



6 September 2019

Dear Sir/Madam

A meeting of the Personnel Committee will be held on Monday, 16 September 2019 in the New Council Chamber. Foster Avenue, Beeston NG9 1AB, commencing at 7.00 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors:	L Fletcher	J M Owen
	J C Goold	J C Patrick
	M Hannah (Chair)	R S Robinson (Vice-Chair)
	L A Lally	P D Simpson
	P Lally	D K Watts
	H Land	R D Willimott
	P J Owen	

AGENDA

1. APOLOGIES

To receive any apologies and notification of substitutes.

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. TERMS OF REFERENCE PAGES 1 - 4

To inform the Committee of its terms of reference in order to provide information on its remit and potential future areas of consideration.

4. REFERENCES

The following policies were due to be considered at the Local Joint Committee meeting held on 12 September 2019. Members will be updated at the meeting as to the outcomes from the Joint Committee meeting.

4.1 Local Joint Consultative Committee PAGES 5 - 20

12 September 2019
Whistleblowing Policy

4.2 Local Joint Consultative Committee PAGES 21 - 28

12 September 2019
Code of Conduct

4.3 Local Joint Consultative Committee PAGES 29 - 50

12 September 2019
Attendance Management

4.4 Local Joint Consultative Committee PAGES 51 - 54

12 September 2019
Dying to Work

4.5 Local Joint Consultative Committee PAGES 55 - 68

12 September 2019
Leave Scheme

4.6 Local Joint Consultative Committee PAGES 69 - 76

12 September 2019
Menopause in the Workplace

- 4.7 Local Joint Consultative Committee PAGES 77 - 84
- 12 September 2019
Domestic Abuse
5. RESTRUCTURE OF LEARNING AND DEVELOPMENT TEAM, INCLUDING PROPOSED LEARNING AND DEVELOPMENT APPRENTICE PAGES 85 - 96
- To advise Committee of a proposal to re-structure the Learning and Development Team within the Human Resources Section, including the appointment of an apprentice, following the resignation of the Learning and Systems Development Officer.
6. PERFORMANCE MANAGEMENT - BUSINESS PLAN PROGRESS SUPPORT SERVICE AREAS - HUMAN RESOURCES PAGES 97 - 102
- To report progress against outcome targets identified in the Business Plans for the support services areas, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.
7. WORK PROGRAMME PAGES 103 - 104

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Report of the Interim Strategic Manager

TERMS OF REFERENCE

1. Purpose of report

To inform the Committee of its terms of reference in order to provide information on its remit and potential future areas of consideration.

2. Detail

At the full Council meeting held on 17 June 2019 members approved the terms of reference for all committees, included within these were the terms of reference for the Personnel Committee which are attached at the appendix.

It should be remembered that it requires full Council approval to make amendments to the Constitution, therefore should any amendments be proposed to the terms of reference in future, this would require the agreement of a full Council resolution.

Recommendation

The Committee is asked to NOTE the report.

Background papers

Nil

APPENDIX

Personnel Committee – terms of reference

1. To develop adopt, implement and review the People Strategy and any other policy or strategy concerning human resources which has been adopted by this committee or by the Council.
2. To consider and deal with issues relating to the Council's establishment structure and employees, including approval of significant changes to local terms and conditions.
3. To receive and deal with minutes and recommendations from the Local Joint Consultative Committee.
4. Approval of establishment changes where both (i) the overall financial consequences are £5,000 per annum or above and (ii) where more than five employees are affected by such changes, subject to a maximum level of £25,000 and held within existing budgets (with the Chief Executive having delegated authority for minor establishment changes up to the value of £25,000 if held within existing departmental budgets).
5. To receive reports on post-entry training and development for employees including apprenticeships and to approve the Training and Development Policy.
6. Approval of the Health and Safety at Work Policy.
7. Approval of establishment changes which have estimated additional costs to the Council of over £25,000, subject to the approval of the Finance and Resources Committee if not held within existing departmental budgets.
8. To determine responses on behalf of the Council to any government, local authority or other consultation on matters within the remit of the committee.
9. To consider ways of achieving reductions in ongoing financial commitments through a review of essential and desired services and service levels.
10. To identify opportunities for future income generation and cost savings.
11. Determine the discretionary elements of both national and local conditions of service.
12. Consideration of the Draft Pay Policy before submission to Council.
13. Approval of the Job Evaluation Scheme and pay structure arising from it, subject to the approval of Finance and Resources Committee and Council as appropriate

14. Taking such action regarding the appointment, suspension or discipline of chief officers (with the exception of the Chief Executive) as may be performed by a committee (with the Chief Executive having delegated authority for appointments, suspension or discipline below this tier).
15. Taking such action regarding the dismissal of chief officers (excluding statutory Chief Officers).
16. Providing advice, views and recommendations to Council in respect of the dismissal of any statutory chief officer, subject to the Committee containing two Independent Persons when performing this function.
17. The functions of an Investigating and Disciplinary Committee under the JNC Conditions of Service Handbook for Chief Executives, 13 October 2016.

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Report of the Chief Executive**WHISTLEBLOWING POLICY**1. Purpose of report

To consider amendments to the Whistleblowing Policy.

2. Detail

The Whistleblowing Policy was subject to a wholesale review in November 2017.

Further to a Serious and Organised Crime Internal Audit in September 2018 and subsequent discussions with the Chief Audit and Control Officer, the following recommendation was proposed:

“The Whistleblowing Policy provides a list of independent persons and bodies with whom concerns can be raised. Whilst the Whistleblowing Policy is a key document in relation to fraud and corruption, it makes no reference to Internal Audit. This is despite the complimentary Fraud and Corruption Prevention Policy identifying Internal Audit as having a key role in fraud prevention and detection activity. The addition of Internal Audit (or more specifically the Chief Audit and Control Officer) as a further contact point for whistleblowing concerns would be useful.”

On Page 6 of the Whistleblowing Policy, the Chief Audit and Control Officer has now been added to list of Independent Bodies available to report concerns to.

Recommendation

The Local Joint Consultative Committee is asked to RECOMMEND to the Personnel Committee that the amendments to the Whistleblowing Policy be approved.

Background papers

Nil

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WHISTLEBLOWING POLICY

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WHISTLEBLOWING POLICY

1. Introduction

The Public Interest Disclosure Act became law in July 1999, and was amended in June 2013. The Act seeks to address circumstances which arise when employees have concerns about what is happening at work. It seeks to ensure that a whistleblower who makes a genuine disclosure of concerns does not thereby incur unfair treatment. This policy document sets out the Council's response to the requirements of the Act.

This policy does not form part of an employee's contract of employment and it may be amended at any time.

A 'genuine' disclosure is a protected disclosure defined by one or more of the following within the Act found here:

[Public Interest Disclosure Act 1998](#)

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

- a criminal activity, e.g. fraud
- someone's health and safety is in danger
- risk or actual damage to the environment
- a miscarriage of justice
- failure to comply with any legal obligation
- you believe someone is deliberately concealing any of the above matters

A **whistleblower** is a person who raises a genuine concern relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of our activities (a **whistleblowing concern**) you should report it under this policy. For your disclosure to be protected by law, you must make it to the right person and in the right way.

2. Process

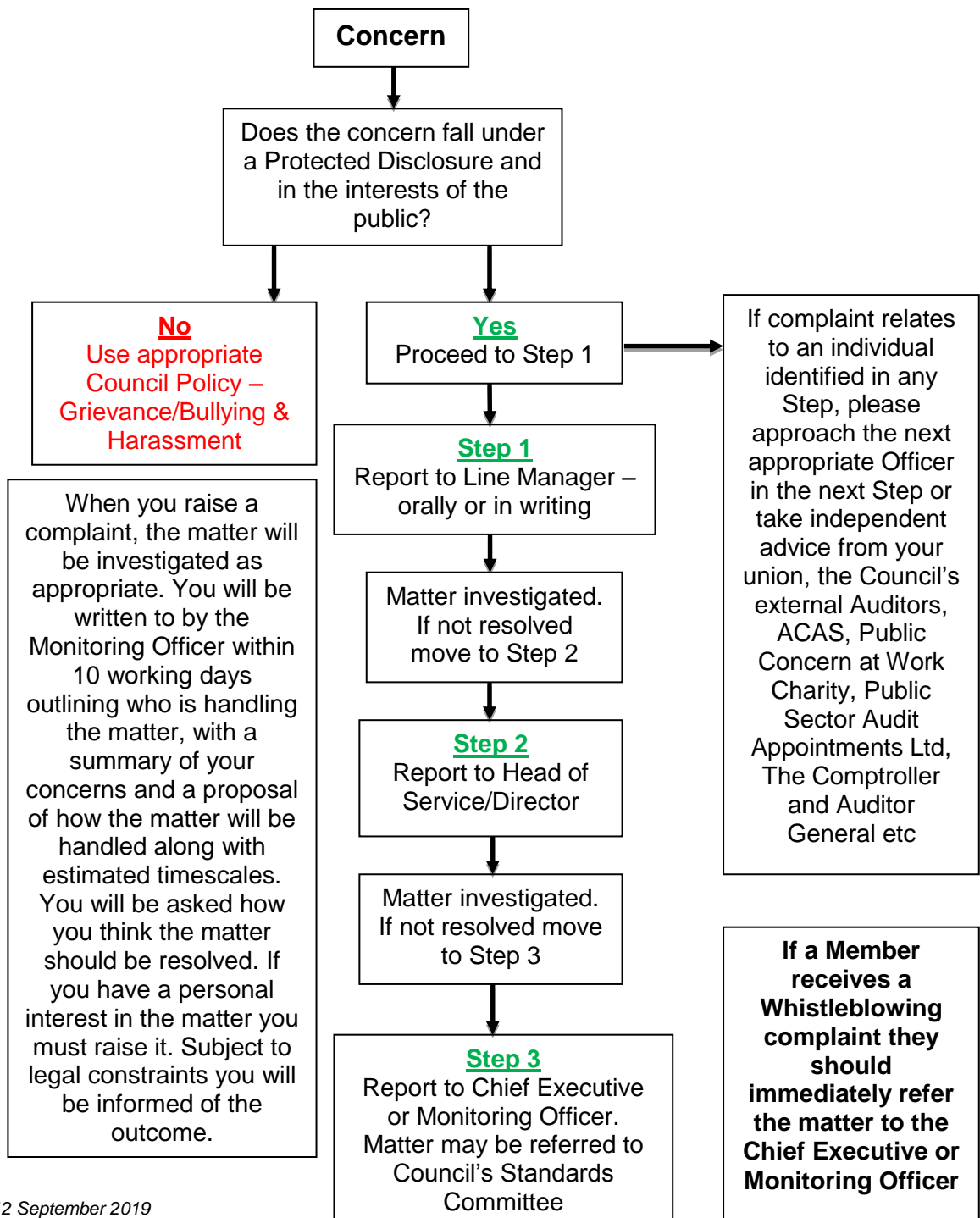
You may be the first person to realise that there may be something seriously wrong within the Council. It can sometimes be difficult to know what to do in these circumstances, and therefore the Council is committed to enabling employees to raise their concerns about any perceived malpractice by using this Whistleblowing procedure. If something is troubling you which you think is in the interests of the public to report, you can do this, confidentially by using the following process.

This policy applies to:

- all employees of the Council.
- contractors working for the Council on Council premises (for example agency staff).
- suppliers and those providing services under a contract with the Council.
- people working in partnership with the Council, and its employees and members (e.g. volunteers, trustees etc).

If in doubt - raise it!

This process is separate to the Council's Complaints procedure, which can be found here: [Complaints Procedure](#)



3. The Council's Assurance to You

3.1 Your safety

The members, the Chief Executive and the General Management Team are committed to this policy. It does not matter if you are mistaken in your concerns, so long as you reasonably believe there is a problem. Whistleblowers will not be dismissed and should not be subject to detriment as a result of their complaint. If you believe that as a result of raising a concern, you are suffering or subject to detriment, please raise a grievance via the Council's Grievance Policy. Anyone who victimises or retaliates toward the individual, who raised the concern, will be subject to disciplinary action via the Council's Disciplinary Policy.

Of course, the Council does not extend this assurance to someone who maliciously or vexatiously raises a matter that they know is untrue or makes an allegation for personal gain. This could be construed as gross misconduct and disciplinary action may be taken. Any employee subjected to a vexatious or malicious whistleblowing allegation will be supported; this will include referral to the Council's Employee Assistance programme.

3.2 Your confidence

The Council will not tolerate the harassment or victimisation of anyone raising a genuine concern. However, it is recognised that you may nonetheless want to raise a concern in confidence under this policy. If you ask that your identity is protected by keeping your confidence, it will not be disclosed without your consent. If the situation arises where the Council is not able to resolve the concern without revealing your identity (for instance because your evidence is needed in court), it will be discussed with you, as to whether and how the matter can be proceeded with.

3.3 Anonymous complaints

Anonymous Complaints will be dealt with using the procedure outlined in Appendix 1.

Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or redundancy procedures that may already affect you.

4. Aims and Scope of the Policy

This policy aims to:

- encourage you to feel confident in raising serious concerns and to question and to act upon concerns about Council practice.
- provide avenues for you to raise those concerns and receive feedback on any action taken.

- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- reassure you that you will be protected from any possible reprisals and victimisation if you have a reasonable belief that you have made the disclosure in good faith.

The wrongdoing you disclose must be in the public interest. This means it must affect others, e.g. the general public.

This policy is intended to cover major concerns that may fall outside the scope of other Council procedures.

Personal grievances (e.g. bullying, harassment, discrimination) aren't covered by whistleblowing law, unless your particular case is in the public interest.

If you are aggrieved about your personal position or matters relating to your employment, the Council's Grievance Policy and Anti-Bullying and Harassment Policy should be used and can be found here:

[Anti-Bullying and Harassment Policy](#)
[Grievance Policy](#)

5. How the matter will be handled

Once you have notified the Council of your concern, it will be looked into in order to assess initially what action should be taken. This may involve an internal enquiry or a more formal investigation. You will be notified who is handling the matter, how you can contact them, and whether your further assistance may be needed. A formal written response will be issued to you summarising your concern and setting out how the Council proposes to handle the matter.

When you raise the concern you may be asked how you think the matter might best be resolved. If you have any personal interest in the matter, it is vital that this is mentioned at the outset. If your concern more properly falls within another Council policy, such as the grievance procedure you will be notified.

While the purpose of this policy is to investigate possible malpractice and take appropriate steps to deal with it, you will be given as much feedback as possible.

Rarely, a case might arise where it is the employer that has participated (or even continues to participate) in the action causing concern. In such a case it is in the employee's interest to come into the open as soon as possible.

6. How to raise a concern

The earlier you express the concern, the easier it is to take action. Concerns may be raised orally or in writing. If you wish to make a written report you should include:

- The background and history of the concern (giving relevant dates);
- The reason why you are particularly concerned about the situation.

Although you are not expected to prove the truth of the allegation, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern.

6.1 Step 1

If you have a concern about malpractice, it is hoped that you will be able to raise it first with your line manager. This will obviously depend upon the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that management is involved, you should approach the officers identified in Step 2 below. You may, at any stage, feel the necessity to take independent advice (see Section 6.4),

6.2 Step 2

If you feel unable to raise the matter with your line manager, for whatever reason, you should raise the matter with your Head of Service or Director.

6.3 Step 3

If either, or both, of these channels have been followed, and you still have concerns, or if you feel that the matter is so serious that you cannot discuss it with any of the above, you may wish to contact either the Monitoring Officer or the Chief Executive:

Name:	Monitoring Officer
Contact Details:	Legal Services Council Offices Foster Avenue Beeston Nottingham NG9 1AB
Tel:	0115 9173230

Or

Name:	Chief Executive
Contact Details:	Chief Executive's Office Town Hall Foster Avenue Beeston Nottingham NG9 1AB
Tel:	9173255

Either the Chief Executive or the Monitoring Officer may refer your concern to the Council's Standards Committee

6.4 Independent advice

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally. The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. It will very rarely if ever be appropriate to alert the media. We strongly encourage you to seek advice before reporting a concern to anyone external (see below). If you have a whistleblowing concern and decide to report it to someone other than your employer, they must be a 'prescribed person or body' in order for you to be legally protected. A list of these can be found here: [List of Prescribed People and Bodies](#)

Whistleblowing concerns usually relate to the conduct of our staff, but they may sometimes relate to the actions of a third party, such as a supplier or service provider. In some circumstances the law will protect you if you raise the matter with the third party directly. However, we encourage you to report such concerns internally first.

If you are unsure whether in principle to use this procedure or you want independent advice at any stage, you may contact:

- your union (if you are a member) who could assist you in raising your concern, or
- **The Council's Chief Audit and Control Officer**
- the Council's external auditors – details can be provided by the Council's Chief Audit and Control Officer
- the independent charity Public Concern at Work on 020 7404 6609 Their lawyers can give you free confidential advice at any stage about how to raise a concern about serious malpractice at work.
- The National Audit Office – Contact via telephone on 020 7798 7999, online contact form found here: [Contact Form](#) or write to:

The Comptroller and Auditor General
National Audit Office
157-197 Buckingham Palace Road
London SW1W 9SP

- ACAS – The Advisory, Conciliation and Arbitration Service can provide advice and guidance on 0300 123 1100
- The Information Commissioner’s Office is set up to uphold information rights in the public interest and promotes openness by public bodies. Contact via telephone on 0303 123 1113

You may wish to consider discussing your concern with a colleague first, and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or concerns.

You may invite your union representative or a friend to be present during any meetings or interviews in connection with the concerns you have raised.

7. How the Council will respond

Any concerns raised will always receive a response. This will entail consideration of the disclosure and may involve an internal investigation, following which matters may be referred to an external agency (such as external audit or the police). Any individual named or implicated in the disclosure must not be involved in any investigating or decision-making in relation to the concern raised.

In order to protect individuals and those accused of possible malpractice, initial enquiries will be made in order to identify whether an investigation is appropriate and, if it is, what form it should take. This could be an initial fact-finding exercise to establish the facts and this could lead to, a grievance or disciplinary investigation in accordance with the Council’s relevant policies

In cases where after initial fact-finding, there is evidence to establish that there may be a case to answer, the individual(s) named will be informed of any allegations made against them and, if necessary, suspension may apply.

The overriding principle here is the public interest.

Within ten working days of a concern being raised, the Monitoring Officer will write to you:

- acknowledging that the concern has been received.
- indicating how it is proposed to deal with the matter.
- giving an estimate of how long it will take to complete investigations.

- telling you whether any initial enquiries have been made.
- supplying you with the information on how the Council will support you if you think this is necessary, whilst the matter is under consideration.
- keeping you informed of the progress.

The amount of contact between you and the officers considering the matter will depend on both the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from you. Meetings can take place away from the Council offices if you prefer.

Steps will be taken to minimise any difficulties which you may experience as a result of raising a concern and you should contact the Human Resources Team should you wish to discuss. The Council also offers an Employee Assistance Programme, details of which can be provided by Human Resources.

If you are required to give evidence in criminal or disciplinary proceedings, arrangements will be made for you to receive advice about the procedure.

Subject to legal constraints, you will be informed of the outcome of any investigation. In many cases, it may not be appropriate to provide explicit details in relation to the outcome of a case, other than informing you that 'appropriate management action has been taken'.

8. If you are dissatisfied as a Whistleblower

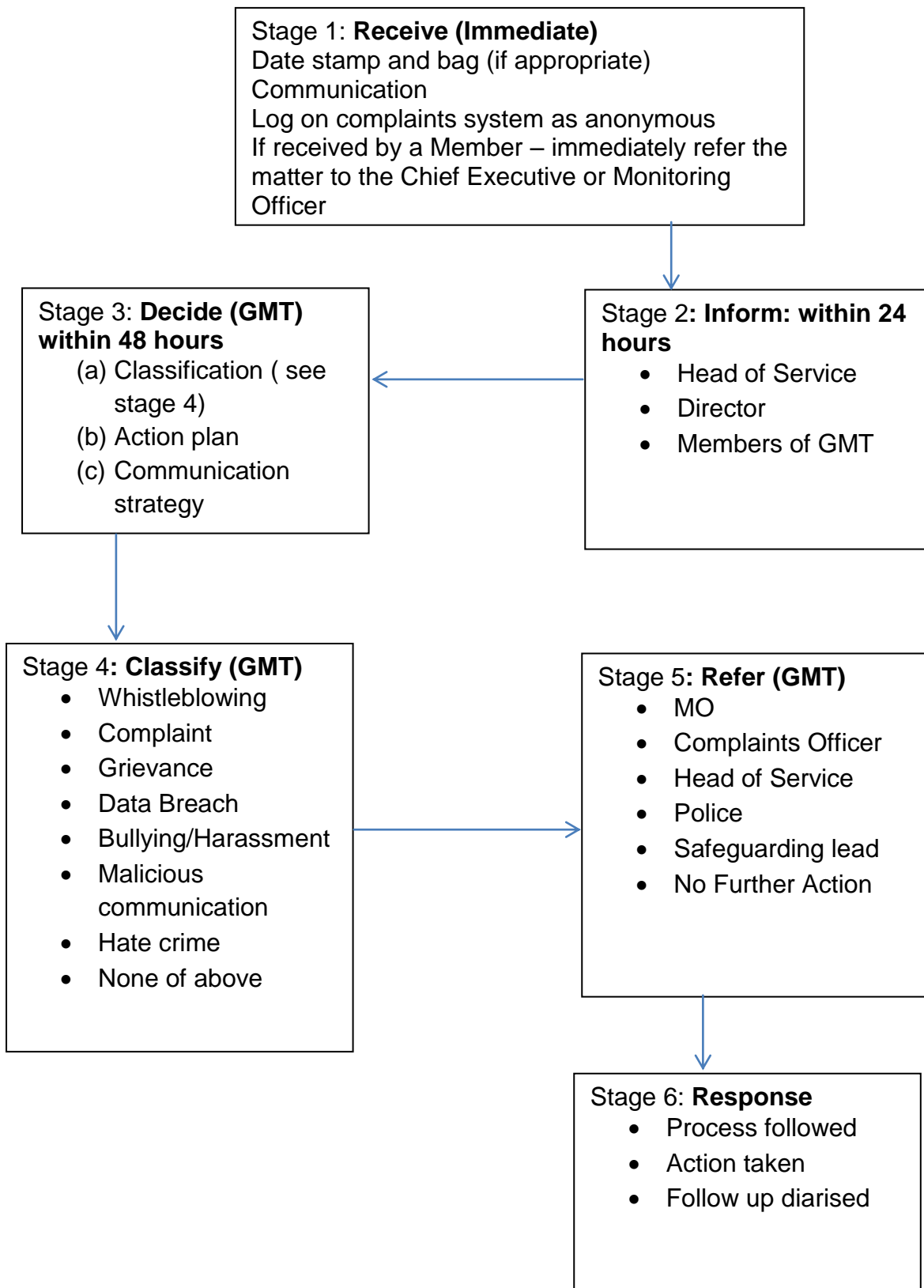
If you feel that the Council has not responded correctly at any stage, remember you can go to the other levels and bodies mentioned in section 6.4. While it cannot be guaranteed that all matters will be addressed in the way you might wish, it will always be the Council's intention to handle the matter fairly and properly. By using this policy, you will help achieve this.

It is a fundamental part of an employee's implied terms and conditions to ensure confidentiality relating to employment matters. If you do take the matter outside the Council, you must ensure that refer to the information above in 6.4.

9. The Responsible Officer

The Chief Executive has the overall responsibility for the maintenance and operation of this policy, and will maintain a record of concerns raised and the results of any investigations made (in a form that will not endanger your confidentiality). The Chief Executive will report as necessary to Council.

Appendix 1 – Handling Anonymous Complaints



1. Handling anonymous complaints

- 1.1. We value all complaints. This means we treat all complaints including anonymous complaints seriously and will take action to consider them further, wherever this is appropriate.
- 1.2. Generally, we will consider anonymous complaints if there is enough information in the complaint to enable us to make further enquiries. If, however, an anonymous complaint does not provide enough information to enable us to take further action, we may decide not to pursue it further. We therefore take action proportionate / appropriate to the apparent risks involved.
- 1.3. Any decision not to pursue an anonymous complaint must be authorised by a senior manager not below the rank of Director and the reasons for not taking action must be recorded and records kept of these decisions by the Council's complaints Section.

2. Process to be followed

- 2.1. This document sets out the process to be followed when an anonymous communication is received. The process is set out in five stages

Stage 1: Receive

When an anonymous communication is received in any Council department it must be recorded as received immediately (date stamped if it is a physical letter and placed into a sealable plastic bag with any covering envelope in which it arrived). The circumstances of its delivery should be recorded (i.e. by whom it was received, at what time).

If a Councillor receives an anonymous communication it should be passed immediately to the Chief Executive, unless the communication refers to the Chief Executive, in which case it should be passed to the Deputy Chief Executive or Monitoring Officer. Any officer who may be considered to have a conflict of interest in relation to the matter should declare that (in priority order depending on who is conflicted to the chief Executive, the Deputy Chief Executive or the Monitoring Officer) in order that this can inform the action plan to be agreed at stage 3 below.

Stage 2: Inform

Within 24 hours of receipt of an anonymous communication the relevant Head of section, the Director and remaining members of the General Management Team will be informed.

Stage 3: Decide

Within 48 hours of receipt of the letter such members of GMT who are available and not conflicted shall

- (a) Consider how the anonymous communications should be classified (see stage 4 for classification options). This decision will determine the process, if any, which is to be followed with regard to the communication. Reasons for the decision shall be recorded and documented.
- (b) Make an action plan in writing which shall set out who is responsible for doing what within what time frame in relation to the letter.
- (c) An overall responsible person should be named for co-ordinating action relating to the communication and following up to ensure actions are completed.
- (d) Decide on a communication strategy with regard to the communication.

Action should be taken expeditiously in relation to the communication. There should be no unreasonable delay in responding.

Communication considerations

In deciding what should be communicated to whom the following issues should be considered

- Whether any person named in the communication should be informed and if so how
- Whether any politician should be informed (e.g. leader or deputy leader or committee chair)
- Appropriate legal advice should be taken to ensure the proposed communication plan is not illegal in breaching data protection, whistleblowing or other legal provision
- HR advice should be sought in relation to staff welfare issues
- If it seems possible the communication will result in press interest, a draft press response should be considered.
- Confidentiality is important as it is likely that the anonymous author does not wish to be identified and may have a legitimate reason for not identifying themselves.
- Since communication of the outcome of any investigation cannot be done to an anonymous person consideration should be given as to how any actions which have been agreed to be taken as a result of receiving the communication should be communicated, internally or externally.

Stage 4: Classify

In considering how the communication should be classified, regard should be paid to the relevant policies.

It may be that a number of policy approaches should be taken in relation to the letter in parallel or in sequence.

Legal and HR advice should be sought where necessary.

The decision in relation to how the communication should be classified – and therefore which procedure shall be followed in handling the matter – shall be kept under review as during any investigation or process, circumstances may come to light which may require an adjustment in the approach taken.

Stage 5: Refer

Depending on the classification decision and action plan which is agreed in relation to the communication, stage 5 involves the formal referral to any person agency or lead individual who may be asked to undertake investigations.

Stage 6

Stage 6 involves the completion of work agreed in the action plan and any subsequent work thought necessary following any investigation which takes place. The named lead person responsible for co-ordinating the response shall ensure that action is completed in a timely fashion and that appropriate procedures are followed. Any action agreed to be taken shall also be followed up to ensure they are implemented.

3. Record keeping

The Complaints Section shall keep a record of all anonymous complaints received and include reference to these in the annual report on complaints which is given to the Governance and Audit Committee.

Report of the Chief Executive

CODE OF CONDUCT1. Purpose of report

To consider amendments to the Code of Conduct.

2. Detail

The Code of Conduct had a wholesale review in November 2017. Further to its implementation, an e-learning course was created on the Broxtowe Learning Zone. Subsequent to this, a minor amendment/point of clarification is necessary to ensure that the Code of Conduct and its e-learning course mirror exactly.

The current version reads the following: “Any gift or hospitality in excess of a value of £25 received in the course of carrying out an employee’s duties should be recorded on the form provided for the purpose, and included in a register kept by the Monitoring Officer.”

The amendment reflects the e-learning which states:

The General Management Team (GMT) of Broxtowe Borough Council, has decided that all gifts should be recorded in a register kept by the Monitoring Officer. Any gift over £25 can only be accepted after consulting your manager. All hospitality should be approved by your manager before being accepted.

Recommendation

The Local Joint Consultative Committee is asked to RECOMMEND to the Personnel Committee that the amendment to the Code of Conduct to the Conditions of Service for employees be approved.

Background papers

Nil

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CODE OF CONDUCT

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CODE OF CONDUCT

1. Professional Competence

The Council expects employees to adhere to [the Nolan Principles](#) of public life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership), in order that residents, customers, businesses and partners are served in accordance with the highest standards of professional competence. The Nolan principles are reflected in the Council's [core abilities framework](#) which forms the basis of [annual appraisals](#) for employees and [personal development action plans](#).

Roles, responsibilities, skills requirements, hours of work and terms and conditions of employment for employees are set out in individual job descriptions, personal specifications and employee contracts. In addition the [NJC terms and conditions](#) and local schemes of conditions of service such as the Council's [Pay Policy 2017](#) also apply to employees

This code supplements professional standards contained within codes of conduct and CPD requirements for professional bodies with which relevant employees are expected to comply.

If appropriate, employees are held accountable for their behaviour through the application of the [Disciplinary Policy](#). The Council's [Capability Policy](#) sets out what happens when an employee is unable to achieve the standard of work expected from them.

2. Local Policy Framework

Employees are expected to act in accordance with the Council's standing orders, financial regulations and standing orders relating to contracts, all of which are set out in the Council's [Constitution](#). Spending should occur within the Council's annually agreed budget framework and virement limits.

Any irregularity or non-compliance should be reported immediately to an employee's Head of Service and Chief Officer, who must notify the Deputy Chief Executive immediately if any financial loss has occurred and the Monitoring Officer if there has been a breach of the law or standing orders.

Employees must act fairly and impartially when dealing with contractors, sub-contractors and suppliers. Confidential and commercially sensitive information must not be disclosed to any unauthorised party. Employees should not give or receive a favour, gift, loan, fee or any other advantage in the expectation of a gain of any kind from any person or organisation and must comply with all

other aspects of the Council's [Fraud and corruption Prevention and Money-Laundering Policy](#)

Employees must comply with the [Principles](#) of the Data Protection Act in the conduct of Council business and act at all times in accordance with the Council's [Information Management Policies](#)

Employees working within specific service areas should act in accordance with the locally agreed policy framework relevant to their service area.

Employees who have concerns about breaches of Council policies and procedures, potential fraud, or illegal practice should raise these matters in the first instance with their Head of Service or Director or where they do not feel able, in accordance with the procedure set out in the [Whistleblowing Policy](#).

3. Stewardship, Conflicts of Interest, gifts and hospitality

Employees must take care of the Council's property and assets. They should comply with the Council's [Environment Policy](#) in carrying out their duties and seek to continuously improve performance and value for money in service delivery.

All Officers are expected to recognise and declare any conflicts of interest which may compromise or appear to compromise their judgment or decision-making ability. This includes any conflicts which arise from personal relationships which are set out in more detail in the [Personal Relationships Policy](#). They should not participate in decision-making or influencing decision-making where they have a conflict of interest.

Employees are expected to declare such interests using [the form](#) provided for the purpose and to keep this updated if subsequent interests arise. This includes any sponsorship, grant or financial support of any event or service offered by an employee or close relative to the Council or vice versa.

Employees should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee with whom they have a close personal relationship.

Any gift or hospitality in excess of a value of £25 received in the course of carrying out an employee's duties **should only be accepted after consulting their Manager and be recorded on [the form](#)** provided for the purpose, and included in a register kept by the Monitoring Officer. Officers may attend sporting or social events where these are part of the life of the community or where the Council should be seen to be represented.

4. Personal Behaviour

In relation to personal behaviour and appearance, employees should [dress appropriately for work](#) and comply with the [attendance management](#)

procedure, [flexi-time working](#), [policy smoke free site policy](#) and [Alcohol and Substance Misuse Management Policies](#)

Employees must comply with the Council's [customer care policy](#) and answer the telephone in accordance with the telephone standard. Correspondence answering and complaints handling should be dealt with [timescales set out in the Complaints Policy](#)

Employees are expected to treat each other courteously and with mutual respect. They should also treat councillors, residents, customers and business partners with courtesy and respect. They should act with neutrality when dealing with councillors. Certain posts are politically restricted.

Employees must comply with the law in all their words and actions and should not bring the council into disrepute.

The Council is committed to promoting equal opportunities, valuing diversity and tackling social exclusion. In accordance with the Council's Equal Opportunities Policy employees should work to provide opportunities that meet the diverse needs of different people and groups of people by ensuring that services and employment opportunities are accessible to all. Everyone will be treated fairly and with respect. Diverse needs will be understood and valued. The Council will aim to eradicate all forms of discrimination. It is the responsibility of each employee to assist in the creation of a work environment where direct or indirect discriminatory behaviour is not tolerated.

The Council expects employees facing criminal charges to give notice of such without delay to their Chief Officer whether they consider this to be relevant to their work or not.

5. Communication

Employees must comply with the Council's [e-mail and internet usage policy](#) and [social media policy](#)

When speaking in public on behalf of the council employees must communicate the policies and procedures of the council in a factual and unbiased way

6. Recruitment

Employees involved in appointments should ensure that these are made on the basis of merit and should follow the guidance contained in the [Recruitment and Selection Policy](#) at all times. In order to avoid any possible accusation of bias, employees should not be involved in an appointment at any level where they are related to an applicant, or have a close personal relationship outside work with him or her.

7. Health and Safety

The Council's [Health and Safety Policy](#) sets out the obligations on all employees, and specific roles and responsibilities of managers and other individuals. Employees must observe safe working practices, including the wearing of protective equipment. When working alone they should comply with the lone working policy.

If they are subjected to verbal or physical abuse employees should report this in accordance with the [Employee Protection Policy](#) in order that appropriate support and responsive measures can be put in place.

Employees who experience stress should be helped to complete a stress risk assessment in accordance with the [Stress Management Policy](#). Appropriate support will be provided. Managers should complete an action plan with a view to reducing any stress experienced from work.

8. Employee's Rights

The Council recognises Trade Unions within the workplace and consults and engages with these representative bodies on policies and changes to structures affecting employees.

Employees are entitled to fair and equal remuneration, which is governed through the council's [Job Evaluation Policy and associated procedures](#)

Employees are entitled to [Emergency time off for dependents](#); compassionate leave, adoption and [Maternity leave](#) and [Paternity leave](#). These arrangements are set out in the relevant policies. [Flexible Retirement](#) and [voluntary redundancy](#) policies are also in operation and updated from time to time.

The Council has [an employee assistance programme](#), Pam Assist, which offers confidential telephone advice on a range of issues and face to face counselling and support when required.

Employees are encouraged to raise any concerns or issues regarding their management or working conditions, initially if possible informally, but also if they wish through using the procedure set out in the Council's [Grievance Policy](#)

Employees should not be subjected to bullying or harassment in the workplace and any instances or concerns should be reported and dealt with in accordance with the [Anti-Bullying and Harassment Policy](#).

Report of the Chief Executive

ATTENDANCE MANAGEMENT POLICY1. Purpose of report

To consider amendments to the Attendance Management Policy.

2. Detail

The Attendance Management Policy had a wholesale revision in June/July 2018 and further amendments in June 2019.

As the Council are intending to sign the Dying to Work Charter, supported by both Unison and Unite, the Attendance Management Policy has been amended to reflect this change.

The following paragraph has been included:

The Council has signed a Dying to Work Charter, preserving employment for any employee who has been diagnosed with a terminal illness. All employment benefits such as Death in Service will maintained for the duration of their employment. No employee who has been diagnosed with a terminal illness will be dismissed because of their condition.

Recommendation

The Local Joint Consultative Committee is asked to RECOMMEND to the Personnel Committee that the amendment to the Attendance Management Policy to the Conditions of Service for employees be approved.

Background papers

Nil

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ATTENDANCE MANAGEMENT POLICY

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ATTENDANCE MANAGEMENT POLICY

Section One

1. Introduction

Broxtowe Borough Council recognises that high levels of attendance at work make a significant contribution to the achievement of its vision to deliver efficient and effective services.

The Council accepts its obligations in respect of employees experiencing ill health. This policy will ensure that sickness absence is dealt with fairly and that decisions are made based on the information available at that time.

This policy should be read in conjunction with the following related policies:

- Stress Management
- Flexible Working
- Alcohol and Substance Misuse at Work
- Capability Policy and Procedure

2. Equality Impact Assessment

An Equality Impact Assessment of this policy has been undertaken to ensure that the implications of its introduction do not cause adverse impact or discrimination against different groups of employees within the organisation.

3. General Principles of Absence Management

3.1 Aims

The aims of this Attendance Management Policy are to:

- provide a framework to support employees who are unable to work due to sickness and assist them back to work as quickly as possible
- reduce the impact on other employees when covering for colleagues who are absent due to sickness
- improve and maintain the good attendance of employees in order to minimise the cost and effects of sickness absence and to maximise operational efficiency in all areas.
- ensure the reason for sickness absence are understood in each case and investigated where necessary

3.2 Scope

This policy applies to all Council staff with the exception of people who are within their probationary period.

Probationers' sickness absence will be dealt with as part of their probation reviews.

3.3 Principles

Any employee subject to the Attendance Management Policy will be fully consulted and made fully aware of the Council's position throughout the process. Support will be offered in all instances, but an employee who is subject to this policy should be aware that this is a formal procedure and that failure to provide a regular effective service may result in the individual's employment being at risk.

Throughout this policy the Council assumes that ill health is genuine unless there is evidence to the contrary. The reasons for taking formal action will therefore relate to the capability of an employee to do their job within the expectations of the service and not because of their illness.

3.4 Confidentiality

All parties involved in these procedures must ensure that they maintain the confidentiality of the process. Wider disclosure may be necessary where there is a duty of care e.g. a manager has a concern for the wellbeing of an employee. The requirements of the General Data Protection Regulations 2016, the Data Protection Act 2018 and Access to Medical Reports Act 1988 must be followed.

3.5 Equal Opportunities

Sickness absence will be managed in a non-discriminatory way and in accordance with the Council's Equal Opportunities Policy. The requirements of the General Data Protection Regulations 2016, the Data Protection Act 2018 and Access to Medical Reports Act 1988 will also be adhered to.

Certain medical conditions may potentially affect different racial groups in different ways e.g. sickle-cell anaemia. Similarly, an absence may be prolonged or affected due to treatment being related to the demands of a particular faith or religion.

3.6 Right to be accompanied

Employees have the right to be accompanied by a trade union representative or work colleague at all formal meetings. The representative/companion can on behalf of the employee address the hearing to put and sum up the

employee's case, respond on behalf of the employee to any views expressed at the meeting and confer with the employee during the hearing. The representative/companion does not, however, have the right to answer questions on the employee's behalf, address the hearing if the employee does not wish it, or prevent the employer from explaining their case.

3.7 Medical Advice

Medical advice may be requested by Management via Occupational Health at any time during the management of sickness absence or if there are concerns about an employee's health whilst they are at work. Occupational Health may consult the employee's general practitioner or another specialist consultant. The employee may also provide additional medical information produced by a medical expert which they consider to be relevant.

3.8 Attendance at Meetings and Occupational Health appointments

If an employee does not attend a management meeting or an Occupational Health appointment which they have been notified of without good reason managers may make a decision based on the information available in their absence

3.9 Abuse of the Attendance Management Policy

If an employee abuses the Attendance Management Policy in any way e.g. exploits the sick pay provision; fails to follow the sickness notification procedure; refuses to attend meetings with management and/or Occupational Health appointments, disciplinary action may be taken in accordance with the Disciplinary Policy.

4. Roles and Responsibilities

The General Management Team has overall responsibility for the effective operation of this policy and to ensure its' compliance within the statutory framework. The day to day responsibility for operating the policy and ensuring its maintenance and review is with the Human Resources Manager.

4.1 Manager's Role

To be responsible for recording and monitoring absence;
To ensure employees know the correct absence and notification procedures;
To be a point of contact when employees are off work;
To provide information to the employee regarding their sickness record;
To undertake return to work interviews;
To be aware of the triggers and take action accordingly when these triggers are reached;

To make employees aware of support mechanisms available such as the Employee Assistance Programme and Occupational Health where appropriate;

To consider reasonable adjustments eg a phased return from long-term sickness absence and implement where appropriate;

To know an employee's circumstances and, where possible, become aware of problems at an early stage;

To provide a safe working environment for staff.

4.2 Human Resources' Role

To provide managers with guidance and support, as and where required, throughout the process;

To provide employees with advice on the policy and their entitlements;

To provide information to the employee regarding their sickness;

To advise the manager on the most appropriate course of action for the employee;

To advise on what further information should be sought eg from Occupational Health and the Employee Assistance Programme

4.3 Employee's Role

To tell their manager if they have any health issues which may affect their ability to do their role

To follow the timescales for the Sickness Notification Procedure and sending in Fit for Work Notes

To maintain regular contact with their manager

To attend meetings with management and to attend Occupational Health appointments as required

To not undertake any activity whilst absent from work through illness/injury which could aggravate their illness/injury or delay their recovery and therefore their return to work

To not undertake any other work, whether paid or unpaid, or similar to own duties that may aggravate the illness of injury or delay recovery and therefore return to work.

To not visit their work place without first contacting the manager to ensure that somebody is available to see them.

4.4 Occupational Health

To provide specialist medical advice to managers and employees;

To identify where an underlying medical condition exists and provide advice in relation to the condition and the employee's work;

To provide advice on reasonable adjustments, phased returns, redeployment to be considered

To provide advice about the possibility of ill health retirement

To support the employees return to work and their continued attendance at work.

Section Two

5. Pay and Leave

5.1 Sick Pay Entitlement

Sickness pay will be made in accordance with the National Conditions of Service and the scheme applies equally to all permanent and temporary employees where they possess eligibility by length of service.

During first year of service (continuous local government), one month's full pay and (after completing four months' service), two months' half pay.
During second year of service, two months' full pay and two months' half pay.
During third year of service, four months' full pay and four months' half pay.
During fourth and fifth year of service, five months' full pay and five months' half pay.
After five years' service, six months' full pay and six months' half pay.

If a period of sickness absence is or appears to be occasioned by actionable negligence, nuisance or breach of any statutory duty on the part of a third party, in respect of which damages are or may be recoverable, you must immediately notify Payroll and the Insurance Team of that fact and of any claim, compromise, settlement or judgment made or awarded in connection with it and all relevant particulars that we may reasonably require. If we require you to do so, you must co-operate in any related legal proceedings and refund to us that part of any damages or compensation you recover that relates to lost earnings for the period of sickness absence as we may reasonably determine, less any costs you incurred in connection with the recovery of such damages or compensation, provided that the amount to be refunded to us shall not exceed the total amount we paid to you in respect of the period of sickness absence.

Any benefits in kind such as mobile telephone shall be at our discretion.

Any employer and employee pension contributions will continue subject to the relevant scheme rules during any period of Council sick pay or SSP.

5.2 Sickness and annual leave

Employees continue to accrue leave and bank holiday entitlements during a period of sickness.

Employees are allowed to book leave whilst they are certified as sick following advice from their GP that a holiday will aid their recovery and recuperation.

5.3 Sickness during a period annual leave/bank holiday

If an employee falls ill during a period of annual leave/bank holiday, they may be entitled to have some or all of their annual leave reinstated if they provide a GP's fit note to certify the illness and they have followed the correct procedures for reporting sickness i.e. making contact with their manager on the first day of absence.

5.4 Sickness during period of Flexi Leave

If an employee falls ill during a period of flexi leave they may be entitled to have their flexi leave balance reinstated where they provide a GP's fit note to certify the illness and they follow the correct procedures for reporting the sickness. No more than 11 hours can be carried over into the next flexi period.

5.5 Sickness during the Working Day

Employees who become ill during the morning and leave work (following permission from the manager or other responsible officer) will be credited with that morning for flexi purposes. Where the employee was due to work in the afternoon (or the rest of shift as appropriate) this will be recorded as sickness.

Employees who become ill in the afternoon and leave work following permission, will be credited with that afternoon. Employees on flexi-time will be credited time in accordance with the flexi-time scheme. Where the absence continues into the next day (and beyond) the notification procedures outlined above must be complied with i.e. the next day will be classed as day 1 for sickness reporting purposes.

Where a pattern of absence shows that an employee is regularly working part of a day then seeking permission to leave work or leaves work without permission, this will be regarded as a conduct issue and will be dealt with under the Disciplinary Policy.

5.6 Carrying over unused leave

On their return to work employees will be allowed to take outstanding leave subject to operational requirements.

If an employee has not been able to take their full leave year's entitlement due to their sickness absence they are entitled to carry over the statutory leave allowance of 28 days minus the days of contractual annual leave they have already taken. This carried over leave balance must be taken in full during the following leave year or it will be lost.

Employees moving onto half pay during their period of sickness should be encouraged to use their annual leave to bring their pay up to their full entitlement.

6. Unauthorised Absence

Absences will be regarded as unauthorised absences when an employee is absent from their place of work:

- without authorisation
- without personally informing their manager (or deputy) within the required notice on their first day of absence as stated in the procedure guide
- when failing to submit fit notes covering all sickness absences in accordance with the required procedure

When an employee fails to contact their manager to advise them of their absence, the manager will contact the employee to find out why they have not attended work. This should not be treated as a substitute for reporting sickness absence.

Employees may not receive pay for relevant periods if they fail to notify their manager of sickness absence or where their absence is not covered by the appropriate certification.

Unauthorised absence is misconduct and will be dealt with through the Disciplinary Policy.

Section Three

7. Types of Absence

Employee's absence generally falls into 3 categories: long- term, frequent and short term or a combination of these. The management of long-term absences is covered in section 5

Frequent short term absences are normally sporadic, attributable to minor ailments and which in many cases are unconnected. However, cases of frequent short-term absence where there is evidence to support the view that sickness absence may not be genuine should be dealt with under the Disciplinary Policy as a matter of poor attendance constituting misconduct

The Council recognises that there may be occasions when some employees might feel it necessary to cite sickness absence as the reason for not attending work when this may not be the case. Managers and employees are reminded of the leave and flexible working provisions in these circumstances.

7.1 Sickness Absence Notification

All staff should follow the Sickness Notification Procedure in Form [AN4](#) found on the intranet. Failure to follow this procedure may result in sick pay being delayed or disallowed and may lead to action being taken under the relevant Disciplinary Policy when an employee is failing to follow the procedures.

Where an employee does not feel able to advise their manager of the nature of their sickness absence, they may make contact with HR to discuss their absence confidentially and HR will advise appropriate manager accordingly.

Emails or text messages will not be accepted as notification and will be regarded as failure to inform the Council correctly.

Where an employee is unable to make contact personally due to exceptional circumstances, it is acceptable for them to make arrangements for someone else to notify the Council on their behalf as soon as possible (eg partner/parent). However, where someone else has made the initial contact, the employee must also make direct contact with the manager as soon as possible thereafter.

If an employee has had frequent short term absences they may be required to produce a fit note on the first day of absence for a specified period of time. In these circumstances failure to obtain a fit note on the first day would result in the employee not being paid for that day or any subsequent days when the appropriate notification procedure had not been followed.

7.2 Elective/Cosmetic Surgery

The Council defines an elective procedure as a non-essential surgical procedure which the employee chooses to undergo for personal reasons, for example cosmetic surgery or laser eye treatment.

Non-essential surgery which has been medically advised or prescribed by an employee's doctor or consultant will not be considered as an elective procedure.

Elective and cosmetic surgery appointments (including laser eye surgery) and ensuing recovery periods must be recorded as annual leave.

If any complications arise following the surgery and a fit note is provided, then the employee will be entitled to sick pay.

7.3 Time off for fertility treatment

There is no statutory right for employees to take time of work to undergo IVF treatment and IVF treatment appointments will be treated in the same way as other medical appointments.

Following the implantation of fertilized eggs, the woman is regarded as being pregnant and she is protected under the Equality Act 2010. If the IVF is unsuccessful, the protected period ends two weeks after she is informed that the IVF was not successful.

7.4 Hospital/GP/Dental/Optician appointments

Any of the above appointments which an employee needs to attend must be taken in accordance with the Council's flexi-time rules and should not be recorded as sickness absence. Managers may ask to see written proof of appointments (see Flexible Working Hours Guidelines).

7.5 Work Related Ill-Health or Injury

If an employee or manager believes that ill health or injury has been caused by work, the employee should complete the Council's accident report form as soon as possible and send it to the Health and Safety section.

If an employee has not completed an accident report form and subsequently believes that their ill health or injury is caused by work, they should report this in writing to their manager setting out the reasons why they believe the work has contributed or caused their ill health or injury and the reason for the delay in reporting this.

7.6 Maintaining Contact

The employee and the Manager will maintain contact as agreed once an employee is covered by a fit note and keep them informed of their progress and their likely return to work date. Employees must contact their manager before their fit note expires in order to confirm either that they will be obtaining another fit note or their return to work date.

Employees who do not maintain regular contact will be contacted by their manager to check on their progress. Additionally, employees who are on long-term sickness absence be invited to regular welfare meetings as outlined in Section 5.

Where an employee indicates that they are absent due to stress at work, the manager must inform HR and then make contact with the employee as soon as reasonable and follow the guidance in the Stress Management Policy as it may be necessary to carry out an individual Stress Risk Assessment.

7.7 Return to Work

An employee is no longer required to obtain a GP's fit note stating they are fit to return to work. An employee may choose to return to work before their medical fit note expires and without the requirement for any alterations. However in some cases it may be necessary to conduct a Health and Safety risk assessment before a return to work can be confirmed. In these circumstances the employee will not be able to return to work until HR and the manager are satisfied that appropriate support is in place to facilitate their return to work and the employee will therefore remain on sick leave.

7.8 Phased returns to work and alternative duties

A phased-return must only be agreed if the employee either provides a medical certificate identifying 'altered hours, amended/alternative duties, a phased basis or with reasonable adjustments', or similar advice from the Council's Occupational Health provider.

The length of the 'altered hours, amended/alternative duties, a phased basis or with reasonable adjustments' is not prescribed and depends on the circumstances of the case, and/or operational requirements.

Medical advice is only a recommendation and the Manager, in consultation with Human Resources will determine whether the recommendations can be implemented. Operational requirements will be taken into consideration. In some cases, not all recommendations will be feasible to implement.

In some cases, Human Resources will ask Health and Safety to undertake a Risk Assessment in order to finalise a decision. If adjustments cannot be accommodated, employees may have to remain on sick leave and be asked to seek further medical advice.

Where a GP or Occupational Health states that an employee may be fit for work on 'altered hours, amended/alternative duties, a phased basis or with reasonable adjustments', this advice can only be implemented with the manager's agreement. Following advice from HR a meeting should be arranged with the employee to discuss whether the GP's recommendations are reasonable and can be implemented. In some cases it may be necessary for Health and Safety to complete a risk assessment before a decision can be made.

8. Completion of a Return to Work Interview

A return to work interview must be held between the manager and employee as soon as possible following every sickness absence and within three working days of return at the latest. A return-to-work interview enables us to confirm the details of your absence. It also gives you the opportunity to raise any concerns or questions you may have, and to bring any relevant matters to our attention.

Where it is not possible for a return to work interview to be undertaken by the line manager within this timescale (because, for example, they are absent from work on leave), the responsibility will then transfer to another manager within the department either at the same level or above.

Attendance Management Formal Procedure

Section Four

9. Trigger procedures

9.1 Trigger levels

When an employee has had:

- *4 or more occasions of absence in a rolling year*
- *absences totalling 10 or more working days (separate or continuous) in a rolling year*
- *any pattern of absence causing concern*

they will be placed within the formal Attendance Management Procedure.

Note there is an additional procedure for dealing with long-term absences.

9.2 Employees with more than one contract

If an employee has more than one part-time contract any instances of sickness absence must be dealt with separately and not cumulatively. An employee can therefore trigger at different times for each contract and may receive a sanction for one or both contracts

9.3 Adjusting Trigger Levels

In certain cases, for example, if an employee is absent with sickness which is pregnancy, maternity related, major longer-term illnesses and conditions the manager should still monitor the absence using these procedures. Where the level of absence hits the trigger levels or becomes long term, the manager must consult with HR with regard to managing the non-attendance and supporting the employee. A decision may be made to adjust trigger levels. In some cases, medical advice from the Council's Occupational Health provider will be sought.

10. Stage One - Attendance Management Meeting

When a trigger point has been reached, the employee will be required to attend a Stage One attendance management meeting with their manager on *their return to work*. The meeting is not disciplinary in its purpose and is intended to provide the manager with the opportunity to review the circumstances surrounding the employee's absence levels before a decision is made whether or not to issue a Notification of Concern or Letter of Support.

At least five working days' notice of the meeting must be given to the employee together with informing them of the right to be accompanied by a trade union representative or work colleague.

The manager will then determine whether to issue a Notification of Concern. Should a Manager wish to issue a Letter of Support due to the employee being covered by the Equality Act 2010 or pregnancy, maternity-related, major longer-term illnesses or conditions, advice must be sought from Human Resources before issuing the Letter of Support.

10.1 Issuing of Notification of Concern/Letter of Support

The decision should be given orally at the meeting if possible and must be confirmed in writing within five working days of the meeting. Managers must include any actions and identify any agreed reasonable adjustments needed to support the employee in improving their attendance and also make clear that, if attendance levels do not improve, then this may lead to the next stage of the procedure.

A first Notification of Concern or a Letter of Support will remain active and on the employees' file for six months from the date of the *return to work*. The employee's attendance will be reviewed periodically by the manager and, if the employee has not taken any more sickness absence during this time, then the Notification of Concern or Letter of Support will lapse at the end of the six months.

Employees may appeal against the issuing of a first Notification of Concern or Letter of Support by writing to their manager within five working days of receipt of the written decision. The appeal will be heard by the relevant Head of Service or Chief Officer as appropriate. After this hearing, there is no further right of appeal at Stage One.

If the employee activated a further trigger whilst a Stage 1 Notification of Concern or Letter of Support is active, the manager will hold a Stage Two Attendance Management Meeting.

11. Stage Two Attendance Management Meeting

A Stage Two meeting will be convened if the employee activates another trigger whilst a Notification of Concern or Letter of Concern is active. *The meeting will take place once the employee has returned to work.*

The Stage Two meeting, which again will not be disciplinary in its purpose, will provide the manager with the opportunity to establish all the facts and review the circumstances surrounding the employee's absence levels before a decision is made whether or not to issue a Second Notification of Concern.

At least five working days' notice of attendance must be given to the employee informing them of the right for them to be accompanied at the meeting by a trade union or work colleague. A HR Officer *must* also attend.

The decision should be given orally at the meeting if possible and confirmed in writing within five working days of the meeting. Managers must include any actions and identify any agreed reasonable adjustments needed to support the employee in improving their attendance and also make clear that, if attendance levels do not improve, then this *will* lead to the next stage of the procedure.

The issuing of a Second Notification of Concern will remain active for 12 months from the date of the *return to work*. During this time the manager will review the employee's attendance regularly. If the employee's absence reduces below the trigger level after six months the second Notification of Concern will reduce to the level of a First Notification of Concern.

Employees may appeal against the issuing of a Second Notification of Concern by writing to their manager within five working days of receipt of the written decision. The appeal should state the full grounds of the reason for the appeal. Their manager will arrange for the appeal to be heard by a relevant Head of Service or Chief Officer as appropriate. After this hearing, there is no further right of appeal at Stage Two.

If the employee triggers whilst a Stage 2 Notification of Concern or Letter of Support is live, the manager will hold a Stage Three Attendance Management Meeting.

12. Stage Three Attendance Management Meeting

If the employee triggers during the first six months after a Second Notification of Concern or Letter of Support has been issued, the manager should then consult with HR before preparing a management report for consideration by the Head of Service (or Chief Officer) at a Stage Three attendance management meeting.

Although a Stage Three meeting is not disciplinary in its nature, it will be held in a similar format to the Council's Capability and Disciplinary Policies, the manager dealing with the case up to this point will present their summary of the case to a Head of Service (or Chief Officer) who will chair the hearing and will be the Deciding Officer.

At least seven working days' notice will be given to the employee together with the right to be supported at the meeting by a trade union representative or work colleague. The Employee will also be informed that dismissal could be an outcome of the hearing.

The Deciding Officer should consider the option of redeployment on a permanent or temporary basis (if a suitable existing position is available) or adaptation of working methods and environment, if it is felt that this may improve attendance, before making a decision to dismiss.

Where *the Deciding Officer* makes a decision not to dismiss, clear justification for not doing so must be recorded together with any support or other actions

to be taken. A follow-up meeting must then also be arranged (normally within 6 weeks of the Stage Three meeting) in order to review the case further.

The decision should be given orally at the meeting if possible and confirmed in writing within 5 working days of the meeting.

If, however, the *Deciding Officer* feels that the employee's attendance is still a matter of concern for the future and there are insufficient mitigating circumstances for the continued level of absence, they may choose to dismiss the employee with appropriate notice where they believe there is clear justification for doing so.

An employee who has been dismissed at Stage 3 is entitled to appeal against the decision by writing to the *HR Manager* within five working days of the letter confirming their dismissal. The appeal will be heard by the Licensing and Appeals Committee. The employee will have the right to be accompanied by a trade union representative or work colleague. Licensing and Appeals may choose to reinstate the employee or uphold the decision of the Deciding Officer.

Section Five

13. Management of Long Term Sickness

If an absence exceeds 4 weeks, the employee must be invited in writing to an informal welfare meeting with their manager.

The meeting is to consider the period of absence under review; the nature of the employee's illness; and the potential implications of this for their return to work (ie the potential length of the absence and any longer-term impact of their condition); whether an Occupational Health referral is appropriate, what mechanisms are in place to support the employee during their absence, and any support that will help them prepare for their return.

Automatic referral Occupational Health of all long term sickness cases is not necessary (eg where an employee is absent for a specified period of time due to a broken limb). Consideration needs to be given to the cause of absence, the timing of the referral, and whether a response from the Occupational Health Service will be useful in determining future action.

Further welfare meetings should take place as deemed necessary given the circumstances of each case, but consideration should be given to meeting every 30 days.

13.1 Likelihood of recovery

Where the information considered suggests that there is a likelihood of recovery and return to work within a reasonable timeframe, then the outcomes of this long-term sickness absence meeting may include:

A provisional date for return to 'normal working'

A provisional date for a phased return to normal duties

A provisional date for returning on alternative duties

A provisional date for return to their previous role, but with temporary or permanent adjustments in working arrangements, in recognition of the individual's health condition. Such adjustments will be made in order to ensure compliance with the Equality Act 2010 as well as the Council's wider commitments to equality and diversity;

Consideration of permanent redeployment to another post which may be at a different grade or different terms and conditions of employment;

13.2 No likelihood of recovery

The underlying principle when managing long term absence cases is to balance the Council's needs against the circumstances of the employee concerned. There is no requirement for manager to wait indefinitely for an employee who is on long-term sick leave to return to work or to be placed on a particularly Attendance Management Stage before considering particular action. At a certain point, managers in consultation with HR are entitled to decide that they are no longer able to accommodate the consequences of an employee's long term sickness absence and that it is not reasonable to wait any longer the employee to return to work.

Where the information considered does suggests that there is no likelihood of the employee recovering and returning to work within a reasonable timeframe, advice should be sought from Occupational Health. If the employee is in the pension scheme Occupational Health should be asking for an opinion about whether the employee would qualify for ill health retirement

Enquiring about ill health retirement does not imply that the relevant pension scheme will accept an application for the employee to receive a pension on health grounds.

A formal meeting should be then arranged to consider whether dismissal on the grounds of capability is appropriate.

The Council has signed a Dying To Work Charter, preserving employment for any employee who has been diagnosed with a terminal illness. All employment benefits such as Death in Service will maintained for the duration of their employment.

No employee who has been diagnosed with a terminal illness will be dismissed because of their condition.

13.3 Dismissal on Grounds of Capability

Any decision to dismiss on grounds of incapacity due to sickness/ill-health is separate from any application or decision to award an ill-health pension and

there is no requirement to delay proceeding with a capability dismissal until a decision is made about ill health retirement.

Termination of employment on the grounds of capability will be considered as last resort, if the following criteria are satisfied:

contact and assistance, or attempted contact, has been made and provided throughout the employee's absence;

where the employee has failed to make contact despite attempts by managers, a decision to dismiss will be based on all available information;

adequate medical evidence is available which indicates a return to work is unlikely within a reasonable time frame;

the employee has been fully consulted and given an opportunity to respond at each stage;

consideration for suitable alternative employment has been exhausted;

any feasible modifications to the working area and/or role have been exhausted;

ill health retirement has been considered

The procedure to be followed will be as described in the Capability Policy

Report of the Chief Executive**DYING TO WORK CHARTER**1. Purpose of report

To consider the introduction of a Dying to Work Charter.

2. Detail

Many workers get a serious illness at some time in their working lives, and sadly, sometimes there is no effective treatment. In these cases, the employee may face a time of huge emotional stress, fear and uncertainty. The Council, therefore, has a duty of care to these employees and help and support should be provided to them. Sometimes the nature of the illness is such that the person is unlikely to be able to work again. In other cases, a person may decide that they do not want to work anymore and would rather spend their remaining time with their family and friends, getting their affairs in order, or simply doing what they want.

If a worker with a terminal illness loses their job they lose their income. They can also lose any death in service payments they have earned through a life-time of work but are only payable to those that die while still in employment.

By signing the Charter, the Council are agreeing to supporting any employee diagnosed with a terminal illness by continuing to provide reasonable adjustments to help maintain dignity, continuity of employment and the right to choose the best course of action for themselves and their families without undue financial loss. Their employment will be protected for the duration of their terminal illness, preserving their death in service benefits for their loved ones.

Employees and their families should not have to worry about losing their jobs on the back of a terminal illness diagnosis and Broxtowe Borough Council is committed to supporting these employees via our policies. Along with the proposal to adopt a Dying to Work Charter, an amendment has also been proposed to the Attendance Management Policy to incorporate this. Information on other authorities that have adopted the Charter are included in the appendix.

Unfortunately, the Council has had five employee deaths in service since 1 April 2016, with three as a result of terminal illness. Commitment to this Charter would affect only a small number of employees but would provide assurance to them and their families that the Council would be committed to supporting them to continue in employment until they decide their best option.

Recommendation

The Local Joint Consultative Committee is asked to RECOMMEND to the Personnel Committee that the commitment to a Dying To Work Charter be approved.

Background papers

Nil

APPENDIX

The Charter is a TUC initiative, voluntary and for comparison, the following local authorities have already signed up:

Amber Valley
North Kesteven Council
South Derbyshire District Council
Derby City Council
Derbyshire County Council
Rutland County Council
Ashfield District Council
Leicestershire County Council
Nottinghamshire County Council
Nottingham City Council
Mansfield District Council
Gedling Borough Council



This charter sets out an agreed way in which our employees will be supported, protected and guided throughout their employment, following a terminal diagnosis.

- We recognise that terminal illness requires support and understanding and not additional and avoidable stress and worry.
- Terminally ill workers will be secure in the knowledge that we will support them following their diagnosis and we recognise that, safe and reasonable work can help maintain dignity, offer a valuable distraction and can be therapeutic in itself.
- We will provide our employees with the security of work, peace of mind and the right to choose the best course of action for themselves and their families which helps them through this challenging period with dignity and without undue financial loss.
- We support the TUC's Dying to Work campaign so that all employees battling terminal illness have adequate employment protection and have their death in service benefits protected for the loved ones they leave behind.

Chief Executive of Company

TUC Regional Secretary



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Report of the Chief Executive**LEAVE SCHEME**1. Purpose of report

To consider amendments to the Leave Scheme.

2. Detail

Further to proposed changes to the Council's Domestic Abuse Policy, a commitment has been made to grant paid time off of up to ten working days paid leave (pro rata for part time employees) to attend related medical, legal, housing etc. appointments in relation to their case and this has been reflected in the Leave Scheme.

This provision is part of the Council's ongoing commitment to support employees suffering any domestic abuse and promote their wellbeing in addition to the existing support such as counselling and support from external bodies.

No other changes have been made.

Recommendation

The Local Joint Consultative Committee is asked to RECOMMEND to the Personnel Committee that the amendments to the Leave Scheme be approved.

Background papers

Nil

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LEAVE SCHEME

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LEAVE SCHEME

1. Leave Entitlement

1.1 Calculating Leave Entitlement

The amount of annual leave an employee is entitled to in a leave year is calculated on the basis of length of completed continuous local government service and length of completed continuous Broxtowe service and according to grade. The calculation of entitlement is based from the start of employment with the Council.

Although the leave year will commence on the first of the month following the date of appointment a pro rata allowance will be given for the period from commencement to the start of the leave year. This applies to both annual and bank holiday entitlement. If an employee terminates their contract part way through a month the same pro rata entitlement will apply.

1.2 Leave Entitlement in Working Days

	Initial leave	After 5 years local government continuous service	After 10 years Broxtowe continuous service
Up to and included grade 7	27 days	30 days	32 days
Grade 8 and above	30 days	33 days	35 days

For the purpose of calculating leave (annual and public holiday) entitlements must be expressed in hours over the leave year, e.g. for part time employees or employees whose working shift patterns vary from one day to the next.

1.3 Notice of Annual Leave

Under normal circumstances, where an employee wishes to take more than 2 weeks annual leave, not less than 2 weeks' notice will be given. Where an employee wishes to take up to 2 weeks annual leave, not less than one week's notice will be given.

The timing of an employee's annual leave is at the Head of Service's discretion with due regard to the wishes of the employee and service delivery requirements.

1.4 Carry Over Leave

Leave not exceeding one working week may be carried forward at the discretion of the appropriate Head of Service. The carrying forward of leave in excess of one working week for a particular and identified purpose may be approved by the Head of Service in consultation with Human Resources.

An employee who leaves the local government service will be allowed one-twelfth of their leave entitlement plus one-twelfth of the annual bank holiday entitlement for each completed month of service in the current year, **and a pro rata allowance as detailed above for a part month.**

1.5 Statutory Holidays

There will be eight statutory days each year. The Council will be closed on the following eight days, so these will be counted as public holidays and a day off for most employees, apart from any essential services:

- New Year's Day
- Good Friday
- Easter Monday
- May Day Monday
- Spring Bank Holiday Monday
- August Bank Holiday Monday
- Christmas Day
- Boxing Day

For employees who normally work Monday to Friday, when Christmas Day and New Year's Day fall in any part of the weekend, a week day in lieu will be granted.

2. Additional Leave of Absence

2.1 Paid Leave for Special Duties

Paid leave will be granted to employees who undertake approved public responsibilities or other approved duties during working hours; e.g. jurors, magistrates, elected representatives of local authorities, statutory tribunals or public bodies. Prior notice is required in all circumstances. Loss of earnings payment is to be claimed from the body where appropriate, as an equivalent deduction from salary will be made. Where employees are required to attend Court on behalf of the Council, the appropriate time will be credited. Employees attending personal matters at Court will not be eligible to claim any time back.

2.2 Union Representatives on Approved Trade Union Activities

Recognised trade union representatives will be granted reasonable paid time off for approved training and attendance at official meetings. See Time off for Trade Union duties and Facilities Support Policy for further information.

2.3 Interview Leave

Up to five days paid leave in any one leave year (pro rata for part time employees) will be granted for attending interviews at other local authorities, where prior notice is given to the Head of Service. All requests must be submitted on Form IL and authorised by the Head of Service, with a copy to Human Resources for monitoring purposes.

2.4 Revision and Examination Leave

Where an employee is taking an examination or test leading to a recognised qualification from an authorised course, paid leave will be granted to enable the employee time to prepare. The time granted will be double the actual duration of the examination or test. For example a three hour examination will have a six hour revision leave. Equivalent time will also be granted to employees taking courses which depend on continuous assessment at the discretion of the Human Resources Manager.

Paid examination leave will be granted of up to one day for an examination or test dependent upon the duration of the examination or test. If the examination or test is away from Nottinghamshire, the Head of Service in consultation with the Human Resources Manager has discretion to extend the allocation.

2.5 Holiday Purchase Scheme (previously Unpaid Leave)

Employees wishing to enhance their existing annual leave entitlement may request additional unpaid leave by completing form HPS which is available on the intranet or from their manager.

This scheme entitles employees to request unpaid leave up to a maximum of 15 days (pro rata for part time employees) in any one leave year, subject to service delivery requirements and with approval of the appropriate Head of Service in consultation with the Human Resources Manager. These days can be requested individually or in a block of leave during an employee's leave year. Wherever possible an employee should submit their request prior to the start of their leave year so that full consideration can be given to the impact of the absence and how it could best be managed.

The employee should make the request at least 2 weeks before they wish to take the time (unless urgent leave is required and no other form of leave is available to the individual, i.e.: annual or flexi leave).

If the application is successful, amendments to the employee's monthly salary will be made either in the same month that the leave is taken, the following month the leave is taken or spread over the remaining months left within their leave year.

Employees must ensure that the leave is taken within their leave year and any unpaid leave under this scheme will not be able to be carried forward into the following year.

When considering whether an employee's request can be supported, the Head of Service should liaise if appropriate with the relevant manager and give careful consideration to the following questions:

- What will the impact of the employee's absence from work be on service delivery?
- What will the impact be of the employee's absence on other employees within the team?
- Do any other employees also wish to take unpaid leave and, if so, how can the scheme be applied in a consistent and fair way?
- Have other employees affected by the absence been consulted on the proposed request?
- What are the savings that can be achieved from the period of unpaid leave being taken?
- Will other arrangements have to be put in place which in turn will have resource or cost implications? (e.g.: needing others to undertake additional work/be paid overtime).
- Has sufficient notice been given by the employee so that arrangements can be put in place to cover the absence?
- If the absence is required because of an emergency situation, are there any other policies or schemes available to help and support the employee requesting the unpaid leave?

Where a Head of Service is unable to support a full request or can only support a part request, then they must provide a reason for their decision. There will be no right of appeal where a request has not been supported.

To apply for leave under the Holiday Purchase Scheme, please complete Form HPS which can be found on the intranet under Human Resources A-Z Forms.

2.6 Leave of Absence – Service in Non-Regular Forces

The Council endorses the principle that volunteer members of the non-regular armed forces who attend summer camp will be granted the two weeks paid leave, additional to their normal annual leave.

Subject to the note below, the Council will grant paid leave to members of the Territorial Army who are required to undertake training additional to attendance at summer camp and who are unable to arrange for such training to be on days when they would normally not be working.

Note: Under the Reserve Forces Act, 1966 volunteers may be required to undertake training for up to 16 days per annum (usually on Saturdays and Sundays). Territorial Army Units should be in a position to offer alternative dates and the onus is, therefore, on the employee to try to arrange for training to be undertaken in off-duty time. If this is not possible the employee should furnish alternative dates to the Council so that mutually acceptable dates for their absence may be found.

2.7 Maternity Leave

The occupational maternity scheme will apply to all pregnant employees regardless of the number of hours worked per week. Full details of the Maternity Leave Scheme are available on the Intranet.

2.8 Paternity Leave

Up to two weeks leave (either 1 week or 2 consecutive weeks, but not odd days) will be granted in respect of paternity leave at or around the time of birth. This leave is also available to nominated carers subject to the appropriate proof of need. In addition some employees are entitled to additional paternity leave and pay. Full details of the Paternity Leave Scheme and Additional Paternity Leave Scheme and Pay are available on the Intranet.

2.9 Additional Paternity Leave and Pay

Some employees may be entitled to a maximum of 26 weeks additional paternity leave and pay. Please refer to the Additional Paternity Leave and Pay Scheme for further information.

2.10 Adoption Leave

Adoption leave is available to any employee who adopts a child, subject to set criteria, the full details of which are available. Please refer to the Adoption Leave Scheme and Additional Paternity Leave and Pay Scheme on the intranet.

2.11 Parental Leave

Up to thirteen weeks unpaid leave can be taken by any employee who has responsibility for caring for a child, normally up to the child's fifth birthday. Full details of the Parental Leave Scheme are available on the intranet.

2.12 Shared Parental Leave

Shared Parental Leave enables eligible employees to share responsibility of work and caring for a child during the first year of birth or adoption. Full details of the Shared Parental Scheme are available on the intranet.

2.13 Compassionate Leave

Up to five days paid leave per rolling year will be granted in the event of the death of an employee's spouse, partner, civil partner, parent or child or the death of a dependant relative, which includes the day of the funeral.

In the event of the death of other relatives or close friends of an employee, one day's paid leave may be granted on the day of the funeral, at the discretion of the Head of Service with approval from the HR Manager.

Additional days may be granted by Heads of Service (in conjunction with Human Resources) in exceptional circumstances up to a maximum of ten days per rolling year.

The form (CL1) should be completed and submitted for leave to be granted. Approval will be at the discretion of the Head of Service and a copy will be sent to the HR Manager to be placed on your personal file.

2.14 Emergency Time Off for Dependants Scheme

These guidelines outline when employees are able to take time off work to deal with certain unexpected or sudden emergencies and to make any necessary longer term arrangements.

The emergency must involve a dependant of the employee. A dependant is the husband, wife, civil partner, child or parent of the employee. It also includes someone who lives in the same household as the employee. For example, a partner or an elderly aunt or grandparent who lives in the same household. It does not include tenants or boarders living in the family home.

In the cases of illness or injury, or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency; for example, an aunt who lives nearby who the employee looks after outside work, falls ill unexpectedly.

Employees are not entitled to use this scheme to look after a sick child or other dependant or to attend pre-planned medical appointments with them. The right is intended to cover genuine emergencies, and there is no limit on the number of times an employee can request time off.

If called away from work, time will be credited until the end of the day; if the dependant is ill or care breaks down immediately prior to commencing work, half a day will be credited. The maximum taken in any leave year should not exceed three separate days in total. Any additional days must be taken as annual, unpaid or must be purchased.

Employees do not have to complete a qualifying period in order to be able to take time off in an emergency. They are entitled to this right from day one of starting their job.

The right enables employees to take action which is necessary to deal with an unexpected or sudden problem concerning a dependant and make any necessary longer term arrangements. The emergency would need to occur during the working day or immediately prior to commencing work.

Examples include:

- If a dependant falls ill, or has been injured or assaulted;
- An emergency situation when a dependant is having a baby. (This does not include taking time off after the birth to care for the child);
- To make longer term care arrangements for a dependant who is ill or injured;
- To deal with a death of a dependant;
- To deal with an unexpected disruption or breakdown of care arrangements for a dependant;
- To deal with an unexpected incident involving the employee's child during school hours.

When you are called away from work because your dependant falls ill you will be credited for the remainder of the day

- When your dependant falls ill immediately prior to you attending work that day you will be credited for the time needed in the morning period to enable you to make alternative care arrangements. Time off in the afternoon (or for the second half of your shift) should be taken as either, annual, unpaid or flexi where you are caring for the dependant.
- When your care arrangements break down immediately prior to you attending work you will be credited for the morning period to enable you to make alternative care arrangements. Time off in the afternoon (or for the second half of your shift) must be taken as either annual, unpaid or flexi where you are caring for the dependant.

In the event that Emergency Time off Leave is not applicable, other types of leave are available. These include annual leave, unpaid leave (which can be

paid for by spreading over the employees leave year, flexi leave, parental leave, or TOIL (Time off in Lieu).

Employees must notify their immediate manager or section head by telephone, as soon as practicable, the reason for their absence and how long they expect to be away from work. The relevant form should be completed and signed by both the employee and the relevant Head of Service in consultation with Human Resources, immediately on return to work.

If there is any uncertainty regarding whether or not the time off should be granted, the Head of Service should contact Human Resources prior to any agreement being made.

Applications for compassionate leave will be monitored by the employee's Head of Service and in consultation with Human Resources.

2.15 Extenuating Circumstances

If there are extenuating circumstances for an individual employee, the Head of Service, with approval from the Human Resources Manager, may grant further unpaid time off to employees in respect of family matters.

2.16 Employees Suffering Domestic Abuse

The Council recognises and wishes to support any employees experiencing or suffering from Domestic Abuse. The Council has the discretion to approve up to ten working days paid leave (pro rata for part time employees) to attend related medical, legal, housing etc appointments in relation to their case.

2.17 Suspension

During periods of suspension, an employee must make themselves available to facilitate investigatory meetings, however, should they wish to be unavailable they must book annual leave in the normal way, which is then deducted from their leave card.

2.18 Career Break

Please see the Council's Career Break Policy for further information.

3. Annual Leave and Sickness Absence

3.1 Employee absence due to sickness

Employees will continue to accrue annual leave and bank holiday entitlement during a period of sickness absence.

On their return to work employees will be allowed to take outstanding leave subject to operational requirements.

If an employee has not been able to take their full leave year's entitlement due to their sickness absence they are entitled to carry over the statutory leave allowance of 28 days minus the days of contractual annual leave they have already taken. This carried over leave balance must be taken in full during the following leave year or it will be lost.

Employees moving onto half pay during their period of sickness should be encouraged to use their annual leave to bring their pay up to their full entitlement.

Should the employee be terminated on the grounds of ill health capability or ill health retirement then any outstanding leave will be paid in full.

3.2 Sickness during period of annual leave

If an employee falls ill during a period of annual leave they may be entitled to have some or all of their annual leave/bank holiday reinstated if they provide a doctor's note to certify the illness and they have followed the correct procedures for reporting sickness, i.e. making contact with their manager on the first day of absence.

4. Long Service Award

The Council has a locally agreed scheme to recognise long serving employees by making an award after twenty-five years continuous service with this Council or its former constituents (or transfer under an agency agreement).

Employees receive an inscribed certificate and may choose whether or not this award is formally presented to them by the Council.

4.1 25 year award

The employee can choose:

- two weeks additional paid leave; or
- a cash payment/or gifts to a value of the current allowance

4.2 Additional service beyond 25 years

Employees may choose an additional award for years beyond twenty five years continuous service.

The employee can choose:

- 3 days additional paid leave in each of the 30th, 35th and every five years of service thereafter ;

or

- a cash payment or gifts to the value of the current allowance at retirement.

4.3 Retirement

Alternatively, employees with 25 years' service or more may choose to await their retirement and receive a long service award for this total service at that time.

Employees previously receiving a long service award would receive the additional award at their retirement.

Report of the Chief Executive

MENOPAUSE IN THE WORKPLACE POLICY1. Purpose of report

To consider the introduction of a Menopause in the Workplace Policy.

2. Detail

The Council recognises that appropriate support and guidance should be offered to employees experiencing the menopause.

In order to create a policy outlining how the Council will implement this, the HR Manager sought guidance from Gedling Borough Council – who have already created and implemented their own policy.

In principle, the policy is intended to provide employees assurance and support, whilst also providing Managers with guidance on how to do this practically. There is a clear outline of the expectations of Managers in their duty to support women experiencing the menopause or menopause-symptoms where the overriding purpose is to act in a caring and supportive way.

Any medical information contained in the report has been taken from the NHS and nothing has been assumed. It is also acknowledged that the menopause can affect women in different ways and range from short to longer term.

In order to facilitate this support, the Attendance Management Policy (p.14 9.3 – Adjusting Trigger Levels) has already been amended to include reducing trigger points for ‘longer term conditions’ of which menopause-related illness would be covered by. Other existing policies and support mechanisms may also be used to provide additional support, such as the Council’s Flexi-Time Working Policy, Occupational Health and the Employment Assistance Programme (PAM Assist).

There are a number of legislations which cover this policy including the Health and Safety at Work Act 1974 – which are outlined at the end of the policy.

Recommendation

The Local Joint Consultative Committee is asked to RECOMMEND to the Personnel Committee that the introduction of a Menopause in the Workplace Policy be approved.

Background papers

Nil

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MENOPAUSE IN THE WORKPLACE

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MENOPAUSE IN THE WORKPLACE

1. Purpose and Background

To provide managers and employees with information about what the menopause is including symptoms and causes, and how to practically support woman in the workplace who are experiencing it.

2. Equality Impact Assessment

An Equality Impact Assessment of this policy has been undertaken to ensure that the implications of its introduction will not cause adverse impact or discrimination against different groups of employees with the organisation.

3. Objectives

The objective of this policy is to provide managers and employees with relevant information in how to support woman in the workplace who are experiencing the menopause. The policy will outline the responsibilities and roles of Managers and raising awareness so that woman can feel confident in being able to ask for appropriate support or reasonable adjustments.

4. Causes

The menopause is a natural part of ageing that usually occurs between 45 and 55 years of age, as a woman's oestrogen levels decline. In the UK, the average age for a woman to reach the menopause is 51. However, around 1 in 100 women experience the menopause before 40 years of age. This is known as premature menopause or premature ovarian insufficiency.

Most women will experience menopausal symptoms. Some of these can be quite severe and can significantly impact everyday activities.

The menopause is caused a by a change in the balance of the body's sex hormones, which occurs as one gets older. It happens when ovaries stop producing as much of the hormone oestrogen and no longer releases an egg each month.

Premature or early menopause can occur at any age, and in many cases, there is no clear case. Sometimes it can be caused by a treatment such as surgery to remove the ovaries, some breast cancer treatments, chemotherapy/radiotherapy, or due to another underlying health condition such as Addison's Disease or Down's Syndrome.

Menopausal symptoms can begin months or even years before periods stop and last around 4 years after a woman's last period, although some women experience them for much longer (up to 12 years). This is known as the perimenopause.

A woman can usually tell if she is experiencing symptoms characteristic of the perimenopause because her menstrual periods start changing and they can become heavy and prolonged.

The changes of the menopause transition (perimenopause) typically begin several years before the natural menopause. This is a time when the levels of hormones produced by the ovaries fluctuate, leading to irregular menstrual patterns (irregularity in the length of the period, the time between periods and the level of flow) and hot flushes (a sudden warm feeling with blushing). Other changes associated with the perimenopause and menopause include night sweats, mood swings, vaginal dryness, and fluctuation in sexual desire, forgetfulness, trouble sleeping, tearfulness and fatigue.

Symptoms normally associated with the menopause can include hot flushes, night sweats, vaginal dryness, discomfort during sex, difficulty sleeping, low mood/anxiety, reduced libido, memory/concentration problems. This list is not exhaustive.

Women can experience both physical and psychological effects of the menopause. Some experience few or no symptoms whilst others can have symptoms that can debilitate them. Some women can suffer such debilitating symptoms that it affects their work and the role that they do.

Further guidance can be found here:

<https://www.nhs.uk/conditions/menopause/>

<http://www.fom.ac.uk/wp-content/uploads/Guidance-on-menopause-and-the-workplace-v6.pdf>

5. Support from Managers

Regular, informal discussions with employees may help Managers to understand any changes to health, particularly in relation to the menopause. Whilst the menopause may be traditionally viewed as taboo or too awkward to discuss, it is better to acknowledge that it is a normal part of life and that reasonable adjustments or accommodations need to be discussed where possible.

Many female employees may not wish to speak to a male Line Manager about the menopause, therefore they should be encouraged to speak to another female colleague who could broach the matter on their behalf, a female Line Manager within the Department, a female member of the HR Team or a female Union Representative who can raise any issues or concerns. The Council's Occupational Health service and Employee Assistance Programme would also be available for guidance.

In addition to regular, informal meetings (one to one's), it will also be good practice to discuss any workplace matters at the annual Performance Appraisal, and this includes general health and wellbeing at work. This will allow for a confidential discussion where any workplace adaptations or adjustments to be raised or suggested.

The Council expects Line Managers to:

- act in a supportive, caring way
- be approachable to female employees who may be experiencing menopause and minimise any embarrassment
- maintain confidentiality at all times
- encourage an atmosphere where health matters can be discussed
- adhere to the Council's Equality and Diversity Policy, respecting protected characteristics of the Equality Act 2010 such as age and gender
- undertake risk assessments if appropriate in terms of relevant tasks normally undertaken including DSE assessments
- implement any appropriate changes and reasonable adjustments to accommodate women experiencing menopause – this can include:
 - o flexible and agile working e.g. adjust start/finish times or homeworking
 - o encouraging flexibility during the working day to accommodate breaks to suit personal needs relating to menopause symptoms or difficulties
 - o considering the working environment e.g. temperature of rooms and proximity to fans, heaters, air conditioning or windows
 - o offering flexibility in terms of clothing and work uniforms

6. Application in Existing Policies

The Council's Attendance Management Policy has been amended to include menopause as now being excluded from trigger points alongside absences relating to disabilities or pregnancy-related absences.

The Council's Flexi-Time Working Policy can be applied to support female employees in the management of menopause symptoms, issues and complications.

The Council's Employee Assistance Programme is available at all times to discuss health matters including menopause.

The Council's Occupational Health provider is also available to support females experiencing the menopause and can provide the Council will advise on any suitable reasonable adjustments.

Toilets are available at all sites.

Chilled water is also available at all sites.

The Council Offices refurbishment will also aim to include a multi-purpose "Quiet Room" which could be also be used, if appropriate.

7. Legislation

The following are relevant legislation relates to managing the support for menopause in the workplace:

- Section 2 of the Health and Safety At Work Act 1974 requires employers to ensure "the health and safety and welfare at work" of all employees;
- The Workplace (Health, Safety and Welfare) Regulations 1992 place an overriding duty on employers to make workplaces suitable for the individual who works in them;
- The Management of Health and Safety at Work Regulations 1999 require the employer to undertake a suitable and sufficient assessment of risks and take action to prevent exposure to risks; and
- The public sector equality duty places a legal obligation on all public bodies to promote gender equality and eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.

Report of the Chief Executive**DOMESTIC ABUSE POLICY**1. Purpose of report

To consider the introduction of a new Domestic Abuse Policy to replace the Domestic Violence and Abuse Policy.

2. Detail

The Policy outlines the Council's commitment to support those employees who are suffering from domestic abuse and provides a practical framework for employees and Managers and specifies the methods of support available.

Internal and external support will be made available and referral to external agencies may be required in serious cases. Advice and counselling will be made available and a commitment made in the Council's Leave Scheme to facilitate a period of up to ten working days paid leave to attend related medical, legal and housing appointments in relation their case.

The Health and Safety of our employees is paramount and the introduction of this policy will ensure that victims of domestic abuse receive the correct support from the Council and its external partners.

Recommendation

The Local Joint Consultative Committee is asked to RECOMMEND to the Personnel Committee that the introduction of a new Domestic Abuse Policy be approved.

Background papers

Nil

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DOMESTIC ABUSE POLICY

1. Introduction

The Council recognises that its employees are its most important asset and it is committed to providing the support and assistance necessary to ensure their health, safety and welfare at work. This policy covers the internal and external support available to employees experiencing, or involved in, domestic abuse. Employees who are suffering from domestic abuse are more likely to work inefficiently, be absent from work and have poor productivity levels. In addition, there is a risk both to the employee, other employees and the business if a violent partner or ex-partner presents at the workplace.

For the purposes of this policy, domestic abuse is any incident, or pattern of incidents, of controlling, coercive or threatening behaviour, violence or abuse (including stalking) between adults who are, or have been, intimate partners or family members. It applies equally to men and women and covers physical, psychological, emotional, sexual and financial abuse.

2. Aims of the Policy

The aims of this policy are to:

- support employees experiencing domestic abuse and promote their health, safety and welfare at work
- enable employees experiencing domestic abuse to remain productive, efficient and at work
- offer support to employees who both recognise that they are the perpetrators of domestic abuse and want to seek help to address their behaviour
- aid line managers seeking to help employees who are experiencing domestic abuse
- assist colleagues of employees who are experiencing domestic abuse.

3. Advice and Counselling

It is the Council's intention to deal constructively and sympathetically with cases of domestic abuse. In order to support employees:

- The employees' Line Manager or Human Resources is the first point of contact for those experiencing, or perpetrating, domestic abuse. The Council's Chief Communities Officer and the Head of Public Protection are the Lead Specialists.
- The Chief Communities Officer will offer information and guidance and actively encourage employees to seek appropriate external help and support, including assisting with referrals to appropriate authorities and agencies, such as the police, Refuge, Women's Aid and the National Domestic Violence Helpline
- Managers will endeavour to identify employees with possible domestic

- abuse issues at an early stage
- The Council will raise general workplace awareness of domestic abuse issues.
- Employees who are members of a Trade Union may also receive appropriate support.

4. Line Manager's Role

Line managers have an important role to play in enabling employees experiencing domestic abuse to seek help and support. The Council will provide training for managers in handling sensitive issues such as domestic abuse. The role of the line manager in this regard is to:

- identify employees experiencing difficulties as a result of domestic abuse, for example, employees coming to work with unexplained injuries or who appear distressed or show an uncharacteristic deterioration in work performance or have unexplained periods of time off work
- provide initial help and support, including advice on the options available for the employee, but also recognising the limitations of their role in that they are not professional counsellors
- protect confidentiality as far as possible, unless the employee agrees otherwise
- refer the employee to appropriate internal and external sources of further help and support.
- enable the employee to remain productive, efficient and at work
- recognise that the employee may need time to decide what to do and may try a number of options during the process
- discuss measures to prioritise safety at work and ensure that the health, safety and welfare of all employees is protected.

5. Confidentiality

Confidentiality will be maintained as far as possible, however, in some instances, disclosure may need to be made to other members of the management team and/or external authorities or agencies in order that appropriate further help and support can be provided to the employee, but this will be subject to prior discussion with the employee

6. Performance and Attendance

The Council recognises that those experiencing domestic abuse may have difficulties with their performance because of the domestic abuse and/or may need to be absent from work from time to time. It will assist them in this regard by being sensitive in its approach and/or utilising its leave of absence policy. See the Council's Leave Policy for further guidance.

7. Safety at Work

The Council will protect the health, safety and welfare of all employees at work, including those employees directly or indirectly affected by domestic

abuse. This includes situations where the perpetrator of the abuse is harassing the employee at work, for example, turning up at the Council's business premises unannounced, constantly telephoning, e-mailing or texting the employee during the working day or harassing the employee's work colleagues.

Employees need to disclose to the Council that they are at risk from domestic abuse in order to receive this protection and the Council therefore actively encourages employees to make such disclosure. Other employees should also disclose to the Council if they are being harassed by a work colleague's current or former partner or family member.

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Report of the Chief Executive

**RESTRUCTURE OF LEARNING AND DEVELOPMENT TEAM,
INCLUDING PROPOSED LEARNING AND DEVELOPMENT
APPRENTICE**

1. Purpose of report

To advise Committee of a proposal to re-structure the Learning and Development Team within the Human Resources Section, including the appointment of an apprentice, following the resignation of the Learning and Systems Development Officer.

2. Detail

Currently, the structure of the HR Team consists of HR Manager (Post C12); Senior HR Officer (Post C13); HR Apprentice (Post TMC114); Learning & Systems Development Officer (Post C17); Learning and Systems Development Assistant (Post C16). The structure is shown in appendix 1. The Learning and Systems Development Officer has recently left the Council to take up a post with a neighbouring authority.

Learning and development is clearly a critical element at Broxtowe Borough Council and it features strongly in the People Strategy. However, with this vacancy arising, a review of the service has been undertaken, including discussions with the current Learning and Systems Development Assistant.

It is proposed that a revised structure be implemented as shown in appendix 2. This would involve a revised job description (appendix 3) and person specification (appendix 4) for the current Learning and Systems Development Assistant who would take up the new role of Learning and Development Officer. The proposal would include the appointment of a Learning and Development Apprentice on a fixed term contract, most likely for a period of two years, depending on the specific training course. The salary costs of this proposal are given below.

Current

Learning and Systems Development Officer (Grade 7)	= £25,175
Learning and Systems Development Assistant (Grade 5)	= £21,331

Proposed

Learning and Systems Development Officer (Estimated at Grade 7)	= £25,175
Learning and Development Apprentice (Grade 2)	= £17,711
Costs of training met from Apprenticeship Levy	

Overall salary saving of proposal = £3,620 per year for two years.

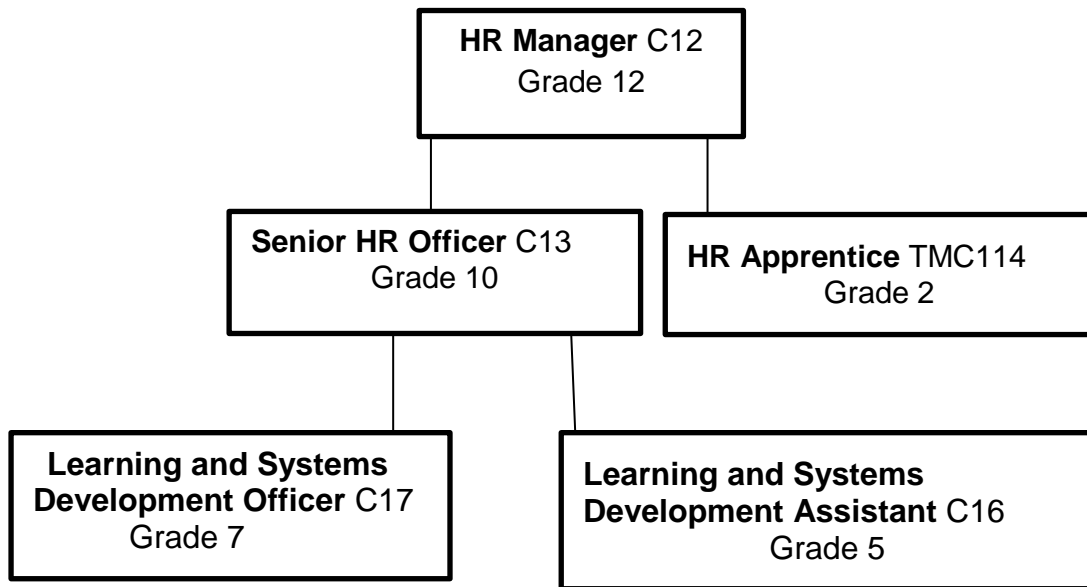
Recommendation

The Committee is asked to RESOLVE to implement the proposed changes to the Human Resources Section.

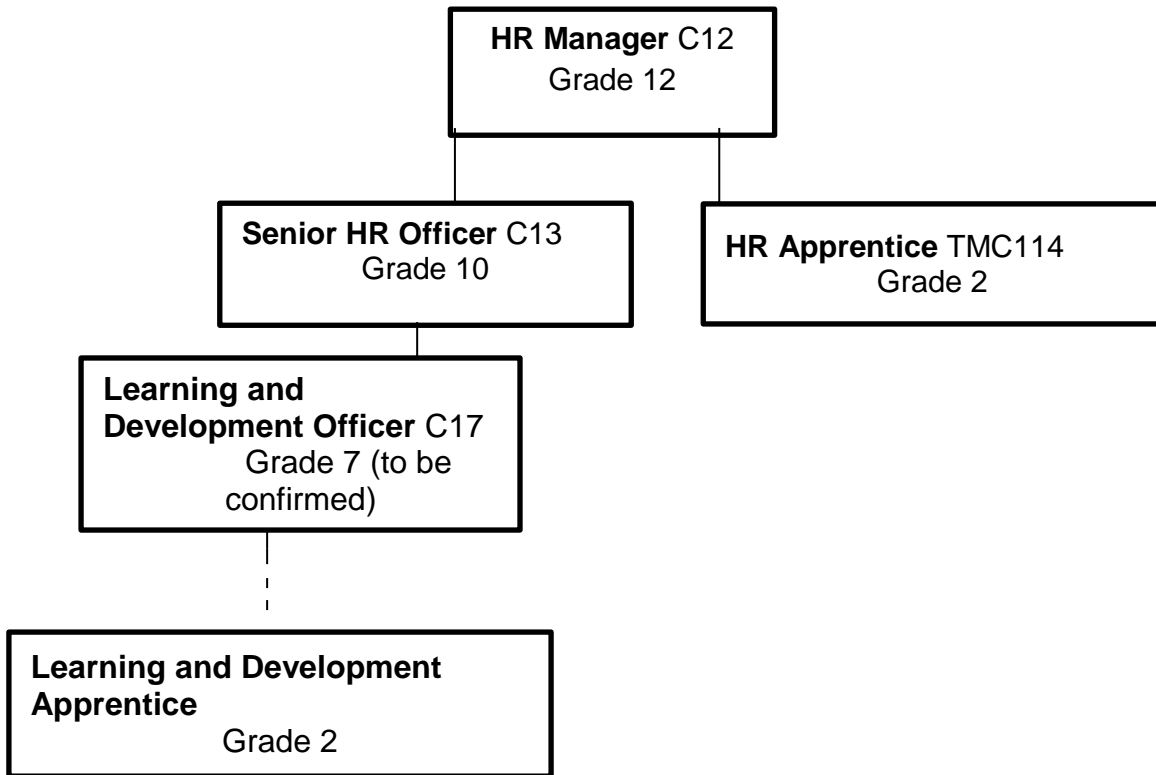
Background papers

Nil

Existing HR structure



Proposed HR structure



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BROXTOWE BOROUGH COUNCIL**JOB DESCRIPTION**

Directorate	CEX – Chief Executives
Division	Human Resources
Post No & Job Title:	C17 – Learning and Systems Development Officer
Grade:	Grade 7
Responsible to:	C13 – Senior HR Officer
Responsible for:	-
Main purpose of the job	To deliver high quality effective and cost effective learning and development solutions to employees and Members in accordance with corporate aims and strategies.

Learning Management System – Broxtowe Learning Zone (BLZ)

System Owner of the Council's Learning Management System (LMS) - **Broxtowe Learning Zone (BLZ)**. Responsible for negotiating contract renewal, site enhancements and developments with our dedicated Learning Pool Account Manager.

Responsible for the overall BLZ site design, concept and layout and to work with the total support team at Learning Pool to maximise the systems capabilities and functionality.

Overall responsibility for product design, marketing, launch and quality assurance of BLZ modules ensuring all learning activities are fit for purpose and relevant to the development needs of employees and members.

Consult and work with key stakeholders and subject matter experts (SME's) across the Council to develop corporate learning packages to be launched via the BLZ. Analyse the business need, impact on performance and return on investment for each package developed. Make decisions on audience participation, learning pathways and reporting procedures.. Carry out induction sessions on the Broxtowe Learning Zone to new employees, including access, log on arrangements and site navigation.

Provide statistical data on learning undertaken and efficiencies gained through BLZ. Produce bespoke management reports to track progress and completion of modules

Overall responsibility for the organisation and administration of the online appraisal process. Responsible for training appraisers and appraises and for producing bespoke management reports as required.

Establish and maintain constructive relationships with the Learning Pool network through user forums and webinars, attendance at regional and national events, regular contact with the Learning Pool account manager and total support desk to exploit opportunities for joint ventures and future development of the BLZ site. Participate in user groups, forums and build relations with the Total Support team to exploit further enhancements and improvements to the BLZ.

Actively promote and drive development of the BLZ as a learning tool across the Council promoting the site's capabilities and learning opportunities available. Positively market the concept of the site to provide flexible, blended learning opportunities.

Act as a technical lead on all BLZ site queries, respond promptly to user queries to resolve issues, assist with the design and development of course and appraisal pages. Perform BLZ site administration completion criteria and settings, escalate site issues promptly to the Total Support Team at Learning pool to resolve issues.

Update and administer BLZ site maintenance through Totara the site's operating system. Manage and check settings, modify controls and parameters and calibrate reports.

Proactively pursue ongoing development of BLZ to enhance capability functions available and ensure that the system is fully utilised.

Upkeep, refresh and continually develop and maintain specific modules and programmes.

Learning Solutions

Work with the Senior HR Officer in the design and implementation of a variety of learning solutions including developing the implementation plan for the annual learning and development plan and monitoring progress.

Co-ordinate the organisation of corporate training events.

Work with the Senior HR Officer in arranging and administering the Council's Apprenticeship Programme.

Work with the Senior HR Officer in delivering such face to face training sessions as may be agreed from time to time. Contribute to any partnership arrangements, especially with neighbouring local authorities and other organisations, in particular to identify and exploit opportunities for shared working.

Resources and Administration

Responsible for the maintenance of the corporate training databases and CHRIS21 training system. Provide information and statistical data as required.

Responsible for the collation and inputting of Pentana data and the analysis of progress and milestones.

Undertake workforce skills data collection, analyse findings and produce statistical data as required by Senior Management on the skills level of the workforce.

Administer and monitor the corporate training budget, ensuring all records are accurate and up to date. Allocate funds as authorised for learning and development events, vocational/professional courses of study, training related initiatives and resources. Produce management information and reports on budget commitments and expenditure.

Raise purchase orders for learning and development expenditure and arrange prompt payment of invoices through the Council's relevant financial systems. Responsible for the secure and appropriate use and management of Company Credit Card.

Check and analyse Job Specific training/budget sheets, querying anomalies.

Control of all the Learning and Development section's kit and resources, ensuring the accurate recording and security of stock and the production of an up to date stock catalogue. Administration of the loans procedure including marketing and publicity of material, sourcing appropriate materials for employees to loan and evaluation of materials loaned.

Maintain regular contact with the Corporate Communications Team regarding development of the Council's internet/intranet sites.

Provide ongoing marketing and publicity regarding all Corporate training packages and initiatives through a range of media to employees and Members e.g. the Council's intranet site, Broxtowe Employee Newsletter, leaflets, posters and emails. Liaise with ICT Division over corporate technical issues, the network, hardware and software developments and promote adherence to the Council's ICT security policies and procedures.

Work Experience

Responsible for the organisation and co-ordination of the Council's work experience programme including liaison with schools, colleges, universities and directorates to organise placements. Respond to enquiries from pupils, parents and other external sources

Responsible for the organisation and co-ordination of the Council's work experience programme relating to Disability Confident initiatives.

Co-ordinate pre-placement interviews and co-ordinate health and safety inductions and tutor visits.

Co-ordinate the evaluation and monitoring of placements and the recording of statistical information.

Other duties

Support and train the Learning and Development Apprentice and allocate work.

Establish and maintain effective working relationships with client departments and promote a positive and professional image of the division at all times.

Maintain the confidentiality of any information obtained in the discharge of the duties of the position at all times.

All of the above should be undertaken whilst promoting Equal Opportunities and Diversity through personal example, open commitment and clear action. Ensuring diversity is positively valued in training and service delivery, as well as the promotion of welfare and safety of both internal and external customers.

Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of C17 – Learning & Systems Development Officer but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

	Name	Signature	Date
Job description written by:	Jean Brennan		
Job description authorised by:			—

Date of issue: July 2019

Additional notes for JE/HR.
JGRID

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PERSON SPECIFICATION

C17 – Learning and Development Officer

	Additional/changed requirements	E/D	Measure
Personal Skills	<ul style="list-style-type: none"> • Present a professional & confident image • Ability to make considered decisions • Must be assertive, show initiative and self-motivated • Ability to work on own and as part of a team • Excellent planning and organisational skills • Must be a clear and effective communicator • Project Management Skills • Design and creative flair • Ability to write clearly and concisely 	<ul style="list-style-type: none"> E E E E E E E E E 	<ul style="list-style-type: none"> 1,3 1,2,3 1,3 1,3 1,2,3 1,3 1,3,4 1,3 1,2,3
Experience	<ul style="list-style-type: none"> • Effective design and planning of learning and development events to meet the needs of individuals and the organisation • Delivery of quality training • Ability to demonstrate effective negotiating, influencing & coaching skills • Ability to learn and apply software/systems relevant to business requirements • Ability to achieve deadlines and work priorities • Ability to carry out training needs analysis and determine training needs of customers/learners • Demonstrate a high level of technical ability • Able to demonstrate and understanding and appreciation of ICT related issues • Ability to quickly learn new technologies and gain an in depth knowledge and understanding • In writing technical procedures and operational instructions • In creating a variety of learning solutions. 	<ul style="list-style-type: none"> E E E E E E E E E E E 	<ul style="list-style-type: none"> 1,2,3 1,2,3 1,3 1,3 1,3 1,3 1,3 1,3 1,3 1,3 1,3
Attainments/ Qualifications	<ul style="list-style-type: none"> • Relevant ICT qualification or equivalent experience • Training qualification or equivalent experience • Project Management - Prince2 	<ul style="list-style-type: none"> E E D 	<ul style="list-style-type: none"> 1,3,4 1,3,4 1,3,4
Knowledge	<ul style="list-style-type: none"> • Extensive understanding of MS Office software applications • Knowledge and understanding of the principles and legislation relating to ICT security to conform with Council Policies • Commitment to equality and diversity in all aspects of training and service provision • An understanding of the Council's services, aims and objectives 	<ul style="list-style-type: none"> E E E E 	<ul style="list-style-type: none"> 1,2,3 1,3 1,3 1,3

Special Requirements	N/A	
Measure:	1. Application form 2. Test 3. At interview	4. Documentary evidence 5. Other [please specify]
Car Allowance	This post carries a designated car user status.	

	Name	Signature	Date
Person specification written by:	Jean Brennan		___/___/___
Person specification agreed by			___/___/___

Date of issue: July 2019

Additional notes for JE/HR. CH105.

Report of the Chief Executive

**PERFORMANCE MANAGEMENT – BUSINESS PLAN PROGRESS
SUPPORT SERVICE AREAS – HUMAN RESOURCES**1. Purpose of report

To report progress against outcome targets identified in the Business Plans for the support services areas, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.

2. Background

The Corporate Plan 2016-2020 was approved by Cabinet on 9 February 2016. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety are subsequently approved by the respective Committees each year.

The latest Business Plan for Resources and the other support service areas was approved by Council on 7 March 2019. These included performance management data for Human Resources relevant to this Committee.

3. Performance management

As part of the Council's performance management framework, each Committee receives regular reports during the year which review progress against an appropriate Business Plans. This will include a detailed annual report where performance management is considered following the year-end.

This report is intended to provide this Committee with an overview of progress towards Corporate Plan priorities from the perspective of the Business Plans for the Human Resource service. It provides a summary of the progress made to date on Critical Success Indicators (CSI), key tasks and priorities for improvement in 2019/20 and the latest data relating to Key Performance Indicators (KPI). This summary is detailed in the appendix.

Recommendation

The Committee is asked to NOTE the progress made in achieving the Human Resources Key Tasks within the Resources Business Plans in addition to the current Key Performance Indicators for 2019/20.

Background papers

Nil

APPENDIX

PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

The Corporate Plan for 2016-2020 was approved by Cabinet on 9 February 2016. This plan sets out the Council's priorities to achieve its vision to make "Broxtowe a great place where people enjoy living, working and spending leisure time." Over the period, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

The Corporate Plan prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned with other local, regional and national plans to ensure the ambitions set out in our Corporate Plan are realistic and achievable.

2. Business Plans

Business Plans linked to the five corporate priority areas and the support service areas of Resources; Revenues, Benefits and Customer Services; and ICT and Business Transformation were approved by respective Committees at meetings held in January/February 2019. The support services provide support to the key services to assist them in achieving the priorities and objectives.

The respective Business Plans detail the projects and activities undertaken in support of the Corporate Plan 2016-2020 for each priority area. These cover a three-year period but will be revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures in the Business Plans is undertaken regularly by the relevant Committee. This will include a detailed annual report where performance management and financial outturns are considered together following the year-end as part of the Council's commitment to closely align financial and performance management.






3. Performance Management

As part of the Council's performance management framework, this Committee receives regular reports of progress against the Business Plans for the support service areas. This report provides the quarterly data relating to Critical Success Indicators (CSI) for each area and a summary of the progress made to date on key tasks and priorities for improvement in 2019/20 (as extracted from the Pentana Risk performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).






The Council monitors its performance using the Pentana Risk performance management system. Members have been provided with access to the system via a generic user name and password, enabling them to interrogate the system on a 'view only' basis. Members will be aware of the red, amber and green traffic light symbols that are utilised to provide an indication of performance at a particular point in time.

The key to the symbols used in the Pentana Risk performance reports is as follows:

Action Status Key

Icon	Status	Description
	Completed	The action/task has been completed
	In Progress	The action/task is in progress and is currently expected to meet the due date
	Warning	The action/task is approaching its due date (and/or one or more milestones is approaching or has passed its due date)
	Overdue	The action/task has passed its due date
	Cancelled	This action/task has been cancelled or postponed




Performance Indicator Key

Icon	Performance Indicator Status
	Alert
	Warning
	Satisfactory
	Unknown
	Data Only






Critical Success Indicators for Human Resources 2019/20

The Critical Success Indicators relating to Human Resources are still to be defined. The service collects and makes use of a range of Data and Key Performance Indicators to monitor service delivery and performance.

Key Tasks and Priorities for Improvement for Human Resources 2019/20

Status/ Icon	Action Code	Action Title	Action Description	Progress	Due Date	Comments
In Progress 	HR1720_01	Introduce 20 new online Broxtowe Learning opportunities by 2020	Expand the range of opportunities to develop employee skills by adding a further 20 modules to Broxtowe Learning Zone by 2020	71%	Mar-2020	Target is for 20 courses over four years, with 14 completed to date. On course for completion.
In Progress 	HR1922_01	Achieve Level 3 (Leader) Status for Disability Confident Employer Scheme	Become a champion within local/business communities in terms of appointing, keeping, and developing disabled employees	0%	Mar-2020	Process to commence September 2019.
In Progress 	COMS1922_07	Achieve Well Being at Work Accreditation	Improve staff welfare and wellbeing	33%	Mar-2020	Anticipated that accreditation will occur in October 2019.

Key Performance Indicators for Human Resources 2019/20

PI Status	Code & Short Name	Outturn 2017/18	Outturn 2018/19	Q1 2019/20	Target 2019/20	Short Trend	Long Trend	Latest Note
Red 	BV12 Working Days Lost Due to Sickness Absence (Rolling Annual Figure)	13.64	8.69	8.96	7.5	Improving	Improving	Slightly higher than Nottinghamshire local government average for same period (8.4 days)
Red 	BV16a Employees with a Disability %	7.1%	6.9%	6.7%	10.0%	Getting Worse	Getting Worse	Slight decrease in the quarterly data however it is known that some disabilities are not disclosed.
Red 	BV17a Ethnic Minority representation in the workforce %	6.9%	6.4%	6.8%	8.0%	Improving	Improving	Slightly improved in quarter 1 2019/20.
Amber 	HRLocal_06 Annual employee turnover %	13.1%	14.0%	2.1%	10.0%	Improving	Improving	Large decrease compared to 2018/19 quarter 1 (5.3%)
Green 	HRLocal_07 Employees qualified to NVQ Level 2 and above %	85%	85%	86%	89%	Improving	Improving	Overall skill levels have slightly increased as majority of new starters now come with Level 2 and above.

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Report of the Interim Strategic Director

WORK PROGRAMME

1. Purpose of report

To consider items for inclusion in the Work Programme for future meetings.

2. Background

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

3. Work Programme

Date	Tasks
18 November 2019	<ul style="list-style-type: none"> References from LJCC
27 January 2020	<ul style="list-style-type: none"> References from LJCC

<u>Recommendation</u>

The Committee is asked to CONSIDER the Work Programme and RESOLVE accordingly.

Background papers

Nil

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