



Please ask for Graham Ibberson
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The Chair and Members of
Employment and General Committee

28 October 2022

Dear Councillor,

Please attend a meeting of the EMPLOYMENT AND GENERAL COMMITTEE to be held on MONDAY, 7 NOVEMBER 2022 at 10.00 am in Committee Room 2, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to Items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 6)
4. Hybrid Working Policy (Pages 7 - 18)
5. Minutes of the Employer Trade Union Committee (Pages 19 - 34)
6. Minutes of the Council Health and Safety Committee (Pages 35 - 42)

Yours sincerely,

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

Head of Regulatory Law and Monitoring Officer

EMPLOYMENT AND GENERAL COMMITTEE**Thursday, 28th July, 2022**

Present:-

Councillor T Murphy (Chair)

Councillors Blank
Brittain
DavenportCouncillors K Falconer
Simmons

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

2 APOLOGIES FOR ABSENCE

No apologies for absence were received.

3 MINUTES**RESOLVED –**

That the Minutes of the meeting of the Employment and General Committee on 28 March, 2022 be approved as a correct record and signed by the Chair.

4 RPE POLICY

The Service Director – Digital, HR and Customer Services presented the updated Respiratory Protective Equipment (RPE) Policy. The policy had been reviewed following concerns raised about the council's policy position on RPE and the requirement for employees to be clean shaven. The revised policy was attached at appendix 1 of the officer's report.

The policy had been developed following research on the use of RPE, Health and Safety legislation and guidance from the Health and Safety

Executive, and discussions with specialist asbestos contractors, chartered safety and health practitioners and the Institution of Occupational Safety and Health. A benchmarking exercise had been completed which identified how other organisations dealt with the use of RPE and trials of alternative RPE had taken place, including the use of air fed hoods. The results of the trials were mixed.

In developing the RPE Policy, it became clear that air fed hoods could not be used safely when asbestos fibres may be present. Where RPE is identified as a requirement through a risk assessment, the use of half or full-face respirators would be the council's main standard policy approach.

Respirators must be tight fitting and would therefore require employees to be appropriately clean shaven to maintain their safety. Reasonable adjustments would be considered for medical or religious grounds. Refusal to be clean shaven without a reasonable exemption would be considered as a failure to follow a reasonable management instruction and would likely to lead to action through the council's disciplinary process.

The Trade Unions and employees had been consulted on the development of the RPE Policy, the comments of the Trade Unions were attached at appendices 2 and 3 of the officer's report. Unison, Unite and GMB had worked together to carry out further research on appropriate RPE and they had consulted employees to understand their concerns, listen to their suggestions and find possible working solutions. The Trade Unions supported the main principles of the policy however Unite and GMB did not support the inclusion of section 12 of the policy.

***RESOLVED –**

That the updated Respiratory Protective Equipment (RPE) Policy be approved.

5 MINUTES OF THE EMPLOYER TRADE UNION COMMITTEE

The Minutes of the meetings of the Employer/Trade Union Committee held on 14 March, 11 April, 16 May and 13 June, 2022 were considered.

RESOLVED –

That the Minutes be received and noted.

6 MINUTES OF THE COUNCIL HEALTH AND SAFETY COMMITTEE

The Minutes of the meetings of the Council Health and Safety Committee held on 25 May, 2022 were considered.

RESOLVED –

That the Minutes be received and noted.

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Hybrid Working

Meeting:	Employment and General Committee
Date:	7 November 2022
Cabinet portfolio:	Business Transformation
Directorate:	Digital, HR and Customer Services

1.0 Purpose of the report

- 1.1 To provide an update on the transition into Hybrid Working following the lifting of restrictions nationally in place during the pandemic.

2.0 Recommendations

- 2.1 That the committee supports the temporary Hybrid Working policy to be reviewed by June 2023.
- 2.2 That the committee approves the retirement of two historical policies, namely the Working from Home policy and the Agile Working guidelines currently in place.

3.0 Reason for recommendations

- 3.1 To support the journey on the wider implementation of hybrid working and ensure that we have one clear policy that sets out what this means at Chesterfield Borough Council.

4.0 Report details

Background & Direction of Travel

- 4.1 Hybrid working at Chesterfield Council was first established pre-pandemic, with the opportunity for individuals to work remotely up to one day a week.
- 4.2 During the pandemic, many employees delivered services from home with great success, whilst national restrictions were in place. When the government announced the removal of restrictions and a shift to living with COVID earlier this year, Chesterfield took a measured and sensible approach to welcome teams back into the office.

- 4.3 Working in collaboration with union colleagues we have developed and launched the temporary Hybrid Working Policy to support the transition back to work.

The decision to implement a temporary policy was in recognition that there is a journey ahead in truly understanding how this works effectively in the longer term and working with colleagues in shaping this. The temporary approach provides the flexibility for this to be developed.

- 4.4 The hybrid working project is outlined in the Organisational Development programme under the strategic initiative of New Ways of Working. The project steering group is established, with work streams outlined below.

- Assets
- Communication
- Learning and Development
- Policy
- Technology

- 4.5 Once the longer-term policy is shaped in consultation and engagement with unions and employee representatives it will be presented to the Employment and General Committee, and Employer Trade Union Committee.

Retirement of Historical Policy and Guidelines

- 4.6 We have a historical Home Working Policy and an Agile Working Guidance that need to be retired on the implementation of the Hybrid Working policy. This will ensure that we have one set of practices that employees are working to.

- 4.7 Union colleagues have been consulted through the Employer Trade Union Committee and are onboard with this approach.

5.0 Recommendations

- 5.1 That this committee approves the approach of the implementation of a temporary Hybrid Working policy whilst we work on the development of a more permanent policy as part of the Hybrid Working project.

- 5.2 That the committee approves the retirement of the Agile Working guidelines.

- 5.3 That the committee approves the retirement of the Home Working Policy.

Hybrid Working Policy

1.0 Purpose

- 1.1 This policy is designed to provide a clear framework for requesting hybrid working and your responsibilities whilst working from home.

2.0 Scope

- 2.1 This is a temporary policy, which will apply for 12 months from June 2022. It applies to all employees, **excluding**:

- Employees who have a contract which require a fixed or mobile work pattern and location
- Employees on a Performance Improvement Plan (for the duration)
- Employees following a disciplinary recommendation (for an agreed duration)
- Periods of training or specific meetings
- Employees experiencing sustained technical difficulties not relating to provided equipment, which affects productivity
- Employees who have resigned and are working through their notice period.
- Temporary agency employees
- Self employed contractors

3.0 Principles

- 3.1 This policy can be used to deal with any temporary hybrid working request by the employee. The Council will endeavour to apply this policy in a manner which is impartial, reasonable and free from unlawful discrimination.
- 3.2 All confirmed requests will result in an agreement which will be managed by the line manager. The Council's Flexible Working Policy should be utilised to request more formal changes to employment terms.
- 3.3 Hybrid workers must ensure they are compliant with Council Health & Safety Policies whilst working in the workplace or at home.

4.0 Responsibilities

- 4.1 **Employment and General Committee** will be responsible for final approval of the policy and any amendments made over time.

- 4.2 **Managers** are responsible for reviewing requests to work from home in a timely manner and for applying the policy fairly and in line with the guidance set out. Managers are also responsible for ensuring that any request is accurately recorded and that a documented note of the agreement is provided.
- 4.3 **HR** are responsible for ensuring that all employees have access to this policy and will be available to provide relevant training, guidance and instruction to managers and employees to ensure requests and a temporary change of terms and conditions of employment is recorded and dealt with in a fair and appropriate manner.
- 4.4 **Employees** are responsible for requesting hybrid working by using the hybrid working request form and signing and adhering to the agreement which is made.

5.0 Main Policy

- 5.1 If you wish to apply to work from home for a proportion of each week under this hybrid working policy you should complete an [application form](#) and discuss this with your line manager. If approved, your manager will implement the actions needed to support this informal temporary arrangement.
- 5.2 Any application for hybrid working is role specific and approval will be led by business need.
- 5.3 The role you complete will determine the number of days you can reasonably expect to work from home. The tasks or activities which need to be undertaken within your service area will determine the days that you are expected to be in the workplace. These will be identified in the agreement set out between you and your manager.
- 5.4 The Council expects the following activities as a minimum to be completed within the workplace. This list is not exhaustive and your line manager will provide more information on the activities which apply within your own service area.
- Team Meetings
 - Face to face training
 - PDR reviews
 - Activities which require collaboration
 - Project initiation and review
 - Management of printing and postage
 - Business planning activities
 - Team building

- 5.5 Hybrid working should not negatively impact the service being provided or negatively impact other team members. As a guide, the Council expects that employees will typically spend two to three days in the workplace each week.
- 5.6 Requests for specific days to work from home will be accommodated where possible, but this is not guaranteed as it is dependent on the work which needs to be completed. Use of rotas may be implemented within teams to ensure fairness and parity to all employees. Ad hoc days working from home can also be agreed with your manager.
- 5.7 If you are engaged in hybrid working, you must work your contractual hours, but you may be able to agree to alter when you work those hours with your manager. The needs of the service will take priority and this change cannot be guaranteed. Flexitime may be accrued whilst working in a hybrid way, in line with the Council's flexi policy.
- 5.8 Commuting to or from home to your workplace does not count as working time.
- 5.9 You are unable to increase or reduce your contractual hours using this informal hybrid working policy. You should speak to your manager or your HR Business Partner to request a formal change.
- 5.10 Guaranteed fixed work patterns will only be considered if a formal request for Flexible Working is submitted and agreed, thereby leading to a permanent change in your employment contract. The Council's Flexible Working Policy provides more information on this process.

6.0 Equipment

- 6.1 All IT equipment which is necessary to effectively undertake your role will be provided and will remain the property of the Council. The Council is not responsible for any domestic equipment or electrical equipment in your home environment.
- 6.2 You are responsible for damage to any of the property provided to you which goes beyond ordinary wear and tear. You must ensure you take care of all equipment, to keep it secure and use it in accordance with any operating instructions and in line with the ICT Acceptable Use Policy.

7.0 Confidentiality, security and data protection

- 7.1 Equipment, files and information should only be accessible to Council employees and should be safeguarded from access by anyone else who is in your home environment.
- 7.2 You should ensure the confidentiality and security of any information you are required to work with whilst in your home environment. It is your responsibility

to take reasonable steps to ensure that the property, information and data is kept secure at all times. This includes, but is not limited to, the locking of screens whilst not at your workstation. The Council's Data Protection Policy and ICT Acceptable Use Policies provide more information.

- 7.3 All electronic documents which are accessed in your home environment and which record sensitive personal information or confidential information should be locked away, with passwords and all security measures adhered to.
- 7.4 All documents produced for the Council, or in connection with the duties of your employment, regardless of where these documents were created, remain the property of the Council.

8.0 Insurance

- 8.1 The Council is responsible for the equipment it provides, however this does not cover your home environment and/or your personal possessions (or those of others kept at your home environment).
- 8.2 It should be noted that the Council's insurance policy does not cover equipment you have purchased, borrowed or are using in your home environment to support home working. This equipment is deemed your own and would need to be covered by your household insurance policy.
- 8.3 It is important and recommended that you ensure your insurer is notified to ensure your policy covers you to work from home.

9.0 Health, safety and welfare

Working environment

- 9.1 If you are requesting hybrid working, you must have a suitable space to work and a suitable internet connection. As a minimum you will be expected to work in an area that provides privacy from other members of the household and provides sufficient space to comply with Display Screen Equipment (DSE) and other Health and Safety legislation requirements that apply when the home is used for work activities. All employees should be located in their home environment. Any deviation from this requires Head of Service or Service Director approval and sign off.

Portable appliance testing

- 9.2 You will be required to undertake regular checks (whilst unplugged) of all cables and equipment to ensure they are not damaged, frayed or otherwise of concern. If there is a concern please log an IT support ticket and discuss the problem with your line manager. Formal PAT testing must be completed in line with Council Guidance.

Electricity and fire hazard

- 9.3 You should not leave any Council equipment plugged into the mains socket whilst unattended and should avoid daisy chaining extension leads into extension leads. You should also ensure removal of plugs are done safely. These measures should support the avoidance of fire hazards. You should avoid charging anything overnight and avoid leaving anything plugged in, on flammable material, eg soft furnishings, paperwork.
- 9.4 It is best practice to have smoke alarms fitted and to ensure they are tested and batteries are changed regularly.

Accidents and incidents, including slips, trips and falls

- 9.5 You should review the location of any equipment whilst working from your home environment and undertake regular reviews and ensure cables are tidy, avoiding trailing cables which may result in slips, trips and falls.

Display Screen Equipment (DSE)

- 9.6 You should complete a Hybrid Worker Display Screen Equipment checklist to review your home working arrangements and consider various aspects around seating, desk location, screen position, keyboard, lighting heating and reflection. This supports compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.
- 9.7 The outcome of a DSE checklist will identify if additional equipment is recommended. As the sole purpose of this equipment is to enable employment duties to be carried out at your home environment, the Council would not expect any significant private use.
- 9.8 Please refer to the latest Health and Safety Policies which can be found on Aspire to ensure your compliance.

Disability / health conditions / pregnancy

- 9.8 Should you have a situation which results in the need for additional support to work from home, we would ask you to explore this with your line manager and HR business partner. This may result in the completion of additional assessments and support to implement any recommendations. Where reasonable adjustments are in place for disability related reasons, these will not impact on opportunities regarding hybrid working and adjustments will be made available wherever the employee works.
- 9.9 If you have any underlying health condition, please ensure you have engaged with your line manager and HR business partner regarding support that is available and your home working arrangements.

10.0 Communication

- 10.1 Whilst undertaking remote home working you must ensure regular contact with your line manager, team members and other colleagues.
- 10.2 You should ensure productivity expectations are understood.
- 10.3 Your manager will have plans in place for supervision.
- 10.4 You will be expected to join all video calls with your camera enabled.

11.0 Reporting of absence

- 11.1 If you are unable to work due to illness or for any other reason, the absence reporting process must still be followed, in line with the Managing Attendance Policy. Failure to follow the absence recording process may result in disciplinary action.

12.0 Council Policies

- 12.1 All Council policies will continue to be applicable to you whilst home working arrangements are in place.

13.0 More Information

- 13.1 For any other questions or queries relating to home working you should contact your line manager or HR business partner.

Appendix A – Request for hybrid working

Appendix B – Hybrid working agreement

Appendix A – Request for hybrid working

Note To Employees			
<p>You can use this form to make an application to work from home.</p> <p>It will help your manager to consider your request if you provide as much information as possible. It is important that you complete all the questions as otherwise your application may not be valid. When completing sections 4 & 5, think about what effect your change in working location will have on both the work you do and on your colleagues.</p> <p>Your manager will have 28 days after the date of your application to respond to your request. If the request is granted, you will receive a separate letter outlining the specific arrangements that have been agreed.</p>			
Section 1. Personal Details			
Name		Employee Number	
Service		Location	
Line Manager		Date of Application	
Section 2. Information to Support your Request			
1. Describe your current working pattern (days/hours/times worked):			
2. Describe the working pattern you would like to work from home:			
I would like this working pattern to commence from:			
3. Reason for Application			

4. Impact of the new working pattern – I think this change in my working location will affect my team/colleagues/department/services provision/customers as follows:	
5. Accommodating the new working pattern – I think the effect on my team/colleagues/department/services provision/customers can be dealt with as follows:	
6. Care Arrangements (if applicable) – I have made the following arrangements to ensure that appropriate care provisions are in place during any agreed working hours from home.	
Signed	
Dated	

This form should be emailed to your line manager, with a copy to your designated HR Business Partner.

This hybrid working agreement sets out the temporary arrangements that have been agreed between:

Name of Manager:

and

Name of Employee:

It is expected that you will be in the workplace between two and three days per week.

The following activities should be completed from the workplace:

(Set out what tasks or activities you expect will be completed from the workplace)

The working arrangements we have discussed and agreed are:

(Consider the expected days in the office, whether a rota will be implemented, whether additional kit is required, how the employee will be supervised, what productivity levels are expected etc)

We will review the effectiveness of these working arrangements on a quarterly basis

Manager's Signature:

Date:

Employee's Signature:

Date:

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EMPLOYER / TRADE UNION COMMITTEE

Monday, 11th July, 2022

Present:-

Councillor P Gilby (Chair)

Theresa Channell	Service Director Finance	Andrew Fowler	Unison
Huw Bowen	Chief Executive	Lesley Waller	Unison
Donna Reddish	Service Director Corporate	Tony Devereux	Unison
		Trevor Barnett	Unite
		Liam Rich	Unite

*Matters dealt with under the Delegation Scheme

21 APOLOGIES

Apologies for absence were received from Councillor Serjeant, Gemma Masoud and Maria Slack.

22 MINUTES

The minutes of the meeting on 13th June 2022 were agreed as a correct record.

23 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

24 FINANCE UPDATE

The Service Director for Finance presented an update to the Committee on the latest financial position.

It was stated that the budget was set in February and the OD programme had been developed to support the gaps in the MTFP. This was constructed on the back of the pandemic when the impact on the demand for Council Services was unknown making it difficult to accurately project budgets. Other factors to consider included changes in central government and the current national fiscal economic position. For example, it was assumed that income would return to pre Covid levels with inflation around 3%. However, with inflation currently at 9% and expected to peak around 11%, in addition

to the Bank of England raising interest rates, the impact of this will be seen across CBC and businesses.

Provision had been made for the Living Wage rate being set at £9.90 per hour but there were potential additional cost impacts if there is the expected rise from the 2% increase.

It was also noted that the Council had continued to experience difficulties recruiting across all roles and service areas.

Producing a full cost outturn based on post Covid performance had proved difficult and the In Year position was said to be a challenge and that pressures being seen now would have significant impacts.

The draft MTFP was planned for December with the final MTFP position expected in February 23.

The MTFP had been set with expected local government funding and although this still remained uncertain, Government had promised more certainty with 2 Year Funding details to be confirmed for 2023/24 and 2024/25.

RESOLVED –

That the update be noted.

25 OD / HR UPDATE

This update was deferred to the next meeting due to absence.

26 SHE SYSTEM UPDATE

The Service Director for Corporate provided an update to the committee on the Health and Safety Software Access (SHE).

The purpose of the report was to update the committee on the information assurance concerns following a recent complaint made by a Tier 4 manager.

Following a subsequent investigation and review it was identified that permission levels for the SHE system were outdated. The Senior Information Risk Owner agreed that the concerns around information assurance were founded and that a system cleanse and review of permissions was required urgently. Permissions for managers across the authority had now been changed to reflect the advice including that permission to access information should only be granted when there is a justifiable reason. The current permission approach was detailed in full, showing permission levels, rules and rationale.

It was recommended and accepted that Trade Union colleagues were thanked for their work in improving accident and incident reporting, recording and investigation. That the revised hierarchy permission arrangements for the SHE system were retained and that further improvements were made for accident and incident reporting, recording and investigation, focusing on training for managers and the strengthening of policy, procedures and enforcement were prioritised.

The recommendations would improve the rates and quality of accident and incident reporting, recording and investigation, while ensuring information assurance requirements were met.

The member for Unison questioned the level of consultation and believed in this case this level of consultation was below the normal expected. The Service Director confirmed that whilst this could be an accepted learning point, the significant risk meant action had to be taken very quickly and this may have affected timely comms.

When the member for Unite asked if there would be a review of all incidents not reported on the SHE system, the Service Director confirmed that more incidents were now being reported, but it was unclear if that was due to increased reporting or increased cases.

Concern was also expressed by the member for Unison regarding managers not following the correct process for recording incidents and reporting to Unions. It was also asked if this would be deemed a disciplinary process. The Service Director stated that as per the recommendations the training of managers need to take place to reinforce and strengthen the policy and a discussion paper would be produced following the full Health & Safety Review currently ongoing.

The members for both Unison and Unite then raised further points including timescales for introducing this new policy, the need for full staff awareness and how to access Health & Safety policies, clarity on managers' roles when investigations were required and the need for a full review and re-introduction of all policies that used to be held on Aspire.

The Chief Executive stated that it was recognised in 2021 the need for a strategic review of Health & Safety and following recruitment of the Strategic Health, Safety and Risk Manager role a full Health & Safety review was underway.

It was also noted that all elements raised in the committee following the presentation would be reviewed with the Service Director and the Strategic Health, Safety and Risk Manager and incorporated into the review.

RESOLVED –

That the update and action be noted.

There was no feedback.

28 **ANY OTHER BUSINESS**

The Chief Executive updated the committee on the recent appointment of the new Housing Director, Jane Davies.

The Chief Executive acknowledged the recent passing of Executive Director Ade McCormick. The thoughts and sympathies of everyone at CBC had been sent to his wife, daughters and the rest of his family.

RESOLVED –

That the update be noted.

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

The next meeting of the committee would take place on Monday 8th August 2022 at 9.30am.

EMPLOYER / TRADE UNION COMMITTEE**Monday, 8th August, 2022**

Present:-

Councillor P Gilby (Chair)

Huw Bowen	Chief Executive	Andrew Fowler	Unison
Theresa Channell	Service Director Finance	Maria Slack	Unison
Gemma Massoud	Head of Organisational Development	Trevor Barnett	Unite
		Liam Rich	Unite
		Colin Whyatt	GMB

30 APOLOGIES

Apologies for absence were received from Councillors Amanda Serjeant and Jean Innes, Tony Devereux and Lakhy Mahal.

31 MINUTES

The minutes of the meeting on 11th July, 2022 were agreed as a correct record.

32 MATTERS ARISING FROM THE MINUTES

The member for Unison asked for clarification of the timescale involved in the management training for the SHE system, the strengthened policy and whether there would be consultation with the unions on these items. The Chief Executive advised that a meeting had been arranged with the Service Director – Corporate and the Strategic Health, Safety and Risk Manager in order to discuss these points and he would feed back to the committee members in writing once the meeting had taken place.

The Chief Executive took the opportunity to ask trade union colleagues whether they had seen any responses to the green book staff pay offers for this year. The Unison representative and the GMB representative indicated that the general feeling was one of agreement but that formal consultations led by the regional branches had yet to take place and the response to those would determine the final outcome.

The Unite representative confirmed that they expected the outstanding pay offer for red book employees for 2021/2022 to be accepted so that negotiations could proceed for the current year's pay award.

33 **OD / HR UPDATE**

Organisational Development

The Head of HR, Payroll and Organisational Development presented an update to the committee on Organisational Development.

It was advised that September would see the start of workshops to establish Directorate Programme Boards. These would begin to determine the roles and responsibilities of the stakeholders and to look at the governance structure for each programme and project.

The first project would be Hybrid Working and a paper was due to be completed in the next month to include the current temporary policy, the retirement of the Agile Working Policy and the Home Working Policy and statistics of hybrid working arrangements in each team.

RESOLVED –

That the update be noted.

HR Update

The Head of HR, Payroll and Organisational Development informed the committee that the HR team had been working on a data gathering project. Dashboards were being created for each team so that managers could start to look at emerging trends within the workforce such as absence, recruitment, staff turnover etc. The intention was to build monthly statistics into a quarterly report and it was hoped that an example could be brought to a meeting in the forthcoming months.

RESOLVED –

That the update be noted.

34 **DJCC FEEDBACK**

No feedback was received.

35 ANY OTHER BUSINESS

There was no other business.

36 DATE AND TIME OF THE NEXT MEETING

The next meeting of the committee would take place on Monday 5th September 2022 at 9.30am.

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EMPLOYER / TRADE UNION COMMITTEE**Monday, 5th September, 2022**

Present:-

Andrew Fowler (Chair)

Huw Bowen	Chief Executive	Councillor	Serjeant
Theresa	Service Director	Councillor	J Innes
Channell	Finance	Lesley Waller	Unison
Gemma	Head of Organisational	Maria Slack	Unison
Masoud	Development		

*Matters dealt with under the Delegation Scheme

37 APOLOGIES

Apologies for absence were received from Councillor P Gilby, Tony Devereux and Lakhy Mahal.

38 MINUTES

The minutes of the meeting on 8th August, 2022 were agreed as a correct record.

39 MATTERS ARISING FROM THE MINUTES

The member for Unison asked if there was an update on the management training for the SHE system. The Chief Executive advised that as part of the wider Health and Safety Strategic review and the SHE system access review, management training was commencing this week.

The Chief Executive also re-iterated that safety reps should receive all notifications of incidents and managers should be aware of the correct process to log each case appropriately to ensure correct actions taken. It was also noted that follow up briefings would be taking place after this week's training and that the success of this would be reviewed in future committees.

The member for Unison also asked about safety rep coverage as not all service areas had specific reps. The Chief Executive confirmed that safety rep coverage was being reviewed to ensure all council areas are covered.

40 **FINANCE UPDATE**

The Service Director for Finance presented a verbal update to the committee.

It was stated that the overspend in year was £700k with reductions in incomes from car parks and town centres and that when the Budget was set in February 2022 the inflation rate was assumed as 5% peak. It was noted that with a predicted end of year figure of 13% inflation, there were significant pressures on services.

Other factors adding additional pressures were said to be the pay award, with a flat rate £1925 offer to cost over £1m of the General Fund, Gas contracts were ending in March 2023 with expected increases of around 145%, price inflation pressures on contractors and their ability to maintain prices and supply chain issues still being experienced across the board.

Any additional Govt support was unknown as it was unclear what policies would follow the change in Govt leadership but it was assumed that there would be no in year Govt support.

Finance were committed to reviewing costs and services to look at how budget savings could be made and work was underway to pull together Period 5 as well as working with CLT and Cabinet to review Medium Term options going forwards. The draft MTFP was planned for December 2022 and the requirement to set Council Tax by 11th March 2023 was noted.

RESOLVED –

That the update be noted.

41 **HR UPDATE - HYBRID WORKING POLICY PAPER**

The Head of Organisational Development presented an update on the temporary Hybrid Working policy.

The policy provided an update on the transition into Hybrid Working following the lifting of restrictions nationally in place during the pandemic. It would support the journey on the wider implementation of hybrid working and ensure that we had one clear policy that set out what this meant at Chesterfield Borough Council.

It was recommended that the committee supported the temporary Hybrid Working policy to be reviewed by June 2023 and approved the retirement of two historical policies, namely the Working from Home policy and the Agile Working guidelines currently in place.

The member for Unison asked if managers would be briefed on this new policy to avoid confusion about required office attendance. The Head of OD confirmed that next steps were for HR partners to work through the current hybrid working requests

to identify numbers of days in the office and home across all areas. It was also stated that it was assumed that pro rata working days would be applicable to part time working but further briefings would confirm.

The Chief Executive stated that once agreed with Trade Unions the policy would be submitted to the Employment and General Committee for formal approval but accepted that consistency of the application of the policy was key.

RESOLVED –

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

42 UNISON UPDATE - PAY AWARD FEEDBACK

The member for Unison gave a verbal update on the pay award offer. It was stated that Unison had issued a neutral vote to members with a closing date of 19th September.

There was no feedback from Unite.

RESOLVED –

That the update be noted.

43 DJCC FEEDBACK

The Head of OD advised that Employment Law training for managers was being co-ordinated and a date of roll out would be confirmed.

The member for Unison asked if there was any timeline for the Revenue and Benefits restructure. The Chief Executive confirmed that work was ongoing and consultation would commence on 3rd October.

44 ANY OTHER BUSINESS

The committee members were asked to consider a potential change to future Employer Trade Union Committees, from virtual to in person meetings.

It was suggested any changes would need to take into account existing member commitments and that a proposed in person meeting could be scheduled by Democratic Services for the Employer Trade Union Committee on 12th December.

RESOLVED –

That the action be noted.

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

The next meeting of the committee would take place on Monday 3rd October 2022 at 9.30am.

EMPLOYER / TRADE UNION COMMITTEE**Monday, 3rd October, 2022**

Present:-

Councillor P Gilby (Chair)

Sandy Gillham- Hardy	HR Partner	Maria Slack	Unison
Andrew Fowler	Unison	Lesley Waller	Unison
		Tony Devereux	Unison

*Matters dealt with under the Delegation Scheme

46 APOLOGIES

Apologies for absence were received from Councillors Serjeant and J Innes, Huw Bowen, Gemma Masoud, Theresa Channell and Liam Rich.

47 MINUTES

The minutes of the meeting on 5th September 2022 were agreed as a correct record.

48 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

49 FINANCE UPDATE

The Leader of the Council gave a verbal update to the committee on behalf of the Service Director for Finance.

It was stated that next year was expected to be challenging with predicted overspend this year, significant pressure from the planned pay awards and the assumption of no in year Government support.

Finance were reviewing costs and services to look at how budget savings could be made and work which was underway with CLT was expected to be brought to Corporate Cabinet next week.

The member for Unison asked if any Government support had been announced regarding public sector fuel and utilities costs. It was noted that no update regarding support had been issued but current gas contracts would be due for re-negotiation in 2023.

Further questions were asked around the utilisation of the Town Hall and filling empty areas as well as potentially adding solar panels. It was stated that renovation work for the Town Hall had been delayed by both Covid and other factors but following the recent appointment of the Interim Property Director it was anticipated the additional level of experience in property management could be used to highlight possible areas for savings and help the long term Asset Management review.

It was also noted that a new Energy Officer had been appointed and their focus was on "Energy" so will be looking into energy saving options such as the feasibility of solar panels.

The HR Partner confirmed that communication had been received by the JNC advising that current HMRC mileage rates would not be changing in light of existing fuel costs but Government had confirmed that organisations were allowed to set their own rates, although these would be subject to tax and NI. The member for Unison requested it be noted that if HMRC mileage rates are not going to change could CBC look at potential options to reduce financial pressures on affected staff.

The HR Partner also stated that decisions were expected soon from Unions with regards to confirming if pay awards had been accepted.

RESOLVED –

That the update be noted.

50 HR UPDATE

The HR partner gave a verbal update to the committee on behalf of the Head of Organisational Development.

CBC had been working with Vivup to promote the employee benefits platform in the council alongside the EAP. CBC were also looking at canvassing local businesses for potential employee discounts to boost local trade. Project Kick-off, a review of the current PDR process, was underway with more focus on outcomes.

It was noted that Health and Safety incident reporting and investigation training was now underway, along with Recruitment Selection training and Management Attendance training.

RPE implementation was going well with a number of Occupational Health (OH) referrals to date.

The member for Unison asked if there were timescales for reviewing the 22 OH referrals. The HR Partner confirmed they would now be progressed.

RESOLVED –

That the update be noted.

51 DJCC FEEDBACK

The member for Unison gave a verbal update on DJCC and highlighted the ongoing issues Leisure were experiencing with kiosks, the review and updating of the appraisal systems and the current focus on Health and Wellbeing apps.

It was understood that the NHS were working on developing a crisis line but currently there was no guidance available if staff were made aware of someone suicidal. The HR Partner stated that the Mental Health First Aiders and the EAP were the points of contact but HR were looking at potential manager training to cover this area.

RESOLVED –

That the update be noted.

52 ANY OTHER BUSINESS

The HR Partner advised that following the poll on Aspire enabling employees to vote for the day they would prefer to be designated as the discretionary day for 2022, 55% of respondents expressed a preference for Wednesday, 28 December. The date will be recommended for approval at the next Employment and General Committee meeting.

53 DATE AND TIME OF THE NEXT MEETING

The next meeting of the committee would take place on Monday 14th November 2022 at 9.30am.

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COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 17th August, 2022

Present:-

Councillor Blank (Chair)

Donna Reddish	Service Director - Corporate	Rachel O'Neil	Service Director – Digital
Theresa Channell	Service Director – Finance	Heather Spink	HR
Ian Waller	Service Director - Leisure	Lesley Waller	Unison
Neil Johnson	Service Director – Economic Growth	Liam Rich	Unite
		Tony Devereux	Unison
		Trevor Barnett	Unite

*Matters dealt with under the Delegation Scheme

11 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J Innes, Caulfield and Brittain, Andrew Fowler and Paul Longley.

12 MINUTES OF THE MEETING HELD ON 25TH MAY 2022

The minutes of the meeting on 25th May 2022 were agreed as a true record but the member for Unison requested the noting of their request for a follow up meeting with regards to SHE reporting.

13 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

14 MANAGEMENT TEAM REPORTS

Written reports were submitted by members of the Council's Corporate Leadership Team to update the Committee on health and safety matters from their directorates 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 with trade unions planned for 28.07.22 with findings to be reported back in next committee
- Unison plan to use this inspection as a potential training exercise for new Health and Safety representatives
- Next office annual inspection planned for October 2022
- Democratic and Elections Team updated risk assessments for By-Election 07.07.22 – which included inspection of all polling stations and count venue as well as training for staff.
- Regulatory Law Team working in a hybrid way with Economic Growth taking the lead on the shared office inspections
- Communications & Marketing Team and Policy & Partnerships Office working in a hybrid way with regular checks on previous hazards identified such as trip hazards and untidiness
- Strategic Health, Safety and Risk moved to new office location with Health and Safety inspection completed
- No accidents or incidents reported in the quarter
- 100% PDR completion rate for 2022/23
- Zero outstanding training elements were reported at the end of the quarter
- Work underway with Overview and Scrutiny Project Group to consider the member induction programme for 2023 with Health and Safety being a key part of this induction
- Directorate Management Team meetings programmed for 2022/23
- Directorate DJCC meetings programmed for 2022/23
- Aspire intranet upgrade planned for August 2022 with an improved homepage for quick access to key information including all policies

Leisure, Culture and Community Wellbeing

- Joint quarterly inspections were completed in the quarter
- Six monthly joint inspections on Car Parks and the Pavements Centre planned for Q2
- List of workplaces inspected in the quarter included Winding Wheel & Pomegranate theatres, Rest Rooms, Hasland Village Hall, Markets and Poolsbrook Country Park depot

- A number of incidents were reported in Q1, with all details and actions taken reported
- Training needs had been identified across all areas via Training Matrix
- Staff and Team Leaders were to be reminded of team members' outstanding training elements, though improvement had been seen this quarter by chasing outstanding elements and giving final reminders
- SHE incident/accident investigation training planned for Duty Officers (Leisure) next quarter
- Toolbox talks were being undertaken to include high risk machinery
- All risk assessments were up to date and most were accessible through S Drive or One Drive for mobile solution
- SMH project started with Museum decanting and Pomegranate Theatre closing and re location to Winding Wheel and Cultural Services office moving to the Town Hall
- Project team set up and meeting regularly
- Review of all Venues H&S documentation starts 25th July

Housing

- All service managers were undertaking workplace health and safety inspections in medium-high risk workplaces
- Neighbourhoods Covid office restrictions lifted
- Corporate Covid risk assessments and guidance in place
- Business Planning and Strategy G28 office due for inspection July 2022
- The planned annual safety tours had not been completed due to changes in the Housing Service Director position
- Focus on appropriate PPE including consultation with TU reps and employees in the development of the new policy
- Reviewing the arrangements for the corporate Asbestos Management Plan and safe working practices
- All risk assessments were up to date and completed prior to all new work commencing
- The Project Safety Team at HPS were currently reviewing all risk assessments across their servicer area
- All accidents and incidents reported on SHE and Reps were notified
- Ongoing work to ensure reporting was full and accurate
- Analysis of trends underway to ensure robust process in place for accident reporting, investigation and mitigation
- All training needs had been identified and BPS/HPS now had a training matrix in place to record all events
- A training matrix was currently being developed by the Project Safety Team to record all training
- An update on the latest position of outstanding training elements to be shared prior to the next committee

- Refurbishment works were planned to start at Aston Court
- Works had commenced at Newland Dale and Willow Garth
- New build development sites at Middlecroft were progressing well with planned end date of March 2023
- Confirmation given that all employees attending/on site for on call/emergencies would be asbestos awareness / Face fit trained
- Update to be shared in the next committee with regards to asbestos and disposal process/policy

Finance

- Six monthly inspection to be undertaken in July 2022
- Annual Health and Safety inspection to be planned for July 2022
- All risk assessments were up to date and reviewed regularly
- Key messages fed back and discussed at team meetings
- Accountancy and Internal Audit offices seen limited use during pandemic with staff now working in hybrid way but regular checks of signage and cleaning product availability being carried out
- Zero accidents or incidents reported in the quarter
- All PDR's were up to date
- Online training was up to date with no outstanding elements
- Team meetings were ongoing with various areas discussed including DSE assessments, return to work discussions, keeping windows open, Covid 19 updated arrangements, employee helpline and mental health
- Directorate Management Team meetings programmed for 2022/23
- Directorate DJCC meetings programmed for 2022/23

Economic Growth

- There were no high risk workplaces within Economic Growth
- There had been no monthly joint health and safety inspection carried during this quarter
- There had been no annual inspection carried out during this quarter
- Risk assessments for site visits were confirmed as up to date and under continual review
- Workplace inspections were carried out this quarter on Innovation Centres and the Corporate Property offices with no issues identified
- Discussions had also taken place to reallocate inspection responsibility going forwards for Legal and Planning offices
- Zero accidents or incidents reported in the quarter
- All PDR's 2022/23 were up to date

- Online training was largely up to date with any outstanding training elements being a key focus of PDR's
- Regular weekly management meetings looking at hybrid working, sharing of space, technology to work in the Town Hall and the impact of capacity issues
- Other updates included the latest position with the demolition of the Chesterfield Hotel and a planned undertaking of a lessons learnt exercise with regards to the Enterprise Centre

Digital, HR and Customer Services

- On site Town Hall Premise general inspection carried out 30th June
- Premise manager confirmed Covid 19 easement actions fully applied
- Town Hall risk assessments reviewed and shared with relevant teams
- Quarterly inspections undertaken by ICT Service Lead
- Fire alarm testing completed at Customer Service Centre and quarterly inspection planned for August 2022
- Six monthly joint inspection scheduled for July to cover all office space being used within OD, HR & Payroll, Support Services and Accounts Payable
- ICT/Digital workspaces were considered high risk and are inspected quarterly
- Annual Health and Safety Tour planned for w/c 22nd October 2022
- There were 4 incidents/accidents reported in the quarter with actions being taken to mitigate future occurrences
- All risk assessments were up to date and all Health and Safety messages were cascaded to the teams via Manager briefings
- Town Hall test site evacuation carried out 22nd June
- Roles, responsibilities and training being delivered to Customers, Revenues and Benefits staff through September
- First aid training planned for w/c 12th September
- Asbestos management for routine maintenance refresher training remained scheduled and was being organised by the OSD team
- A volume of training elements remained outstanding though numbers were distorted due to the Service Director caretaking some services within Housing
- Work underway to review the training position across all services with more detailed feedback expected at the next committee
- It was confirmed that the Registry Office was carrying out their own inspections

15 **INCIDENT/ACCIDENT INFORMATION**

The Service Director for Corporate presented the report on the number of incidents/accidents over the period 1st April to 30th June 2022. The number of incidents reported for the quarter was 86 which was a decrease of 59% on the previous quarter. It was reported the main reason was the significant reduction in Covid 19 incidents, down from 130 reported in the previous quarter to just 2 in this quarter.

There had been 5 RIDDOR reportable incidents over the quarter compared to 6 the previous quarter, 2 of these were employee incidents, 3 were non-employee and 1 was a gas incident. The 2 employee RIDDOR's lead to a total of 42 lost days.

The year-to-date incident totals had risen in all areas in the reporting period except for slight decreases in anti-social behaviour incidents. The year-to-date total to the end of June 2022 was 507 which was an increase of 42 incidents when compared to the 465 year-to-date incident totals reported in the previous quarter. This indicated a rise of 9%.

The member for Unison questioned if any action was being taken to address missing details/follow up actions not being reported. The Service Director confirmed that there is going to be another push around accident and incident reporting and investigation in September. This will include the importance of logging the issue on SHE, contacting Trade Union safety representatives and inviting them to take part in investigations and ensuring that all accidents and incidents are investigated and appropriate actions taken and recorded. It was also stated that manager training and seminars were being planned for September and that SHE system alerts to managers were now being triggered once new incidents were logged on SHE.

16 **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 2022.

The average days lost per occurrence for MSK within the quarter was 20 days, with 1% of days lost being work related which is a significant reduction since last quarter and the lowest percentage of days lost in the previous 12 months. The number of days lost to this absence reason had decreased by 16%, which can be attributed to a small number of employees on long term sickness returning to work this quarter.

During the 2nd quarter 8% of all days lost to sickness absence were as a result of stress, which is a significant decrease on the previous quarter. Incidences of work related stress had also decreased with the days lost reducing by 40%.

HR were continuing to work closely with Line Managers to monitor sickness absence, upskill and coach managers on how to deal with mental health conditions and how to support staff in the workplace that suffer with mental illness.

HRBP's were continuing to promote the newly introduced Mental Health First Aider

programme, the Employee Assistance Programme and ensure the relevant support mechanisms were in place to support employees returning to work. Within the quarter there had also been a number of training sessions on Mental Health Awareness for staff across the Council.

Sickness absence relating to both Viral Infections and Coronavirus was high this quarter and most instances of absence within this quarter were as a result of these reasonings. However, this had decreased by 30% in comparison to last quarter.

The member for Unison questioned the high number of stress related absences in the Leisure service area and if any reasoning for this had been highlighted. The Service Director for Leisure, Culture and Community Wellbeing advised that the high number of employees in this area did account for the high number of cases, but work would be undertaken to drill down into the detail and share any update/findings in the next committee.

17 UPDATE ON RPE POLICY

The Service Director for HR, Digital and Customer Services provided a verbal update to the committee on the new RPE Policy. It was stated that the new RPE Policy was reviewed at an emergency Health and Safety Committee then went to the Employment and General Committee in July. The new policy was approved and the next steps were to work with the Housing and Leisure Services across the Council with an aim for the new policy to be in place from September 2022.

18 FUTURE COMMITTEE ARRANGEMENTS

The committee members were asked to consider a potential change to future Health and Safety Committees, from virtual to in person meetings.

It was agreed that individual committee members should share their comments/preference with Democratic Services prior to any potential changes.

19 ANY OTHER BUSINESS

The member for Unison asked if there were any plans or timescales in place to review the Corporate Health and Safety Policy. The Service Director for Corporate advised that the policy would be drafted in the Autumn for consultation to be completed this calendar year.

The member for Unison also asked if there was an update on Reps being notified of incidents/accidents. The Service Director stated that the updated list of Union Reps had been received and was being actioned so Union Reps should now start to receive notifications of incidents, though not all areas had yet been updated. The Service

Director asked that Unions should share details of any Reps who believed they were not receiving notifications.

The member for Unite stated that some notifications were now being received but questioned whether all incidents were being reported. The Service Director confirmed that there is going to be another push around accident and incident reporting and investigation in September.

20 DATE AND TIME OF THE NEXT MEETING

The next meeting of the Committee would take place on Wednesday 16th November 2022 at 9.30am.