Helen Fox would act as interim Section 151 officer and Richard Staniforth as Deputy Section 151 officer.

Consultants had been appointed to support the recruitment of a replacement Director and this had been advertised the previous week. A recruitment process had been agreed, including technical interviews, psychometric testing and final interviews, probably in early September.

7 APPOINTMENT OF NEW EXECUTIVE DIRECTORS

The Chief Executive reported that Ade McCormick had taken up his post as Executive Director last month and that Christine Durrant had taken up the other Executive Director post today.

8 PDRS/PDPS

The Human Resources Manager reported that 76% of PDRs had currently been completed and she asked representatives to encourage staff to actively pursue the completion of their PDR and the setting of their PDP objectives. This was important to enable meaningful decisions to be taken on the centralised training budget by the Corporate Management Team.

It was noted that training had been provided to support those staff without ready access to IT in completing their PDR, and it was suggested that this may be required again in the coming year with sufficient time allowed for them to prepare appropriately.

9 **ANY OTHER BUSINESS**

The Unison representative requested that managers be reminded of the need to involve health and safety representatives in the investigation of accidents / incidents and to ensure that all accidents / incidents were recorded on the SHE recording system.

The Unison representative requested whether some of the Employer / Trade Union Committee meetings could be held on days other than a Monday to enable another representative to attend. It was agreed to consider the feasibility of doing this.

The Unison representative asked how new policies were communicated to staff when introduced in addition to being available on the intranet. It was suggested that they be referred to within the core brief to be communicated to all staff and for feedback to central management.

10 **DATE AND TIME OF NEXT MEETING**

To be confirmed following consideration of possible alternative date.

COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 5th June, 2019

Present:-

Andrew Fowler (Chair)

Patrick Middleton (Economic Growth) Councillor S Blank Rachel O'Neil (Customers, Commissioning & Change) Liz Cook (Housing) Ian Waller (Health & Wellbeing) Gerard Rogers (Legal) Donna Reddish (Policy & Communications) Councillor J Innes Gurpreet Khakh (GMB)	Tony Devereux (Unison) Paul Longley (Unison) Ian Clay (Commercial Services) Mike Brymer (Commercial Services) Kate Harley (HR) Julian Ransom (Savills) Anthony Radford (Venues) Councillor S Brittain Phil Mallender (Unite)
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Min. No.	<u>Item</u> Decision/Action	By Whom
1	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies for absence were received from Kevin Hanlon, Neil Johnson, Marc Jasinski, Catherine Bromhall, Rob Wilkes, Councillor P Niblock.</p>	
2	<p><u>MINUTES OF THE MEETING HELD ON 20 FEBRUARY, 2019</u></p> <p>The Minutes of the meeting of the Council Health and Safety Committee held on 20 February, 2019 were agreed as a true record and signed by the Chair.</p>	
3	<p><u>MATTERS ARISING FROM THE MINUTES</u></p>	

	There were no matters arising from the minutes.	
4	<p><u>INCIDENT/ACCIDENT INFORMATION</u></p> <p>It was noted that now the reporting periods are clearly defined it will be easier to identify any trends.</p> <p>A discussion took place around the staff caution list and whether it is being used regularly. The Customers, Commissioning and Change Manager advised that a new CRM system was due in December that would capture this information and make it more accessible to officers.</p>	
5	<p><u>OCCUPATIONAL ILL HEALTH STATISTICS</u></p> <p>The HR Manager presented the Occupational Ill Health report and explained that future reports will be accompanied by a narrative and include more detail. The committee was advised that some of the illnesses/absences contained in the report may have been categorised incorrectly. The HR team had new business partners in place working more closely with Service Managers and this would help to ensure that the data was more accurate moving forwards.</p> <p>The Assistant Director for Customers, Commissioning and Change asked that the overall sickness data be brought to future meetings in order to compare the Council's performance in comparison to the national average.</p>	<p><u>KATE HARLEY</u></p>
6	<p><u>MANAGEMENT TEAM REPORTS</u></p> <p>Written reports were submitted by members of the Council's Corporate Management and Senior Leadership</p>	

Teams to update the Committee on health and safety matters from their service areas during the last quarter.

The reports provided information on workplace inspections, specific incident investigations, training, communications, and the development and progress of annual health and safety action plans.

The key points raised from the reports were as follows;

- The Chair asked for clarification from the Arts and Venues Manager as to whether there was a descender in place at the Pomegranate Theatre. It was explained that the required equipment and a contractor had been identified and they were awaiting a demonstration before signing off the purchase.
- Online training was being conducted simultaneously with the practical training and subsequently the number of staff members with outstanding training requirements had significantly reduced.
- The committee heard that there was a formal action plan in place to deal with anti-social behaviour at the customer service centre and Avato had taken a pro-active approach to reporting incidents.
- The Northern Gateway Project Manager highlighted that there had been capacity issues in the Planning and Economic Development teams. Recruitment had taken place and was ongoing. The temporary accommodation for the Planning team was therefore providing challenges in terms of space. The committee was assured that staff numbers for each team would be validated by the business transformation team to ensure that all staff have adequate space.
- It was noted that there had been a delay in a contractor reporting an incident on site and that the committee had previously discussed writing to all contractors to remind them of their responsibilities.

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	<p>It was agreed that it was a good opportunity to carry out a review of contractors and the management of them.</p> <ul style="list-style-type: none"> • The long term issues surrounding the flooring at the leisure centres had been resolved but the air handling in the pool hall and the heating in reception at QPSC were ongoing. • The Assistant Director for Health & Wellbeing acknowledged that there will still significant numbers of staff in his service area with outstanding online fire safety training. He explained that this was in part due to a high staff turnover but assured the committee that face to face fire safety training had been undertaken as part of the induction programme. • The Assistant Director for Housing informed the committee that a full compliance review is planned for 2019/2020. A concern had been highlighted over the number of fires that had taken place in properties and so a working group had been convened to investigate. Significant communication to tenants around fire safety would take place and health & safety issues addressed when staff conduct home visits. 	
7	<p><u>FINANCE AND RESOURCES HEALTH & SAFETY REPORT</u></p> <p>The Local Government and Regulatory Law Manager explained that part of the team had moved to new accommodation. No joint inspections had taken place but union reps had been copied in on emails regarding planned inspections.</p> <p>The Chairs acknowledged that the individual service areas were aware of their responsibilities but an overarching plan was needed.</p>	<p><u>DIRECTOR OF FINANCE AND RESOURCES</u></p>

8	<p><u>EVENTS MANAGEMENT WORKING GROUP</u></p> <p>The Assistant Director for Health & Wellbeing gave a brief overview of the new events management working group. He explained that colleagues from various service areas across the Council had been nominated to do IOSH events training and the training took place in March 2019. The working group was working on a new policy around managing events and the Assistant Director for Health & Wellbeing was confident that the Council would have a much more robust plan in place moving forward.</p>	
9	<p><u>CBC ASBESTOS MANAGEMENT PLAN</u></p> <p>Julian Ransom of Savills Housing Consultancy, the Council's asbestos consultant, gave an overview of the new Asbestos Management plan outlining some of the key points as follows;</p> <ul style="list-style-type: none"> • The need to survey and risk assess for asbestos in all council property • The requirement to mitigate the risks involved • Making information about asbestos clearly available • Ensuring competent contractors are used • An obligation to monitor and audit the plan <p>The committee heard that the Asbestos Steering Group had broad representation from across the council and that this plan had been formed over a long period of time with their input. The plan sits under the Asbestos Management Policy that was approved in 2018 and set out in detail how CBC complied with all relevant legislation.</p> <p>It was confirmed that all front line staff receive the necessary training as part of the induction process and that most are recruited with the appropriate valid certificates. The plan was described as an essential document, which provided a corporate approach to asbestos management and needed to be implemented</p>	

	and embedded into the organisation.	
10	<p><u>SALTERGATE MULTI-STOREY CAR PARK - LESSONS LEARNT</u></p> <p>The Project Manager for the Northern Gateway Project presented the lessons learnt from Saltergate Multi-Storey Car Park to the committee.</p> <p>It was advised that as a direct result of incident one, an additional traffic marshal was appointed on site. There was a delay reporting the second incident and the senior management team at Huber were disappointed. The personnel of the site management team had been changed following the incidents.</p> <p>It was observed that the health & safety policies of the council should be highlighted at the tender stage of a project and that good contractor management is key to ensure that all procedures are followed correctly.</p>	
11	<p><u>DATE AND TIME OF THE NEXT MEETING</u></p> <p>The next meeting of the committee will be on Wednesday 21 August at 9:30am in Committee room 1.</p>	