



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

25 October 2019

Dear Councillor,

Please attend a meeting of the EMPLOYMENT AND GENERAL COMMITTEE to be held on MONDAY, 4 NOVEMBER 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. Review of Polling Districts and Polling Places in the Borough of Chesterfield (EC010) (Pages 5 - 42)
5. Christmas/New Year Discretionary Day 2019/20 (Pages 43 - 46)
6. Annual Performance Report (Pages 47 - 60)
7. Minutes of the Council Health and Safety Committee (Pages 61 - 64)

Chesterfield Borough Council, Town Hall, Rose Hill, Chesterfield S40 1LP

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Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

EMPLOYMENT AND GENERAL COMMITTEE

Monday, 9th September, 2019

Present:-

Councillor T Murphy (Chair)

Councillors Simmons
Blank

Councillors

Davenport
K Falconer

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

7 **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

8 **MINUTES**

RESOLVED –

That the Minutes of the Meeting of the Committee held on 8 July, 2019 be approved as a correct record and signed by the Chair.

9 **OVERPAYMENT POLICY**

The HR Manager submitted a report recommending for approval the Overpayment Policy.

The overpayment policy had been drafted in response to an internal audit recommendation. The policy covered all overpayments made to employees by the council and introduced a formal policy and procedure to ensure consistency of approach when recovering overpayments.

The draft policy had been presented and approved by the Employer – Trade Union Committee on 1 July, 2019.

***RESOLVED –**

That the Overpayment Policy be approved.

10 MINUTES OF THE EMPLOYER / TRADE UNION COMMITTEE

The Minutes of the Employer/Trade Union Committee held on 25 March, 29 April and 1 July, 2019 were considered.

RESOLVED –

That the Minutes be received and noted.

11 MINUTES OF THE COUNCIL HEALTH AND SAFETY COMMITTEE

The Minutes of the meeting of the Council Health and Safety Committee held on 5 June, 2019 were submitted.

RESOLVED –

That the Minutes be received and noted.

For publication

REVIEW OF POLLING DISTRICTS AND POLLING PLACES IN THE BOROUGH OF CHESTERFIELD (EC010)

Meeting: Employment and General Committee

Date: 4 November 2019

Report by: Elections Manager

For publication

1.0 Purpose of report

1.1 To report on the statutory review of polling places and polling districts and to seek approval to revised proposals.

2.0 Recommendations

2.1 That the proposals arising from the 2019 review of polling places and polling districts detailed in Appendix A of the report to the meeting be approved.

2.2 That the Returning Officer be authorised to designate different polling places for those where there are currently concerns should this prove possible.

3.0 **Report details**

- 3.1 The Electoral Registration and Administration Act 2013 introduced a requirement that each authority must undertake a review of parliamentary polling districts and places within a period of 16 months beginning with 1 October 2013 and every fifth year thereafter. The last review was conducted in 2014 and therefore the next must be completed by January 2020.
- 3.2 A polling district is a geographical sub-division of a larger electoral area such as a ward, county division, parliamentary constituency, etc.
- 3.3 A polling place is an area within the polling district in which a polling station is located. There is no legal definition of polling place so it could be defined very widely (perhaps even the whole polling district) or quite narrowly (the building concerned). The polling station is the actual room or part of the building where voting takes place. So, for example, where voting takes place at a school, the polling station is the room in which voting takes place, the polling place is the school itself or building in which the room is located and the polling district is the wider area within which the building is located.
- 3.4 The designation of polling districts and polling places is, by law, the responsibility of the Council for the area. The designation of polling stations is a matter for the Returning Officer who may, if he/she chooses, provide more than one polling station within a polling place. This has been our long standing practice for some polling places.

4.0 **The Process For The Review**

- 4.1 The steps that must be taken in carrying out a review, and the persons to be consulted, are determined by legislation.

- (a) A review begins with the Council drawing up its proposals and publishing a notice at its offices and on its website, that the review is to be held. For this review that was done on 2 July 2019.
- (b) The Returning Officers for any other parliamentary constituencies partly contained in this Borough must be consulted on the Council's proposals and invited to make comments on them. A copy of the proposals was sent to the Returning Officer for North East Derbyshire who had no comments.
- (c) Representations on the proposals must be sought from persons having particular expertise in relation to access to premises or facilities for persons who have different forms of disability. To this end views were sought from the Chesterfield Equality and Diversity forum, no comments were received.
- (d) Electors have the right to make representations and details were published in the press, on the council's website and social media on how people could view the proposals and make comments.
- (e) In addition, comments were sought from Members of Parliament for the constituencies affected by the review, from borough councillors, parish councils and local political parties and election agents and these views have been taken into consideration.
- (f) Once all consultations necessary have been carried out the Council must consider the responses and decide whether to confirm its proposals with or without modifications. The results of the review must be published. There is then an opportunity for various categories of persons/bodies (parish councils, not less than 30 registered electors in a constituency,

etc.) to make representations to the Electoral Commission that the Review has not been properly conducted. If the Commission agrees, following consideration of comments made on the objection by the Returning Officer, it may direct the Council to make any alterations it sees necessary to the polling places designated.

- 4.1 The approach taken in carrying out the review of this Council's polling districts and polling places has been based on the electoral team's knowledge of the existing districts and places, informed by comments from the public, the owners of premises used as polling stations, the views of local councillors and feedback from presiding officers and inspecting officers in recent elections.

5.0 **Accessibility For persons With Physical Disabilities**

- 5.1 Returning officers have been required for some years now to have regard to accessibility issues for people with disabilities when designating polling places. Extensive guidance and direction in this regard is issued by the Electoral Commission. All of the premises used for polling stations in this Borough are accessible 'so far as is reasonable and practicable'. Sometimes portable ramps are provided to assist voters confined to wheelchairs. Polling station staff are also asked to give whatever assistance is possible should this be required. This issue is one upon which feedback is sought from presiding officers after elections have taken place.
- 5.2 It cannot be said, however, that every polling station is completely accessible to all voters no matter what their degree and kind of disability. For example, adequate parking very close to the entrance may not be available; there may be a ramped entrance but there may still be a lip or threshold to cross; the access path to the station may not be a smooth and even as would be desirable. In some locations it is only

possible to use a mobile polling station which has more limited accessibility than larger, fixed premises.

- 5.3 This report recommends that the Returning Officer be authorised to designate different polling places for those where there are currently concerns should this prove possible.

6.0 Recommendations

- 6.1 That the proposals arising from the 2019 review of polling places and polling districts detailed in Appendix A of the report to the meeting be approved.

- 6.2 That the Returning Officer be authorised to designate different polling places for those where there are currently concerns should this prove possible.

7.0 Reasons for recommendations

- 7.1 To comply with The Electoral Registration and Administration Act 2013.

Decision information

Key decision number	888
Wards affected	ALL

Document information

Report author	Contact number/email
Julie Briggs	5806 Julie.briggs@chesterfield.gov.uk
Background documents None	
Appendices to the report	

Form to return to Democratic and Scrutiny section with report
(will be removed before publication)

Officers/members consulted on the report	
Communications	<input type="checkbox"/>
Human resources	<input type="checkbox"/>
Finance	<input type="checkbox"/>
Legal	<input checked="" type="checkbox"/>
Information assurance	<input type="checkbox"/>
Consultation and engagement	<input type="checkbox"/>
Equality, diversity and human rights	<input type="checkbox"/>
Human resources	<input type="checkbox"/>
Cabinet member portfolio holder (and consultee cabinet member if applicable)	<input type="checkbox"/>
Comments from Cabinet Member (if applicable)	
<p>Also consulted:</p> <p>Elections Working Group which includes the Cabinet member portfolio holder and the Chair of Employment and General Committee.</p>	

APPENDIX A

CHESTERFIELD BOROUGH COUNCIL REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2019 SCHEDULE OF POLLING PLACES AND POLLING STATIONS DRAFT PROPOSALS DOCUMENT

	Polling Place	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
<u>Barrow Hill and New Whittington Ward</u>					
*AA1 Page 11	Newhaven Rest Room, Station Road, Barrow Hill, S43 2NL	640	<p><u>Location</u> – In the context of the polling district, satisfactory. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is good for all users. Lighting and heating are good.</p> <p><u>Parking</u> – There is on-street parking but none is dedicated for use by disabled persons</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
*AA2	St. Patrick's Church Hall, High Street, New Whittington, S43 2AL	1996	<p><u>Location</u> – Centrally located in village centre. The premises are considered to be large enough for the electorate of the whole district.</p>	<p>Premises up for auction. Telephone appears to be disconnected therefore alternative premises required.</p>	<p>Change of premise to St. Barnabas Church on Albert Road, New Whittington.</p>
*AA3	St. Patrick's Church Hall, High Street, New Whittington, S43 2AL	1684	<p><u>Premises</u> – Access to the hall in which the polling station is located is good for all users. Lighting and heating are good.</p> <p><u>Parking</u> – There is on-site parking including disabled parking.</p>	<p>St. Barnabas Church on Albert Road</p> <p>Central location to the electorate, on-street parking and disabled access.</p>	

	Polling Place	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
<u>Brimington North Ward</u>					
BA1	Brimington Community Centre, Heywood Street, Brimington, S43 1DB	1334	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is good for all users. Heating and lighting adequate.</p> <p><u>Parking</u> – There is on-street parking but none is dedicated for used by disabled persons.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
BA2 Page 12	Henry Bradley Infants School, (Nursery), Princess Street, S43 1HR	1771	<p><u>Location</u> Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is good for all users. Heating and lighting adequate. Need to pre-arrange adult size furniture with caretaker.</p> <p><u>Parking</u> – There is on-street parking but none is dedicated for use by disabled persons. On-site parking available outside school hours.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue

	Polling Place	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
Brimington South Ward					
CA1	Methodist Church, Manor Road, Brimington, S43 1NS	1235	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is good for all users. Heating and lighting adequate.</p> <p><u>Parking</u> – Available on site.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable venue and location
CA2	Devonshire Court, Wheeldon Crescent, Brimington, S43 1AR	1591	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is good for all users. Heating and lighting adequate</p> <p><u>Parking</u> – Limited on street but adequate on site for the size of the electorate.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable venue and location
CA3	The Lockoford Inn, Lockoford Lane, S41 0TQ	1143	<p><u>Location</u> – Centrally located.</p> <p><u>Premises</u> – Adequate size for current electorate. Disabled access provided.</p> <p><u>Parking</u> – Adequate parking on site.</p>	<p>No change to polling district</p>	Suitable location and venue.

	Polling Place	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
CA4	Manor Rest Centre, Manor Road, Brimington, S43 1NT	778	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is good for all users. Heating and lighting adequate</p> <p><u>Parking</u> – Limited on street but adequate for the size of the electorate.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
<u>Brockwell Ward</u>					
DA1 Page 14	Guide Hall, Committee Room, St. Margaret's Drive, S40 4SX	1314	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Separate disabled access at rear of premises. Heating and lighting adequate</p> <p><u>Parking</u> – Limited on street but adequate for the size of the electorate. Dedicated disabled bay.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	<p>Suitable location and venue</p> <p>The disabled access to the rear of the building should be well signed.</p>

	Polling Place	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
DA2	Friends Meeting House, Meeting Room, Brockwell Lane, S40 4AG	1036	<u>Location</u> – Centrally located. The premise accommodates two polling stations to serve the Brockwell Ward.	No change to polling district No change to polling place	Suitable location and venue
DA5	Friends Meeting House, Meeting Room, Brockwell Lane, S40 4AG	990	<u>Premises</u> – Access to the hall in which the polling station is located is good for all users. Heating and lighting good. <u>Parking</u> – Available on street. Premises on main bus route.		
DA3	St Andrews United Reformed Church Hall, 187 Newbold Road, (Nr junction with Tapton View Road), S417PW	1095	<u>Location</u> – Centrally located. The premises are considered to be large enough for two polling stations. <u>Premises</u> – Access to the hall in which the polling station is located is good for all users. A second polling station serving St Helens ward is accommodated at the polling place. Heating and lighting adequate. <u>Parking</u> – Available on site, including disabled access and on street. Premises on main bus route.	No change to polling district No change to polling place	Suitable location and venue
DA4	Newbold Community Association, Newbold Road, (at the junction with Highfield Lane), S41 7AF	711	<u>Location</u> – Situated on edge of polling district. The premises are considered to be large enough for the electorate of the district.	No change to polling district No change to polling place	Suitable location and venue

	Polling Place	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
			<p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting adequate</p> <p><u>Parking</u> – Limited on street but adequate for the size of the electorate.</p>		
<u>Dunston Ward</u>					
EA1	Cavendish Junior School, Community Room, Edmund Street, S41 8TD	1461	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is no longer adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Available on site, including disabled access and on street.</p>	No change to polling place. An alternative room has been provided by the school as a polling station.	
EA2	Monkwood Road Common Room, Monkwood Road, Off Cordwell Avenue, S41 8DG	1782	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Limited on street but adequate for the size and location of the electorate.</p>	No change to polling district No change to polling place	Suitable location and venue

	Polling Place	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
EA3	Hall on The Green (Studio 1), (Formerly Ulverston Road Methodist Church), Ulverston Road, S43 8EQ	1424	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Limited off street but adequate on street.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue

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Hasland Ward

FA1	Hasland Methodist Church, The Lounge, Hampton Street, Hasland, S41 0LH	1449	<p><u>Location</u> – Centrally located. Well positioned for village centre. The premises are considered to be large enough for the electorate of the district and to support two polling stations.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting good.</p> <p><u>Parking</u> – Sufficient on street.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
FA5	Hasland Methodist Church, The Lounge, Hampton Street, Hasland, S41 0LH	1412			

	Polling Place	Gross Electorate July 2019 inc. postal voters	Review Assessment	Proposal	Comments/ Reasons			
FA2	Hasland Baptist Church, Church Hall, Eyre Street East, S41 0PE	544	<p><u>Location</u> – In the context of the polling district, satisfactory. The premises are considered to be large enough for the electorate of the district and support two polling stations.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Facilities are limited but adequate.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue			
FA6	Hasland Baptist Church, Church Hall, Eyre Street East, S41 0PE	60				FA3 Page 18	Birdholme Working Men’s Club, Rothervale Road, Hasland, S40 2TP	295
FA3 Page 18	Birdholme Working Men’s Club, Rothervale Road, Hasland, S40 2TP	295	<p><u>Location</u> - In the context of the polling district, satisfactory. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> - Access to the hall in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> - Sufficient on and off-street.</p>	<p>No change to polling district.</p> <p>No change to polling station.</p>	Suitable location and venue			

	Polling Place	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
FA4 Page 19	Hasland Resource Centre, Heathervale Road, Hasland, S41 0HY	1064	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient on and off-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue

Hollingwood and Inkersall Ward

GA1	Hollingwood Community Room, Laburnum Street, Hollingwood, S43 2JJ	1804	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient on street parking</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
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	Polling Place	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
GA2	The Hollies, Sutton Crescent, Inkersall S43 3SP	1158	<p><u>This is a new premise due to the temporary closure of the Methodist Chapel which used to accommodate 2 polling stations</u></p> <p><u>Location</u> – In the context of the polling district. The premises were not considered large enough to accommodate 2 polling stations</p> <p><u>Premises</u> – Access to the room in which the polling station is located is good. Heating and lighting good.</p> <p><u>Parking</u> – Sufficient off-street parking.</p>	Trialled at 2019 elections – no problems therefore propose no change	Suitable location and venue
GA3	The Hop Flower, Beeley Close, Inkersall S43 3EB	2011	<p><u>This is a new premise due to the temporary closure of the Methodist Chapel which used to accommodate 2 polling stations</u></p> <p><u>Location</u> – In the context of the polling district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is good. Heating and lighting good.</p> <p><u>Parking</u> – Sufficient off-street parking</p>	Trialled at 2019 elections – no problems. However, the pub has recently had a change of owner/ management and future proposals are to change the room used for a polling station to a restaurant. No timescale known however assured it is not imminent. Will keep this under review and await the possible re-build of the former polling station – Inkersall Methodist Chapel.	Suitable location and venue

	Polling Place	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
GA4	Duckmanton Methodist Chapel, Duckmanton Road, Duckmanton, S44 5HG	738	<p><u>Location</u> – In the context of the polling district, satisfactory. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the chapel in which the polling station is located is good. Heating and lighting good.</p> <p><u>Parking</u> – Sufficient off-street parking.</p>	No change to polling district	Suitable location and venue
Holmebrook Ward					
HA1	St. Mark's Church (Lounge), St. Mark's Road, Brampton, S40 1DH	1395	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient on-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
HA2	St Thomas' Suite, behind St Thomas' Church, Chatsworth Road, Brampton S40 3AW	992	<p><u>Location</u> – Centrally located within polling district.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> available on and off-street parking. The polling place accommodates two polling stations one serving Holmebrook ward and one West ward.</p>	<p>No change to polling district</p> <p>New community suite behind the church.</p>	Suitable location and venue
HA3	Boythorpe Community Centre, Hunloke Avenue, Boythorpe S40 2PF	651	<p><u>Location</u> – Centrally located within the polling district.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Available on and off street. A second polling station serving Rother ward is accommodated at the polling place.</p>	<p>No change to polling district</p> <p>No change to polling place.</p>	Suitable location and venue

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
<u>Linacre Ward</u>					
IA1	Holmebrook Valley Family Centre, Wardgate Way, Holme Hall, S40 4SL	1774	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate. Two polling stations accommodated at the polling place serving the Linacre and the Loundsley Green wards.</p> <p><u>Parking</u> – Sufficient on and off-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
IA2	The Olde House, Loundsley Green Road, S40 4RN	1451	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient on street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
<u>Lowgates and Woodthorpe Ward</u>					
*JA1	Mallard Court Common Room, Pullman Close, Lowgates, S43 3TG	1766	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Sheltered scheme which uses communal lounge for polling station. Access to the hall in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient off-street parking.</p>	No change to polling district.	Suitable location and venue
*JA2 Page 24	Eventide Rest Room, Cherry Tree Grove, Off Lansbury Avenue/Blunt Avenue, S43 3AF	1167	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> Sufficient on street parking.</p>	No change to polling district No change to polling place	Suitable location and venue

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
*JA3 Page 25	Norbriggs Primary School, (Nursery Building), Norbriggs Road, S43 3BU	494	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient off-street parking for the size of the electorate.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue

Loundsley Green Ward

KA1	Holmebrook Valley Family Centre, Wardgate Way, Holme Hall, S40 4SL	1089	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate. Two polling stations accommodated at the polling place serving the Linacre and the Loundsley Green wards.</p> <p><u>Parking</u> – Sufficient on and off-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
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	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
KA2	Loundsley Green Church Hall, Pennine Way, Loundsley Green, S40 4ND	1858	<p><u>Location</u> Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> Sufficient on and off-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue

Middlecroft and Poolsbrook Ward

LA1 Page 26	Room 1, Speedwell Rooms, Inkersall Road, S43 3JL	991	Ward members requested alternative venue, more centrally located	<p>Site visit undertaken to triangular piece of land at junction of Molineux Avenue and Middlecroft Road. Considered suitable, mobile unit will be sited under a street light. It has been agreed with the tenants at 54 Middlecroft Road that the Council's OSD will install an outside electricity point. The electricity supply will be sourced from this property and the tenants will be reimbursed for the cost of the electricity used on polling day.</p>	Mobile unit to be sited at the junction of Molineux Avenue and Middlecroft Road.
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	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
LA2 Page 27	Edensor Court, Common Room, Lumsdale Road, S43 3NR	1580	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient off-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
LA3	Poolsbrook Social Welfare Centre, Cottage Close, Poolsbrook, S43 3LP	353	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient on-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	
LA4	Staveley and Barrow Hill Community Rooms, 47 High Street, Staveley, S43 3UU	503		<p>Merge the polling district with LA1</p> <p>Change to The Healthy Living Centre, Staveley</p>	The electorate of LA4 is very small. The proposal is for LA1 to move to the Healthy Living Centre, LA4 can merge with LA1 to create one polling district.

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
<u>Moor Ward</u>					
MA1	Peter Webster Centre, Sheffield Road, Whittington Moor, S41 8LQ	1218	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient on and off-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
MA2 Page 28	Wimborne Crescent Common Room, Wimborne Crescent, Off Salisbury Avenue, S41 8PT	2020	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Adequate on-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
<u>Old Whittington Ward</u>					
NA1	Mobile Unit, Holland Road, Old Whittington S41 9DW	1420	<p><u>Location</u> – Centrally located. The premises are considered to be adequate for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient on-street parking</p>	Changed back to Mobile Unit in 2019 due to complaints from local residents and ward councillors that it is too far for local residents to walk up the steep hill and over the road to Old Whittington Resource Centre.	Suitable venue. Whilst the location is not ideal, the mobile site is well known and there are no suitable alternatives in the area. Ward Councillors previously commented that this is a reasonable solution until a suitable alternative can be found.
NA2	Old Whittington Resource Centre, Old Whittington Miners Welfare, Station Lane, S41 9NL	1672	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district. The polling place accommodates two polling stations.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient off-street parking.</p>	No change to polling place for NA2 electors	Suitable location and venue

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
<u>Rother Ward</u>					
OA1	Whitecotes School, Whitecotes Lane, Walton,S40 3HL	718	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district. The polling place accommodates two polling stations serving the Rother ward and the Walton ward.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient off-street parking outside of school hours. Inadequate during school hours.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue.
OA2	St Augustine’s Church, St Augustine’s Road, Chesterfield, S40 2SF	947	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating poor, lighting adequate.</p> <p><u>Parking</u> – Sufficient on and off-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
OA3 Page 31	Spire Nursery, Rear of Hunloke Centre, Church Street South, S40 2TG	1520	<p><u>Location</u> – In the context of the polling district, satisfactory.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient on and off-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
OA4	Harehill Court Harehill Road, Grangewood S40 2NZ	976	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is just adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient on-street parking.</p>	<p>New polling place to replace mobile unit.</p> <p>No change to polling district</p>	Suitable location and venue.

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
OA5	Boythorpe Community Centre, Hunloke Avenue, Boythorpe S40 2PF	433	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate. A second polling station serving Holmebrook ward is accommodated at the polling place.</p> <p><u>Parking</u> – Sufficient on and off-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
<u>St Helens Ward</u>					
PA06	St Andrews United Reformed Church Hall, 187 Newbold Road, (Near junction with Tapton View Road), S41 7PW	479	<p><u>Location</u> – On edge of polling district. The premises are considered to be large enough for two polling stations.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is good for all users. Heating and lighting adequate. A second polling station serving Brockwell ward is accommodated at the polling place.</p> <p><u>Parking</u> – Available on site, including disabled access and on street. Premises on main bus route.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
PA2	Winster Court Common Room, Newland Dale S41 7QJ	1337	<p><u>Location</u> – In the context of the polling district, satisfactory.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient off-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
PA3	Christ Church Primary School, Tapton View Road S41 1JU	1714	<p><u>Location</u> – Centrally located. The premises are considered to be large enough for the electorate of the district.</p> <p><u>Premises</u> – Access to room in which the polling station located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Adequate on street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
<u>St Leonards Ward</u>					
QA1	St Leonard`s Mission, Hartington Road, Spital, S41 OHE	1294	<p><u>Location</u> – In the context of the polling district, satisfactory.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting adequate. There are no impediments to movement within the building but there is a small lip to entrance threshold</p> <p><u>Parking</u> – Sufficient on-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
QA2	Riverside Club, Hollis Lane, Chesterfield, S41 7RA	825	<p><u>Location</u> – In the context of the polling district, satisfactory.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting adequate. To be addressed with the lessor.</p> <p><u>Parking</u> - Sufficient off-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
QA3	Hady Pavilion, Mobile Unit, Hady Lane, S41 0DJ	899	<p><u>Location</u> – Centrally located. The premises are considered to be adequate for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is just adequate. Heating and lighting adequate. Access to toilets at adjacent Hady Pavilion.</p> <p><u>Parking</u> – Sufficient on and off-street parking</p>	No change. Retain the existing temporary station but keep under review.	Suitable location. Whilst it would be desirable to find an alternative polling place there are no suitable buildings in the district.

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
QA4 Page 35	Derby Road Methodist Church, Jawbones Hill, S40 2EN	632	<p><u>Location</u> – Located on edge of polling district. The premises are considered to be adequate for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Adequate off-street parking for size of electorate.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
QA5	Hasland Baptist Church, Church Hall, Eyre Street East, S41 0PE	737	<p><u>Location</u> – Centrally located. The premises are considered to be adequate for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is just adequate. Heating and lighting adequate.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
QA7	Hasland Baptist Church, Church Hall, Eyre Street East, S41 0PE	228	<p><u>Parking</u> – Sufficient on-street parking. A second polling station serving the Hasland ward is accommodated at the polling place.</p>		

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
QA6	Spiritualist Centre, 55-57 Baden Powell Road, Chesterfield, S40 2SL	1382	<p><u>Location</u> – Centrally located. The premises are considered to be adequate for the electorate of the district.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient on-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
<u>Walton Ward</u>					
RA1	Walton Evangelical Church, Moorland View Road, Walton, S40 3DD	1593	<p><u>Location</u> – Centrally located. The premises are considered to be adequate for the electorate of the district.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	<p>Suitable location and venue</p>
RA2	Walton Evangelical Church, Moorland View Road, Walton, S40 3DD	1710	<p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate. The polling place accommodates two polling stations serving the Walton ward the West ward. The polling place serves a large electorate in the Walton and West area. There are limited facilities available elsewhere in the polling district. The polling place is situated on a bus route adjacent to the local shops.</p> <p><u>Parking</u> – Adequate on and off-street parking.</p>		

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Location	Comments/ Reasons
RA2	Whitecotes School, Whitecotes Lane, Walton, S40 3HL	1242	<p><u>Location</u> – Located outside of the polling district in Rother ward. The premises are considered to be large enough for the electorate of the district. The polling place accommodates a second polling station in Rother ward</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> – Sufficient off-street parking outside of school hours. Inadequate during school hours.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue. No suitable alternative in polling district.

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/Reasons
<u>West Ward</u>					
SA1	St Thomas' Suite, behind St Thomas' Church, Chatsworth Road, Brampton, S40 3AW	1262	<u>Location</u> – Centrally located within polling district. <u>Premises</u> – New community facility. Access to the hall in which the polling station is located is adequate. Heating and lighting adequate. <u>Parking</u> – Available on and off street. The polling place accommodates two polling stations, one for the West ward and one for the Holmebrook ward.	No change to polling district No change to polling place.	Suitable location and venue
SA2	St Thomas' Suite, behind St Thomas' Church, Chatsworth Road, Brampton, S40 3AW	83			
SA2	Storrs Road Methodist Church, Upper Moor Street, Off Storrs Road S40 3PY	1695	<u>Location</u> – In the context of the polling district, satisfactory. <u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting adequate. <u>Parking</u> – Sufficient on and off-street	No change to polling district No change to polling place	Suitable location and venue

	Polling Station	Gross Electorate July 2019 inc. Postal Voters	Review Assessment	Proposal	Comments/ Reasons
SA3	Loundsley Green Community Centre, Cuttholme Road, Loundsley Green S40 4RF	1003	<p><u>Location</u> – In the context of the polling district, satisfactory.</p> <p><u>Premises</u> – Access to the hall in which the polling station is located is adequate. Heating and lighting adequate.</p> <p><u>Parking</u> - Sufficient on and off-street</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue
SA4	Walton Evangelical Church, Moorland View Road, Walton, S40 3DD	901	<p><u>Location</u> – Centrally located. The premises are considered to be adequate for the electorate of the district.</p> <p><u>Premises</u> – Access to the room in which the polling station is located is adequate. Heating and lighting adequate. The polling place accommodates two polling stations serving the Walton ward one the west ward. The polling place serves a large electorate in the Walton and West area. There are limited facilities available elsewhere in the polling district. The polling place is situated on a bus route adjacent to the local shops.</p> <p><u>Parking</u> – Adequate on and off-street parking.</p>	<p>No change to polling district</p> <p>No change to polling place</p>	Suitable location and venue

POLLING DISTRICTS AND POLLING PLACES REVIEW 2019
TIMETABLE

2 July 2019	Public Notice given of review
12 August 2019	Deadline for receipt of public comments on the review
26 August 2019	Issue and publication of the RO's comments
7 October 2019	Deadline for receipt of public comments on the RO's comments and proposals
25 October 2019	Submit Employment & General Report to Democratic Services
4 November 2019	Submission of final proposals to Employment and General Committee
1 December 2019	Publish revised register incorporating changes from the review

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For publication

Christmas / New Year Discretionary Day 2019/20

Meeting: Employment and General Committee

Date: 4 November 2019

Report by: HR and Support Services Manager

For publication

1.0 Purpose of Report

1.1 To decide the discretionary day for Christmas/New Year 2019/20.

2.0 Background

2.1 At Council Minute No 577 (2001/2) under 'Annual Leave Entitlement' it was resolved that the discretionary day for Christmas/New Year be resolved each January for that year. At the CJCC in January 2004 it was resolved to decide the Christmas/New Year discretionary day at the preceding year's October CJCC. If there is an isolated day during any Christmas/New Year period, the discretionary day is to be used there.

3.0 Report

3.1 Christmas/New Year dates for 2019/20 are:

Christmas Day Wednesday 25 December

Boxing Day Thursday 26 December
New Year's Day Wednesday 1 January

3.2 **Options for Concessionary Day 2019/20:**

There is one isolated day during this Christmas period, Christmas Friday December 27th. There are three potential options for the discretionary day:-

1. Tuesday 24 December 2019
2. Friday 27 December 2019
3. Tuesday 31 December 2019

3.3 A poll was conducted on aspire and over 76% of respondents expressed a preference for Friday 27th December 2019.

3.4 This date will be applied across most council services unless it is decided different operational needs take priority e.g. in Venues or Leisure.

3.5 This date has been considered and approved at Employer Trade Union Committee.

4.0 **Recommendation**

4.1 It is recommended that the discretionary day for 2019/20 is approved as option 2 (27 December 2019) for all staff as this is the preferred option by staff.

Document information

Report author	Contact number/email
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Background documents

None

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For publication

HR annual report 2018/2019

Meeting:	Corporate Management Team Employment and General Committee
Date:	4 November 2019
Cabinet portfolio:	Governance / Customers and Business Transformation
Report by:	HR and Support Services Manager

For publication

1.0 **Purpose of report**

- 1.1 This report provides an overview of attainment against the Council's Human Resources key performance measures, together with the activity undertaken by the Human Resources team to support managers in achieving their corporate objectives during the financial year 2018/2019.

2.0 **Recommendations**

- 2.1 That the contents of the report are noted, and future actions endorsed.

3.0 **Report details**

Background

- 3.1 The Human Resources team was transferred from the Arvato Public Private Partnership to in-house service delivery in October 2018. On transferring, the team was restructured and merged with the Council's support services function. The HR team has been strengthened to include three new HR Business Partner roles, together with a new role of Learning and Development Business Partner. The restructure ensures that the HR team can deliver a proactive service and can better meet the individual needs of service areas.
- 3.2 This report provides an overview of the HR performance measures attained across the Council in 2018 – 2019.

Employee headcount and turnover

- 3.3 At the end of March 2019, there were 933 employees (716 FTE) at Chesterfield Borough Council against an approved corporate structure of 956 posts (780.5 FTE).
- 3.4 There has been an increase in headcount since the beginning of the year, reflecting the TUPE transfer of people from Arvato and Careline services and also reflecting the restructure of the Arts and Venues service area.
- 3.5 However, despite the employee headcount increasing, there have been a number of vacancies within team structures throughout the year, resulting in the combined corporate salaries, overtime and agency budgets being delivered with an underspend of £776,540. In 2018/2019 the budget was set with an expectation of £150,000 savings generated through vacancy control. The savings are largely attributable to delays in recruitment to new ICT posts and recruitment gaps within

Commercial Services and Housing. Such a significant budget variance is not expected to be experienced during 2019/2020.

- 3.6 Controls are in place across the Council to ensure that where there are vacant posts within the structure, there is challenge built in to ensure their continued need. These checks and balances are completed by the Council's Vacancy Control Panel, which is chaired by an Executive Director. In the financial year 2018/2019 185 posts (127 FTE) were brought to vacancy control panel and 157 posts (109 FTE) were approved by the panel. A review of the vacancy control process will be undertaken in 2019/2020 to ensure that it remains a streamlined and effective process.
- 3.7 Annual turnover levels were 13%. 126 people left the Council's employment and there were 137 new starters during the year. Our new employees were fully inducted following satisfactory employment checks and allocated to the Council's payroll on time. We have been unable to easily report on the time taken to recruit to new posts and it is intended that this measure becomes a new key performance indicator during the next financial year. The latest staff opinion survey shows that employees are growing in satisfaction with the Council's recruitment policies, with satisfaction levels increasing by 15% over the last six years.
- 3.8 Despite 126 employees leaving the Council, only 27 exit interview questionnaires have been completed and returned, meaning that robust analysis of turnover cannot be completed. Where issues or patterns have been identified from the questionnaires, employees have been offered a face to face interview with a Human Resources Business Partner to gain greater understanding. Underlying issues relating to communication and management behaviours have been identified in individual service areas following these discussions and the HR Business Partners will be working with managers to address areas of concern.

Apprenticeships

- 3.9 The Council was targeted to take on 23 apprenticeships during the year and there were 35 apprenticeships underway in March 2019. Chesterfield is one of only 3% of council's nationally who have achieved their target in year one and two. This is a great achievement and the Council is leading by example in making Chesterfield an Apprentice Town.
- 3.10 The Council's apprentice levy budget is £69,326 (at the time of writing). Apprentice levy funds expire after two years and the Council has used sufficient funding to prevent any loss of levy during the year.
- 3.11 Interest in apprenticeships across the Council continues to increase. Many enquiries for new apprenticeships relate to higher level qualifications and these are being supported where possible to provide a pathway for succession planning and build resilience into service areas.

Absence

- 3.12 For the year 2018 – 2019, the average number of days lost per person to sickness absence was 14.00 days. This is a high level of sickness, impacts adversely on the Council's overall productivity and is an increase of 1 day on the previous year's performance results. This equates to a lost time rate of 5.53%.
- 3.13 As a comparison, the national average days lost to sickness within the public sector was 9.7 days in 2017. High sickness levels place increased pressure on the existing workforce who are often required to backfill absences and work longer hours.
- 3.14 The absences fell into two categories: short term and long term (over 28 days). During 2018/19 there were 718 occasions

of short-term absence and 111 occasions of long-term absence. The main reasons for absence were:

- Stress/depression and anxiety
- Operations
- Back problems
- Musculoskeletal (not back)

3.15 We have implemented several measures to support employees in managing health issues, including the provision of an occupational health programme, counselling sessions and physiotherapy sessions. In addition, we provide healthy workplace activities such as yoga and relaxation and provide discounted membership rates at our Leisure Centres. New learning and development sessions have been delivered relating to managing conflict and the Council continues to promote flexible working options and other policies which support the work/life balance. This has been recognised by staff and is reflected positively in the latest Staff Opinion survey.

3.16 The absence policy has been reviewed and refreshed and has been formally adopted. On a monthly basis, absence reports are produced from our HR and Payroll system and are provided to service managers for review and action. Since the HR Business Partners have been in post they have been discussing sickness levels with service managers and providing support when sickness meetings are held. However there is some inconsistency in process across the Council and concerns have been raised over the quality of the system data provided. A full review of absence management is underway with proposals for a more centrally controlled absence process being established alongside the planned upgrade of the HR and Payroll system. Further progress reports will be provided throughout 2019/2020.

Casework

- 3.17 The HR team have dealt with a total of 44 cases related to performance management during the year. This is a reduction on 2017 – 2018 levels and it is pleasing that through strengthened management, close working with Trade Unions and supportive HR intervention, the Council has continued to experience a reducing level of casework over the last 2 years.
- 3.18 Of the overall cases above, the team have dealt with 17 disciplinary cases, resulting in 5 cases where no further action was taken, 1 informal warning sanction, 6 written warning sanctions, 3 final written warning sanctions and 2 resignations. This is a significant reduction in the 30 disciplinary cases undertaken in 2017-2018 and demonstrates the benefits of our business partner model.
- 3.19 There have been 4 capability ill health meetings resulting in dismissal during the year.
- 3.20 The team have dealt with 8 grievances, 2 harassment cases and 1 whistleblowing case. These cases have highlighted areas for improvement in some service areas and the HR Business Partners are working closely with these service areas to address the concerns raised. These cases have all been resolved by either formal mediation through ACAS or informal resolution locally.
- 3.21 During 2018 – 2019 the HR team has provided support and guidance to the Arts and Venues manager when completing a restructure of the areas and administered 8 redundancies which were generated from this restructure. A further redundancy was completed within the Housing service area.
- 3.22 The HR team works hard to maintain a good relationship with the trade unions, and this has enabled us to resolve grievances at the lowest level possible and maintain good

employment relations in most areas. This aids in the policy decision making process.

- 3.23 The team have refreshed and revised nine policies during the year. HR policies are reviewed on a regular basis to ensure their currency. Whilst a programme of policy review has been agreed with the unions for 2019/20, urgent refresh to policies may be required due to changes in legislation. It is anticipated that at least 4 policies will be reviewed and refreshed during 2019/2020.

Pay and grading

- 3.24 The HR and Support Services manager acts as client manager for the payroll service which has been retained in Arvato. An annual audit of the service has provided satisfactory assurance around the systems and internal controls in place. An end to end review of the payroll process will be completed during 2019/2020, to identify areas for continuous improvement.
- 3.25 Issuing of paper payslips has been significantly reduced following the move of all staff onto monthly payroll, streamlining the payroll process. It is the intension to consult with employees around moving to online provision for payslips during 2019/2020. This will enable improved employee access through self- service and will help to increase productivity levels within the Payroll team. In addition, a reduction in paper will help to support the Council's activity around the climate emergency.
- 3.26 The HR team continue to ensure that pay and grading is consistent, fair and transparent. The NJC Job Evaluation process is the vehicle for this. During 2018 – 2019 HR and Trade Union officials sat at 13 job evaluation panels and evaluated a total of 46 posts. The bulk of these evaluations were related to the Arts and Venues restructure and to the

transfer of the ICT service. Further work will be completed in 2019/2020 to evaluate whether our pay and grading remains fit for purpose.

Learning and Development

- 3.27 The Council has recruited a Learning and Development officer who is an accredited trainer, and this has enabled the Council to deliver more in-house, face to face training during the 2018/2019 financial year.
- 3.28 226 people have attended training courses delivered by the HR team. Courses delivered have been designed to meet the priority needs of our employees and have focused on managing attendance, PDR training, managing employee performance, managing stress, interview skills, conflict management and customer services training.
- 3.29 7030 e-learning modules have been completed across the council, equating to the provision of approximately 220 days of training. Just over 87% of the workforce have completed their allocated mandatory training and are compliant. There are often extenuating circumstances for mandatory training not being completed, however a due diligence process will be implemented during 2019 – 2020 and where there are no extenuating circumstances, the non-completion of mandatory training will be escalated to the line manager and then to the Assistant Director for correction.
- 3.30 The learning and development budget was centralised during the 2018/2019 financial year and a process implemented to allow oversight and ensure that funding was spent on priority areas of need. Budget approval was provided for all essential training identified within the council, however the budget did not allow for any desirable training to be completed during the year. The outturn on this budget was £25,465 and a carry

forward of this sum was granted due to the lateness of formal agreement to the L & D expenditure plan in 2018.

Performance Development

- 3.31 The Council achieved a 92.58% completion rate in the number of PDR's completed in 2018 – 2019, up from 89% in 2017. A mid-year review was also completed for the first time.
- 3.32 Feedback on the PDR process suggests that more work is required to streamline the PDR form, making it quicker and easier to navigate, with specific reference to casual and variable hours staff. This review will be completed during 2019/2020.
- 3.33 The Council's staff opinion survey highlights that our employees do not feel that the PDR process recognises their contribution or makes them feel valued. The survey also highlights that employees do not feel that the Council cares for them. Further work will be completed during this financial year to develop our managers to have honest and motivational conversations with employees. Further support will also be provided by the HR Business Partners to help managers to use the PDR process to aid succession planning, support personal development and for it to act as an accountable plan when managing performance.

Change

- 3.34 During the year the HR and Support Services Manager and the HR Business Partners have worked with managers across the Council to support change, delivering the activities highlighted in the Council's workforce strategy. This work has resulted in the Council achieving Investors in People accreditation at silver level.

- 3.35 The new behavioural competency framework was actively utilised for recruitment and performance management in 2018/2019. The framework highlights 'what good looks like' and provides clear links to career development and progression. This will be fully rolled out to all employees ready for the next appraisal year.
- 3.36 The HR Business Partners are working closely with service leads, ICT project managers, business analysts and employees to support the successful implementation of the ICT Improvement Programme and the digital change that will ensue through delivery of this programme. The HR Business Partners will focus on ensuring teams are clear about the new vision, they will help to frame issues and concerns so that staff are engaged and mobilised and they will encourage new ways of thinking in a 'safe' environment. This activity is planned to continue until completion of the transformation programme.

Employee Survey

- 3.37 The 2019 employee survey achieved a response rate of 59.9% and for the first time ever achieved over 30% return rate in all service areas. The results showed increased performance year on year in 52 of 65 areas which is a huge achievement and demonstrates the progress we are making to improve employee engagement. However, the survey showed there is still more to do to demonstrate consistent improvements around the following areas:

- Workload and capacity
- Management – focusing around style and instilling a culture of blame
- Leadership visibility and trust
- Change management
- Having the right tools for the job
- Perceived lack of care and concern for staff
- PDR's

3.38 HR and L & D Business Partners are working with service managers to develop their employee survey action plans as a response to concerns raised and corporately the results have been fed into the new People Plan.

HR Services in 2019/2020

3.39 In addition to delivery of the HR and Payroll transactional services, the strategic activities planned for the HR and Support Services team during the 2019/2020 financial year include:

- Developing and delivering the HR Business Partner service delivery plans;
- Development and implementation of the 2019 – 2024 people plan;
- Development of our rewards, recognition and benefits offer for our people and our teams, so that exemplary behaviours are recognised;
- Development of career pathways and development programmes to support our people develop their careers with us;
- Supporting the introduction of technology that enables and encourages working in a flatter hierarchy;
- Creatively utilising flexibility within our pay and reward mechanisms to become more competitive in our recruitment;
- Developing ways to track investment in our people against our level of retention;
- Developing a pool of mentors and coaches to nurture talent and support performance;
- Developing a 'new manager' induction programme;
- Upgrading the HR and Payroll ICT system, so that efficiencies can be made, and better absence data be provided;
- Supporting the transition of Arvato and Kier employees into the Council;

4.0 Human resources/people management implications

4.1 The HR team has undergone restructure during 2018/2019 and has been strengthened with four new recruits to ensure that the Council has the appropriate capacity and capability to deliver against its people ambitions.

4.2 There has been 1 resignation within the team. The vacant post has now been filled and the new member of the team joined in September 2019. The team is now fully staffed against the approved establishment.

5.0 Financial implications

5.1 The service was delivered within its approved budget.

6.0 Risk management

6.1 The HR service has a risk register in place which is updated on a monthly basis. Significant risks are fed into the Customers, Commissioning and Change risk register or directly to the Council's corporate risk register.

7.0 Equalities Impact Assessment (EIA)

7.1 A full equality impact assessment is not required to support this report.

8.0 Alternative options considered

8.1 Not applicable

9.0 Recommendations

9.1 That the report is received and noted and future actions endorsed.

10.0 Reasons for recommendations

10.1 Members are aware of the key performance levels achieved in 2018/2019 relating to our workforce and endorse the actions being undertaken to support continuing investment in our people.

Decision information

Key decision number	
Wards affected	ALL
Links to Council Plan priorities	Delivering value for money services

Document information

Report author	Contact number/email
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COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 21st August, 2019

Present:-

Ade McCormick (Chair)

Councillor Paul Niblock	Ian Waller (Health & Wellbeing)
Councillor Keith Falconer	Marc Jasinski (Corporate H&S Adviser)
Councillor Peter Barr	Anthony Radford (Arts and Venues)
Kate Harley (HR)	Gurpreet Khakh (GMB)
Paul Longley (Unison)	Neil Johnson (Economic Growth)
Mike Brymer (Commercial Services)	Paul Devereux (Unison)
Liz Cook (Housing)	Councillor Sharon Blank

Min. No.	<u>Item</u> Decision/Action	By Whom
12	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies for absence were received from Councillor Brittain, Andy Fowler, Councillor Innes, Rachel O’Neil and Donna Reddish.</p>	
13	<p><u>MINUTES OF THE MEETING HELD ON 5 JUNE, 2019</u></p> <p>The Minutes of the meeting of the Council Health and Safety Committee held on 5 June, 2019 were agreed as a true record and signed by the Chair.</p>	
14	<p><u>MATTERS ARISING FROM THE MINUTES</u></p> <p>There were no matters arising from the minutes.</p>	
15	<p><u>OCCUPATIONAL ILL HEALTH STATISTICS</u></p> <p>The Human Resources Manager gave an overview of the occupational ill health statistics. The committee was advised that a review of absences was to be conducted in September so the figures would be closely examined and monitored. The HR Business Partners were already working in conjunction with each of the service areas to ensure that stress action plans were in</p>	

	<p>place and appropriate support was available to all employees. It was acknowledged that the council's sickness levels were higher than those of the public sector in general, due to a number of factors, such as increase in workload and an aging demographic in the workforce. The HR Manager was confident that all policies and support systems are now in place to enable all departments to reduce their levels of sickness.</p>	
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<p>16</p>	<p><u>INCIDENT/ACCIDENT INFORMATION</u></p> <p>There had been four RIDDOR reportable incidents in this reporting period and one dangerous incident that had been reported to the HSE. The Health and Safety Advisor noted that there had been a decrease in vehicle related incidents and a decrease in near misses.</p> <p>The number of instances of anti-social behaviour reported on the SHE system had doubled compared to the last quarter, however it was explained that this included any new entries onto the staff caution list. Some of these were from the police and therefore out of the council's control. The committee was reminded that two elections had taken place in this period where councillors were actively canvassing in their wards and therefore there would be a natural increase in the number of additions to the staff caution list in direct correlation to the increased number of interactions between members of the council and members of the public.</p> <p>The accepted definition of an accident and a near miss had been discussed by the Joint Chairs and clarified. This was included in the Health and Safety Advisor's report, had been published on the staff intranet and would be included in the accident reporting policy.</p>	
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<p>17</p>	<p><u>MANAGEMENT TEAM REPORTS</u></p> <p>Written reports were submitted by members of the Council's Corporate Management and Senior Leadership Teams to update the Committee on health and safety matters from their service areas during the last quarter.</p> <p>The reports provided information on workplace inspections, specific incident investigations, training, communications, and the development and progress of annual health and safety action plans.</p>	
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	<p>The key points raised from the reports were as follows;</p> <ul style="list-style-type: none"> • Thorough inspections of the Pomegranate and Winding Wheel had taken place in April and May involving the Health & Safety Advisor, Trade Union Representatives and Environmental Health. As a result detailed action plans had been put into place and additional training requirements had been requested. • Commercial services had made two RIDDOR reports in the last reporting period involving slips and trips. Staff had been reminded to take their time and exercise caution. The training figures for the department were good overall and the Assistant Director - Commercial Services was looking to supplement online training with more face to face delivery. • The Assistant Director - Economic Growth reported that there had been no further issues with the Multi-storey Car Park at Saltergate and the HSE had confirmed back to Huber that no further action was required. The sign off was complete and the lessons learnt would be utilised on the new Enterprise Centre project. • Work on the new Enterprise Centre had been delayed due to the archaeological explorations that the County Council required prior to commencement. The committee heard that there was no contractor agreed but that prior to signing a contract a health and safety assessment would take place to ensure that both parties were satisfied with the requirements. It was confirmed that the Economic Development team had put processes in place to closely monitor the contractor once on site. • Two successful pool rescues had taken place at the leisure centres and the Assistant Director - Health and Wellbeing drew the committee's attention to the critical role that the attendants play in maintaining a safe environment for members of the public by undertaking extensive training and carrying out their duties in a professional manner. • It was noted that, given the improvement against the corporate health and safety recovery plan the internal audit team will formally review progress. It was hoped that the achievements would be reflected in the audit result. • A detailed action and improvement plan was in development for the Finance and Resources department, co-ordinated by the Executive Director. Inspections had taken place across all four departments and the departmental training plans were being updated. The committee was satisfied that any previous concerns were being addressed. • Unfortunately the Customers, Commissioning and Change report was not available at the time of the meeting. However, it was agreed that the report would be circulated to the group as soon as possible. 	<p><u>RACHEL O'NEIL</u></p>
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	<ul style="list-style-type: none"> The Human Resources manager advised that following inspections of offices on the second and third floor where support services were based, they were found to be unfit for purpose. A request was made to the Business Transformation team to find alternative accommodation and the whole team was moved to new offices on the second floor. It was noted that the ICT Services and Business Transformation teams had facilitated the move quickly and efficiently and all the issues had subsequently been addressed. 	
18	<p><u>ANY OTHER BUSINESS</u></p> <p>The committee thanked Mike Brymer for his contributions and commitment during his time as Assistant Director – Commercial Services and wished him well for the future.</p>	
19	<p><u>DATE AND TIME OF THE NEXT MEETING</u></p> <p>The next meeting of the committee will take place on Monday 13th November, 2019 at 9.30am.</p>	