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The Chair and Members of  
Employment and General Committee

28 August 2020

Dear Councillor,

Please attend a meeting of the EMPLOYMENT AND GENERAL COMMITTEE to be held on MONDAY, 7 SEPTEMBER 2020 at 10.00 am, the agenda for which is set out below.

This meeting will be held virtually via Microsoft Teams software, for which members of the Committee and others in attendance will receive an invitation. Members of the public will be able to access Part 1 (Public Information) of the meeting online by following the link [here](#).

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. Christmas/New Year Discretionary Day 2020/21 (Pages 5 - 6)
5. Minutes of the Council Health and Safety Committee (Pages 7 - 20)
6. Minutes of the Employer / Trade Union Committee (Pages 21 - 44)

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, 16th March, 2020**

Present:-

Councillor T Murphy (Chair)

Councillors Blank  
DavenportCouncillors Brittain  
K Falconer

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

**29 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**30 MINUTES****RESOLVED –**

That the Minutes of the Meeting of the Committee held on 27 January, 2020 be approved as a correct record and signed by the Chair.

**31 IMPLEMENTATION OF VOLUNTARY LIVING WAGE**

The HR Business Partner submitted a report recommending for approval the Implementation of Voluntary Living Wage.

Chesterfield Borough Council introduced the voluntary living wage in April 2016. The voluntary living wage remained in place until the national review of NJC pay in 2018 because the review raised the lowest rate of pay above the voluntary living wage from April 2019. The national pay award for 2020 was currently being negotiated but was unlikely to be resolved until Summer 2020 at the earliest.

Consultation with Unions had taken place and the proposals had been endorsed.

**\*RESOLVED –**

That the payment of the voluntary living wage for 2020/2021 be approved.

## For publication

### CHRISTMAS / NEW YEAR DISCRETIONARY DAY 2020/21

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Meeting: Employment and General Committee

Date: 7 September 2020

Report by: HR and Support Services Manager

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## **For publication**

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### **1.0 Purpose of Report**

1.1 To decide the discretionary day for Christmas/New Year 2020/21.

### **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 2020/21 are:

	<b>DATE</b>	<b>CLOSURE</b>
CHRISTMAS DAY	25 DECEMBER 2020 (FRIDAY)	25 DECEMBER 2020 (FRIDAY)
BOXING DAY	26 DECEMBER 2020 (SATURDAY)	28 DECEMBER 2020 (MONDAY)
NEW YEARS DAY	1 JANUARY 2021 (FRIDAY)	1 JANUARY 2021 (FRIDAY)

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

There is no isolated day during this Christmas period. There are three potential options for the discretionary day:-

1. Thursday 24 December 2020
2. Tuesday 29 December 2020
3. Thursday 31 December 2020

**3.3** A poll was conducted on aspire and over 55% of respondents expressed a preference for Thursday 24<sup>th</sup> December 2020.

**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 2020/21 is approved as option 1 (24 December 2020) for all staff as this is the preferred option by staff.

Kate Harley  
HR & Support Services Manager

## COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 12th February, 2020

Present:-

Ade McCormick (Chair)

Carl Thelmann (Arts and Venues)  
 Paul Longley (UNISON)  
 Gurpreet Khakh (Health & Safety Rep)  
 Heather Spink (Human Resources)  
 Marc Jasinski (Corporate Health & Safety  
 Advisor)

Councillor P Niblock  
 Councillor K Falconer  
 Councillor J Innes  
 Councillor S Blank  
 Councillor P Barr  
 Ian Waller (Health & Wellbeing)  
 Dean Epton (Commercial Services)

Min. No.	<u>Item</u>	Decision/Action	By Whom
28	<b><u>APOLOGIES FOR ABSENCE</u></b>		
	Apologies for absence were received from Councillor Kate Caulfield, Alison Delaney, Andy Fowler, Neil Johnson, Rachel O’Neil, Anthony Radford and Donna Reddish.		
29	<b><u>MINUTES OF THE MEETING HELD ON 13 NOVEMBER, 2019</u></b>		
	The Minutes of the meeting of the Council Health and Safety Committee held on 13 November, 2019 were agreed as a true record and signed by the Chair.		
30	<b><u>MATTERS ARISING FROM THE MINUTES</u></b>		
	The Executive Director confirmed that the results from the Employee Survey had been passed down to each service area and that bespoke plans were being formulated accordingly. It was agreed that progress reports would be incorporated into the quarterly reports at the next meeting.		<b><u>ALL ADS</u></b>

	<p>The poster showing the Trade Union Health &amp; Safety representatives had been created and needed to be circulated.</p> <p>It was decided that the action regarding the pigeon mess at the Visitors' Information Centre should be reallocated to the Assistant Director for Customers, Commissioning and Change.</p>	<p><b><u>AMANDA CLAYTON</u></b></p> <p><b><u>RACHEL O'NEIL</u></b></p>
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31	<p><b><u>MANAGEMENT TEAM REPORTS</u></b></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> <p>The key points raised from the reports were as follows;</p> <ul style="list-style-type: none"> <li>• The UK Theatres Association had carried out a health &amp; safety audit of the Pomegranate Theatre and the Winding Wheel Theatre. The report was favourable, and an action plan would be put in place accordingly.</li> <li>• The technical officers in Commercial Services had been renamed technical team leaders and had received IOSH training in order for them to take more responsibility for the health &amp; safety in their own teams</li> <li>• Commercial Services and the Housing team were working more closely together to improve communication and coordination between the two departments. It was acknowledged that the Housing team was the client for the whole of the Capital Programme and if there was an external principal contractor, Commercial Services were</li> </ul>	
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	<p>often still working on site. Flow charts were being developed by the Health &amp; Safety Forum to identify roles and responsibilities with the safety of staff as a key priority.</p> <ul style="list-style-type: none"> <li>• Two incidents that had been reported in this quarter highlighted the need to strengthen the knowledge of CDM Regulations best practice within the Council. The lessons learned had already been applied to new projects.</li> <li>• A verbal update from the Health &amp; Safety Forum was requested for the next meeting of the Health &amp; Safety Committee.</li> <li>• The Assistant Director for Commercial Services advised the committee that a review of the depot was currently underway. This would consider various issues such as traffic management, overall layout, the standard of office accommodation, compliance with legislation pertaining to the storage of petrochemicals and plans to transition to an electric vehicle fleet. A verbal update on this was requested for the next meeting.</li> <li>• Following an incident at one of the leisure centres, during the investigation a piece of equipment was found to not be working correctly. The importance of carrying out investigations was highlighted to the committee.</li> <li>• A question was asked regarding the use of vehicle trackers to monitor staff whereabouts as opposed to their health and safety. It was explained that this concern had already been raised and that the legal team and HR were looking into it. The Assistant Director for Housing stated that she would attend the next Neighbourhoods team meeting to discuss the outcomes.</li> <li>• The committee expressed their thanks to the Assistant Director of Policy and Communications for the additional safety measures put into place around the general election in December 2019.</li> </ul>	<p><b><u>IAN WALLER</u></b></p> <p><b><u>DEAN EPTON</u></b></p>
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	<ul style="list-style-type: none"> <li>• A general discussion took place around the reporting templates used and it was agreed that they would be reviewed by the Corporate Health &amp; Safety Adviser. A draft proposal with guidance notes would be presented to the Joint Chairs meeting in March.</li> </ul>	<u>MARC JASINSKI</u>
32	<p><b><u>OCCUPATIONAL ILL HEALTH STATISTICS</u></b></p> <p>The Human Resources Business Partner gave an overview of the occupational ill health statistics and highlighted the following points;</p> <ul style="list-style-type: none"> <li>• There had been higher absence levels than was usual due to viruses. This had a knock-on effect on stress levels due to additional pressures on team members.</li> <li>• A lot of work had been carried out with the Commercial Services team regarding PPE and using the right equipment for the right job. This had resulted in a reduction in the number of muscular-skeletal related absences.</li> <li>• A new counselling service had been engaged in order to combat stress and mental health related issues. It was acknowledged that the style of management employed in a team can help encourage people to talk about their problems.</li> </ul>	
33	<p><b><u>INCIDENT/ACCIDENT INFORMATION</u></b></p> <p>The Corporate Health &amp; Safety Advisor gave an overview of the incidents and accidents that took place in the previous quarter. Discussion ensued around the reporting of incidents to the committee and whether they could be categorised and prioritised accordingly. A set of criteria would be created and presented to the next meeting of the Joint Chairs.</p> <p>It was reiterated that all incidents should be recorded on the SHE system and investigated appropriately. There</p>	<u>MARC JASINSKI</u>

	<p>had been several incidents reported on SHE where the 'actions taken' field had been left blank and this was not acceptable. Steps had been taken to make this a mandatory field on the form.</p> <p>The committee agreed that work related absences would be reported by HR in future as this should provide greater accuracy.</p>	
34	<p><b><u>HEALTH &amp; SAFETY AUDIT REPORT</u></b></p> <p>The Assistant Director for Health and Wellbeing presented an overview of the audit report carried out in October 2019 on Corporate Health and Safety. The outcome of the audit was an assurance level of Reasonable. This was a significant improvement from the previous position of concern and further built on the theme of positivity surrounding corporate health and safety. It was an important statement regarding the progress made and the direction of travel for the organisation.</p>	
35	<p><b><u>CONTROL OF CONTRACTORS</u></b></p> <p>The joint chairs requested at their last meeting that Control of Contractors be a standing item on this agenda moving forward. It was agreed that it was a useful opportunity to make improvements. Work was ongoing with the procurement team and in line with the improvements to CDM regulations awareness.</p>	
36	<p><b><u>HEALTH &amp; SAFETY RECOVERY PLAN</u></b></p> <p>The Assistant Director for Health and Wellbeing gave an overview to the committee. It was noted that issues had been identified at the previous Corporate Health &amp; Safety audit and these had been the basis of the recovery plan. This had been renamed as an action plan and all the</p>	

	major themes and concerns had been dealt with. It was acknowledged that collectively the position was much improved but there was still work to be done.	
<b>37</b>	<b><u>DATE AND TIME OF THE NEXT MEETING</u></b>  The next meeting of the Health and Safety Committee would take place on Wednesday 13 <sup>th</sup> May at 9.30am in Committee Room 1.	

## **COUNCIL HEALTH AND SAFETY COMMITTEE**

**Tuesday, 16th June, 2020**

Present:-

Andrew Fowler (Chair)

Councillor Blank	Councillor K Falconer
Councillor Barr	Councillor J Innes
Councillor Brittain	Ade McCormick Exec Director
Councillor Caulfield	Donna Reddish Policy & Comms.
Ian Waller Health & Wellbeing	Neil Johnson Economic Dev.
Dean Epton Commercial Services	Liz Cook Housing
Anthony Radford Arts & Venues	Kate Harley HR
Marc Jasinski Health & Safety	Karen Brown Business Trans.
Liam Rich Unite	Paula Stephens Unite
Karen Knight UNISON	Paul Longley UNISON
	Rachel O'Neil Customers, Comm & Change

### 38 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor P Niblock, Councillor Mann and Tony Devereux.

### 39 **MINUTES OF THE MEETING HELD ON 12 FEBRUARY, 2020**

The Minutes of the meeting of the Council Health and Safety Committee held on 12 February, 2020 were agreed as a true record.

### 40 **COVID-19 EASE OF LOCKDOWN RESTRICTIONS**

The Executive Director introduced a presentation to the committee on the health and safety measures put in place in order to facilitate the ease of lockdown restrictions. A link had been shared with the committee in advance of the meeting to all the risk assessments. It was explained that the risk assessments had been signed off by relevant managers, checked by the unions and approved by the appropriate working group.

The Transformation Programme Manager guided the committee through the measures that had been put in place to create safe working spaces and highlighted the following points;

- All council buildings had been assessed, maximum capacities for rooms had been calculated and the flow of people evaluated.
- Facilities for agile working already existed within the council, making those adaptations more straightforward.
- Signage had been developed to indicate maximum occupancies and colour coded floor markers indicated the flow and encouraged social distancing
- At the customer service centre, mirrors had been installed in a narrow staff corridor to enable colleagues to maintain social distancing. The centre will have a member of staff positioned outside to triage members of the public and direct them to the appropriate queue. Numbers inside the building would be limited. Everyone would be asked to sanitise their hands on entry. It was clarified that members of the public would be directed to the Market Hall toilets unless in case of an emergency.
- Access guides were under development for each building for both staff and visitors detailing what to expect, to make their experience less daunting.

The Assistant Director for Commercial Services outlined the changes that had been made in the department as follows;

- A one man, one van policy had been quickly adopted to comply with social distancing requirements and some vehicles had screens fitted
- The barriers on Council car parks had been removed to reduce the amount of cash handling taking place
- 390 staff members had been identified as vulnerable or doing non-emergency work and had been sent home or in some instances redeployed to other essential services
- Colleagues from the Commercial Services team had undertaken community work since the start of lockdown such as delivering pharmacy supplies. Over 700 deliveries had been undertaken so far.
- Thanks to the ICT team, staff were mobilised incredibly quickly, and this had caused a positive shift in culture across the department.
- Garage services had become mobile to reduce the number of people visiting the Stonegravels depot.
- The supply of PPE had been maintained throughout lockdown enabling essential works to continue.

- An outline schedule of the ease of lockdown measures was now available.
- Additional work would commence as materials became more readily available, and if safe to do so, dates may be brought forward.

The committee was advised that the agile working had been embraced and it was hoped that it would continue.

The Assistant Director for Customers, Commissioning and Change gave an overview of the service, highlighting the following points;

- All services in the directorate had continued throughout lockdown
- 170 pieces of ICT equipment had been issued and a new telephony system had been implemented which allowed the call centre to be operated remotely. Venture House was being used as a training centre for call centre staff.
- A one-way system had been put in place in the ICT Service Desk office to support the increasing number of staff returning to the Town Hall
- The Human Resources team continued to work remotely with case work and recruitment carried out using online systems
- Support services had continued to provide a post service throughout the period but were on the whole working from home
- The Business Transformation Team had carried out an incredible amount of work on the recovery plans and special mention was made of Karen Brown and Mick Blythe for their contributions
- The Museum and Visitors Information Centre had been closed since the start of lockdown. The staff were working from home providing virtual tours and although there were no immediate plans to open all the necessary risk assessments were in place in anticipation.
- Kier staff were working from home and would continue to do so
- The Customer Service Centre was ready for official reopening with reduced hours aligned to the bank opening times. The public toilets there had been closed unless for emergency use and residents would be directed to the Market Hall toilets.

The Assistant Director for Housing advised the committee of the current position including the following points;

- A high number of staff were working from home and support networks had been put in place, especially for those that deal with challenging customers, to safeguard their wellbeing
- The department had worked closely with its external contractors to ensure that safe systems of work were in place throughout

- Fountain House (On the Move) had been classified as unsafe to use, due to lack of access, narrow spaces etc and so no staff had returned there
- Face to face interviews were being avoided, with a preference to carry out appointments over the telephone but emergency interviews would be carried out at the Customer Service Centre.
- General lettings recommenced on 22nd June and the backlog of pre-allocated homes was expected to be cleared within four weeks
- Homelessness had presented a huge challenge and therefore additional staff had been allocated to that area to support the service
- Neighbourhood Rangers had continued their work throughout
- Tenancy Management Services were being delivered remotely. There had been an increased demand on the service to due to a rise in anti-social behaviour complaints.
- The Careline Services had continued to provide an excellent service and thanks to all the staff there were noted, as well as to Jon Campbell, who had provided essential PPE throughout the pandemic.

The Assistant Director for Economic Growth summarised the changes that had taken place within the service, with reference to the following points;

- Most teams were working remotely
- Management services at the Innovation Centres had been suspended but there had been no businesses withdrawing so far
- The planning committee was being conducted virtually
- The department had been providing advice to local businesses in terms of recovery and had been developing recovery plans
- The major regeneration projects were ongoing, and the Northern Gateway site had been brought back online. The external contractor had given significant reassurances regarding management of the site. The Assistant Director for Economic Growth assured the committee that the contractor was being closely monitored and all information was recorded on the contractor management register accordingly.
- Building control had continued throughout the lockdown, working from home and were under increased pressure due to the number of “jobbing builders” in operation.

It was acknowledged that members of staff had worked well beyond expectations despite being based at home. Therefore, the significant

pressures and the resulting impact on staff of the lockdown period were highlighted as an ongoing concern.

The Assistant Director of Policy and Communications led the committee through the changes made in the service highlighting the following points;

- Staff were working exclusively from home
- The Communications team moved into a crisis communications cell early in the pandemic in order to reduce stress and pressure on staff.
- Additional equipment was provided to the graphic design team.
- Members were working remotely thanks to a huge amount of support from ICT, Gerard Rogers and the Democratic Services team.
- A virtual Full Council meeting was due to be held in July
- Councillors' ward activities had been limited to telephone and email only.
- All civic activities had been either cancelled or postponed
- Local Democracy activities were likely to be delayed until 2021 earliest.
- A report would be presented to cabinet on the civic arrangements suggesting an extension of the current mayoralty until October 2020.

The Assistant Director of Health & Wellbeing reported to the committee the changes made in the service as follows;

- Members of staff had been redeployed to support food parcel and prescription deliveries in addition colleagues from leisure had undertaken volunteering to support Covid-19 testing at Chesterfield FC.
- Licensing, Environmental Health, Private Sector Housing and Community Safety had continued their work throughout in an agile way with support from ICT
- The Leisure centres closed in March. Preparations for re-opening were being made, guided by the Chesterfield Borough Council corporate approach, industry guidance, advice from an external health and safety partner and national governing bodies for each sport/activity. The situation was complex and fast moving but the team are working hard to ensure we are able to react as soon as we are advised of a re-opening date.

- Additional risk assessments and training would be required prior to an opening and therefore as a minimum a seven-day lead in would be necessary. A very detailed action plan had been compiled.
- Engagement with all staff and management teams had been very positive.

The committee heard that the service were seeking to offer as many opportunities for people to be as active as possible within the guidance issued. There was a need to ensure that the right balance was achieved to ensure the safety of staff and customers against the desire to get back to a sense of normality as the impact on people's physical and mental wellbeing had been recognised.

The Arts and Venues Manager highlighted changes to the venues as follows;

- The venues were formally closed 16th March and had been checked and operational throughout the lockdown period
- Most staff members were now on furlough
- A potential reopening of the Pomegranate Theatre as a cinema was anticipated for July/August. Imposing the 2-metre social distancing room, this would allow 15-20% capacity which was financially sustainable.
- There was a need to ensure that customers would be confident about using the venues and therefore various measures would be put in place in order to build momentum for the autumn season.
- National bodies were developing guidance on how it might be possible to stage live performances, but it was acknowledged that it would be necessary to ensure that any productions would be financially viable.
- Work was currently ongoing investigating how it would be possible to enable small meetings, events and religious services.

Thanks were recorded to the Chair and the Health and Safety Advisor for their support. The Chair also mentioned the good work carried out by the Premises Manager in order to facilitate blood donations.

The Executive Director informed the committee that the Town Centres Team had worked long and hard to put measures in place allowing the markets and shops to reopen safely. The feedback had so far been positive.

The next steps were outlined to the committee including

- The sign off of all risk assessments
- Completion of all service specific plans
- Completion of the building access guides
- Regular trade union consultation
- A Senior Leadership Team review

The committee recognised the hard work that had gone into these plans by staff across the council. The impact on staff and their mental health was acknowledged and gratitude was expressed to all staff and union colleagues.

**41 DATE AND TIME OF THE NEXT MEETING**

The date of the next meeting is Wednesday 12 August, 2020 at 9.30am.

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## EMPLOYER / TRADE UNION COMMITTEE

Monday, 10th February, 2020

Present:-

Councillor P Gilby (Chair)

Andrew Fowler Councillor	UNISON	Councillors	Serjeant
Maria Slack	UNISON	Ade McCormick	Executive Director
Lesley Waller	UNISON	Liam Rich	UNITE
Dean Clarke	GMB	Paula Stephens	UNITE
Sandy Gillham- Hardy	Human Resources	Helen Fox	Chief Finance Officer

\*Matters dealt with under the Delegation Scheme

### 12 APOLOGIES

Apologies for absence were received from Huw Bowen and Tony Devereux.

### 13 MINUTES

The minutes were accepted as a true record. It was noted that Paula Stephen's surname had been spelt incorrectly.

### 14 MATTERS ARISING FROM THE MINUTES

The Executive Director gave a further update of the Senior Leadership Team restructure. It was explained that the new job descriptions had been finalised and had been shared with the Local Government Association for benchmarking. The Executive Directors had met with the Human Resources Manager to discuss the timeline of implementation.

The first task that had been identified was to consult with the trade unions and a date for this was due to be identified within the week.

### 15 BUDGET UPDATE

The Chief Accountant provided an update on the budget to the committee. It was noted that work was ongoing to finalise the budget for 2020/21 and that it would be presented to Cabinet 25<sup>th</sup> February 2020. It was forecast that there would be a small surplus in the General Fund this year and that the Council would reach a break-even point next year, but have a deficit of £700k to £800k in 2022. In response to this, and

the increasing pressures such as energy costs and changes to the funding from Central Government the Finance team had taken part in an away day with the Senior Leadership Team. An action plan had been developed in order to make savings and these would need to be implemented across the Council.

The Housing Revenue Account had respectable balances and a decision had been taken that rents would increase by the permitted one percent from April 2020. A extensive Capital Programme was planned, the majority being funded by the balances, rather than the more expensive option of borrowing.

It was noted that the budget is a public document and would be available to view once the cabinet agenda pack had been published.

## **16 POLICIES**

The Human Resources Business Partner confirmed that due to new legislation there would be changes to current Human Resources practices from April 2020.

Firstly, changes to the rules on a written statement of terms and conditions of employment take effect, which means that the right to a written statement and to receive most of the information about terms in a single document will become a day one right for employees and workers.

Secondly, there will be a statutory right to a minimum of 2 weeks' leave for all employed parents if they lose a child under the age of 18. It was clarified that the statutory payments referred to in this instance are at the same rate of pay as statutory maternity/paternity pay. It was agreed that HR would take this away from the meeting to check the feasibility of paying full pay in these circumstances.

The Leader of the Council asked that the companies that the Council contracts services to, be reminded of this new legislation to ensure that they also abide by it.

## **17 VOLUNTARY REDUNDANCY RELAUNCH**

A trade union representative asked for the time scale involved with the Voluntary Redundancy Relaunch. The Executive Director clarified that there were no confirmed dates. The senior leadership team had discussed it last week and had questions for HR. The committee was assured that as soon as dates were agreed the trade unions would be consulted.

## **18 DECLARATION OF CONFIDENTIALITY**

A trade union representative referred to the Declaration of Confidentiality staff members at the Pavement Shopping Centre are required to sign annually. The unions

confirmed that they had not been consulted on the document and questioned why it was in use in one team when there are multiple teams across the council that use CCTV.

The Executive Director explained that the declaration of confidentiality was part of the CCTV code of practice which was in draft format waiting for legal advice. The code of practice may cover other areas of the Council and this needed to be looked at for consistency purposes. Further information to be provided and discussed at the next meeting.

It was agreed that lessons would be learnt from this example and once answers were available to all the points raised these would be circulated to the whole committee ahead of the next meeting.

## **19 DATE AND TIME OF THE NEXT MEETING**

The next meeting will take place on Monday 9<sup>th</sup> March 2020 at 9.30am in Committee Room 2 of the Town Hall.

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**EMPLOYER / TRADE UNION COMMITTEE****Monday, 9th March, 2020**

Present:-

Councillor P Gilby (Chair)

Kate Harley	Human Resources	Councillors	Serjeant
Ade McCormick	Executive Director	Helen Fox	Chief
Paula Stephens	Unite		Accountant
Liam Rich	Unite	Huw Bowen	Chief
Tony Devereux	UNISON		Executive
Paul Longley	UNISON	Maria Slack	UNISON
Lesley Waller	UNISON		

\*Matters dealt with under the Delegation Scheme

**20 APOLOGIES**

Apologies were received from Andrew Fowler and Councillor Jean Innes.

**21 MINUTES**

The minutes were accepted as a true record subject to the agreed amendment to minute no. 18.

**22 MATTERS ARISING FROM THE MINUTES**

There were no items arising from the minutes.

**23 BUDGET UPDATE**

The Chief Accountant provided an update on the budget to the committee. The medium-term budget had been agreed at a meeting of the full council. A surplus of £148,000 was forecast for 2020 and a surplus of £16,000 was forecast for 2021. In the subsequent years it was expected that there would be a deficit.

The committee heard that the Council is required to set a balanced budget and therefore an action plan had been developed, in order to reduce the anticipated deficits. The action plan included several themes as follows;

- the transfer of services from Arvato and Kier back to the council
- potential income from Commercial Services
- a review of assets
- applying cultural exemptions on VAT
- investment in activities to generate more income e.g. the office suites at Waterside
- voluntary redundancies
- procurement savings

It was hoped that these measures would generate more savings than necessary in order to provide an element of flexibility should other budget pressures arise.

## 24 **LIVING WAGE**

The Human Resources Manager presented a report to the committee on the implementation of the Living Wage. It was heard that, prior to the national review of NJC pay implemented in 2019, the Council had paid a voluntary living wage allowance to all staff on Green Book terms. The pay review raised the lowest rate of pay above the voluntary living wage rate and therefore it had not been necessary to supplement wages. The pay award for 2020 was under negotiation and it was anticipated that it would not be agreed until summer 2020.

It was proposed that the voluntary living wage be reinstated from April 2020 to April 2021, to be reviewed annually. The committee was assured that all members of staff affected would be contacted and that the terms of the agreement would be clearly stated in the letter.

### **\*RESOLVED**

That the payment of the Voluntary Living Wage be approved for 2020/21.

## 25 **MENTAL HEALTH FIRST AID**

The Human Resources Manager presented a report to the committee proposing the implementation of a Mental Health First Aid (MHFA) Programme. The committee was advised that stress and depression

continue to be the leading cause of sickness absence in the council. In order to help combat this, it was recommended that the council implement the MHFA Programme training First Aiders across the workforce able to signpost employees to appropriate support.

The First Aiders would provide a friendly face within the organisation that staff members would feel more comfortable talking to, perhaps than with their line manager. The desired outcome was enabling people to be more open about issues they may be facing. The committee heard that the more staff that could be trained, the better and that a monthly network meeting would be established for First Aiders and HR to monitor and evaluate the programme and provide support.

It was agreed that this was a welcome policy that would help to break down stigma and barriers. The Union representatives asked if they would be eligible for the training given the support they offer to their members on mental health and other issues. The committee was assured that once the initial training had been carried out the programme would be rolled out as widely as possible across all areas of the council with a broad demographic of volunteers. The application forms for volunteers were on Aspire and also on staff noticeboards at OSD.

### **\*RESOLVED**

That the committee approve the implementation of this programme.

## **26 COMPETENCY FRAMEWORK**

The Human Resources Manager presented the new Competency Framework which had undergone a trial phase with managers and was now ready to roll out more widely. A focus group had worked hard to ensure it was fit for purpose. The framework had been simplified into three levels and was aligned with the Council's four core values.

It was explained that staff would be given a one page document relevant to their level outlining the expected behaviours for an employee. It was intended to be used as a reference document and not a tick list. Managers had found it useful during the recruitment process and during PDP reviews. It was suggested that the framework would be a useful tool to initiate discussion with staff who were not demonstrating the required behaviours. Members were assured that training would be given on the

framework to ensure a clear and consistent message across the organisation.

Members were invited to submit comments within one week. The Chair praised the hard work undertaken by the Human Resources team to create the framework. It was noted that staff with a desire to progress within the organisation would find this a useful indication of the qualities that the Borough Council was looking for in its team members.

## **27 ORGANISATIONAL DEVELOPMENT STRATEGY**

The Executive Director presented to the committee work in progress on a new Organisational Development Strategy. The strategy acknowledges that the workforce is one of the most important parts of the organisation and is composed of seven elements with seven outcomes. The action plan would cover the next three years and once complete, be on the intranet for all staff to access.

## **28 PROJECT AND PROGRAMME MANAGEMENT**

The Executive Director presented to the committee an overview of the Council's new Project and Programme Management plans. This encompassed how projects are planned and delivered to ensure that there was a corporate approach to project management.

The plan had been presented to cabinet and its key themes aimed to ensure that there was a managed process in place, a one council approach and a reduction in costs. The committee heard that there was a need to focus on clear outcomes and an ability to prioritise projects. The design principles outlined had been formulated after speaking to employees across the Council and the committee was assured that appropriate training and resources would be provided. A Project Management Group (PMG) would be formed and CMT would be the Programme Board.

The Executive Director provided an example form that would be used to present a business case to ensure that the whole organisation was working to the same criteria. It was acknowledged that the Council delivers many successful projects but that more should be learned from each example. The implementation date for this plan was dependent on the ongoing CMT restructure and the committee would be advised of its progress.

**29**      **CORONAVIRUS**

The Executive Director gave an update on the Council's response to COVID-19. A meeting of the Derbyshire Resilience Forum had been attended by a CBC representative and a team had been formed at a local level in order to coordinate the Council's response to the developing situation. An action plan had been created and there was information on the intranet for all staff. Service areas had been asked to look at their local arrangements.

The Chief Executive advised that if anyone had concerns they should contact the core team immediately. The team were able to access specialist advice rapidly and hopefully prevent any panic. Extensive scenario planning had taken place but the overriding message to all staff at that time was in relation to hygiene and ensuring that everyone was following the NHS guidance around hand washing and 'Catch it, Bin it, Kill it'. The committee was assured that no problems with supplies had been encountered and that employees who were advised to self-isolate would not be subject to the standard absence triggers.

**30**      **CMT RESTRUCTURE**

The Executive Director advised that he would provide a full briefing on the CMT restructure to Union representatives at a pre-planned meeting.

**31**      **ARVATO/KIER TUPE**

The Leader of the Council informed the committee that preparations were under way to smoothly manage the return of staff and services to the Council currently provided by Arvato and Kier. Due to the nature of the contractual agreements, the data required to complete these arrangements would not be available until three months prior to the contract end.

The Chief Executive advised that CBC would honour the TUPE arrangements and that the Union representatives could reassure their members in that regard. It was also noted that the services currently provided on behalf of Derbyshire Dales District Council would continue to be delivered by CBC through a public public shared service agreement.

**32**      **DECLARATION OF CONFIDENTIALITY**

The Human Resources Manager referred back to the previous meeting when a query was raised regarding a Declaration of Confidentiality that employees in the Pavements Security team had been asked to sign. It was confirmed that advice had been sought from the Council's legal team. The guidance given stated that the GDPR training received by all staff covered the matters contained in the Declaration of Confidentiality and therefore it was not necessary to have this additional document.

**33**      **DATE AND TIME OF THE NEXT MEETING**

The next meeting would take place on Monday 6<sup>th</sup> April at 9.30am.

**EMPLOYER / TRADE UNION COMMITTEE****Monday, 15th June, 2020**

Present:-

Councillor P Gilby (Chair)

Councillors	P Gilby	Councillors	Serjeant
Ade McCormick	J Innes	Huw Bowen	Chief Executive
Andrew Fowler	Executive Director	Helen Fox	Chief Accountant
Paula Stephens	UNISON	Maria Slack	UNISON
Tony Devereux	Unite	Liam Rich	Unite
Kate Harley	UNISON		
	Human		
	Resources		

\*Matters dealt with under the Delegation Scheme

**34 APOLOGIES**

Apologies were received from Lesley Waller.

**35 MINUTES**

The minutes were accepted as a true record.

**36 MATTERS ARISING FROM THE MINUTES**

The Chief Executive gave an update on the CMT restructure. It was explained that the review had been suspended and the consultation period extended to mid-June due to the impact of the corona virus pandemic. Additional representations had been received and responded to. The plan was for discussions to take place with all involved and then a more detailed progress report would be brought to the next meeting.

The Executive Director advised the committee that work on the new competency framework had continued and training for managers had begun. The organisational development strategy implementation had been impeded by the Coronavirus pandemic, however, it was recognised that it would be beneficial in terms of dealing with the recovery period and so would be accelerated where possible.

It was noted that following the discussions at the last meeting around project management there had been many successful projects delivered by the Council in response to the pandemic. A further update on the plans for project and programme management would be presented at a future meeting of the committee.

A member asked whether any progress had been made in respect to the mental health first aid programme. The committee was advised that it hadn't been possible to facilitate the training to date due to lockdown restrictions. Online options were being considered and providers were starting to present alternatives to face to face training. The employee assistance programme had been launched although staff awareness was not high according to a survey conducted by HR. A written paper would be delivered to the Senior Leadership Team highlighting the service and the need to communicate it to their teams. A regular management bulletin had also been introduced to encourage the dissemination of information.

### 37 **BUDGET UPDATE**

The Chief Accountant provided an update to the committee on the budget. It was advised that the 2019/20 accounts had now been concluded. A surplus of £148k had been forecast but the actual surplus was £107k. An overview of the current financial situation was provided with the following key points;

- There had been a reduced car park and leisure income due to the impact of COVID-19
- As building services were not operating at the usual level it was thought that it would be difficult to generate a surplus this year and a future loss provision had been set aside from the 2019/20 surplus to mitigate any shortfall in the new financial year
- Reserves and balances were at a reasonable level but almost all were earmarked for particular purposes
- The HRA had finished the year in a better position than expected. This was due to a reduction in the bad debts provision because rent arrears due to the introduction of Universal Credit were not as high as originally forecast. There had also been less spend due to the delay of some capital projects.

The committee heard that COVID-19 was expected to have a substantial impact on future budgets. Over spend had already been incurred in areas such as homelessness, ICT and waste recycling. Some key income

streams had stopped entirely. The Government had provided financial assistance, but not at a level that would cover the losses. Staff in areas such as leisure and venues had been furloughed. Financial information was being sent to central government on a regular basis in order to lobby for further funds.

The budget for 2021 was under review and a report would be presented to cabinet in July. The committee was advised that the council was facing a very challenging period and would need to take some difficult decisions.

### **38 KIER TUPE UPDATE**

The Human Resources Manager provided an update to the committee on the Kier TUPE arrangements. It was noted that a meeting was planned with the unions to start consultations. The Council had received the first cut of anonymised data and were aiming for the transfer to take place on 31<sup>st</sup> July. A communications plan was under development and the staff involved had been advised the previous week. The intention was to meet with all relevant staff during the next six weeks to address any concerns.

### **39 EASING OF COVID-19 LOCKDOWN**

The Chair began by thanking all the union representatives for their support during the COVID-19 pandemic. Excellent work had been carried out on health and safety and the unions had helped the Council to put measures in place quickly, to protect members of staff and the public. It was acknowledged that this would also make it easier for colleagues to return to work in a safe manner and feel reassured that appropriate steps had been taken to safeguard them.

The Executive Director delivered a presentation to the committee outlining the preparations that had been carried out in order to facilitate the easing of lockdown, highlighting the following points;

- Risk assessments and guidance had been developed using government advice, consultation with union reps and had been signed off by the appropriate working group
- Council building layouts had been looked at in order to comply with the two metre social distancing rule
- Completed risk assessments were all stored centrally and would soon be available via Aspire
- Access guides for each building were under development

- The committee was shown example signage and an example building plan with one-way system, reduced capacity desk space and installation of screens
- The outdoor markets had been re-opened and the feedback so far had been positive.

The Executive Director echoed the Chair's thanks to the Unions for their support and the key role they had played in developing these processes.

A question was asked regarding the opening of the leisure centres and whether any preparatory work had been carried out. The committee was advised that significant progress had been made in this area, in order to re-open once the government clarified the guidance, but was reassured that the priority was to open in a safe manner, rather than to hit a target date.

#### 40 **PAY AND RATIONS**

The Human Resources manager initiated a discussion with the committee on pay and rations. It was agreed in principle at the start of lockdown that no staff member would be worse off financially if at all possible. Average wages were calculated based on average earnings from January 2020 to March 2020. As staff started returning to work it would be necessary to revert back to normal pay conditions. Staff would only move to normal pay where they had the opportunity and the capability to work their normal hours. Shielded colleagues would remain on average pay.

The committee was advised that Human Resources wanted to give employees the maximum amount of notice they could and were therefore keen to make a decision in line with current pay periods.

A union representative thanked Chesterfield Borough Council for their handling of this situation and for maintaining contractual pay throughout the pandemic.

#### 41 **TRACK AND TRACE**

The Human Resources Manager provided the committee with an update on the track and trace arrangements. The Council had been advised that the stadium had become a part of the national testing programme and so the Council was now unable to refer people there as an employer.

Bookings would need to be made via a national portal. The volunteers that the council had been providing to the test centre would now be required seven days a week from 8am to 4pm. More information on this was expected in due course.

The NJC had provided new guidance that staff members testing positive for COVID-19 would now be classified as sick. It was clarified that a verified case of COVID-19 would not trigger a sickness absence warning, however, if staff were persistently required to self-isolate the cause would be investigated. All staff would be advised to exercise caution in their personal lives as well as professional lives as restrictions are eased.

#### **42 QUARANTINE IMPLICATIONS**

A discussion took place around the potential impact of quarantine rules for staff members returning from holidays overseas. It was acknowledged that this would affect different staff in different ways. In the spirit of fairness, it was suggested that staff speak with their manager before booking any new holidays. They would then need to look for a workable solution together, for example by working from home where possible, using flexi time, taking unpaid leave or potentially bringing forward leave. It was acknowledged that there would be members of staff that already have holidays booked and that staff would be supported and treated reasonably. A formal proposal will be submitted to CMT and unions in due course.

#### **43 DATE AND TIME OF THE NEXT MEETING**

The next meeting will take place on Monday 13<sup>th</sup> July 2020 at 9.30am via Microsoft Teams.

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## **EMPLOYER / TRADE UNION COMMITTEE**

**Monday, 13th July, 2020**

Present: -

Councillor P Gilby (Chair)

Councillor J Innes	Councillor	Serjeant
Huw Bowen Chief Executive	Ade McCormick	Executive Director
Kate Harley Human Resources	Helen Fox	Chief Accountant
Andrew Fowler Unison	Maria Slack	Unison
Lesley Waller Unison	Tony Devereux	Unison
Paula Stephens UNITE		

### 44 **APOLOGIES**

No apologies for absence were received.

### 45 **MINUTES**

The minutes were accepted as a true record.

### 46 **MATTERS ARISING FROM THE MINUTES**

The Chief Executive updated the committee on the proposed CMT restructure in minute number 36. The committee was advised that following the last meeting the decision was made to delay the review until the autumn. The plan was to implement the changes before Christmas, once agreed by members.

### 47 **BUDGET UPDATE**

The Chief Accountant presented an update on the budget to the committee. It was heard that additional spending as a result of COVID-19, including re-opening costs now totalled £1 million. Lost income continued to be a significant issue in areas such as leisure, car parking and commercial waste services.

The budget had been reviewed and the general fund deficit was found to be £5.8 million. Savings had been made totalling £960,000 and grants

received so far amounted to £1.6 million, reducing the deficit to £3.2 million.

The government had announced a third tranche of funding but it was not yet known how this would be allocated. A pledge had also been made by the government to reimburse 75% of lost income but the calculations used to determine the amounts received were unclear.

#### **48 COVID-19 RECOVERY UPDATE**

The Executive Director presented an update on the Council's COVID-19 responses. It was noted that meetings were being held with union colleagues every two weeks and a good level of engagement had been maintained throughout.

The working group continued to meet regularly. All completed risk assessments were now available to view via Aspire and would continue to be updated and developed in response to the changing circumstances surrounding the pandemic. Positive feedback had been received from the health and safety committee on the work that had been carried out.

The Customer Services Centre had re-opened to the public and the Town Hall and depot were ready to welcome people back. Compliance checklists had been compiled for managers to complete prior to any staff or members of the public returning. The premises guides were to be made available to all staff on the P drive with the building plans now featuring maximum capacities for each room.

The committee was reminded that individual risk assessments for vulnerable staff members must be completed prior to any return to work and the Executive Director agreed to re-iterate that message to all services.

The Chair thanked the Trade Unions for their ongoing support to the organisation thus ensuring the safe return of staff to work, which in turn would provide the confidence to customers and the general public that council services and the town centre were safe.

#### **49 FLEXIBLE FURLOUGH SCHEME**

The Human Resources Manager informed the committee of the plans to bring some members of staff back to work on a part time basis from July

as part of the flexible furlough scheme. Proposals were being discussed with the leisure and venues teams in preparation for the re-opening of the leisure centres and theatre.

The committee was advised that the furlough funding from the government would be reduced incrementally until the cut off point in October.

## 50 **UPDATE ON TUPE TRANSFERS**

The Human Resources Manager provided an update on the TUPE transfer process and highlighted the following points;

- Work with Kier, Arvato and union representatives was ongoing
- The Human Resources team were working through the data and holding sessions with staff and providing online training to support them through the process
- Everything was on track to integrate Kier staff from 1<sup>st</sup> August
- The Arvato transfer would not be complete until mid-January
- Initial meetings were due to take place that week with payroll to ensure a smooth transition

It was noted that the Kier staff returning to Chesterfield Borough Council was one of the key reasons that it was necessary to move forward with the CMT restructure. Each member of staff would receive a welcome letter from the Leader and Chief Executive.

## 51 **DATE AND TIME OF THE NEXT MEETING**

The next meeting of the committee would take place on Monday 10<sup>th</sup> August at 9.30am.

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**EMPLOYER / TRADE UNION COMMITTEE****Monday, 10th August, 2020**

Present:-

Councillor P Gilby (Chair)

Councillor	J Innes	Councillor	Serjeant
Ade McCormick	Executive Director	Helen Fox	Chief Accountant
Sandy Gilham-	HR Business	Rachel O'Neil	Assist. Director
Hardy	Partner	Lesley Waller	Unison
Andy Fowler	Unison	Liam Rich	UNITE
Tony Devereux	Unison		

**52 APOLOGIES**

Apologies for absence were received from Huw Bowen, Kate Harley, Dean Clarke, Maria Slack and Paula Stephens.

**53 MINUTES**

The minutes were accepted as a true record.

**54 MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**55 KIER/ARVATO UPDATE**

The Assistant Director for Customers, Commissioning and Change presented an overview to the committee of the transfer of staff from Kier and Arvato back to the Council. The Kier staff had now completed their transition successfully. There had been significant challenges, but conversations were being held with individuals with those affected. It was highlighted that the lessons learnt from the process would be compiled prior to the Arvato staff return. The Assistant Director for Customers, Commissioning and Change thanked the unions for all their help throughout.

The committee heard that the first financial data had been received from Arvato. A Communications plan was being developed and it was thought that a three month consultation plan on parking passes would be required.

The Chair congratulated the Assistant Director for Customers, Commissioning and Change on the smooth transition of Kier staff and thanked the Human Resources Team for their work. The Unions advised the committee that despite the tight timescale everyone had worked well together. The Cabinet Member for Business Transformation and Customers thanked the Unions for their input.

## **56**     **BUDGET UPDATE**

The Chief Accountant reminded the committee that at the last meeting they were advised of a £3.25 million deficit forecast. The third tranche of funding from the government had since been announced bringing the total received by Chesterfield Borough Council to £1.3 million so far.

The details of support being provided for lost income had not yet been published but once this was received the council would be in a better position to determine what the size of the deficit would be. The committee was advised that the government had announced funding for theatres, available to local governments and the Venues Manager was already working through the requirements.

In response to a question from the trade unions, a discussion took place on the impact of the budget deficits caused by Covid on staffing.

## **57**     **HR UPDATE**

The HR Business Partner gave an overview of the current furlough situation within the Council as follows;

- There were 30 members of staff still on furlough from the Venues, with the majority of those on flexible furlough.
- The Housing and Venues staff were all to move off the average pay scheme.
- Most Leisure staff returned to work from 20<sup>th</sup> July and the rest had returned that day due to the re-opening of the swimming pools.
- The staff at the Visitors Information centre had returned and were preparing to re-open.

- At the end of July there had been 17 staff still on furlough but most of these had now returned with the ones still on furlough being predominantly barista staff.
- All red book staff were still on average pay due to availability of materials and access to homes. It was agreed that this would be reviewed at regular intervals.

## 58 **COVID-19 UPDATE**

The Executive Director presented an update on the Council's response to COVID-19. A management conference had been held, advising all managers on the Council's current position. New corporate guidance had been issued and the committee heard that the review date on the document would change as it was updated in response to new information being received almost daily. News bulletins would be issued every two weeks.

A summary was given of staff returning to the workplace including the approval process for people and premises, the policy on face coverings and the council's pragmatic approach to quarantine. The whole process was underpinned by health and safety principles.

The managers had been reminded that health and safety was not limited to COVID-19 and their responsibilities were emphasised at the conference. Signposting to staff wellbeing support was becoming increasingly important and would continue to be a theme. Guest speakers were planned to coach managers on developing resilience.

Members of the committee were encouraged to direct any questions they had after digesting this information to the Executive Director by email.

## 59 **ANY OTHER BUSINESS**

A trade union representative complimented the leisure service on their consultation with staff and unions and in particular thanked Chris Wright and Rebecca Truman for all their work.

## 60 **DATE AND TIME OF THE NEXT MEETING**

The next meeting of the committee would take place on Monday 21<sup>st</sup> September at 9.30am.

