



Please ask for Graham Ibberson
Direct Line: 01246 345229
Email committee.services@chesterfield.gov.uk

The Chair and Members of
Employment and General Committee

4 November 2021

Dear Councillor,

Please attend a meeting of the EMPLOYMENT AND GENERAL COMMITTEE to be held on MONDAY, 15 NOVEMBER 2021 at 10.00 am in Committee Room 2, Town Hall, 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. Employer Trade Union Report on Discretionary Day 2021 (Pages 5 - 6)
5. Minutes of the Employer / Trade Union Committee (Pages 7 - 40)
6. Minutes of the Council Health and Safety Committee (Pages 41 - 72)

Yours sincerely,

A handwritten signature in black ink, appearing to be "Graham Ibberson".

Local Government and Regulatory Law Manager and Monitoring Officer

EMPLOYMENT AND GENERAL COMMITTEE**Monday, 15th March, 2021**

Present:-

Councillor T Murphy (Chair)

Councillors Simmons
Blank
DavenportCouncillors Brittain
K Falconer

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

9 APOLOGIES FOR ABSENCE

No apologies for absence were received.

10 MINUTES**RESOLVED –**

That the Minutes of the Meeting of the Committee held on 28 January, 2021 be approved as a correct record and signed by the Chair.

11 ANNUAL INCREASE IN NATIONAL LIVING WAGE 2021

The HR and Support Services Manager submitted a report seeking approval for the payment of the National Living Wage from 1 April, 2021.

The National Living Wage was set independently and increased annually. The council first introduced the voluntary living wage from April 2016.

The council carried out a pay review in 2018 which raised the lowest rate of National Joint Council (NJC) pay above the voluntary living wage rate. In April 2020 the National Living Wage rose to £9.30 per hour and the

minimum hourly rate for band one in the Council pay scale was £9.24 per hour so a voluntary living wage supplement was introduced.

Nationally the pay award for 2021 had not yet been confirmed but it was likely that there would be a pay freeze for Local Government staff. The officer's report outlined the options regarding how to pay the supplement due to the uncertainty relating to the National Living Wage and NJC pay awards.

The proposal was submitted to the Employer Trade Union Committee on 8 March, 2021 and was endorsed for submission to Employment and General Committee.

***RESOLVED –**

1. That payment of the National Living Wage be approved for implementation from 1 April, 2021.
2. That, following discussions with trade unions, option three detailed in the officer's report be the preferred option.

12 MINUTES OF THE EMPLOYER / TRADE UNION COMMITTEE

The Minutes of the Employer/Trade Union Committee held on 8 February, 2021 were considered.

RESOLVED –

That the Minutes be received and noted.

For publication

Christmas / New Year Discretionary Day 2021/22

Meeting: Employment and General Committee
Date: 15 November 2021
Report by: Head of HR and Learning and Development

For publication

1.0 Purpose of Report

1.1 To decide the discretionary day for Christmas/New Year 2021/22.

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 2021/22 are:

Christmas Day	Saturday 25 December
Boxing Day	Sunday 26 December
New Year's Day	Saturday 1 January

3.2 Options for Concessionary Day 2021/22:

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

1. Friday 24 December 2021
 2. Wednesday 29 December 2021
 3. Friday 31 December 2021
- 3.3 A poll was conducted on aspire and over 61% of respondents expressed a preference for Friday 24th December 2021.
 - 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 on 11 October 2021.
- 4.0 **Recommendation**
 - 4.1 It is recommended that the discretionary day for 2021/22 is approved as option 1 (24 December 2021) for all staff as this is the preferred option by staff.

Document information

Report author	Contact number/email
Kate Harley	6601 Kate.Harley@chesterfield.gov.uk
Background documents	
None	

EMPLOYER / TRADE UNION COMMITTEE

Monday, 8th March, 2021

Present:-

Councillor P Gilby (Chair)

Councillor	J Innes	Councillor	Serjeant
Ade McCormick	Executive Director	Kate Harley	HR
Helen Fox	Chief Finance Officer	Andrew Fowler	Unison
Maria Slack	Unison	Liam Rich	UNITE
Tony Devereux	Unison	Lesley Waller	Unison
Paula Stephens	UNITE		

*Matters dealt with under the Delegation Scheme

42 APOLOGIES

Apologies were received from Huw Bowen and Rob Wilkes.

43 MINUTES

The minutes of the meeting on 8th February, 2021 were agreed as a correct record.

44 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes that could not be covered elsewhere in the agenda.

45 BUDGET UPDATE

The Chief Finance Officer presented an update to the committee on the budget position of the council. The Medium Term Financial Plan (MTFP) had been approved by Council and also an increase to Council Tax, equivalent to a rise of £5 annually for a Band D property.

The deficits forecast at the last meeting remained the same although two new pressures had been identified;

- The Council's kerbside waste recycling contractor had gone into administration and so there would be a significant increase in costs due to a replacement service being provided.
- Rents and parking revenue received from Vicar Lane had decreased substantially reflecting the difficult conditions on the high street nationally. As a result of these pressures it was thought that the deficits may increase but it was not yet possible to predict by how much.

There had been no significant changes to the HRA budget or forecast.

Discussion took place around the savings identified in the MTFP from redundancies. The Leader confirmed that a commitment had been made to not implement compulsory redundancies for the next six months and reassured the committee that CBC was in a good position compared to other authorities.

RESOLVED –

That the update be noted.

46 RESOURCES GROUP/COVID-19 UPDATE

The Executive Director shared with the committee the notes and action points from the last meeting of the Resources Working Group. It was explained that the group carries out scenario planning looking in particular at staffing levels and the safety of staff and members of the public. Points were highlighted from the notes including the following;

- The re-opening of the leisure centres
- The re-opening of venues, including a possible extension of the use of the Winding Wheel as a vaccination centre until 22nd August
- The opening of the customer service staff
- The consideration of any legislative changes
- Communication with local resilience forums to inform decision making
- Monitoring vaccination and testing figures
- Future planning – what has been learnt and how can this be applied

A discussion took place around breaches in compliance and the Executive Director assured the committee that the vast majority of services were working within the standards and if any anomalies are

identified, the Resources Working Group responds quickly, takes action, learns from the experience and offers training. These incidents had usually been accidental.

It was confirmed that no further progress had been made with Derbyshire County Council in terms of procuring more vaccinations for staff members and that this route was now closed.

RESOLVED –

That the update be noted.

47 ECONOMIC RECOVERY GROUP UPDATE

The Executive Director presented an update from the Economic Recovery Group. The group had originally been set up in response to the COVID-19 pandemic but its work was becoming more and more strategic. It had authored an economic recovery and strategy plan built around seven key themes;

- Working with partners to increase start ups and encourage expansion of existing businesses
- Marketing
- Investment in infrastructure
- Strengthening the role of the Town Centre
- Supporting the growth of Chesterfield
- Improving the skills of the workforce
- Ensuring that local people are in a position to take advantage of growth

Activities that the group had undertaken included the following;

- Developed a plan for the use of RHSS funding
- Christmas in Chesterfield campaign
- Roll out of the Business Grant funding
- Rental support for commercial tenants
- Linking to the Local Resilience Forum economic recovery strategy and plan
- Working with partners
- Key projects such as Northern Gateway, the Pavements Shopping Centre and Revitalising the Heart of Chesterfield
- A revised events programme for the Town Centre

- Planning to allow businesses to re-open in a safe and effective manner

RESOLVED –

That the update be noted.

48 DJCC FEEDBACK

It was confirmed that a meeting had taken place with the Digital, HR and Customer Services Service Director and that a very detailed update had been provided. An initial meeting had taken place with the Service Director for Housing and meetings for the other service areas were all confirmed for the coming weeks.

A Trade Union representative commented that they were particularly pleased to note how much work had been undertaken with staff at the call centre.

RESOLVED –

That the update be noted.

49 ORGANISATIONAL DEVELOPMENT UPDATE

The Executive Director presented an update on the Organisational Development Programme. It was confirmed that the Human Resources Manager had circulated the draft strategy amongst the trade unions and that the Executive Director was happy to answer any questions on it. Meeting with members would take place in the coming week. The importance of sharing the message of the strategy was highlighted due to some of the cultural outcomes that were hoping to be achieved.

It was indicated that approval would be required prior to the next stage of the process where engagement with staff would commence in detail.

RESOLVED –

That the update be noted.

50 WORKFORCE UPDATE

The Human Resources Manager advised the committee that there were 13 members of staff isolating at that time due to COVID-19, four of them based at OSD, eight at the Town Hall and one from Queen's Park Sports Centre. In total, since October there had been approximately 59 positive cases. 87 staff members undertook lateral flow tests during the previous week and none had positive results.

RESOLVED –

That the update be noted.

51 ANY OTHER BUSINESS

A Unison representative thanked the council for signing up to their "Protect Our Jobs" campaign.

52 DATE AND TIME OF THE NEXT MEETING

The next meeting of the committee would take place on Monday 19th April, 2021 at 9.30pm.

53 LIVING WAGE 2021

The Human Resources Manager presented a report to the committee on the Annual Increase in the National Living Wage for 2021. The report would be considered by the Employment and General Committee the following week as it was necessary to make a decision in the next few weeks in order to be able to implement any changes in April.

Four options were presented to the committee with a recommendation that the Council adopt option 2 listed in paragraph 3.4 of the officer's report.

It was clarified that CBC is not an accredited Living Wage employer but if there was a public sector pay freeze that the scale point 2 staff would be given the pay rise and this would be backdated accordingly.

RESOLVED –

That the report and the proposed recommendations be noted.

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EMPLOYER / TRADE UNION COMMITTEE**Monday, 19th April, 2021**

Present:-

Councillor P Gilby (Chair)

Councillor	J Innes	Councillor	Serjeant
Huw Bowen	Chief Executive	Kate Harley	HR
Ade McCormick	Executive Director	Tony Devereux	Unison
Helen Fox	Chief Finance Officer	Liam Rich	UNITE
Maria Slack	Unison	Lesley Waller	Unison
Paula Stephens	UNITE		

*Matters dealt with under the Delegation Scheme

54 APOLOGIES

An apology for absence was received from Andrew Fowler.

55 MINUTES

The minutes of the meeting on 8th March, 2021 were agreed as a correct record.

56 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes that could not be covered elsewhere in the agenda.

57 BUDGET UPDATE

The Chief Finance Officer presented an update to the committee on the budget position of the council. The final year end accounts for 2020/21 were being finalised and would be reported to the next meeting. It was anticipated that a break even position would be achieved.

RESOLVED –

That the update be noted.

58 COVID-19 UPDATE

The Human Resources Manager confirmed that no members of staff were isolating as a result of COVID-19 but two staff members were absent from work due to symptoms of long COVID.

RESOLVED –

That the update be noted.

59 ORGANISATIONAL DEVELOPMENT UPDATE

The Executive Director informed the committee that a report on the Organisational Development Strategy and Programme was presented to the Joint Cabinet and Employment and General Committee 13th April, 2021 and the recommendations were supported. The report would be presented to Council 28th April, 2021.

A further meeting was due to be held with union colleagues to discuss the details of the report. It was noted that the Service Director for Housing shared their elements of the programme at the recent Housing DJCC and it had been very beneficial. It was agreed to pass this feedback to the Service Directors.

RESOLVED –

That the update be noted.

60 RESOURCES GROUP UPDATE

The Human Resources Manager presented an update to the committee on the work for the Resources Task and Finish Group. It's work to keep staff and members of the public safe was ongoing and they had met the previous week to discuss two key issues.

The first issue was regarding the testing of staff for COVID-19 and new guidance had been sent to all managers. The preferred approach was for staff to request lateral flow tests from the government website, to be delivered to their homes, to carry out a test twice a week and to send the results to their line manager. A small amount of testing kits would be maintained by the Council for any staff that had not been able to access the kits. The Trade Unions indicated their support of this method.

The second issue was the recent changes to Track and Trace guidance. The government legislation stated that any hospitality venues must have a Track and Trace system in place and ensure that anyone using the facilities complied with its requirements or be refused entry. Other Council buildings would continue to display the NHS Track and Trace signage and encourage participation. Signing in and out of Council premises by staff members would continue in order to comply with Health and Safety procedures and current risk assessments.

The next items to be discussed by the group would be the possibility of a return to face to face training for staff members and the booking of committee rooms within the Town Hall.

RESOLVED –

That the update be noted.

61 ECONOMIC RECOVERY GROUP UPDATE

The Service Director for Economic Growth presented an update to the committee from the Economic Recovery Group. It was heard that one of the key areas under consideration was events. Assessments were under way and it was hoped that recommendations would soon be ready to determine how best to proceed. Work had continued on business support activities and accessing grant funding.

Several development projects in the town centre had continued with minimal disruptions and although the public realm works had not progressed as far as expected, they were now back on track following supply chain issues. Specialist consultants were working on the Visitor Economy Strategy, engaging with the scrutiny committee and portfolio holder and they were focussed on the communications requirements.

The high street had re-opened successfully. Additional staff had been employed to support business engagement and local businesses were appreciative of the assistance.

The Chair thanked the Service Director for Economic Growth, his team and the Leisure Services staff for their hard work which had resulted in a smooth re-opening of the town centre and leisure centres. Thanks were also given to the Trade Unions for their support in making this happen.

RESOLVED –

That the update be noted.

62 POLICIES WORKFORCE UPDATE

The Human Resources Manager advised the committee that the Policy Review Schedule was due to be updated. It was noted that the ordering of the policy reviews needed further consideration.

Discussion also took place on the priority need to harmonise the terms and conditions of any staff transferring to CBC employment from external partners to achieve a consistency of approach in respect of all employees across the organisation.

The committee was advised that this was best achieved in relevant service areas as part of planned future service re-design processes. The Service Director for Digital, HR and Customer Services was currently reviewing the situation and a policy paper on the matter would be prepared.

RESOLVED –

That the update be noted.

63 DJCC FEEDBACK

No feedback was provided.

64 ANY OTHER BUSINESS

There were no other items of business.

65 DATE AND TIME OF THE NEXT MEETING

The next meeting of the committee would take place on Monday 17th May, 2021 at 9.30am.

EMPLOYER / TRADE UNION COMMITTEE**Monday, 17th May, 2021**

Councillor T Gilby (Chair)

Councillor	J Innes	Councillor	Serjeant
Huw Bowen	Chief Executive	Kate Harley	HR
Ade McCormick	Executive Director	Tony Devereux	Unison
Helen Fox	Chief Finance Officer	Rachel O'Neil	Service
Christine	Executive Director		Director
Durrant		Neil Johnson	Service
Paula Stephens	UNITE		Director
		Maria Slack	Unison

*Matters dealt with under the Delegation Scheme

66 APOLOGIES

Apologies for absence were received from Rachel Turner and Lesley Waller

67 MINUTESThe minutes of the meeting on 19th April 2021 were agreed as a correct record.**68 UPDATE ON SERVICE DIRECTOR FINANCE RECRUITMENT**

The Leader of the Council gave an update on the Service Director Finance recruitment. Following a rigorous selection process two candidates were interviewed and the position had been offered, subject to references. The Chief Executive confirmed that they were very pleased with the outcome and the name and start date would be confirmed once all the relevant checks had been carried out.

RESOLVED –**69 ORGANISATIONAL DEVELOPMENT**

The Executive Director gave an update regarding the Council approved Organisational Development (OD) proposals, which included the OD strategy, Project Management framework and the approved funding for two 2-year fixed term roles (Head of OD and PMO Manager). Recruitment for these two roles had commenced and work had started on developing an OD delivery plan.

Briefing sessions had been held with trade unions, there were plans to revisit Business Planning and work had begun on drafting an Asset Management strategy and to review the governance arrangements.

RESOLVED –

That the update be noted.

70 RESOURCES TASK AND FINISH GROUP

The Human Resources manager presented an update to the committee on the work of the Resources Task and Finish Group. Its work to keep staff and members of the public safe was ongoing, with a focus on processes required when reopening facilities such as cleaning regimes and ensuring people follow the guidance. Press releases were being prepared accordingly.

Internally it was highlighted that no members of staff were currently self isolating and 86 staff were regularly self testing. This only represented 7% of the workforce and so more communications would follow, with consideration being given to potentially publish data in a league table.

A working group had been set up to review plans for returning to face to face meetings in the Town Hall and a document was being produced on future ways of working which would be brought back to the committee at a future date.

Work was ongoing with regards to venues reopening and Leisure Services were on track. Preparations were underway for more staff returning to work in offices and therefore some furniture was being replaced to support a more flexible approach to working from home or from the office.

RESOLVED –

That the update be noted.

71 ECONOMIC RECOVERY TASK AND FINISH GROUP

The Service Director for Economic Growth presented an update to the committee from the Economic Recovery Group. It was noted that the “Love Chesterfield” campaign was helping to encourage people back to the town centre whilst ensuring they were

kept safe. Focus had continued on the events Programme with little and often events helping to stimulate the economy.

Recent incidents of Anti-Social Behaviour in the market place have now been dealt with thanks to good support from the police.

It was noted that all current development schemes were moving forward with regular inspections and Covid safe working so the next focus would be to look at Town Hall staff safe return to work.

RESOLVED –

That the update be noted.

72 COMMUNITY TASK AND FINISH GROUP

The Executive Director presented details of the Chesterfield Community Response program. This was in conjunction with the Derbyshire Local Resilience Forum and Covid19 Chesterfield Strategic Community Wellbeing Co-ordinating Group now set up to look at Community Recovery, the Economic Recovery Plan, the Community Recovery Approach and targeted recovery priorities for CBC.

Key issues being faced by communities and individuals had been identified as material insecurity, mental health and wellbeing and social connectedness.

The next steps to be taken as a council included; reviewing the latest data, developing our own action plan, responding to emerging needs, working with partners to develop more detailed work programs and sharing details of successes with partners.

RESOLVED –

That the update be noted.

73 ESCALATED ITEMS FROM DJCC

No feedback was provided

74 ANY OTHER BUSINESS

There were no other items of business.

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

The next meeting of the committee would take place on Monday 14^h June, 2021 at 9.30am.

EMPLOYER / TRADE UNION COMMITTEE**Monday, 14th June, 2021**

Present:-

Councillor T Gilby (Chair)

Councillor	J Innes	Councillor	Serjeant
Kate Harley	HR	Maria Slack	Unison
Ade McCormick	Executive Director	Tony Devereux	Unison
Helen Fox	Chief Finance Officer	Lesley Waller	Unison
Neil Johnson	Service Director		

*Matters dealt with under the Delegation Scheme

11 APOLOGIES

Apologies for absence were received from Huw Bowen, Andrew Fowler and Paula Stephens.

12 MINUTES

The minutes of the meeting on 17th May 2021 were agreed as a correct record.

13 MATTERS ARISING FROM THE MINUTES

No actions noted.

14 UPDATE ON SERVICE DIRECTOR FINANCE

The Leader of the Council gave an update on the Service Director Finance recruitment and confirmed the successful candidate was Theresa Channell who starts her new role on 7th September 2021.

15 BUDGET UPDATE

The Chief Finance Officer gave an update on the 2021 final position of £357k surplus which was due to be reported to cabinet later this week. Higher than budgeted costs had been seen within waste recycling contracts and the reduction in rental income from Vicar Lane was offset by additional Government Covid funding.

The Housing Revenue Account showed a surplus higher than expected due to less activity being allowed to take place due to Covid restrictions.

It was noted that the 75% Government Compensation Scheme for loss of revenue from Venues and Sports Centres would continue to the end June.

Next report to cabinet of Q1 position due end of July.

16 ORGANISATIONAL DEVELOPMENT

The Executive Director presented an update regarding the progress of the Council approved Organisational Development (OD) proposals, which included confirmation of interviews this week for the Head of OD role.

The Manager seminar on 2nd June saw 80+ attendees and the Tier 4 review was underway with TU's and staff. Full details were also shared regarding Decision Making Accountability (DMA), a methodology developed through the Local Government Association to provide a framework to ensure a consistent approach to looking at the roles, spans of controls, accountability and decision making across organisations. A pilot project was started in the Housing directorate and the learning from that pilot will be shared across the Council.

The update included a summary of the Programme and Performance Management framework which is in place to support the effective delivery of Council priorities.

The next steps were noted as OD planning underway, key appointments to be made in June, OD plan and proposals to be finalised to go to Committee later this year and further updates to be provided to staff and Trade Unions through internal comms and briefings,

RESOLVED –

That the update be noted.

17 RESOURCES GROUP UPDATE

The Human Resources manager presented an update to the committee on the work of the Resources Task and Finish Group in planning for stage 4 of Covid restrictions being relaxed. Its work to keep staff and members of the public safe was ongoing, with focus continued on processes required such as cleaning regimes, wearing of face masks, staff continuing to work from home and Covid signage remaining in place.

It was noted that headline figures for the recent future working arrangements survey showed 367 completed surveys. 66% of staff preferred the mixture of office and home working, 16% office working and 18% full time working from home.

Internally it was highlighted that 4 members of staff were currently self isolating and 66 positive case had been reported since October 2020. Work continues to encourage self-testing by staff coming into the office.

The broader Covid view showed vaccinations going well prior to the switch of from the Winding Wheel to hospitals. It was noted that last week there was only 1 case of Covid in Chesterfield Royal.

RESOLVED –

That the update be noted.

18 ECONOMY GROUP

The Service Director for Economic Growth presented an update to the committee from the Economic Recovery Group. It was noted that the “Love Chesterfield” campaign to encourage people back to the town centre whilst ensuring they were kept safe was going well. Destination Chesterfield showed the visitor economy trending upwards and the visitor economy strategy was the next area of focus.

Focus been continued on the Events Programme but had highlighted a lack of resources in the Task and Finish Group.

Next steps included working along the Chamber of Commerce to support businesses with the Digital High Street.

The levelling up fund bid for George Stephenson Hall was to be submitted this week with the expected outcome due in the autumn.

RESOLVED –

That the update be noted.

19 FEEDBACK FROM DJCC

No feedback was provided

20 ANY OTHER BUSINESS

There were no other items of business.

21 DATE AND TIME OF THE NEXT MEETING

The next meeting of the committee would take place on Monday 12th July, 2021 at 9.30am.

EMPLOYER / TRADE UNION COMMITTEE**Monday, 12th July, 2021**

Present:-

Councillor T Gilby (Chair)

Councillor	J Innes	Councillor	Serjeant
Kate Harley	HR	Maria Slack	Unison
Ade McCormick	Executive Director	Tony Devereux	Unison
Helen Fox	Chief Finance Officer	Andrew Fowler	Unison
Huw Bowen	Chief Executive	Rachel O'Neil	Service Director
		Christine Durrant	Executive Director

*Matters dealt with under the Delegation Scheme

11 APOLOGIES

Apologies for absence were received from Paula Stephens and Lesley Waller.

12 MINUTESThe minutes of the meeting on 14th June 2021 were agreed as a correct record.**13 MATTERS ARISING FROM THE MINUTES**

No actions noted.

15 BUDGET UPDATE

The Chief Finance Officer gave an update on the financial forecast due to be presented to cabinet next week with a revised deficit of £32k reported. Reduced revenues from leisure and car parks continue and the 75% Government Compensation Scheme for loss of revenue from Venues and Sports Centres ceased on 30th June.

Higher than budgeted costs had continued within waste recycling contracts though this had been offset by the purchase of The Pavements shopping centre. Work is ongoing to look at various cost savings initiatives.

The Housing Revenue Account showed the main area of spend is on track with the exception of housing repairs, though it was anticipated this would also be back on track as more activity is allowed to take place as Covid restrictions relax further.

16 RESOURCES GROUP UPDATE

The Human Resources manager presented the findings of the recent New Ways of Working Survey. It was noted 398 completed surveys provided details of staff working arrangements throughout Covid, with 43% of staff working permanently from home, 15% based permanently in the workplace and 41% a mixture of both. Preferred future ways of working showed 66% of staff preferred the mixture of office and home working, with 16% preferring office working and 18% full time working from home.

The findings highlighted the positive aspects around home working such as improved work/life balance, no travelling time and improved health and wellbeing, as well as the negative aspects such as lack of interaction with colleagues, IT issues and concerns about the risk of returning to the workplace.

It was also noted that staff had commented on what they would need going forwards to support new ways of working and what can be done to support this. This included defined ways of working and expectations established, improved IT, provision of meeting spaces/121's, more office space with an aspect of continued social distancing and ending hot desking. The completed surveys had highlighted that an overwhelming majority of staff felt safe in the office due to the Covid risk assessments and practices in place.

The final part of the presentation detailed the departmental breakdown of locations, hours dependant and expectations, with different departments having a greater need to be more office based and others a reduced need.

As part of the wider update the Human Resources manager highlighted the upcoming expected government guidance around face masks, social distancing, isolation rules and return to office working. The Resources Group will be taking into account all guidance to ensure staff and practices remain safe and secure whatever may be done differently from next week.

RESOLVED –

That the update be noted.

17 **ECONOMY GROUP UPDATE**

The Executive Director presented an update to the committee on behalf of the Economic Recovery Group with prioritisation given to resource planning around events such as Christmas, Santa House, Fireworks and the 1940's Market, all with health & safety remaining key.

Northern Gateway works continuing with site visits being carried out later this week and George Stephenson Hall levelling up fund bid developing to stage 3.

It was noted that Revitalising Heart of Chesterfield consultation is underway with regards to the reconfiguration of the market place. Planning is also ongoing to see how this comes together with the confirmed acquisition of the Pavements shopping centre.

Next steps include the joining up and co-ordination of projects through an agreed level of governance.

RESOLVED –

That the update be noted.

18 **ORGANISATIONAL DEVELOPMENT**

Councillor Innes shared details of the new Head of Organisational Development, Gemma Masoud who commenced in post last week.

The Executive Director presented an update to the committee regarding Organisational Development and the priority to review and combine all Service Director plans for improvement / savings.

It was noted that the recruitment to Programme Office Manager is continuing and the DMA pilot is progressing well with first draft of findings expected next week. Timescales and decisions about roll out/reshape of housing structure and all other areas expected in the autumn in line with detailed OD plans for DMA.

The Executive Director then gave a Tier 4 update confirming engagement with staff and unions, review of job descriptions as well as potential review of behavioural framework following work undertaken in DMA pilot. It was noted that certain roles will include market supplement with pay protection for 18 months, whilst benchmarking will continue with previous benchmarking data shared with unions.

RESOLVED –

That the update be noted.

19 **FEEDBACK FROM DJCC**

No feedback was provided

20 **ANY OTHER BUSINESS**

There were no other items of business.

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

The next meeting of the committee would take place on Monday 9th August, 2021 at 9.30am.

EMPLOYER / TRADE UNION COMMITTEE**Monday, 9th August, 2021**

Present:-

Councillor T Gilby (Chair)

Kate Harley	HR	Tony Devereux	Unison
Ade McCormick	Executive Director	Andrew Fowler	Unison
Helen Fox	Chief Finance Officer	Liam Rich	Unison
Huw Bowen	Chief Executive	Lesley Waller	Unison

*Matters dealt with under the Delegation Scheme

22 APOLOGIES

Apologies for absence were received from Councillor J Innes, Councillor Serjeant, Maria Slack and Paula Stephens.

23 MINUTES

The minutes of the meeting on 12th July 2021 were agreed as a correct record.

24 MATTERS ARISING FROM THE MINUTES

No actions noted.

25 ECONOMY GROUP UPDATE

The Executive Director presented an update to the committee on behalf of the Economic Recovery Group with further planning around events such as Community Market, Christmas, Fireworks and the 1940's Market, all with staff health & safety remaining key.

Northern Gateway works continuing with Innovation Centre (Sept) and Public Realm nearing completion.

It was noted that Revitalising Heart of Chesterfield consultation is continuing and George Stephenson Hall developing to Stage 3.

Work in progress to develop “options” for the future around the Pavements.

The Visitor Economy Strategy development is progressing positively and all Capitol projects progressing well and safely.

RESOLVED –

That the update be noted.

26 **RESOURCES GROUP UPDATE**

The Human Resources manager presented an update of the ongoing work around Tier 4 restrictions and the re-opening of services including continued review of risk assessments and supporting venues for safe re-opening.

An update was shared around the Pomegranate and Winding Wheel and the introduction and work underway with new CO2 monitors. Next steps are to support smaller venues such as Visitor Centres, Museums, Community Rooms and Innovation Centres, The Resources Group continues to support on the Health and Safety side to help safe re-opening.

It was noted that there were 16 staff currently self isolating and 6 positive Covid cases had been identified. One case had been a Riddor reportable event with measures being put in place to review and mitigate future potential behavioural breaches of Covid risk assessments.

RESOLVED –

That the update be noted.

27 **ORGANISATIONAL DEVELOPMENT**

The Executive Director presented an update to the committee regarding Organisational Development. It was noted that Tier 4 proposals had been approved by council and recruitment now in progress.

The recruitment to Programme Office Manager was complete with the successful applicant due to start once final references etc received.

The implementation of Corporate Project Management framework is to commence and work underway to review and combine all Service Director plans for improvement / savings.

The Executive Director highlighted the ongoing work to develop the OD "7 themes" and priorities of the OD Delivery plan e.g business planning.

The DMA pilot is progressing well with final report from HR and LGA expected in early September.

RESOLVED –

That the update be noted.

28 **KICKSTART**

The Human Resources manager presented a summary of the bid to become a "Kickstart Employer". The program has been signed and agreed with DWP and job adverts to go in Job Centre Plus with a plan in place to recruit 6 in September and a further 6 in December.

It was noted that the process is in place to onboard successful applicants for a 6 months' placement and that the training program is currently being devised.

29 **FEEDBACK FROM DJCC**

No feedback was provided

30 **ANY OTHER BUSINESS**

A question was asked by Lesley Waller about any potential plans to review security for staff in reception areas. The Human Resources manager confirmed that how we deal with members of the public and expected behaviours is being reviewed.

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

The next meeting of the committee would take place on Monday 13th September, 2021 at 9.30am.

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EMPLOYER / TRADE UNION COMMITTEE**Monday, 13th September, 2021**

Present: -

Councillor T Gilby (Chair)

Councillor	J Innes	Councillor	A Sarjeant
Kate Harley	Head of HR/L & D	Tony Devereux	Unison
Theresa	Service Director	Andrew Fowler	Unison
Channell	Finance	Maria Slack	Unison
Helen Fox	Chief Finance	Lesley Waller	Unison
	Officer	Paula Stephens	Unite

*Matters dealt with under the Delegation Scheme

22 APOLOGIES

Apologies for absence were received from Huw Bowen, Ade McCormick and Gemma Masoud.

23 MINUTES

The minutes of the meeting on 9th August 2021 were agreed as a correct record.

24 MATTERS ARISING FROM THE MINUTES

No actions noted.

25 RESOURCES GROUP UPDATE

The Head of HR & L & D presented an update to the committee on behalf of the Resources Group.

It was noted that the group were reviewing key areas E.g., CO2 monitoring, audits of premises, updated risk assessments and guidance etc.

This had highlighted some concerns around staff behaviours and adherence to risk assessments as there are tighter Health & Safety controls in the workplace compared to requirements in public spaces.

Numbers of cases remain constant with currently 11 positive cases and 14 staff in isolation.

RESOLVED –

An action was taken to remind staff of risk assessments as Covid19 remains a RIDDOR reportable disease.

26 **RECRUITMENT AND SELECTION POLICY**

The Head of HR & L & D presented a report on the updated Recruitment and Selection Policy. The committee supported the policy and the changes proposed.

The main changes to the policy are:

- To incorporate the competency framework across the whole recruitment and selection process
- To ensure that recruiting managers undertake the process using anonymised application forms, known as ‘blind recruitment’
- To reinforce the Data Protection and GDPR requirements
- The return to HR and the retention of documents used during the process
- To reinforce the induction and probation process.

RESOLVED –

That the policy be supported and that it be submitted to the Employment and General Committee for formal approval.

27 **WORKING ARRANGEMENTS FOR CHRISTMAS 2021 AND NEW YEAR**

The Head of HR & L & D presented a report on the proposed working arrangements for Christmas 2021 and New Year 2022.

The NJC have provided national guidance on the working arrangements for Christmas Day and Boxing Day 2021 and New Years Day 2022, which is in line with the Green book and our local collective agreement.

The discretionary day is to be agreed with employees shortly via a poll on aspire and will be paid as a bank holiday.

It was recommended that the guidance for working arrangements for Christmas Day and Boxing Day 2021 and New Years Day 2022 is approved for all CBC employees.

RESOLVED –

That the policy be supported and that it be submitted to the Employment and General Committee for formal approval.

28 HUMAN RESOURCES UPDATE

The Human Resources manager provided an update on the Tier 4 recruitment and confirmed the latest on the following roles.

Head of Comms – Mandy Atkinson appointed from 13/9/21

Policy and Partnership Manager – Katy Marshall appointed from 4/10/21

Health Safety and Risk Manager – no feedback so far

Leisure Services Manager – 19 applicants – to be shortlisted

Head of CS and Regs – 4 applicants – to be shortlisted

RESOLVED –

That the update be noted

29 ORGANISATIONAL DEVELOPMENT UPDATE

This update was deferred to the next meeting.

30 FINANCE UPDATE

The Chair welcomed the new Service Director Finance Theresa Channell to the meeting.

The Chief Finance Officer presented an update on the Finance Forecast and confirmed that an updated Forecast was expected to be presented to Cabinet in October.

The impact of Covid19 on Leisure Services, Car Parks etc was noted and it was stated that a review of the first 5 months was underway to understand the effects of this against Forecast. Work was also said to be ongoing to review current and future Budget pressures and identify savings initiatives to combat the impact of Covid19 and the financial pressures created, with findings expected in mid-October.

RESOLVED –

That the update be noted

31 FEEDBACK FROM DJCC

Unions noted that they had raised at every DJCC the issue of violence towards the workforce and that a) appropriate signage was not displayed at all venues and b) the violence at work policy was not being followed in all cases and was not accessible on the intranet.

RESOLVED –

- An action was taken to review signage across all council premises advising customers of the appropriate behaviour expected towards staff.
- An action was taken to ensure the violence at work policy is promoted through the manager bulletin and that this could be accessed on aspire.

31 ANY OTHER BUSINESS

Feedback was requested on the DMA pilot. The Head of HR & L & D provided an update detailing the DMA feedback meeting with CLT/SLT to review how to progress from an organisational view. It was noted that a separate timetable was in place for the re-shaping of Housing Services.

RESOLVED –

That the update be noted

31 DATE AND TIME OF THE NEXT MEETING

The next meeting of the committee would take place on Monday 11th October, 2021 at 9.30am.

EMPLOYER / TRADE UNION COMMITTEE**Monday, 11th October, 2021**

Present:-

Councillor P Gilby (Chair)

Councillor	J Innes	Councillor	A Serjeant
Kate Harley	Head of HR/L & D	Tony Devereux	Unison
Theresa	Service Director	Andrew Fowler	Unison
Channell	Finance	Maria Slack	Unison
Huw Bowen	Chief Executive	Lesley Waller	Unison
Gemma	Head of	Liam Rich	Unite
Masoud	Organisational		
	Development		
Ade McCormick	Executive Director		

*Matters dealt with under the Delegation Scheme

54 APOLOGIES

Apologies for absence were received from Paula Stephens.

55 MINUTESThe minutes of the meeting on 13th September 2021 were agreed as a correct record.**56 MATTERS ARISING FROM THE MINUTES**

No actions noted.

57 FINANCE UPDATE

The Service Director for Finance presented an update to the committee on the Finance In Year position and the challenges still being experienced due to Covid around income from Leisure Services, car parks and events.

Work was underway to review the Mid Term position and look at how funds are applied to support particular areas with the review findings expected to be shared in Nov/Dec.

RESOLVED –

That the update be noted.

58 ORGANISATIONAL UPDATE

The Head of Organisational Development presented an update to the committee on the forming of the Organisational Development Team and PMO Development.

It was noted that key roles were in place and that meetings had commenced regarding the launch of the PMO framework and an Introduction to Organisational Development.

It was also said that the PMO framework had been developed through a range of suites and documents. Next steps would include the development of PMO governance framework, soft launch of PMO and Manager workshops.

RESOLVED –

That the update be noted.

59 RESOURCES TASK AND FINISH GROUP UPDATE

The Head of HR & L & D presented an update to the committee on behalf of the Resources Group.

It was noted that the group had continued to review key areas E.g., CO2 monitoring and installation in external premises, risk assessments, manager bulletins to encourage vaccination take up amongst staff including booster vaccinations and guidance around Covid safe working instructions for all staff.

Numbers of cases had increased with 9 positive cases and 21 staff in isolation currently. It was also said that monthly data showed increases with 64 isolations and 15 positive cases in August compared to 104 isolations and 22 positive cases in September.

RESOLVED –

That the update be noted.

60 ECONOMY TASK AND FINISH GROUP UPDATE

The Executive Director provided an update to the committee from the Economy T & F Group.

It was noted that the most focus had been on events including, Fireworks, Christmas Lights switch on and the Santa House, with safety remaining the key priority.

Updates were also provided on the Northern Gateway, with the Enterprise Centre progressing well, Elder Way was now open and the Heart of Chesterfield Revitalising the Markets consultation had been completed.

RESOLVED –

That the update be noted.

61 DISCRETIONARY DAY

The Head of HR & L & D presented a report to the committee on the proposed discretionary day for Christmas/New Year 2021/22 following a recent poll on Aspire.

It was recommended that the discretionary day for 2021/22 was approved as Friday 24th December for all staff.

RESOLVED –

That the proposal be supported and that it be submitted to the Employment and General Committee for formal approval.

62 UPDATE ON TIER 4 RECRUITMENT

The Head of HR & L & D provided an update to the committee on the Tier 4 recruitment and confirmed the latest on the following roles:

Policy and Partnership Manager – Katy Marshall appointed from 4/10/21
Health Safety and Risk Manager – further interviews currently underway
Leisure Services Manager – interviews completed last week - update to follow
Head of CS and Regs – Appointment made – update to follow

RESOLVED –

That the update be noted.

63 DJCC FEEDBACK FROM SERVICE DIRECTORS

The Head of HR & L & D provided an update to the committee of the actions that had been put in place / were underway, following concerns which had been raised by the Unions on the issue of violence towards the workforce.

- Violence at work policy had been updated on Aspire
- Manager bulletins had been issued with regards to staff briefings
- IT Project underway to update the Caution List and ensure it was available to field workers through Salesforce
- Signage had now been put in place regarding “acceptable behaviour”

The Head of HR & L & D also provided an update on the DMA pilot in Housing and it was noted that the proposed structure was being developed.

RESOLVED –

That the update be noted.

64 DJCC

No feedback was provided.

65 ANY OTHER BUSINESS

The Chief Executive had raised a question to the Unions around reports of Local Govt pay and potential balloting of members.

RESOLVED –

An action was taken to include this as an agenda item for the next committee.

66 DATE AND TIME OF THE NEXT MEETING

The next meeting of the committee would take place on Monday 8th November, 2021 at 9.30am.

COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 12th August, 2020

Present:-

Andy Fowler (Chair)

Councillors	Barr	Councillors	J Innes
	K Falconer		P Niblock
	Blank	Dean Epton	Commercial
Ade McCormick	Exec. Director		Services
Liz Cook	Housing	Donna Reddish	Policy & Comms
Marc Jasinski	Health & Safety	Ian Waller	Health & Wellbeing
	Mgr	Neil Johnson	Economic Devel.
Rachel O'Neil	Customers,	Karen Knight	Unison
	Commissioning	Paul Longley	Unison
	and Change	Liam Rich	UNITE
Mick Blythe	Client Officer		

*Matters dealt with under the Delegation Scheme

42 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Brittain, Councillor Caulfield, Tony Devereux, Anthony Radford and Paula Stephens.

43 MINUTES OF THE MEETING HELD ON 16 JUNE, 2020

The minutes were accepted as a true record.

44 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

45 CDM POLICY UPDATE

The Committee was joined by Bronwen MacArthur-Williams, Health & Safety Manager at Bolsover District Council, Rebecca Hutchinson, Health & Safety Co-ordinator at Bolsover District Council and Jayne Stokes, Health & Safety Apprentice at Bolsover District Council.

The Assistant Director for Health & Wellbeing explained that a task and finish group had been formed with colleagues from Bolsover District Council to develop a new Construction and Design Management policy. The first scoping meeting had already taken place.

At the meeting, the requirements of Chesterfield Borough Council had been established and the role of the Bolsover District Council would be to act as a critical friend and ensure corporate compliance. It was acknowledged that the Bolsover team had good construction experience that could be shared and that the working group would be beneficial for both authorities.

The group planned to meet fortnightly and would provide regular updates to the committee on their progress.

46 COVID-19 HEALTH & SAFETY WORKING ARRANGEMENTS

The Executive Director informed the committee that the next meeting would be conducted in its original format with reports required from each service area covering the period 1st August to 31st October 2020.

A general update was provided from the Resources Task and Finish Group which had an inclusive membership of Trade Union colleagues, members of the Communications team, and service leads. The group had been processing the mass of information received from government and translating the guidance to each area of the Council. Two-weekly bulletins would be issued to managers and staff, but it was emphasised that existing risk assessments and health and safety guidance still applied.

An approval process for staff returning to the workplace had been established and this was the agreed governance for the whole authority. The Environmental Health Team were leading on any data requests from the NHS in line with test and trace processes and definitions had been adopted from the local resilience forum in accordance with the rest of Derbyshire. It was acknowledged that members of the public were not required by law to comply with the Test and Trace process, however, the experience so far had been very positive.

It was noted that all staff were issued with face coverings and that the council policy on wearing masks was on the website and updated regularly. Any quarantine measures for staff should be discussed with HR

to ensure consistency but a pragmatic approach had been developed with the support of the Trade Unions.

Service specific updates were provided and included the following key points;

Health and Wellbeing

- All services had continued to operate
- Key services had looked at their environments and rotas and adapted accordingly, which was working well.
- Very positive work had been carried out to keep the services running
- Major work had been undertaken to re-open the leisure centres using both the CBC guidelines and industry recommendations and excellent customer feedback had been received.
- The cross-council working was highlighted as a positive example of 'One Council, One Team'

Housing

- Most contractors were back on site and all were following guidelines
- Risk assessments had been carried out for vulnerable staff
- A funding bid was being developed for supported housing to help the people that were homeless retain the homes they were allocated during lockdown
- Demands on the tenant participation team had increased, particularly in relation to anti-social behaviour
- The Neighbourhoods staff had been very flexible throughout and it was much appreciated
- The Careline staff that were high risk were now back at work handling calls
- Overall position of Housing was positive. Working to ensure that people don't relax as this becomes the new normal

Customers, Commissioning and Change

- ICT team continued agile working. The telephony system had been upgraded to enable payments to be taken safely from home. Call recording facilities had been introduced to support performance management.
- HR had started some face to face interviews. The team was working hard on the employee assistance programme

- The Visitors' Information Centre had opened to staff. It was hoped that the Museum would open in the autumn with the focus on creating a positive customer experience.
- The Customer Service Centre was operating well with approximately 50 visitors a day. There had been communication challenges with screens and face coverings, but these were being worked through. Recovery action had recommenced.
- Venture House and Fountain House remain closed

Commercial Services

- The majority of staff had now returned to work
- Most services had resumed apart from major works inside occupied premises
- All risk assessments were being fine tuned as work resumes and staff had been reminded that non-COVID related risk assessments were still in place
- The Market Hall café was due to reopen imminently
- Preparations had already been made for a potential second wave and the committee was advised that there was confidence that services would continue with the only exceptions being due to availability of staff or materials

Economic Development

- The Assistant Director for Customers, Commissioning and Change and her team were thanked for the work involved in the transfer of the Kier staff back to the Council. The department would be known as Property and Technical Services
- The Innovation Centres had resumed managed services with 70% occupancy levels.
- The Planning Committee continued to meet virtually
- All major regeneration projects had continued, and the Elder Way public realms work was due to start imminently
- Implementation had begun on the recovery plan
- It was noted that some of the Economic Development teams were in high demand
- The Building Control Partnership had continued to operate, and most furloughed staff had returned to work

Policy and Communications

- Most staff were still working remotely but some tasks needed to be done from the Town Hall and a rota system was in place accordingly
- Videos had been produced by the Communications Team to educate the public for example for leisure services
- Elected members had been encouraged to work from home and were being updated weekly by an e-bulletin. Member support was provided virtually.
- Awaiting guidance on hybrid meetings but continuing virtually
- All media interactions done virtually
- Civic activities had been cancelled but work had started on preparations for Remembrance with other agencies. The format would be very different to previous years, but it was acknowledged that it was still important to mark the occasion.

Venues

- The Arts and Venues Manager had worked with the Resources group to re-open the Pomegranate Theatre as a cinema. Face coverings were mandatory.
- The plans were to open the theatres for live events in September as per government guidelines
- It was hoped that Hasland Village Hall and the Assembly Rooms would re-open in September

Members thanked all staff and union colleagues for everything that had been done to ensure the safety of staff and public at very short notice. The committee felt that the council's services were well prepared for a second wave and were proud of the attitude of staff.

47 DATE AND TIME OF THE NEXT MEETING

The next meeting of the committee will take place on Wednesday 21 October, 2020 at 9.30am.

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COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 11th November, 2020

Present:-

Andrew Fowler (Chair)

Councillors	Barr	Councillors	K Falconer
	Blank		J Innes
	Brittain		P Niblock
	Caulfield	Ade McCormick	Exec Director
Dean Epton	Comm. Services	Donna Reddish	Policy & Comms
Ian Waller	Health & Wellbeing	Gerard Rogers	Monitoring Officer
Kate Harley	HR	Marc Jasinski	H&S Advisor
Liz Cook	Housing	Neil Johnson	Econ. Devel.
Karen Knight	Unison	Paul Longley	Unison
		Tony Devereux	Unison

*Matters dealt with under the Delegation Scheme

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Rachel O'Neil and Anthony Radford.

2 CDM POLICY

The Committee was joined by Bronwen MacArthur-Williams, Health & Safety Manager at Bolsover District Council, Ian Clay, Health & Safety Advisor (Housing), Rebecca Hutchinson, Health & Safety Co-ordinator at Bolsover District Council and Jayne Stokes, Health & Safety Apprentice at Bolsover District Council.

The Health and Safety Adviser presented to the committee a summary of the work that had been done so far in conjunction with Bolsover District Council. The principles of Construction Design and Management (CDM) were highlighted and an outline of the new policy was given. A selection of flowcharts were shown to the committee demonstrating how to streamline processes and what to do if more than one contractor is involved with a project.

An extract of the CDM register was provided which illustrated its easy to read format, any gaps in the required information and who was responsible for each project. Further CDM training for staff members was discussed with an offer from Bolsover District Council to help facilitate this.

It was agreed that the documents provided were very useful and concise and that they should be made available on Aspire for all staff.

The committee expressed thanks to the team from Bolsover District Council for a fantastic example of collaborative working at pace to create and adopt this new policy. The hard work of the chair on this project was also acknowledged.

The Health & Safety Manager from Bolsover District Council thanked the Chesterfield Borough Council staff for the opportunity to worked together and noted that they would continue to offer advice and would carry out spot site visits in the future in order to fulfil a critical friend role.

3 MINUTES OF THE MEETING HELD ON 12 AUGUST, 2020

The minutes were agreed as a true record.

4 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

5 MANAGEMENT TEAM REPORTS

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.

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

The key points raised from the reports were as follows;

Commercial Services

- The preparations that were underway at the time of the last meeting in advance of the second wave had been successful

- The cable strike at Hazlehurst Drive was under investigation
- An amber letter had been issued to Banks and the situation was being monitored closely.
- Excellent work had been undertaken to digitalise risk assessments across the service

Economic Growth

- Thanked the resources team for their support throughout the pandemic and also during their office moves.
- All risk assessments were up to date and being reviewed regularly
- Stress levels in the team were being monitored closely
- Work on the Enterprise Centre was progressing well, regular inspections were taking place and the contractor was performing to the required standards

Health & Wellbeing

- It was noted that this report had been prepared when all services were operational prior to the second national lockdown.
- An unannounced visit to the Healthy Living Centre had taken place to check that all systems were in place as stated and the findings were a testament to the staff. The operations were being conducted in a safe, COVID compliant manner.
- It was acknowledged that the challenge for all services was to maintain vigilance and to maintain good communication with staff, especially those working remotely.
- The leisure centres were closed at the time of the meeting until 2nd December and the time was being used to train staff.

Housing

- The majority of staff were working from home and Fountain House remained closed.
- External contractor management was going well.
- There had been a focus on training and speaking to all staff in their one to ones to reiterate this.
- Six investigations had been carried out in the reporting period.
- There was a strong commitment from management to the risk assessments and reinforcing them in the teams.

Policy & Communications

- There had been some new starters in the team and the health & safety training had been reinforced as part of the induction process.

- Specific risk assessments had been carried out for Remembrance events with the added dimension this year of the COVID-19 pandemic and an increased terrorism threat level. All staff involved did an excellent job.
- Internal and external communications had played a key role in the Council's response to the pandemic and this would continue.

Finance & Resources

- All risk assessments were up to date.
- The teams were largely working from home but where it was necessary for staff to be in the offices these were COVID secure.
- Conversations were ongoing with union colleagues to review inspections.
- There would be changes to the inspection processes following the CMT restructure.

It was re-iterated to the committee that the government guidance specified that all staff that were able to work remotely should do so.

The Chair thanked the Corporate Health & Safety Advisor for his work on the new reporting template that was used for this period which it was felt gave more streamlined information.

6 OCCUPATIONAL ILL HEALTH STATISTICS

The Human Resources Manager presented a report to the committee detailing the occupational ill health statistics for the period 1st July 2020 to 30th September 2020. It was explained that the number of days lost were not high for the time of year but may be slightly skewed due to the number of staff that had been furloughed during the reporting period.

Stress continued to be an issue and it was acknowledged that COVID-19 had impacted the mental health of some staff. Stress risk assessments had been requested from all managers for their teams and the Mental Health First Aid programme had been launched. It was hoped that these measures could be used to improve the wellbeing of all staff.

The numbers of staff that had contracted COVID-19 or had spent time self-isolating were discussed and it was recognised that these had been low and therefore the impact on the workforce as a whole had been low.

7 INCIDENT/ACCIDENT INFORMATION

The Corporate Health and Safety Advisor presented a report to the committee on the number of incidents/accidents over the period 1st July to 30th September 2020. The number of incidents reported for the period was significantly lower than for the same time last year due, in some part to the closure of some services/premises and the COVID-19 restrictions.

There had been three RIDDOR reportable incidents and two COVID-19 related incidents recorded on the SHE system that reported in negative tests for those involved. It was noted that there had only been four reported incidents of anti-social behaviour.

8 COVID-19 UPDATE

The Executive Director presented an update to the committee on the Council's response to the COVID-19 pandemic. The committee was advised that all risk assessments had been reviewed and preparations made in advance of the second lockdown. The information was available on Aspire and updated regularly. Individual risk assessments were underway for members of staff classed as clinically vulnerable.

Managers had been asked to renew all DSE risk assessments and this was highlighted in the manager's bulletin. The organisation was committed to providing any equipment needed by staff to work from home effectively and this would include delivery where necessary.

The committee was informed that CMT were meeting weekly to manage the changing situation, react to government guidance and learn lessons from partners in order to target areas that needed support. There had been a few cases of non-compliance but the Chief Executive had addressed this at the Manager's Seminar and reinforced the message. This risk had also been added to the corporate risk register.

The Local Resilience Forum and the Science, Technical and Advice Cell continued to carry out effective work that helped to inform the council's decision making. It was confirmed that the council was COVID secure but committed to continuous learning and improvement.

9 COMMERCIAL SERVICES RPE POLICY

The Health and Safety Advisor, Commercial Services presented a report to committee on the Respiratory Protective Equipment Policy. The committee noted the report.

10 **STAFF CAUTION LIST**

The Assistant Director for Health & Wellbeing presented a report to the committee on the Staff Caution List. The committee heard that the Staff Caution List was an important facility for front line staff and was in need of some improvement. As part of the ICT improvement programme, it was identified that the Salesforce system could be used to achieve a more stream lined process.

The current process involved several interdependent systems, which had the potential for details to be missed. SalesForce would provide a real time, less manual alternative with no cost implications as it would be included in the already established improvement programme budget.

The Monitoring Officer confirmed that moving to the Salesforce system would ensure that the correct people had access to the right data at the right time and offer a better method of monitoring the access.

RESOLVED -

1. To approve the use of SalesForce for the recording, approval and viewing of CBCs Staff Caution List.
2. To approve in principle a change to the Staff Caution List Policy to enable the development of the SalesForce project.
3. To delegate the approval of the new version of the Staff Caution List Policy to the Joint Chairs of the Health and Safety Committee

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

The next meeting of the committee would take place on Wednesday 10th February 2021 at 9.30am.

COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 10th February, 2021

Present:-

Ade McCormick (Chair)

Councillors	Barr Blank Brittain	Councillors	K Falconer J Innes P Niblock
Liz Cook	Housing	Dave Poole	OSD
Neil Johnson	Economic Growth	Tony Devereux	Unison
Anthony Radford	Arts & Venues	Andrew Fowler	Unison
Donna Reddish	Policy & Comms	Karen Knight	Unison
Matt Sorby	Corporate Property	Paul Longley	Unison
Heather Spink	HR	Liam Rich	UNITE
Ian Waller	Health & Wellbeing	Marc Jasinski	H&S Advisor
Shirley Hallam	Environmental Serv		

12 **APPOINTMENT OF JOINT CHAIRS**

In accordance with the Committee's constitution Councillor Sharon Blank, Ade McCormick and Andrew Fowler were confirmed as the Joint Chairs of the Committee.

13 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Kate Harley, Rachel O'Neil, Rachel Turner, Robert Wilkes and Paula Stephens.

14 **MINUTES OF THE MEETING HELD ON 11 NOVEMBER, 2020**

The minutes were agreed as a true record, subject to the following amendment:

Minute No. 5 – the third bullet point under Commercial Services to read: "An amber letter had been issued to Wards and the situation was being monitored closely."

15 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

16 **MANAGEMENT TEAM REPORTS**

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 previous quarter.

The reports provided information on workplace inspections, specific incident investigations, training and communications.

The key points raised from the reports were as follows:

Commercial Services

- Tool box talks had been continued to update staff and good progress had been achieved on completion of training.
- Training on ROSPA playground inspections had been paused due to Covid restrictions.
- Copies of the gas leak investigation findings, of Capital Works Supervisors' site inspections and a sample of Environmental Services Supervisors' site inspections were attached to the report, and the investigation team were congratulated on their report.

Digital, HR and Customer Services

- The Business Transformation team had been involved in Covid secure audits across the Council to help re open premises and to ensure ongoing compliance with Covid arrangements, including supporting election preparation with risk assessments for all proposed polling station locations.

Economic Growth

- Workplace inspections had been deferred as staff mainly working from home.
- Contractors were progressing the Northern Gateway, the Elder Way / Packers Row public realm works, the Chesterfield Hotel demolition and the Waterside office schemes – Woodheads had achieved 'excellent' in the initial Considerate Constructor Scheme assessment.

- No accidents / incidents had been reported on the contractor sites, and it was agreed to check the contractors' monthly inspection reports to ensure accurate recording.
- The CDM Register would be updated to include changes of client officers and F10 officers.
- The Chesterfield Hotel site had been in a poor condition when the Council took ownership, but security had been improved and demolition works were being safely progressed.

Health & Wellbeing

- There had been limited opportunities for workplace inspections due to the Covid restrictions and most staff working from home.
- Online training had been largely brought up to date and leisure services staff had continued to complete weekly learning and development activities as required by the National Pool Lifeguard Qualification.
- Regular communications had been maintained, focusing on Covid compliance measures, especially for Environmental Health and Licensing services.

Housing

- Inspections of workplaces had been undertaken (except Fountain House which remained closed) with emphasis on Covid safety and compliance.
- Regular inspections had been carried out, with further investigations and remedial actions taken where required, including revised processes and systems for management of legionella following an incident at Markham Court and arrangements to ensure that safe working practices were being followed on contractor sites.
- There had been significant progress on the completion of online training.
- Regular team meetings had continued and display screen assessments and stress risk assessments had been updated.

Policy & Communications

- Risk assessments had been reviewed to take account of changing levels of Covid restrictions, impacting particularly on revised arrangements for working with media organisations and for virtual committee meetings and Democratic Services support to elected Members.
- Online training was up-to-date.

- Arrangements had been made for DJCC meetings for 2021 under the new structure.
- Key health and safety messages communicated through weekly manager and Member bulletins and updated on Aspire.
- Expectations clarified re health and safety, including Covid-safety and emergency planning / business continuity.
- It was confirmed that the health and safety function would be part of the new Corporate Service Directorate and that it was continuing to be supported by the Service Director – Leisure, Culture and Community Wellbeing during the current transition.

Arts and Venues

- The Venues had been closed since 5 December, 2020 and Hasland Village Hall and the Assembly Rooms had only been open for use by support groups.
- The rest rooms had remained closed and external locks changed to improve security. Some of the rest rooms were due to be used for the May 2021 elections and would require deep cleaning and updated assessments.
- The large majority of staff had updated their training as required, including those working from home or on furlough.
- The fire alarm system at the Pomegranate Theatre had been upgraded in November, 2020.

Resources

- Risk assessments had been updated to take account of Covid restrictions and additional equipment made available for staff working from home.
- All staff were up-to-date with their online training.
- Risk assessments were being undertaken for the elections and counts in May, 2021, taking account of national guidance and with emphasis on Covid-safety. Further details would be provided in the next quarterly report. Current guidance did not allow door-step campaigning or leaflet distribution (other than by recognised postal services).
- Future health and safety inspections and reports would be aligned to the new Service Director portfolios.

17 **INCIDENT/ACCIDENT INFORMATION**

The Corporate Health and Safety Advisor presented a report on the number of incidents/accidents over the period 1st October to 31st

December, 2020. The number of incidents reported for the quarter was significantly lower than for the same time last year due to the majority of the period having been subject to lockdown or Tier 3 Covid restrictions, with many services closed to the public and staff working from home.

There had been no RIDDOR reportable incidents.

There had been a slight increase in incidents of verbal abuse, most by phone.

There had been a reduction in the cumulative year-to-date incident totals up to the end of December, 2020 from 201 to 162 compared to the year-to-date incident totals reported in the previous quarter.

A question was raised regarding an incident of a dog attacking wildlife in a country park. The Corporate Health and Safety Advisor agreed to review with the Parks and Open Spaces team the measures in place to seek to prevent and investigate such incidents.

18 **OCCUPATIONAL ILL HEALTH STATISTICS**

The Human Resources Business Partner presented a report detailing the occupational ill health statistics for the quarter 1st October to 31st December, 2020 and cumulative statistics for the year 1st January to 31st December, 2020.

It was noted that the number of incidences of musculoskeletal related absence had decreased by almost 50% from the last quarter, but that the number of days of absence for this reason had increased significantly (45%), possibly as a result of staff returning from furlough. Support was being offered through the Occupational Health provider and use of physiotherapy to enable staff to return to work safely.

Support for staff working from home was continuing with provision of equipment, regular reviews of DSE and agile working assessments, and guidance and webinars were being planned.

Stress had been the most common reason for absence in the quarter, and while incidences of stress overall had reduced, incidences of work-related stress had increased significantly. Support had been provided with access to counselling and the Employee Assistance Programme and all staff had since returned to work.

The HR team was working with managers to improve the recording of whether incidences were work-related or not, and the roll out of the My View absence and leave management system should facilitate this.

There had been a rise during the quarter in the number of staff (213) having to self-isolate as a result of COVID-19, mainly in Commercial Services due to the nature of the work and the number of staff required to be present in the workplace. The Employee Assistance Programme had been extended to provide access to counselling and advice / resources.

Clarification was requested on the recording of staff testing positive for Covid and whether this was work-related. (It was confirmed post-meeting that no positive cases had been identified as work-related, but that staff had needed to self-isolate as a result of contact with other staff who had subsequently tested positive.) This would be reviewed through the Resources Task and Finish Group, and the importance of trade union representatives being involved in the investigation of such incidents was stressed.

19 **REVIEW OF CONSTITUTION OF CORPORATE HEALTH AND SAFETY COMMITTEE**

The Corporate Health and Safety Advisor presented an updated version of the Committee's constitution, taking account of recent changes in the corporate management structure.

Subject to a minor amendment to include brief details of the membership and role of the Health and Safety Forum Group, the revised constitution was approved.

20 **COVID-19 UPDATE REPORT FROM RESOURCES TASK AND FINISH GROUP**

The Executive Director presented a verbal update on the work of the Council's Resources Task and Finish Group on responding to the Covid-19 pandemic. The group included Trade Union representatives and met weekly to address emerging issues.

The group distributed information and guidance received from central government and reported progress weekly to the Corporate Management Team. It monitored the statistical data to identify any hot-spots and

supported service teams in ensuring risk assessments were updated and actions taken where necessary.

A rapid testing centre had now opened at Queens Park Sports Centre for staff who were working in frontline roles to be tested twice per week, with further details available on Aspire. The centre was also available for community testing.

Consideration was also being given to Covid-safe arrangements for the elections in May, 2021.

The group continued to work closely with the Local Resilience Forum, including other external partners in preparing future options based on the latest data and forecasts.

It was agreed that an update report from the Resources Task and Finish Group be included on the agendas of future meetings of the Health and Safety Committee and that a report on lessons learned from the work of the group be provided to the next meeting of the Committee.

21 **CDM UPDATE REPORT**

Andrew Fowler presented a verbal update on the implementation of the CDM policy.

Two stakeholder training sessions and one client training session had been held, with a total of 29 attendees.

Audits of CDM processes with colleagues from Bolsover District Council had been undertaken and it was agreed that these be continued over the next few months.

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

The next meeting of the Committee would take place on Wednesday 19th May, 2021 at 9.30am.

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COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 19th May, 2021

Present:-

Andrew Fowler (Joint Chair)

Councillors	Barr Blank Brittain Caulfield Housing Economic Growth Corporate HR H&S Advisor Executive Director Transformation Program Manager	Councillors	J Innes P Niblock K Falconer Unison Unison Unison Unison Unison Unison Unison Leisure, Culture and Community Wellbeing
Liz Cook Neil Johnson Donna Reddish Heather Spink Marc Jasinski Ade McCormick Karen Brown		Andy Otter Tony Devereux Jane Fisher Karen Knight Paul Longley Gurpreet Khakh Ian Waller	

*Matters dealt with under the Delegation Scheme

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Rachel O'Neil and Rachel Turner.

2 MINUTES OF THE MEETING HELD ON 10TH FEBRUARY 2021

The minutes of the meeting on 10th February 2021 were agreed as a true record.

3 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

4 MANAGEMENT TEAM REPORTS

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 previous quarter.

The reports provided information on workplace inspections, specific incident investigations, training and communications.

The key points raised from the reports were as follows:

Corporate

- Election preparations had been undertaken and additional measures had been put in place to enable candidates to come into Town Hall to sign documentation
- Risk assessments had been completed for a Covid safe return to face to face meetings from 7th May following the court judgement in April to end virtual meetings where decision making was required
- No incidents / accidents had been reported

Digital, HR and Customer Services

- No significant issues had been reported
- Whole team had been focussed on addressing training gaps with all expected to be complete by end of Q2
- Continued push for lateral flow testing to be used across the board

Economic Growth

- Workplace inspections had been deferred as staff mainly working from home with next focus on reviewing/agreeing return to work.
- Online training had been reviewed and largely brought up to date
- Regular communications had been maintained, focusing on Covid safe working and safe contractors
- No accidents / incidents had been reported on development sites, and it was heard that an independent assessor had been checking sites monthly
- 103 near misses had been reported to May 2021 and all had been documented and actioned correctly
- The Chesterfield Hotel site was awaiting removal of a mobile mast prior to demolition with estimated timescale of 4-6 weeks

Housing

- Workplace inspections and risk assessments had been carried out across 'in house' teams and were all up to date
- Outstanding Online training elements had been identified and targeted to be on track by end Q2

- Full review of training across Housing Property Services had been completed and identified need for additional resources
- Regular communications and team meetings had continued, focusing on H & S, Covid compliance measures and lateral flow testing

Leisure, Culture and Community Wellbeing

- Regular inspections had been carried out in Q1, with positive comments returned and annual inspection planned for September
- Covid risk assessments had been completed and all were up to date
- There had been 2 incidents reported including 1 RIDDOR reportable incident where a full investigation had demonstrated confidence of due diligence
- It had been decided to utilise the PDR window to concentrate on closing gaps in online training
- significant progress on the completion of online training.
- Regular communications had continued to provide an overview of all areas

Finance

- Risk assessments had been confirmed as all up to date
- Service Managers had carried out regular 6 months office checks prior to Covid restrictions and are due to recommence this activity as staff return to office
- No incidents / accidents had been reported
- Online training largely up to date with outstanding elements to be completed end May
- Key health and safety messages including Mental Health Awareness and lateral flow testing had been communicated through weekly manager meetings

5 **INCIDENT/ACCIDENT INFORMATION**

The Corporate Health and Safety Advisor presented a report on the number of incidents/accidents over the period 1st January to 31st March 2021. The number of incidents reported for the quarter remained lower than for the same time last year due to the majority of the period having been subject to Covid restrictions, with many services closed to the public and staff working from home.

An increase in incidents is expected in Q2 as more council properties open and the public return.

There had been 1 RIDDOR reportable incident.

6 OCCUPATIONAL ILL HEALTH STATISTICS

The Human Resources Business Partner presented a report detailing the occupational ill health statistics for the quarter 1st January to 31st March, 2021.

It was noted that the number of incidences of musculoskeletal related absence had decreased to just 6 occasions in the quarter. Stress had been the most common reason for absence although incidences overall had reduced to 12 occasions in the quarter. Support was still being offered through the Occupational Health provider and use of physiotherapy and counselling services.

There had been a decrease during the quarter in the number of staff having to self-isolate as a result of COVID-19, but there had been an increase in the effects of long Covid with Occupational Health working to support these staff members.

Vaccine side effects had been identified as an increasing cause of short term absences with only 2% of stress related absence work related.

A breakdown of days lost across all departments was shared detailing total days lost against each absence category.

Support for staff working from home was continuing with regular reviews of DSE.

7 HEALTH & SAFETY CONSTITUTION

The Corporate Health and Safety Advisor presented an updated version of the Committee's constitution, taking account of the minor amendment to include brief details of the membership and role of the Health and Safety Forum Group.

RESOLVED –

The revised constitution was approved.

8 **CONTROL OF CONTRACTORS**

This was covered in Economic Growth update.

9 **RESOURCES GROUP UPDATE**

The Executive Director presented an update from the Resources Group.

Specific achievements had been highlighted, helping keep our workforce safe and secure, supporting the reopening of services, ongoing reviews of risk assessments and the establishment of LFT and PCR test centres with partners.

Current work focus included planning for stage 4, what the new normal for CBC will be, the relaxing of social distancing, the recommencement of additional services, supporting our staff, and Operation Eagle planning.

Lessons learnt had been identified and shared in full.

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

The next meeting of the Committee would take place on Wednesday 11th August, 2021 at 9.30am.

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COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 11 August, 2021

Present:-

Andrew Fowler (Joint Chair)

Councillors	Barr Blank	Councillor	P Niblock
Liz Cook	Housing	Tony Devereux	Unison
Stephen Wenlock	Economic Growth	Gurpreet Khakh	Unison
Donna Reddish	Policy & Comms	Jane Fisher	Unison
Heather Spink	HR	Karen Knight	Unison
Marc Jasinski	H&S Advisor	Paul Longley	Unison
Ade McCormick	Executive Director	Gurpreet Khakh	Unison
Mick Blythe	Client Manager	Ian Waller	Leisure, Culture and Community Wellbeing

*Matters dealt with under the Delegation Scheme

23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Brittain, Rachel O'Neil and Neil Johnson.

24 MINUTES OF THE MEETING HELD ON 19TH MAY 2021

The minutes of the meeting on 19th May 2021 were agreed as a true record.

25 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

26 MANAGEMENT TEAM REPORTS

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 previous quarter.

The reports provided information on workplace inspections, specific incident investigations, training and communications.

The key points raised from the reports were as follows:

Corporate

- Joint Health and Safety inspection planned for 4th October 2021
- One incident reported involving verbal abuse. Jointly investigated by management and trade unions with resulting action plan put in place
- PDR's 100% complete with health and safety objectives built into every personal development plan
- 4 outstanding training elements were reported at the end of Q2 but these were completed in July
- Delivery of safe Full Council meeting in July following return to face to face committees. Risk assessments carried out with alternative location being chosen to hold meeting.
- The Tier 4 restructure has enabled a designated focus on health and safety through the new role of Health, Safety and Risk Manager with the recruitment for this role planned for September

Finance

- The new Service Manager for Finance has been appointed and due to join in September
- Plan to re-engage regular health and safety inspections as staff start to return to office
- Risk assessments had been confirmed as all up to date
- No incidents / accidents had been reported
- Online training largely up to date with only 1 outstanding element attributed to a new starter
- Directorate DJCC meetings programmed for the year
- Emergency Plan / Business continuity activity for new Directorate completed

Economic Growth

- Workplace inspections that had been deferred as staff mainly working from home are due to recommence in September
- Online training is up to date with just 1 course outstanding in Q2
- Future reporting to include details of classroom / structured training events
- Risk assessments confirmed as up to date
- No accidents / incidents had been reported
- Woodhead continue with the construction of Northern Gateway Enterprise Centre on the Holywell Cross
- Danaher and Walsh continue to deliver the public realm works on Elder Way and Packers Row
- CBC employees within Economic Growth are starting to consider how they return to the Town Hall when appropriate to do so

Leisure, Culture and Community Wellbeing

- Regular inspections had been carried out in Q2
- Annual inspection planned for September
- Covid risk assessments had been completed and all were up to date
- There had been 1 incident reported involving manual handling. Toolbox talk/training delivered
- Significant numbers of training modules completed with continued push to clear outstanding courses
- Training matrix in place to identify high risk areas
- Large amount of comms across all areas
- Directorate introducing monthly focus on health and safety with initial 3 topics Slips, trips and falls, COSHH and PPE/First aid

Housing

- Investment and Assets Town Hall G28 joint inspection completed in April
- Housing Property Operations joint inspection completed in June
- There were 236 audits completed in the quarter
- 12 Incidents reported in quarter mainly involving manual handling and driving
- Every incident now to be reviewed by Property Management Team to ensure any required actions / learnings can be taken
- Managers have identified gaps in training within their teams and established a training matrix
- Improved compliance on online training has been seen but push continues to clear outstanding training elements
- CDM training planned across August and September
- Focus on health and safety maintained through PDR process
- Regular communications and team meetings had continued, focusing on H & S and Covid compliance measures
- Reports of Anti-Social Behaviour have increased with comms focussed on employee support and

Digital, HR and Customer Services

- No incidents had been reported
- Joint quarterly inspection completed in June
- All risk assessments have been brought up to date following latest national update on Covid restrictions
- Key staff are being released for regular asymptomatic testing – weekly
- 10 days lost time due to isolation re one covid positive test within TH Premises team

27 **INCIDENT/ACCIDENT INFORMATION**

The Corporate Health and Safety Advisor presented a report on the number of incidents/accidents over the period 1st April to 30th June 2021. The number of

incidents reported for the quarter was 45 which was an increase of 24 on the previous quarter. It was reported that this increase was not unexpected following the easing of restrictions as more Council premises re-opened and more employees returned to the workplace.

There had been 2 RIDDOR reportable incidents over the quarter and 3 lost time incidents where an accident had led to an injury that resulted in the employee taking time off work.

It was noted that not all returns to work had been reported on the SHE system and a reminder for team managers to complete this stage should be issued by Service Directors.

28 **OCCUPATIONAL ILL HEALTH STATISTICS**

The Human Resources Business Partner presented a report detailing the occupational ill health statistics for the quarter 1st April to 30th June, 2021.

It was noted that Q2 had seen a decrease in the number of occurrences of self-isolation as a result of COVID-19 with a total of 49 periods of isolation between 1st April 2021 and 30th June 2021 which was less than half identified in the previous quarter. More than 50% of isolations as a whole during this quarter were as a result of either the employee's household members and/or support bubble members displaying symptoms, or via Test & Trace as a result of close contact with a positive case.

Support continues for employees that have been absent following a positive test result with phased returns, as exhaustion is apparent after contracting the virus and a gradual introduction into the workplace supports employees in coming back to working life.

The average days lost per occurrence for MSK within the quarter is 16 days, with 4% of days lost being work-related.

The most common reason for absence and most days lost in Q2 that had been categorised as 'work related' was 'stress/anxiety/depression/mental health' accounting for 20% of all days lost to sickness absence.

To support staff HR continue to work closely with Line Managers to monitor sickness absence, promote the newly introduced Mental Health First Aider programme, the Employee Assistance Programme and ensure the relevant support mechanisms are in place to support employees returning to work.

During Q2 changes have been made to the MyView system to support the recording of sickness absence as either work related or not work related. The Payroll and Systems Development Manager and Assistant HR Business Partner continue to work with managers to ensure data is recorded correctly and identify where information is missing so that the integrity of the data is maintained.

29 **HEALTH, SAFETY AND RISK MANAGER ROLE**

The Service Director provided an update on the new Health, Safety and Risk Manager role which had been enabled through the Tier 4 restructure and had been identified to strengthen and support health and safety across all areas.

Recruitment is in progress with interviews / assessments planned for 10th September.

30 **CORONAVIRUS STAGE 4 WORKING OPS/ARRANGEMENTS**

The Executive Director presented an update on next steps for working arrangements with decision made to retain “Covid-secure” office based guidance/risk assessments until further notice. Staff who can work from home should continue to do so and staff who come into the workplace should follow existing H & S arrangements.

Focus remains on the re-opening of Venues and relaxation of restrictions at Leisure Centres with all risk assessments and guidance reviewed and approved. Co2 measurement and control at Theatres following H & S guidance with investment in new equipment to monitor and trigger response.

Other venues such as VIC and Museum under review and frontline services are reviewing their arrangements in line with guidance.

Next steps include Civic events and similar activities, working with CLT to consider further lifting of restrictions post 16th August and supporting the development of “new ways of working” planning.

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

The next meeting of the Committee would take place on Wednesday 10th November, 2021 at 9.30am.

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