



17 January 2020

Dear Sir/Madam

A meeting of the Personnel Committee will be held on Monday, 27 January 2020 in the Council Chamber, Council Offices, 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 Legal Services 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	

A G E N D A

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. MINUTES PAGES 1 - 4

To approve the minutes of the previous meeting held on 18 November 2019.

4. REFERENCES

4.1 Local Joint Consultative Committee PAGES 5 - 18

16 January 2020

Learning and Development Policy

RECOMMENDED to the Personnel Committee that the Learning and Development Policy be adopted.

5. SUPPORTING EMPLOYEES WITH LONG TERM HEALTH CONDITIONS PAGES 19 - 24

To update Members on the support the Council offers in supporting employees with long term health conditions.

6. WORKFORCE PROFILE PAGES 25 - 58

To provide analysis of the workforce for Broxtowe Borough Council in 2018/19.

7. WORK PROGRAMME PAGES 59 - 60

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

8. EXCLUSION OF PUBLIC AND PRESS

The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of the Act.

9. ESTABLISHMENT REVIEW - PLANNING PAGES 61 - 68

10. ESTABLISHMENT REVIEW CORPORATE COMMUNICATIONS PAGES 69 - 76

11.	<u>LEGAL RESTRUCTURE</u>	PAGES 77 - 86
12.	<u>ENVIRONMENTAL SERVICES REVIEW</u>	PAGES 87 - 98
13.	<u>APPLICATION FOR VOLUNTARY REDUNDANCY</u>	PAGES 99 - 100
14.	<u>ESTABLISHMENT CHANGES IN THE PUBLIC PROTECTION DIVISION</u>	PAGES 101 - 104
15.	<u>ESTABLISHMENT REVIEW - DEMOCRATIC SERVICES</u>	PAGES 105 - 110

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PERSONNEL COMMITTEE

MONDAY, 18 NOVEMBER 2019

Present: Councillor M Hannah, Chair.

Councillors: L Fletcher
J C Goold
L A Lally
P Lally
H Land
P J Owen
J M Owen
J C Patrick
R S Robinson
P D Simpson
D K Watts
R D Willimott

An apology for absence was received from Councillor M Radulovic MBE.

7 DECLARATIONS OF INTEREST

There were no declarations of interest.

8 MINUTES

The minutes of the meeting held on 6 September 2019 were confirmed and signed as a correct record.

9 REFERENCE

1 October 2019
Environmental Services Review

The Committee considered a reference from the Environment and Climate Change Committee which sought approval for the implementation of a revised structure for Environmental Services.

An amendment was proposed by Councillor L Fletcher and seconded by Councillor P J Owen that the item be deferred until the next meeting in order for updated information to be submitted. On being put to the meeting the amendment was defeated.

RESOLVED that the revised structure for the Environmental Services section, as set out in appendix 2 of the report, be approved.

10 INTERNAL COMMUNICATIONS AND ENGAGEMENT

The Committee noted a report on internal communications and employee engagement initiatives at the Council. It was queried as to whether there was sufficient engagement with staff over mental health issues, members were informed that the Mental Health Champions Group held regular meetings to determine the requirements of employees over such matters. The Chair gave a commitment to the Committee that the good work that derived from the Mental Health Working Group would feed into the relevant groups.

11 ORGANISATIONAL DEVELOPMENT

The Committee considered a report which outlined potential areas for future discussion before watching a video presentation from Simon Sinek called 'First Why and then Trust'.

Members queried whether there were new areas of work included within the proposals contained in the report. Officers replied that the Council was building on strong foundations but there were a number of areas that were in need of modification. The Committee was informed that an organisational development strategy would be organised.

RESOLVED that the areas of work contained within the appendix to the report be approved.

12 PERFORMANCE MANAGEMENT - BUSINESS PLAN PROGRESS SUPPORT SERVICE AREAS - HUMAN RESOURCES

The Committee was updated on the progress against outcome targets identified in the Community Safety and Health Business Plan, linked to Corporate Plan priorities and objectives. Members queried the sickness figures and requested that a more detailed report be submitted to a future meeting. The report would contain a departmental breakdown, long-term and short-term figures in addition to clarification on referrals to occupational health.

13 WORK PROGRAMME

Members considered the Work Programme and agreed to add reports on Sickness Figures and Veterans' Access to Interviews.

RESOLVED that the Work Programme, as amended, be approved.

14 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 and 2 of schedule 12A of the Act.

15 REFERENCE - ENVIRONMENTAL SERVICES REVIEW

The Committee noted the confidential appendix to the report for the item considered earlier in the meeting.

16 APPLICATION FOR VOLUNTARY REDUNDANCY

RESOLVED that the request for voluntary redundancy be approved.

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Report of the Chief Executive

LEARNING AND DEVELOPMENT POLICY

1. Purpose of report

To consider amendments to the Learning and Development Policy.

2. Detail

The Council's Learning and Development Policy had a wholesale review in February 2019. Following the wholesale review, a number of minor amendments are proposed.

The amendments proposed relate solely to the recovery of course fees from employees leaving the Council. Presently, the Council funds training for vocational courses leading to a relevant qualification required for a job role. Where the employee leaves to join other local government employers within two years of the course completion, there is no requirement for the employee to repay the money.

Since the 16/17 financial year, there have been three employees undertaking a total of four courses who have left the Council's employment and not been required to repay the course fees due to transferring to Local Government. These employees have all come from the Finance Services Department, where there has been a skills shortage, high turnover and positions increasingly difficult to recruit to. Had the employees been required to repay the training fees, there may have been an increased incentive to remain at the Council. The total loss to the Council has been £8,460.83 which equates to almost 14.58% of the Council's annual training budget.

In an effort to retain employees, skills developed via formal training courses and to ensure that the Council's Training budget is utilised to its full potential, it is proposed that employees moving to any employer within two years of completing their course will be required to repay their course fees.

Proposed changes have also been reflected in the LD2 Vocational Training Application form that employees are required to complete and sign.

Recommendation

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

Background papers

Nil

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Broxtowe
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LEARNING AND DEVELOPMENT POLICY

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LEARNING AND DEVELOPMENT POLICY

1. Introduction

The Council is committed to the development of employees in order for them to carry out their role at the Council competently.

Learning and development will be closely linked to service delivery underpinning the Council's Corporate and Business Delivery Plans. The Council recognises that in order to deliver quality services to its customers and establish itself as an employer of choice it needs to continually invest in the development of its people to increase recruitment and retention, motivation, morale and job satisfaction of individuals and help them maximise their potential within and outside the organisation.

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 of Learning and Development

The overall aims and objectives for learning development are:

- To enable the Council to attain its strategic objectives through investing in its employees
- To promote equality of access to learning
- To encourage employees and to develop their skills and level of responsibility to the maximum of their potential
- To widen and update the skills profile of employees to maximise their versatility, employability and future job security
- To enable employees to raise performance, quality and customer service in pursuit of service excellence in order to ensure they have the right skills at the right time to deliver effective and efficient services.

4. Responsibilities for Learning and Development

4.1 General Management Team

- Set the strategic direction for the organisation
- Communicate the importance of and organisation commitment to learning and development
- Demonstrate their support by participating in and leading key learning and development activities

- Hold senior managers accountable for ensuring all their staff are appraised and have appropriate access to learning and development opportunities

4.2 Human Resources Team

- Implement the People Strategy and Corporate Learning and Development programme in response to corporate initiatives and needs identified in Business and Personal Action Plans
- Lead on the Apprenticeship programme

4.3 Learning and Development Team

- Champion employee development across the Council
- Ensure that mandatory learning and development requirements are identified, communicated and effectively organised
- Provide a range of other learning and development interventions, resources and programmes enabling equality of access to learning for all.
- Ensure learning and development opportunities are cost effective and of benefit to the individual
- Administer the Learning and Development Budget in conjunction with the HR Manager
- Evaluate and review the learning and development opportunities provided

4.4 Managers

- Induct new employees/employees new to a post and provide feedback and coaching on immediate work progress
- Discuss learning and development needs with individual employees through Performance Appraisals and Performance Review meetings and agree an action plan
- Encourage and support staff to be proactive about their self-development at work and facilitate reinforcement and application of learning in the workplace
- Monitor and ensure prompt compliance with mandatory learning and development and deal with issues of non-compliance

- Be aware of equality and diversity issues and how they impact on learning and development opportunities

4.5 Employees

- Demonstrate commitment to and take personal responsibility for their own learning and development, not least when participating in Performance Appraisals and Performance Review meetings
- Undertake their mandatory learning and development promptly
- Repay fees and learning and development expenses as specified in this policy.

Trade Union Learning Representatives

Trade Union Learning Representative will support the learning and development of their members by providing advice and guidance on learning and assisting members with their literacy, numeracy and ICT skills.

5. Training Courses

Any employee who has at least 26 weeks' continuous services has the legal right to make a request in relation to study or training and to have that request considered. The Council has a duty to consider any request but it is not legally obliged to automatically agree to a request to pay for the training or to pay for the time off.

Types of courses:

5.1 Apprenticeships

The opportunity to use the Council's Apprenticeship Levy funding should always be explored in discussions with the Learning and Development team prior to any other courses being considered (see the Apprenticeship Strategy document).

5.2 Corporate Learning and Development

The Learning and Development Team will organise learning and development opportunities for employees across all directorates of the Council this includes induction and ICT, employee relations and equality and diversity training

5.3 Job specific/Technical learning and development

The employee and their line manager will work together to identify learning and development opportunities to enable employees to develop and increase the knowledge and skills so that they may competently carry out their role at the council. This may include on the job learning and development, work shadowing coaching and mentoring, online and e-learning programmes and attendance on informal and formal training events, briefing seminars and conferences.

Some of these activities may not have a direct cost, but it should be noted that there will be an indirect cost in relation to officer time and this should be recognised and built into work schedules.

5.4 Professional Courses

In some instances, it may be appropriate for an employee as part of their job to undertake a formal qualification which is essential to their profession and role within the Council.

Before agreeing to a request for any professional learning and development the line manager must have a clear idea of the commitment required from the employee in relation to term dates, day and block release commitments, course workload and the examination schedule. The manager must have a discussion with the employee to confirm that the employee has the aptitude and capacity to undertake the course and that the section can provide adequate cover when the employee is absent. The manager must also ensure that the employee understands their obligation regarding the Repayment of Fees and Expenses as detailed in section 7.3.

Support will not be given for qualification(s) of marginal value to the Council.

6. Application procedure

Employees should submit written requests for no cost learning and development to their Line Manager in line with local departmental procedures and they should not book their place on any course or event until they have received approval from their manager to take the time off.

All applications for paid learning and development must be submitted on form LD1 to the Line Manager and/or Head of Service who will send it to the Department's Administrator for them to record necessary details or to the Learning and Development Team for approval.

No bookings can be confirmed until the expenditure and time off has been approved.

The Learning and Development team should be informed of all learning and development so that they can include the details on employee's personal record.

7. Financial Assistance

7.1 Heads of Service

Heads of Service will be required to pay for job specific learning and development from their departmental budget.

The Corporate Learning and Development budget will pay for corporate learning and development courses and for professional courses of study leading to a qualification required for the employee's job role.

7.2 Qualification courses

Once approval has been given to pay for an employee to attend a professional qualification course, agreement may be given to pay for course related expenses which could include but is not restricted to:

- Course fees
- Registration fees
- Examination fees
- Reasonable expenditure on books and other essential equipment

The employee will be required to sign a Learning Agreement form LD2.

7.3 Repayment of course expenses

If an employee leaves the Council within 2 years of completing their professional training qualification and they take up a new post, they will be required to repay the courses fees and any related expenses. The repayment will pro-rata dependent on the length of time that has passed since course completion. The exceptions are if the employee is dismissed due to redundancy or ill health and all Apprenticeship Levy funded training.

Repayment is also required if an employee fails to show satisfactory progress and fails an examination or fails to attend an examination or leaves the course.

The Head of Service, following discussions with the HR Manager, may approve payment for the re-sitting of examinations where the failure or unsatisfactory progress has been due to exceptional circumstances and the employee has otherwise been making satisfactory progress.

The Council will reclaim 100% of any assistance given where the employee leaves during the course.

Repayments will exclude the salary paid in respect of the time spent studying.

Recovery of the costs will be made through a payment plan agreed with the employee.

The employee will be required to sign a Learning Agreement form LD2 agreeing to these conditions before course expenditure is approved.

7.4, Loans for Learning

Loans for Learning are available to employees to undertake courses of study that would not normally be supported as an essential requirement of their current job at the Council. A loan for learning is interest free and available at the discretion of the Council's HR Manager subject to sufficient funding being available.

A Loan for Learning Application form LD3 should be submitted to the HR Manager.

The full repayment of the loan would normally be required over a 12-month period from the date of the loan by monthly deductions directly through Payroll.

If an employee in receipt of a loan terminates their employment with the Council before the loan is repaid, the loan must be repaid. Recovery of the costs will be made through a payment plan agreed with the employee.

8. Additional levels of assistance

8.1 Payment and Expenses

Employees attending an approved learning and development activity are entitled to receive payment of normal earnings whilst attending the event together with a credit in respect of hours they are required to attend, up to a full day as appropriate. When attending training courses outside contracted working hours, part time employees should be paid on the same basis as full-time employees.

Claims for expenses should be made in the usual way as per the Travel and Subsistence Policy.

8.2 Revision and Examination Leave

Paid examination leave will be granted to enable employees to sit examinations or tests as part of their approved course of study.

In addition, paid leave will be granted to enable the employee time to prepare for the examination or test. The time granted will be double the duration of the examination or test and should normally be taken within the period of two weeks prior to the examination or test. Equivalent time may also be granted to employees taking courses which depend on continuous assessment as opposed to examination as per the Leave Policy.

9. Investing in the future workforce

Departments will offer apprenticeship training as appropriate (see the Apprenticeship Strategy document).

The Council will be proactive in helping people within the community improve their job prospects and employability. We will work with schools, colleges and universities to provide work experience placements to students to give them a greater insight into the work and services provided by local authorities and potential career options.

We will also work with partners to offer work trials and experience to residents of the borough under local and government programmes and initiatives.

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VOCATIONAL COURSE APPLICATION FORM**LD2**

(For Job Specific training please complete form LD1)

1. PERSONAL DETAILS

Name:

Post:

Department/Section:

2. COURSE DETAILS

Title of course:

Start date

Length of course - weeks/years:

College/University & Location:

Attendance requirements (day release, evenings etc. please state hours):

Has this training been identified as a requirement at your Performance Review? YES/NO

Please state the date of your last Performance Review _____

3. REASON FOR STUDY

Please provide information as to the relevance of this course to your current role at the Council (please attach course details):

4. DETAILS OF SUPPORT REQUIRED

Support	Year One	Year Two	Subsequent Year
Course Fees	£	£	£
Registration	£	£	£
Examinations	£	£	£
Books/Publications	£	£	£
Other	£	£	£
Additional T&S	£	£	£
Total	£	£	£

Time off requirements from normal duties to attend the course:

Learning Agreement

I acknowledge and understand the conditions of assistance as outlined on the reverse of this form regarding repayment of fees and agree to abide by these conditions:

Applicants signature:**Date:****5. MANAGER'S COMMENTS**

Please provide comments in support of this application taking into account; relevance to current role, time off requirements, benefits to the Authority, value for money.

Line Manager's signature:

Date:

Head of Service Authorisation:**Date:**

HR Managers authorisation

Date:

6. OFFICE USE ONLY

Course Supported _____

☐

Not Supported _____

☐

LD2

LEARNING AND DEVELOPMENT POLICY

Professional Courses

5.4 In some instances, it may be appropriate for an employee as part of their job to undertake a formal qualification which is essential to their profession and role within the Council.

Before agreeing to a request for any professional learning and development the line manager must have a clear idea of the commitment required from the employee in relation to term dates, day and block release commitments, course workload and the examination schedule. The manager must have a discussion with the employee to confirm that the employee has the aptitude and capacity to undertake the course and that the section can provide adequate cover when the employee is absent. The manager must also ensure that the employee understands their obligation regarding the Repayment of Fees and Expenses as detailed in Section 7.3.

Support will not be given for qualification(s) of marginal value to the Council.

Conditions of Assistance

7.3. If an employee leaves the Council within 2 years of completing their professional training qualification and they take up a new post, they will be required to repay the courses fees and any related expenses – pro rata based on the amount of time passed since course completion. The exceptions are if the employee is dismissed due to redundancy or ill health and all Apprenticeship Levy funded training.

Repayment is also required if an employee fails to show satisfactory progress and fails an examination or fails to attend an examination or leaves the course.

The Head of Service, following discussions with the HR Manager, may approve payment for the re-sitting of examinations where the failure or unsatisfactory progress has been due to exceptional circumstances and the employee has otherwise been making satisfactory progress.

The Council will reclaim 100% of any assistance given where the employee leaves during the course

Repayments will exclude the salary paid in respect of the time spent studying.

Recovery of the costs will be made through a payment plan agreed with the employee.

The employee will be required to sign a Learning Agreement form LD2 agreeing to these conditions before course expenditure is approved.

Revision and Examination Leave

8.2 Paid examination leave will be granted to enable employees to sit examinations or tests as part of their approved course of study.

In addition, paid leave will be granted to enable the employee time to prepare for the examination or test. The time granted will be double the duration of the examination or test and should normally be taken within the period of two weeks prior to the examination or test. Equivalent time may also be granted to employees taking courses which depend on continuous assessment as opposed to examination as per the Leave Policy.

OFFICE USE ONLY

Fee Authorisation Letter

☐

Employee Support letter

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Passed for payment on:

☐☐☐☐

Vocational Database

☐

CHRIS21

☐

Budget

☐

Report of the Chief Executive

SUPPORTING EMPLOYEES WITH LONG TERM HEALTH CONDITIONS

1. Purpose of report

To update Members on the support the Council offers in supporting employees with long term health conditions.

2. Detail

One of the Council's Values is "Valuing employees and enabling the active involvement of everyone". This is demonstrated in the commitment the Council makes in providing help and support to officers who have long-term health conditions.

The appendix to this report outlines the specific measures that the Council can provide to employees with long term health conditions in order to support and make reasonable adjustments where possible.

Recommendation

The Committee is asked to NOTE the support which is available to employees with long term health conditions.

Background papers

Nil

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APPENDIX

The following Council policies are used to help support employees with long term health difficulties.

- Attendance Management
- Occupational Sick Pay
- Flexible Working
- Leave Scheme
- Flexi-Leave
- Redeployment
- Menopause policy
- Flexible Retirement
- Ill-Health Retirement

The Council is as flexible as possible in its approach, taking into account each individual's personal circumstances, whilst at the same time balancing the operational requirements of service delivery.

The main principles are as follows:

- to respect the employee's dignity and privacy; no sensitive information will be shared with anyone without the employee giving prior consent
- to maintain employee engagement and ensure that managers make every effort to communicate with the employee in line with the attendance management policy
- to ensure the employee suffers no financial detriment to pay or benefits in accordance with their terms and conditions of employment
- to be as flexible as possible regarding work processes which will enable employees to manage their medical treatment while maintaining effectiveness and efficiency at work
- to continue to provide access to development and training opportunities
- to provide the employee with information and support throughout their illness
- to support the team and be sensitive to the impact on colleagues

Long term sickness is defined by the Department of Work and Pensions as any absence lasting more than four weeks (28 calendar days). The Council uses this to define its long term sickness cases for the management of cases and for statistical analysis and reporting.

In terms of the Council's long-term sickness cases, there are currently 18 cases with the earliest absence commencing April 2019. In terms of the various conditions reported, these include cardioinversion, fractured skull, depression, osteoarthritis, rotator cuff repair, prostate cancer, fractured fibia/tibia, knee replacement, labyrinthitis, atrial fibrillation, and stress.

HR ensures that employees have access to counselling through the Employee Assistance Programme (EAP) and support from Occupational Health. They also

provide details of any relevant HR policies which may be available to support the employee.

In exceptional circumstances, the Chief Executive, in consultation with the General Management Team and Human Resources, may authorise an extension of pay during a lengthy period of absence if sick pay has been exhausted.

Where an employee wishes to return to work in-between periods of treatment (e.g. chemotherapy) advice from Occupational Health is sought, and following the advice, it may be agreed to allow an employee to return utilising the following support:

- working from home on either a full or part time basis
- planning a reduced or more flexible schedule for example by changing the working hours so that the employee can travel at less busy periods
- agreeing where possible for the employee to undertake lighter duties for a period of time
- asking colleagues to be supportive and reallocating some of the work where possible or if necessary
- allowing the employee to take a short break at intervals during the day

In accordance with the Council's Flexi-Time Policy, there will be consideration of allowances being provided where requested in exceptional circumstances (such as extended periods of regular on-going treatment), with the prior agreement of the Chief Officer/Head of Service, in conjunction with Human Resources.

Returning to work after a lengthy absence can be physically and emotionally stressful and the Council provides suitable support as is necessary and appropriate to assist individuals at every stage of their recovery. Further to Occupational Health advice, the following options are often implemented:

- a phased return to work within a fixed timescale, increasing hours gradually over an appropriate period of time.
- working from home if practicable
- working flexible or reduced hours for an extended temporary period
- changing the role or some responsibilities for a temporary period
- support with transport to and from work where reasonably practicable
- making alterations to the workstation or physical location

If an employee's illness causes a disability which affects their return to work, the Council will, where reasonably practicable, consider making any reasonable adjustments to enable the employee to continue to work.

Where an employee fulfils the criteria for ill-health retirement, the employee is fully consulted and, once the certificate is received, the matter will be considered by the relevant Head of Service and the employee advised accordingly.

Where an employee is not medically able to return to their substantive post but is still able to work in perhaps another role, redeployment is explored following Occupational Health advice. Where possible, reskilling and re-training is also

explored and appropriate training may be discussed with HR and the Learning and Development Team in order to support an employee.

In addition to the support outlined above, the Council has voluntarily signed up to the following:

Mindful Employer Charter

The Council signed the Charter for Employers who are Positive about Mental Health in June 2015 demonstrating a commitment to supporting employees and job applicants who suffer from mental health issues – this can include longer-term mental health conditions.

Disability Confident Employer

The Council has held a Level 2 Disability Confident Employer status since its introduction in 2016 and is a voluntary scheme demonstrating that the Council actively supports people with disabilities into employment.

There are key requirements to satisfying being a 'disability confident' employer including making adjustments for staff and applicants who may have disabilities or long term conditions which could fall under the Equality Act 2010.

Dying To Work Charter

The Council has signed up to the TUC's 'Dying To Work' Charter.

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.

By signing this, the Council has agreed to support any employee diagnosed with a terminal illness by continuing to provide safe and reasonable work 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.

Local Government Equality Framework

The Equality Act 2010 challenges organisations to know how age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion/belief, sex, and sexual orientation describe the experiences of local communities, both individually and collectively. Thinking about the relationship between these 'protected characteristics' explains the difficulties and opportunities arising from the diversity of local areas. They are a reminder that

the consequences of difference on effective service delivery cannot be avoided either for the provider or the user.

Organisations are expected to use this understanding to demonstrate 'due regard' to the Public Sector Equality Duty to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the act
- advance equality of opportunity between people who share a protected characteristic and those who do not
- foster good relations between people who share a protected characteristic and those who do not

Access To Work

The Council regularly engages with Access to Work to support employees to remain in employment. If eligible, Access To Work will arrange a workplace assessment and provide the Council with recommendations of reasonable adjustments including a cost list. The Council will support all reasonable requests.

Report of the Chief Executive

WORKFORCE PROFILE 2018/19

1. Purpose of report

To provide analysis of the workforce for Broxtowe Borough Council in 2018/19.

2. Background

The workforce profile is an annual report (see appendix) which is produced by the Pay and Job Evaluation team covering areas such as recruitment, the workforce, employment issues and health & safety. It provides an opportunity for us to compare with previous years to see how the Council is progressing. Some comparison with other Nottinghamshire local authorities is shown in the report.

3. Detail

The workforce profile is an important document to the Council. The information and further analysis it provides allows the Council to see what we succeed in and which areas require further consideration and improvement.

The analysis within the report for recruitment helps us to identify the profile of candidates which are applying for posts. From this we can understand if the candidates we appoint are as diverse as the group which are applying.

One statutory part of the document is 4.14 Gender Pay Gap which needs to be reported and published each year by Broxtowe Borough Council. It became a statutory requirement for the Gender Pay Gap to be reported from April 2017. This means the Council must publish the median and mean hourly rate by 31 March in order to remain compliant.

With mental health becoming a more prevalent subject in the workplace and society, sub section 5.8 Mental Health Related Sickness Absence has been added to the report this year. Sub section 5.8 shows the level of sickness absence due to mental health for Broxtowe Borough Council employees.

Health & Safety is vital in ensuring employees feel their workplace is a safe and amenable environment. Analysis of accidents and RIDDOR accidents means we are able to see if improvements have been made and set targets for future years.

Recommendation

The Committee is asked to note the report

Background papers

Nil

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Broxtowe
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Workforce Profile

2018/19

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1. INTRODUCTION

Welcome to Broxtowe Borough Council's Workforce Profile Report for 2018/19. The Workforce Profile is reviewed annually and has been produced by the Payroll & Job Evaluation Team.

The Council has a strong set of beliefs which are confirmed within our Corporate Plan and our People Strategy, both of which show that we continuously value, support, improve and develop the diversity, well-being, skills base and professional capabilities of our workforce.

The Council, on 31 March 2019, employed 478 (by headcount) people across a number of sites within the borough, with the highest proportion based at the Council Offices in Beeston.

The turnover for employees leaving the council in 2018/19 was 13.18%. This equated to 63 employees.

2. ACHIEVEMENTS

As part of our strong commitment to the workforce, the Council continues to retain a number of national accreditations as well as demonstrate many local achievements.

Disability Confident

Broxtowe Borough Council has held the Disability Confident, previously called the Disability 'Two Ticks' Symbol, standard for over 19 years. This is a standard which, amongst other things, demonstrates that we have a positive approach towards the recruitment of applicants with disabilities. Any applicant who indicates that they have a form of disability and meets all essential criteria for the post is guaranteed an interview. Whilst this does not mean that all applicants with disabilities will be appointed, it does represent a positive commitment towards the recruitment of people with any form of recognised disability.

The average length of service at the Council for employees with disabilities during 2018/19 was 14.27 years, an increase from 13.61 years in 2017/18. This average is higher than employees without disabilities whose average length of service is 11.11 years.

Broxtowe Learning Zone

The Learning Management System, introduced in November 2014, is now firmly established as the main platform for training delivery at the council. Since its launch around 20,844 e-learning modules have been completed by Broxtowe Employees, Liberty Leisure Employees and Members. Job roles are automatically assigned the mandatory training they are required to complete around areas such as information security, health and safety, the Code of Conduct, equality, safeguarding and prevent issues.

By March 2019, a total of 58 e-learning courses were available to employees and Members, with 4 new courses being launched during 2018/19 with 12 updated courses. The new courses launched included Code of Conduct, Recruitment & Selection, The CDM Regulations and Borough & Parish Elections 2019. April 2017 saw the launch of the new Performance Appraisal process, incorporating a core abilities self-assessment. By the closing date of the 31st March 2019, 90% appraisals had been fully completed and a further 4% partially completed.

Work Experience

The Council continued with its commitment to provide work experience placements to young people to gain employability skills. During 2018/19 a total of 17 placements were offered of which 15 attended. Placements were offered to pupils from the borough's schools and colleges, students from Nottingham's two Universities as well as a placement from our twinning town of Gutersloh. Of the 15 attendees 2 of the placements were Disability Confident adults who were offered a four-week placement in partnership with Beeston Job Centre.

3. RECRUITMENT

3.1 Overview

Despite the challenging economic climate, the Council has continued to recruit to a wide range of jobs during 2018/19 of which temporary posts accounted for 14.40% of all positions advertised.

The following data has been obtained as part of our internal monitoring processes. It enables the current levels of recruitment and our equality indicators to be determined, along with other comparative data such as the numbers of applicants compared with previous years. This can then identify trends, prompt appropriate action and help set realistic targets to monitor our performance going forward.

3.2 Applicants and Candidates

During 2018/19 the Council received 752 applications for 125 advertised positions, of which 31 were re-advertised. There were 54 new starters appointed.

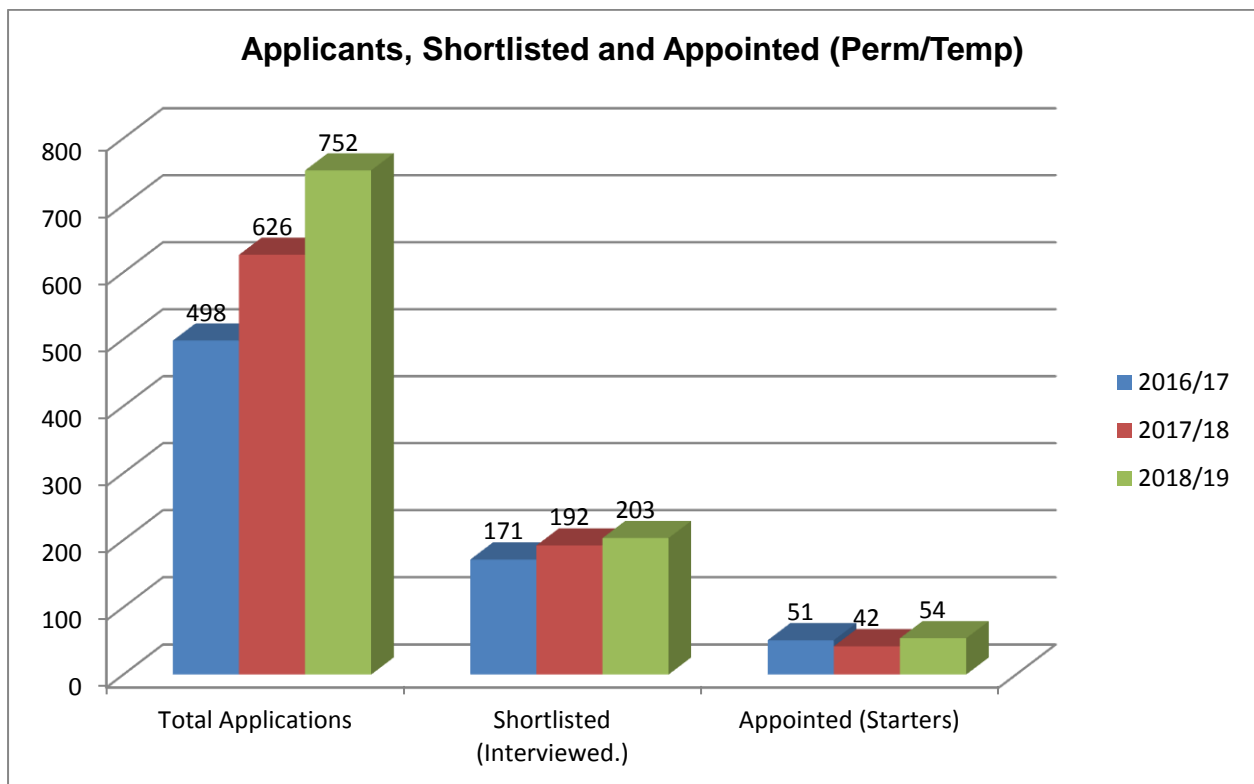
- There was a 20.13% increase in the total number of applications received in comparison to the number of applications received in 2017/18.
- There was an average of approximately 6 applications for every vacancy in 2018/19, compared to 8 applications for every vacancy in 2017/18, and 9 applicants for every vacancy in 2016/17.
- Of the 125 jobs advertised 18 (14.40%) of those were for temporary positions.

3.3 Total Applications Received

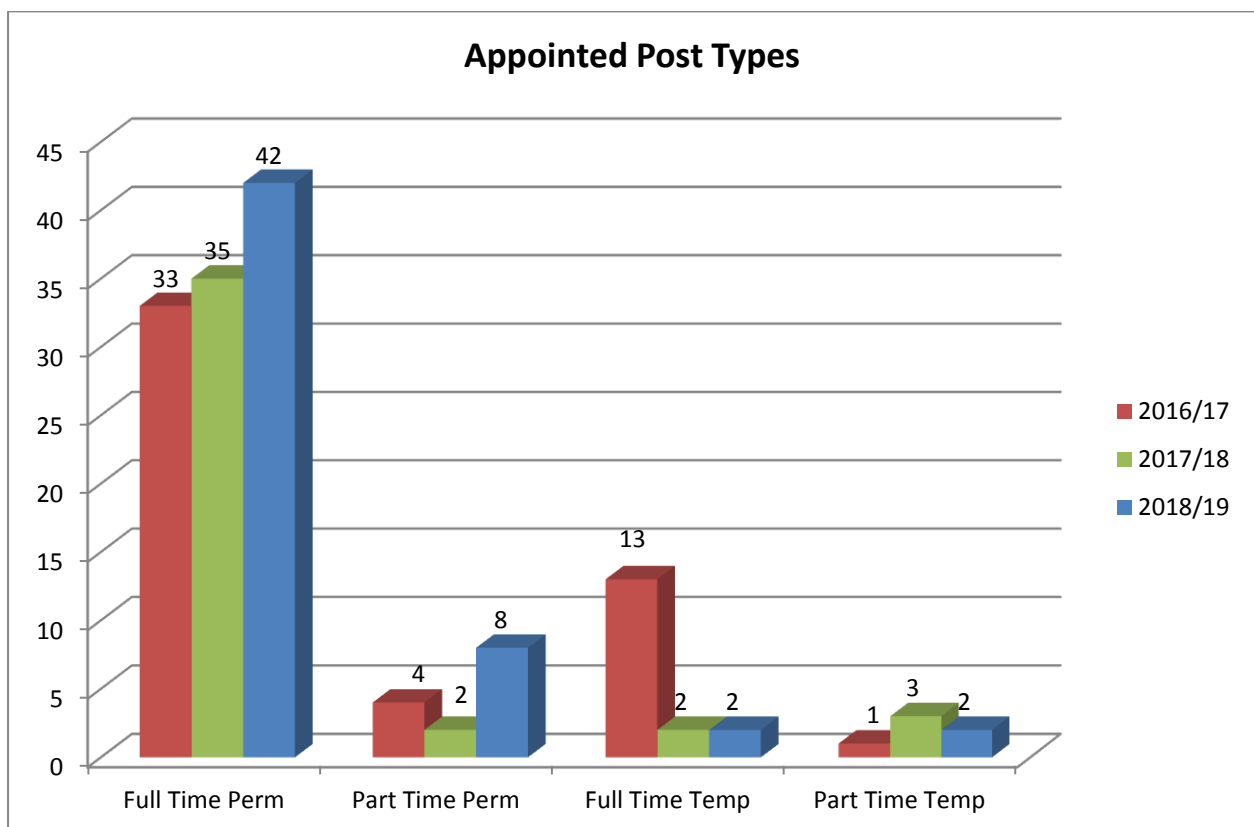
Most job applications are now made via the Council's website with only a small percentage received through the post.

	2016/17		2017/18		2018/19	
Online Applications	551	96.84%	618	98.72%	727	96.68%
Paper Applications	18	3.16%	8	1.28%	25	3.32%
Total Applications	569		626		752	

3.4 Overview of Recruitment Process Levels



The following table provides a breakdown of the type of post appointed to during 2018/19.



3.5 Average Age of Applicants

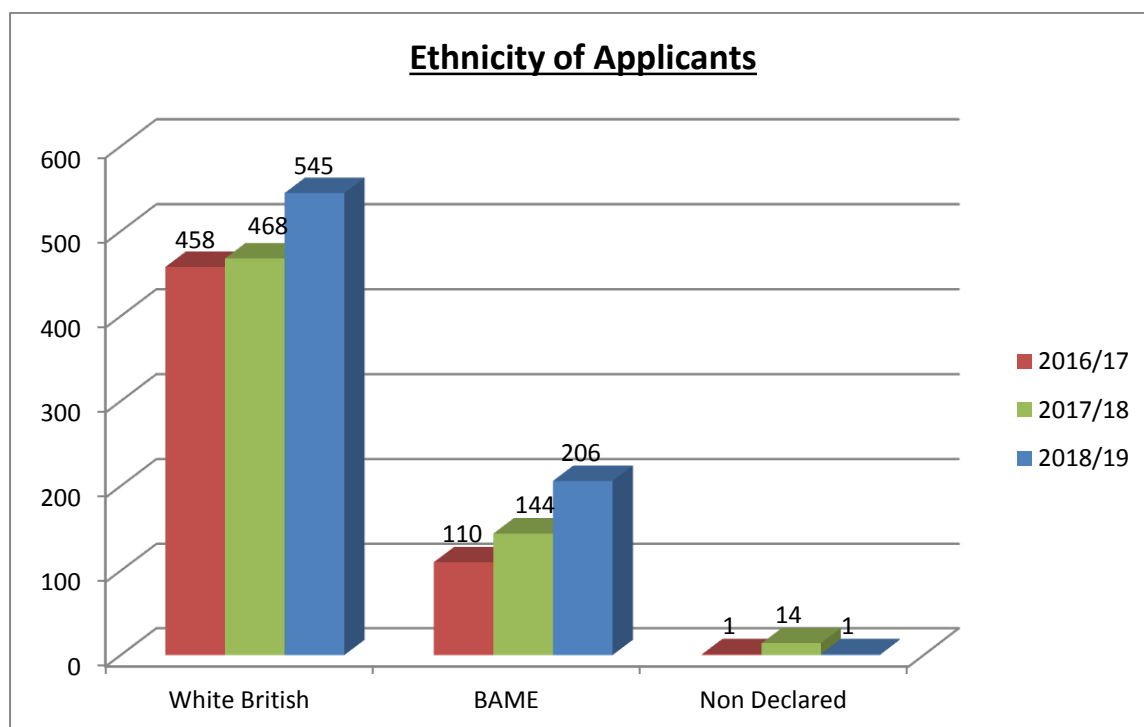
The average age of applicants has decreased for males. The overall age has continued to reduce when compared with the previous years, for all permanent and temporary jobs.

	2016/17	2017/18	2018/19
Male	44.50	38.95	35.94
Female	36.31	37.76	36.49
Overall	40.41	38.25	36.22

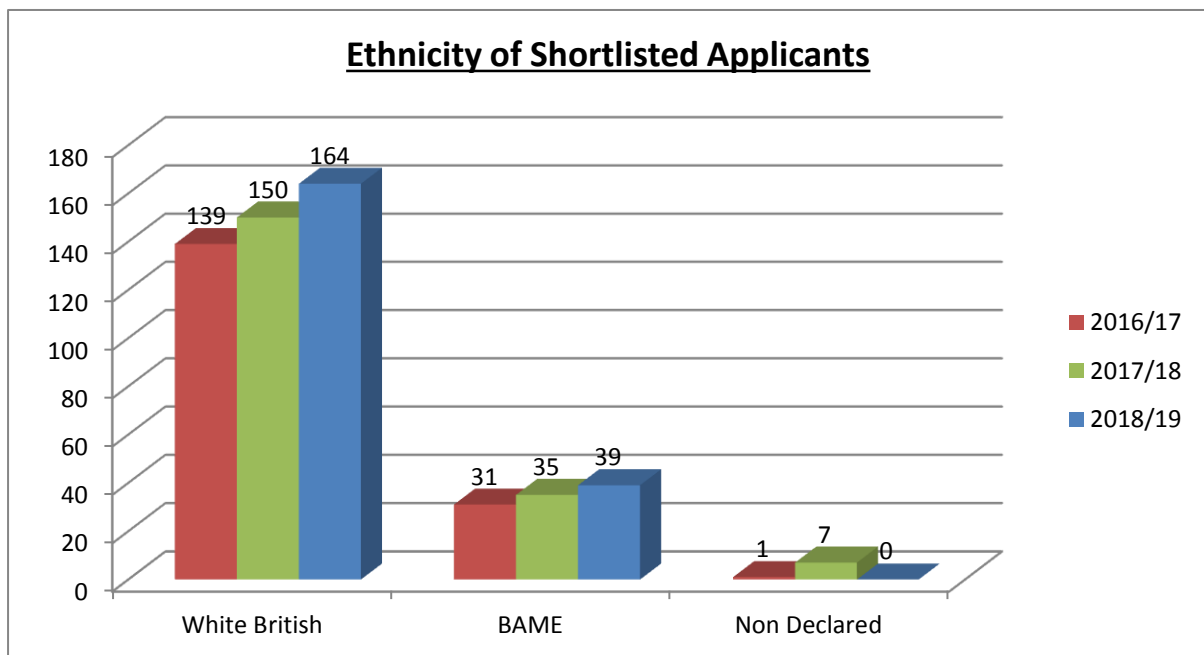
3.6 Ethnicity and Recruitment

The following graphs show the breakdown of applicants by Black, Asian and Minority Ethnic (BAME) group during 2016/17, 2017/18 and 2018/19. Some key points to note are:

- A rise of 23% in 2017/18 and a further increase of 44% in 2018/19 in applications received from BAME applicants has resulted in an overall increase of 87% between 2016 and 2019.
- White British applicants accounted for; 72.47% during 2018/19, 74.76% during 2017/18 and 80.49% during 2016/17.
- BAME applications received accounted for 27.4% of all applications. This is a good proportion of applications in comparison to Gedling Borough Council whose BAME applications accounted for 22.4%.

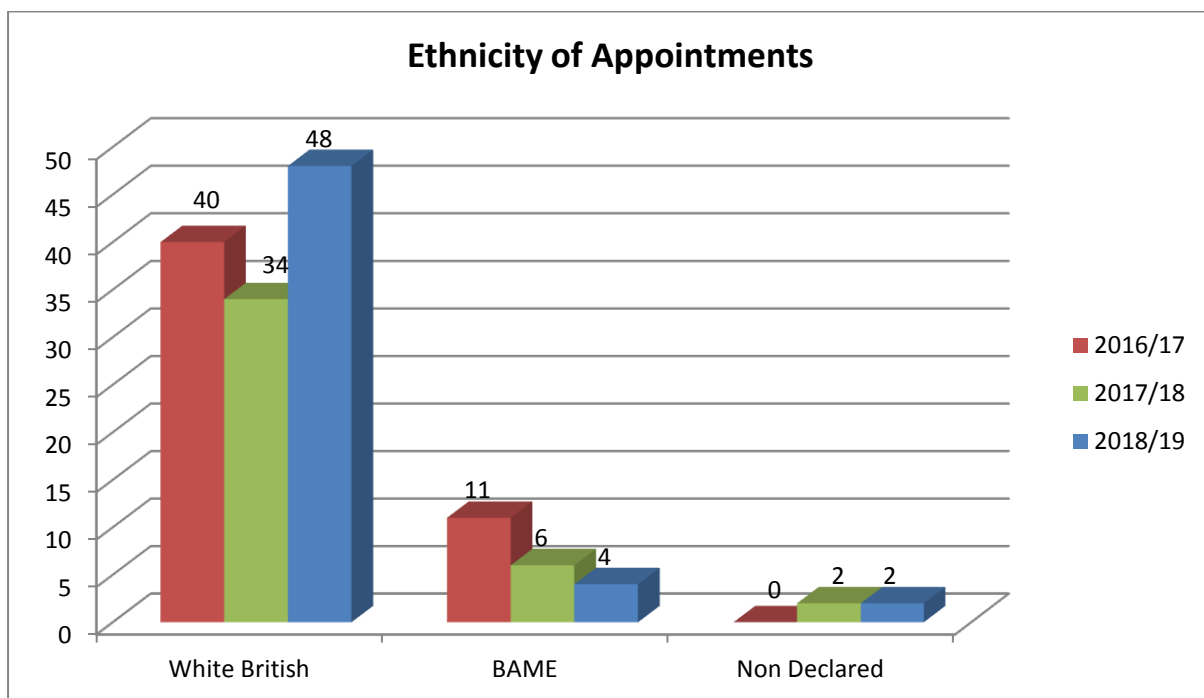


3.7 Shortlisted BAME Applicants



There were 39 BAME applicants shortlisted in 2018/19. The percentage of BAME applicants shortlisted has steadily increased over the past 3 years by 25.8% overall.

3.8 Appointed BAME Applicants



We appointed 7.4% of all BAME applicants whereas neighboring authority Gedling Borough Council appointed 5.4%.

The comparison between the percentage of BAME applicants shortlisted and appointed is shown in the below table.

Year	Applicants	Shortlisted	Appointed
2016/17	21.43%	18.12%	21.57%
2017/18	22.71%	18.23%	14.29%
2018/19	27.39%	19.21%	7.41%

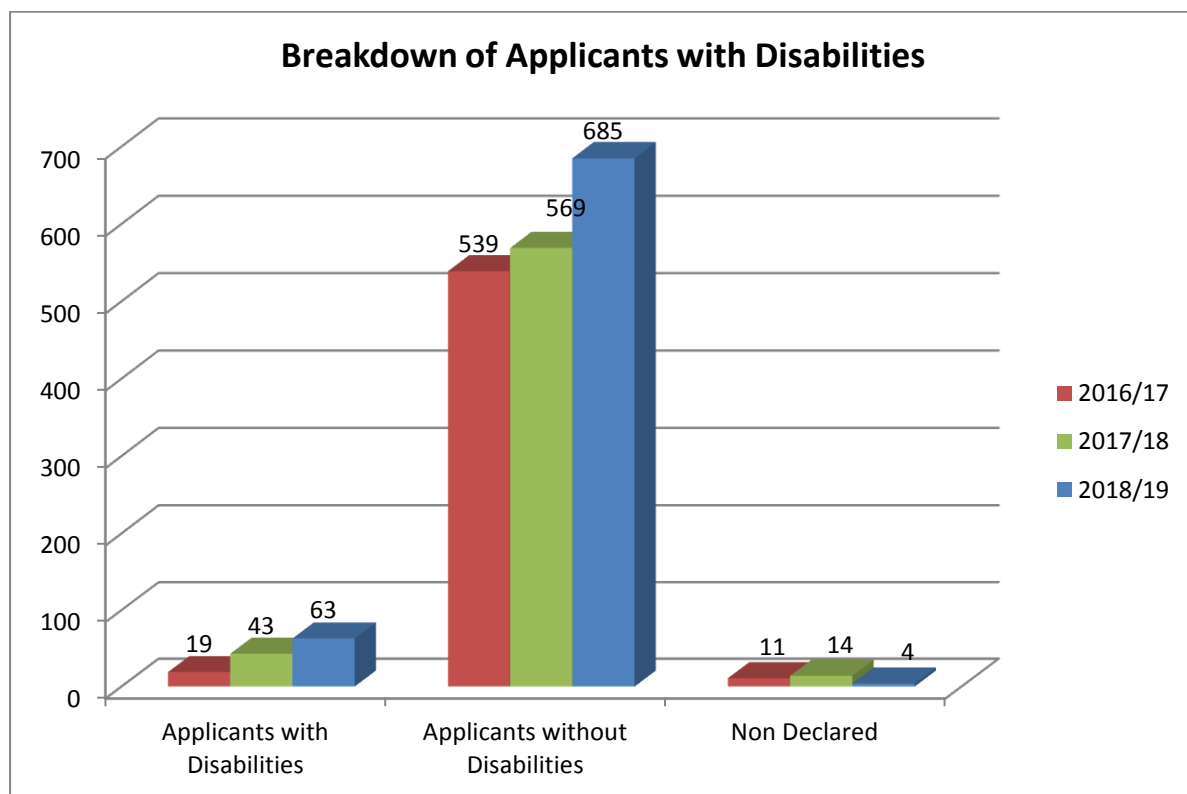
3.9 Disability and Recruitment

The Council is committed to providing equality of opportunity to all applicants, including those with disabilities. Applicants with disabilities who meet the essential criteria of a role are automatically invited for interview. This is supported and promoted by the Council's Disability Confident Status.

People with disabilities are actively supported and assisted on appointment through the provision of equipment or other reasonable adjustments where necessary and by reviewing working practices to ensure that everyone has the opportunity to be successful during their time with us.

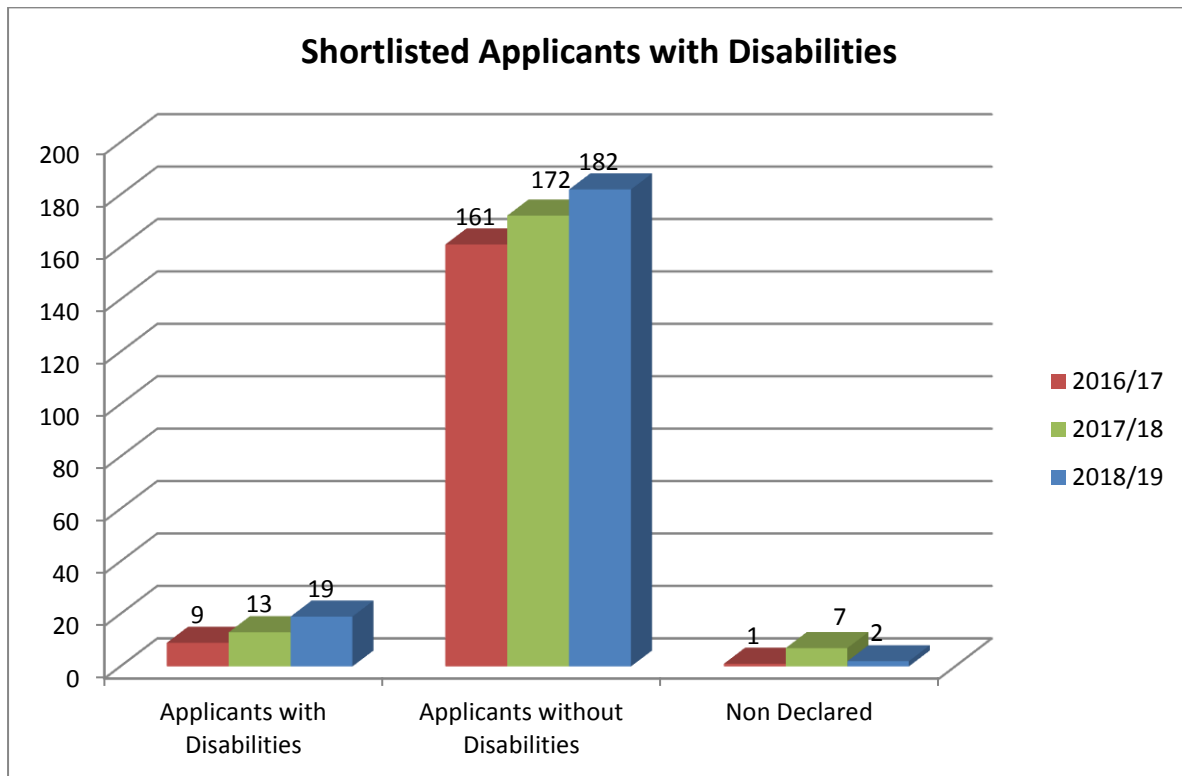
3.10 Applicants with Disabilities

The Council received 63 applications from people with disabilities. This was an increase of 46% on the previous year and an increase of 231% since April 2016.

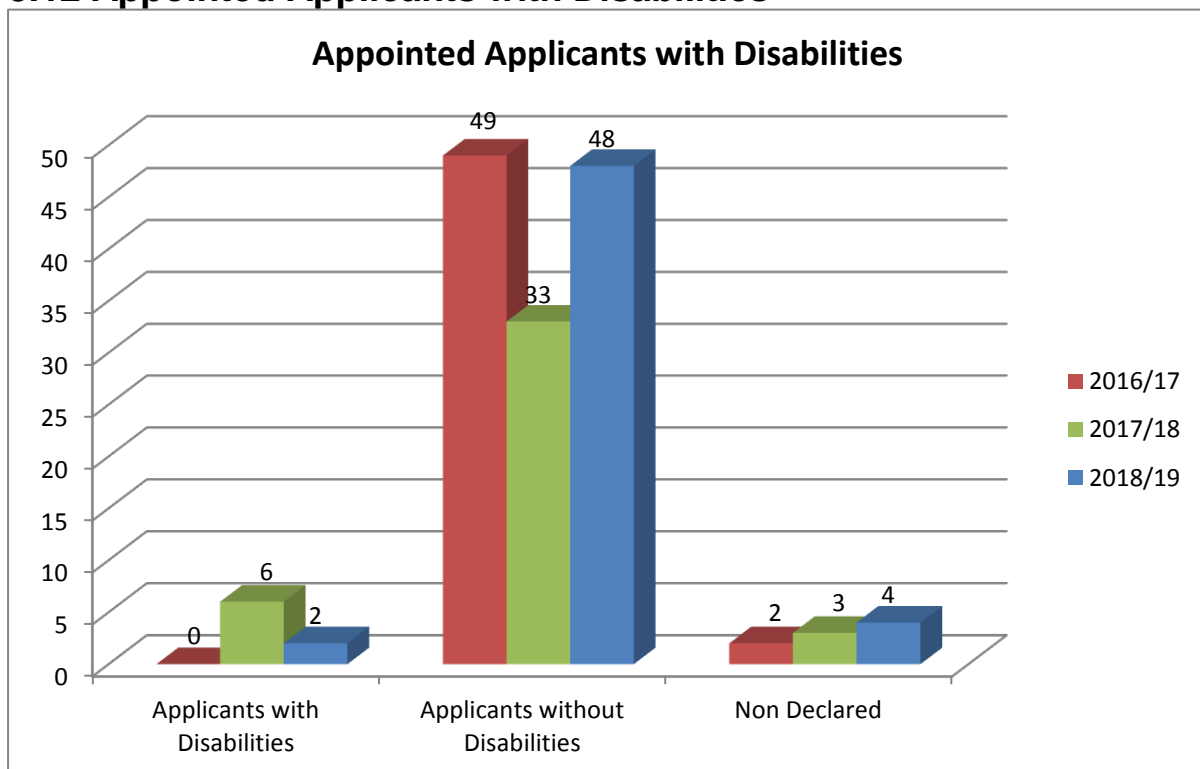


3.11 Shortlisted Applicants with Disabilities

2018/19 shows the number of shortlisted applicants with disabilities has increased by 46.15%.



3.12 Appointed Applicants with Disabilities



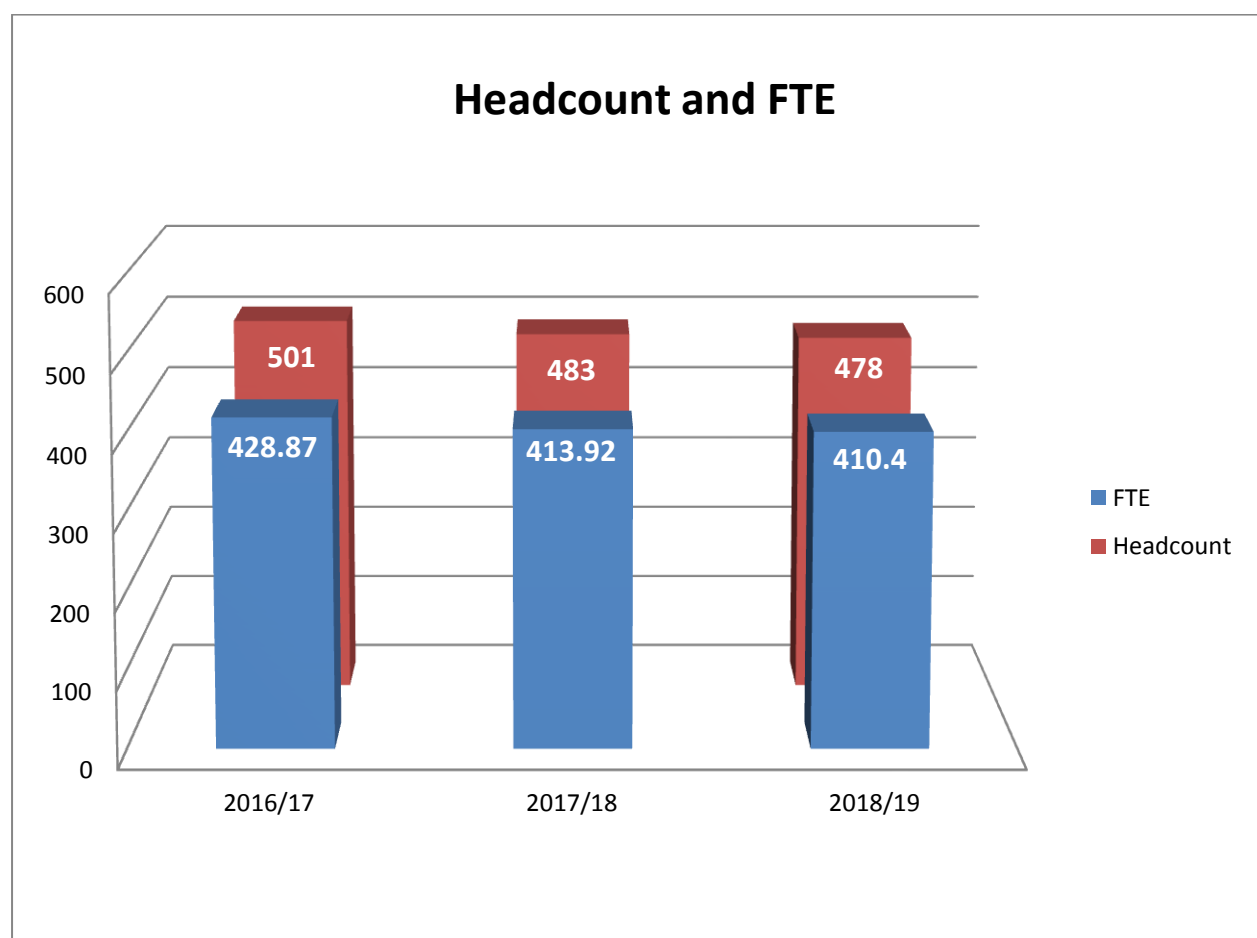
4. OUR WORKFORCE

4.1 Introduction

This section of the report aims to identify the current make up of our workforce and will provide statistics that can be analysed and used to identify trends.

4.2 Establishment Levels

The following chart shows the Full Time Equivalent (FTE) and headcount of employees of the Council for the last three years as at 31 March 2019.



4.3 Ethnicity

During 2018/19, 6.44% of the workforce was from a BAME background, based on the 450 employees who submitted a response. This was a slight decrease of 0.43% since 2017/18. Below is a snapshot of the ethnic diversity of our workforce which includes those employees who have declined to state their ethnic origin.

Ethnicity	2016-2018	2017/18	2018/19
Any other ethnic group	2	2	1
Asian - Other	0	0	0
Bangladeshi	1	1	1
Black or British African	2	2	2
Black or British Any Other	0	0	0
Black or British Caribbean	3	3	3
Chinese	1	1	1
Indian	8	5	5
Mixed - Other	1	1	1
Mixed - W/B Caribbean	2	2	2
Mixed - White/Asian	2	2	2
Pakistani	6	6	7
Undeclared	32	32	28
White - British	435	420	421
White - Irish	1	0	0
White Other	5	6	4
Grand Total	501	483	478

At 31 March 2019, the Council had 478 employees of which 421 (93.56%) declared themselves to be White British, 29 (6.44%) employees declared a BAME background and a further 28 employees (5.86%) did not submit or disclose their ethnicity. In comparison Gedling Borough Council has a BAME workforce representation of 2.43%.

There were no BAME groups for Heads of Service and above at March 2019.

The workforce BAME, based on those that submitted a response, is less than the borough's BAME background which was 7.82% in the 2011 census.

4.4 Ethnicity of Workforce - Breakdown

Ethnic Origin	Gender	Full Time	%	Part Time	%	Grand Total	%
Any other ethnic group	F	0	0.00%	0	0.00%	0	0.00%
	M	0	0.00%	1	0.66%	1	0.21%
Bangladeshi	F	0	0.00%	0	0.00%	0	0.00%
	M	1	0.31%	0	0.00%	1	0.21%
Black or British African	F	0	0.00%	1	0.66%	1	0.21%
	M	1	0.31%	0	0.00%	1	0.21%
Black or British Any Other	F	0	0.00%	0	0.00%	0	0.00%
	M	0	0.00%	0	0.00%	0	0.00%
Black or British Caribbean	F	1	0.31%	0	0.00%	1	0.21%
	M	2	0.61%	0	0.00%	2	0.42%
Chinese	F	1	0.31%	0	0.00%	1	0.21%
	M	0	0.00%	0	0.00%	0	0.00%
Indian	F	2	0.61%	0	0.00%	2	0.42%
	M	2	0.61%	1	0.66%	3	0.63%
Mixed - Other	F	1	0.31%	0	0.00%	1	0.21%
	M	0	0.00%	0	0.00%	0	0.00%
Mixed - W/B Caribbean	F	2	0.61%	0	0.00%	2	0.42%
	M	0	0.00%	0	0.00%	0	0.00%
Mixed - White/Asian	F	1	0.31%	0	0.00%	1	0.21%
	M	1	0.31%	0	0.00%	1	0.21%
Pakistani	F	0	0.00%	3	1.97%	3	0.63%
	M	3	0.92%	1	0.66%	4	0.84%
White - British	F	101	30.98%	114	75.00%	215	44.98%
	M	185	56.75%	21	13.82%	206	43.10%
White - Irish	F	0	0.00%	0	0.00%	0	0.00%
	M	0	0.00%	0	0.00%	0	0.00%
White Other	F	2	0.61%	2	1.32%	4	0.84%
	M	0	0.00%	0	0.00%	0	0.00%
Undeclared	F	3	0.92%	5	3.29%	8	1.67%
	M	17	5.21%	3	1.97%	20	4.18%
Grand Total		326	100%	152	100%	483	100%

As not all employees have declared their ethnicity it is not possible to get a complete picture of the total workforce.

4.5 Employees with Disabilities

	2016/17		2017/18		2018/19	
	No.	%	No.	%	No.	%
Employees with Disabilities	34	6.79%	31	6.42%	30	6.28%
Employees without Disabilities	422	84.23%	406	84.06%	405	84.72%
Non-Declared	45	8.98%	46	9.52%	43	9.00%
Total	501		483		478	

The Council offers on-going support to employees who may, either on a short or long term basis, need support whilst at work. The Council also seeks guidance through an independent occupational health service which enables medical advice to be obtained regarding any reasonable adjustment or other action which helps employees to remain at work.

The 2011 census didn't report on disability, rather it reported information based on limitations. Its 3 categories were: Limited a lot, limited a little and not limited. The data showed that 8.7% of residents of working age in the borough declared themselves as having their day to day activities limited a lot.

Having 6.28% of employees with disabilities is quite a good representation when compared to similar authorities. Currently 1.82% of the Gedling Borough Council's workforce have disabilities showing the difference in representation.

4.6 Employees average length of service

	2016/17 Years	2017/18 Years	2018/19 Years
Employees with Disabilities	14.14	13.61	14.27
Employees without Disabilities	10.94	11.44	11.11
Non-Declared	17.61	18.07	16.87
Total	14.23	14.37	11.82

The average service length for those who have disabilities has increased on the previous year and the overall average length is approximately 28.44% longer for those employees, compared with those who have not declared themselves as having a disability. This is a good indicator of the systems and support the Council has in place for this group of employees.

4.7 Age and Service Length

The following section provides a breakdown of our workforce on 31 March 2019 by service length:

Years	Gender	Total	%
0-4	F	51	10.67%
	M	72	15.06%
5-9	F	40	8.37%
	M	48	10.04%
10-14	F	57	11.92%
	M	54	11.30%
15-19	F	47	9.83%
	M	28	5.86%
20-24	F	14	2.93%
	M	16	3.35%
25-29	F	18	3.77%
	M	10	2.09%
30-34	F	8	1.67%
	M	5	1.05%
35-39	F	3	0.62%
	M	1	0.21%
40-44	F	1	0.21%
	M	4	0.84%
45+	F	0	0.00%
	M	1	0.21%
Grand Total		478	100%

The average length of service for employees is:

	2016/17	2017/18	2018/19
Female Full Time	11.88	11.30	10.53
Female Part Time	13.54	14.96	14.84
Male Full Time	11.15	11.78	11.34
Male Part Time	6.59	5.40	7.12

4.8 Age Ranges

The following table shows a breakdown of our workforce by Age Ranges of Full Time and Part Time Employees (This includes temporary employees):

Age Range	Gender	FT-PT	Total
16-19	F	FT	0
		PT	0
	M	FT	2
		PT	0
20-29	F	FT	18
		PT	1
	M	FT	15
		PT	4
30-39	F	FT	20
		PT	16
	M	FT	44
		PT	5
40-49	F	FT	37
		PT	29
	M	FT	53
		PT	1
50-59	F	FT	30
		PT	59
	M	FT	73
		PT	6
60-64	F	FT	9
		PT	15
	M	FT	23
		PT	8
65-69	F	FT	0
		PT	5
	M	FT	2
		PT	3
Grand Total			478

This data in comparison to other authorities shows Broxtowe Borough Council have an older workforce. 29.6% of staff at Gedling Borough Council fall between the 50-59 age range but this percentage at Broxtowe Borough Council is 35.1%. Just under half of the staff at Broxtowe Borough Council (48.7%) are aged 50 or over.

4.9 Breakdown of Reasons for Leaving by Age and Gender (Permanent and Temporary Employees)

Reason for Leaving	Female 16-19	20-29	30-39	40-49	50-59	60-64	65-69	70+	Female Total	Male 16-19	20-29	30-39	40-49	50-59	60-64	65-69	70+	Male Total	Grand Total
Career Change			1	1					2			3		1				4	6
Career Progression LA		1	1		1				3			2	1	3				6	9
Career Progression Other		1							1		1	3		1				5	6
Death in Service					1				1									0	1
Dismissal – Attendance Management									0									0	0
Dismissal – Capability									0					1				1	1
Dismissal – Gross Misconduct									0				1	1	1			3	3
Dismissal - Probation									0									0	0
Dismissal - Other									0									0	0
Maternity – Not Returned									0									0	0
Not Known					2				2		2		2		1			5	7
Personal Reasons			1	1	2				4			1	1		1			3	7
Redundancy - Compulsory									0				1	1				2	2
Redundancy - Voluntary			1	1	2	4			8					1				1	9
Relocation									0				1					1	1
Early Retirement					2	2			4						1			1	5
Retirement – Age 65 & Over							2		2							4		4	6
Temp. Contract Ended*					1				1									0	1
Grand Total	0	2	4	3	11	6	2	0	28	0	3	9	7	9	4	4	0	36	64

*Not included in turnover figure

4.10 Grade Profile of Workforce

	FT		FT	PT		PT	Grand
Grade	F	M	Total	F	M	Total	Total
G2	0	2	2	22	8	30	32
G3	6	29	35	13	2	15	50
G4	14	42	56	19	4	23	79
G5	39	38	77	45	4	49	126
G6	12	18	30	8	4	12	42
G7	9	31	40	6	3	9	49
G8	8	13	21	0	0	0	21
G9	3	5	8	6	0	6	14
G10	10	7	17	2	0	2	19
G11	4	10	14	2	0	2	16
G12	3	6	9	1	0	1	10
G13	1	4	5	0	0	0	5
G14	2	2	4	0	0	0	4
G15	2	0	2	1	0	1	3
Head of Service	0	5	5	0	2	0	7
Chief Officer	0	0	0	0	0	0	0
Deputy Chief Exec.	0	0	0	0	0	0	0
Chief Executive	1	0	1	0	0	0	1
Grand Total	114	213	327	125	26	151	478

4.11 Workforce Profile Starters (Permanent and Temporary)

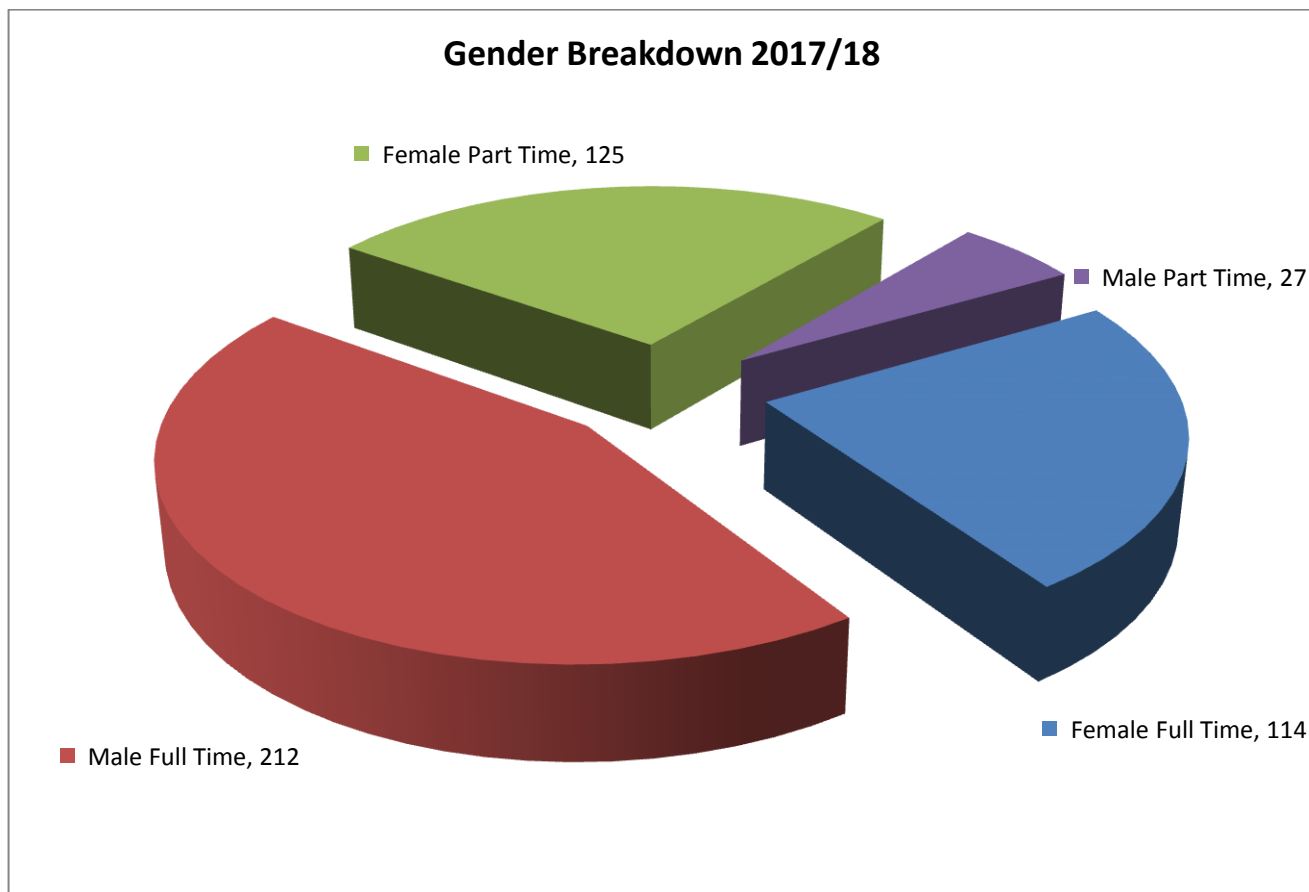
Age Range	Gender	FT	PT	Total
16-19	F	0	0	0
	M	1	0	1
20-29	F	7	0	7
	M	5	0	5
30-39	F	3	1	4
	M	6	2	8
40-49	F	4	2	6
	M	6	0	6
50-59	F	3	4	7
	M	8	1	9
60-64	F	0	0	0
	M	1	0	1
Grand Total		44	10	54

4.12 Gender

This section provides information on the gender breakdown of our employees and can be used to ensure that our commitment to equality of opportunity for both sexes is maintained.

	2016/17		2017/18		2018/19	
Female Full Time	113	22.55%	109	22.57%	114	23.85%
Male Full Time	228	45.51%	220	45.55%	212	44.35%
Female Part Time	137	27.35%	130	26.92%	125	26.15%
Male Part Time	23	4.59%	24	4.96%	27	5.65%
Total	501		483		478	

Broxtowe's commitment to equality in the recruitment of staff is emphasised in the gender split of the current workforce. Broxtowe employed 239 females and 239 males as at 31 March 2019. The chart below shows the gender breakdown in diagrammatic form.



For comparison purposes, during 2018/19 Gedling Borough Council also had 50% of its workforce that were male employees and Rushcliffe Borough Council had 56%. The highest in Nottinghamshire is Ashfield District Council with 59% of its workforce being male.

4.13 Job Evaluation

Job evaluation is a means of determining the relative values of jobs within an organisation, so that all posts are graded appropriately to their duties and responsibilities. The Council's JE processes provide a systematic and consistent approach to defining the relative worth of jobs. It also enables a rank order to be developed according to the complexities of tasks, duties and responsibilities undertaken by post holders.

Following implementation of its Single Status programme in March 2011, the Council has continued to maintain a robust approach to the evaluation of posts at all levels across the organisation which ultimately demonstrates non-discriminatory pay practices.

During 2018/19, 81 jobs were evaluated (11 of which were appeals), which covered 32 different job groups. The outcomes of those evaluations are shown in the table below:

Job Evaluation Outcome	Number of posts
JE points score increase resulting in no change in grade of post	34
JE points score increase resulting in grade increase of post	20
JE points score unchanged	5
JE points score decrease resulting in no change in grade of post	4
JE points score decrease resulting in decrease in grade of post	4
Number of new posts evaluated	14
Total posts evaluated	81

4.14 Gender Pay Gap

The Council's Job Evaluation scheme provides equal pay for work of equal value so no inequality in pay exists.

The Council has a commitment to calculate and publish its gender pay gap each year and it does this through its Pay Policy and within the annual Workforce Profile. The gender pay gap is the difference between men's and women's earnings as a percentage of men's earnings.

Whilst Broxtowe has produced its gender pay gap annually for the last few years it is now mandatory to do so within the scope of a fixed set of guidelines laid down by government. These are not dissimilar to the way Broxtowe has calculated the figures previously, using annual full time equivalent salary, except that the new regulations use the hourly rate of pay including certain regular allowances. It is also a requirement to report the proportion of males and females in each quartile pay band.

An analysis of the current gender pay gap levels at Broxtowe (as at 31 March 2019) using both the mean and median calculations are as follows:

Mean Calculation*

All Employees

Mean Male Hourly Rate	12.6517
Mean Female Hourly Rate	11.8260
Gender Pay Gap	6.53%

Full Time Employees

Mean Male Hourly Rate	12.4830
Mean Female Hourly Rate	12.8467
Gender Pay Gap	-2.91%

Part Time Employees

Mean Male Hourly Rate	14.0341
Mean Female Hourly Rate	10.8634
Gender Pay Gap	22.59%

Median Calculation*

All Employees

Median Male Hourly Rate	10.8398
Median Female Hourly Rate	10.8398
Gender Pay Gap	0.00%

Full Time Employees

Median Male Hourly Rate	10.8398
Median Female Hourly Rate	10.8398
Gender Pay Gap	0.00%

Part Time Employees

Median Male Hourly Rate	10.4198
Median Female Hourly Rate	10.8398
Gender Pay Gap	-4.03%

Calculated as the average difference between male and female earnings as a percentage of male earnings.

*The mean calculation is the average figure and the median calculation is the middle number in a range.

Rushcliffe Borough Council reported their mean gender pay gap to be 7.20%, whilst Gedling Borough Council reported a mean gender pay gap of 1.31%. The median gender pay gap for Gedling Borough Council was 0.00% and 3.55% for Rushcliffe Borough Council.

5. EMPLOYMENT ISSUES

Broxtowe Borough Council is strongly committed to the equal and fair implementation of its people policies and procedures.

5.1 Disciplinary, Grievance, Capability and Attendance Management

The following statistics are related to all disciplinary, grievances, attendance management and capability proceedings based upon the date upon which the incident took place.

5.2 Disciplinary

	Gender	2016/17	2017/18	2018/19
Informal Warning	F	0	0	N/A*
	M	5	2	N/A*
Suspended	F	2	1	0
	M	1	6	2
Number of working days suspended	F	122	77	0
	M	31	502	103
First Formal Warning	F	0	0	1
	M	0	5	1
Final Formal Warning	F	0	1	0
	M	0	0	1
Dismissed (Gross misconduct, Summary Dismissal)	F	0	0	0
	M	0	1	3
Resigned during investigation	F	1	0	0
	M	0	0	0

**From November 2017 the council stopped informal warnings as part of the disciplinary process.*

5.3 Grievances

The level of grievances received during 2018/19 decreased on the previous year by over 50%.

	2016/17	2017/18	2018/19
Female	5	5	2
Male	3	10	4
Collective	0	1	1
Total	8	16	7

5.4 Capability Policy and Procedure

The table below indicates the stages of support employees have received:

	Gender	2016/17	2017/18	2018/19
Stage 1	F	0	0	1
	M	1	1	0
Stage 2	F	0	0	0
	M	0	0	0
Stage 3	F	0	0	0
	M	0	1	0
Dismissal	F	0	0	0
	M	0	0	0
Total		1	2	1

5.5 Attendance Management Policy and Procedure

The Council has a wide range of measures to support employees who are absent from work through sickness. This includes a robust Attendance Management Policy, as well as support from an external occupational health provider and a free Employee Assistance Programme. The table below highlights the stages of the policy at which employees were supported within the framework.

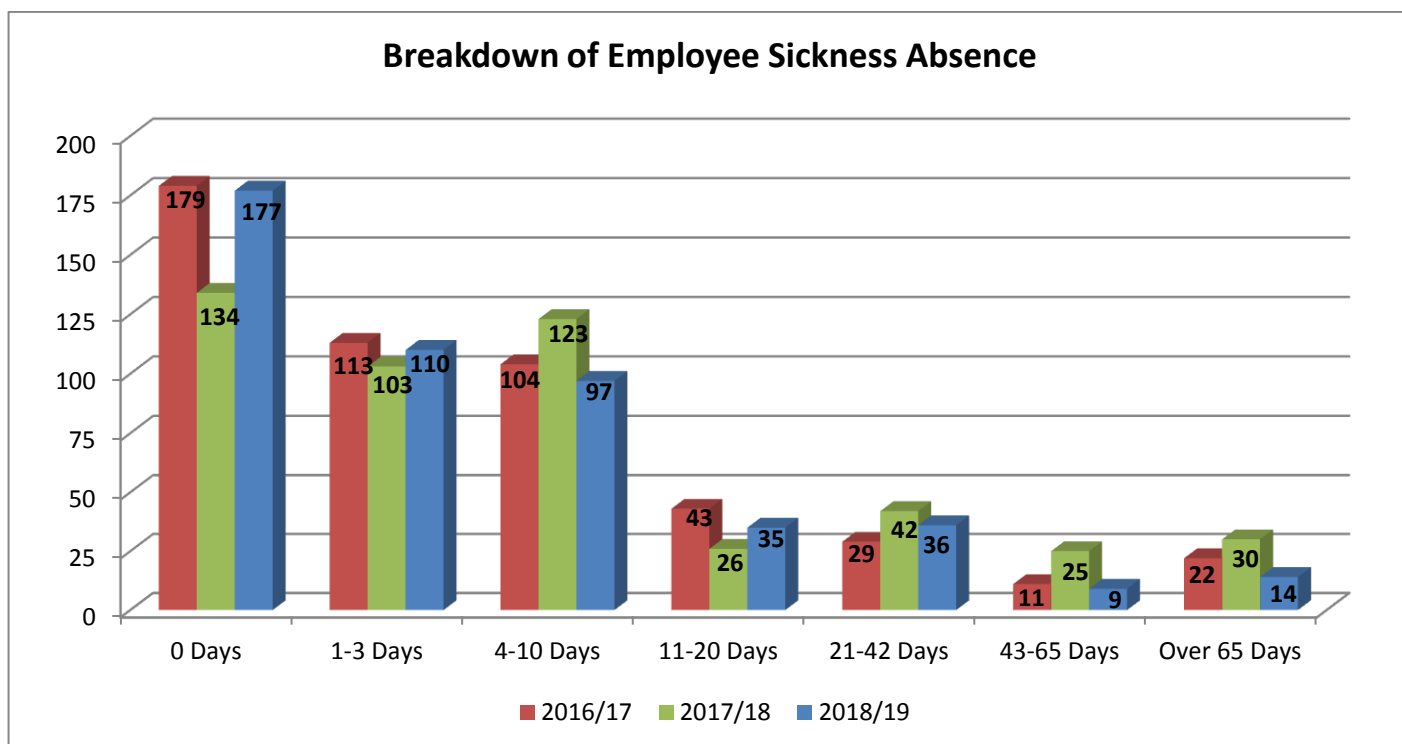
	Gender	2016/17	2017/18	2018/19
Stage 1	F	38	19	17
	M	43	29	16
Stage 2	F	1	0	2
	M	60	5	2
Stage 3	F	0	0	0
	M	0	0	0
Stage 3 (Dismissal)	F	1	0	0
	M	0	1	1
Total		89	54	38

The Council also promotes employee wellbeing and attendance at work by the provision of initiatives including flu vaccinations, health surveillance programmes, hepatitis vaccinations, eye and eyesight tests, audiometry assessments and specialist health screening initiatives together with welfare support and advice. The council also offers confidential counselling and occupational health.

All absences are monitored and employees with longer term sickness are actively supported through return to work programmes.

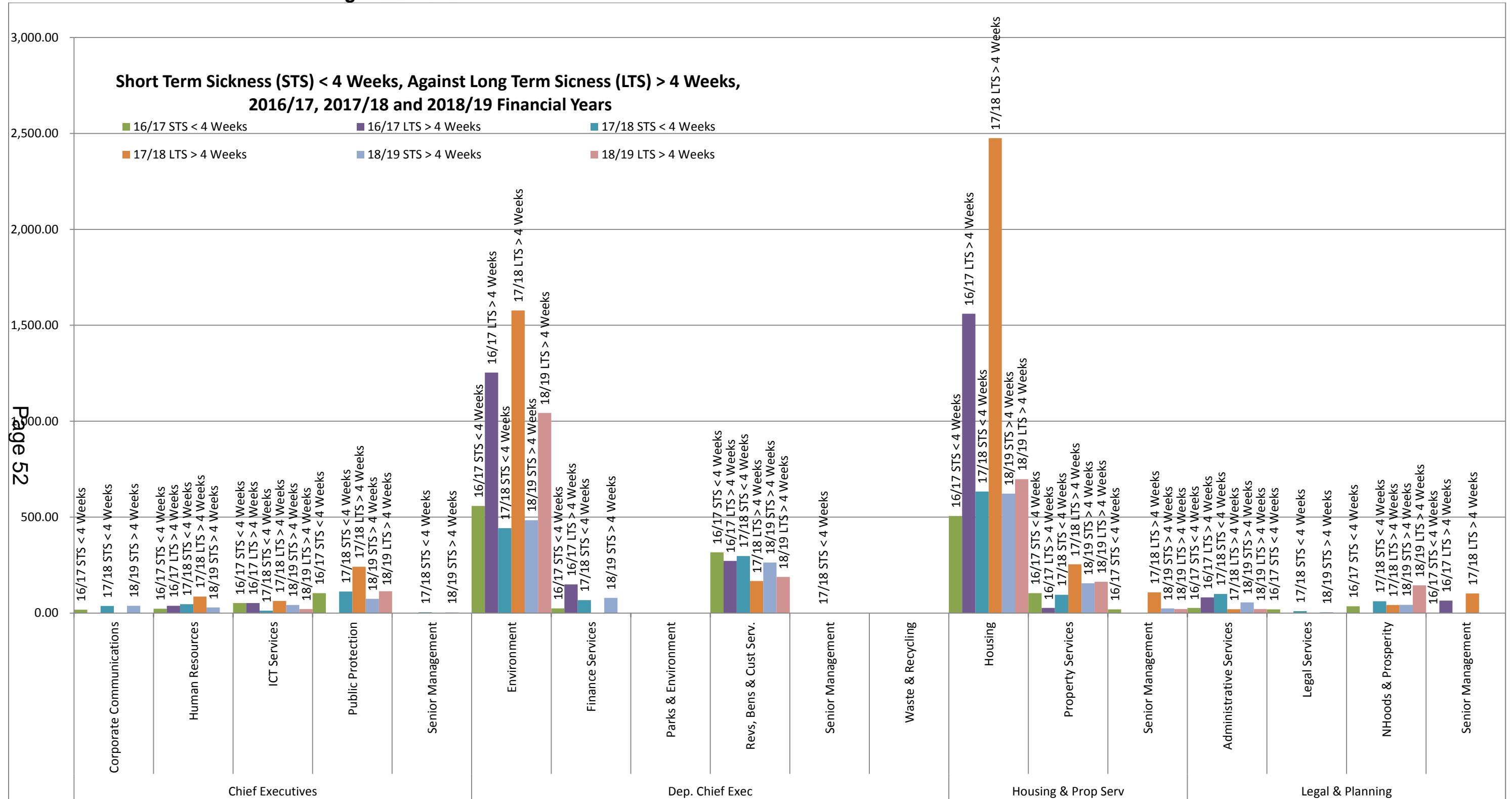
5.6 Breakdown of Employee Sickness Absence

The following chart shows the number of occasions of employee sickness absence by the total number of days of absence as of 31 March 2019.



Whilst the average level of sickness during 2018/19 was 8.69 days per employee, 37.03% of the workforce had no sickness absence at all, whereas in 2017/18 27.74% of the workforce had nil sickness. This is an increase of 33.49% in the number of staff that did not have a period of sickness absence during 2018/19.

5.7 Breakdown of Short term and Long Term Sickness



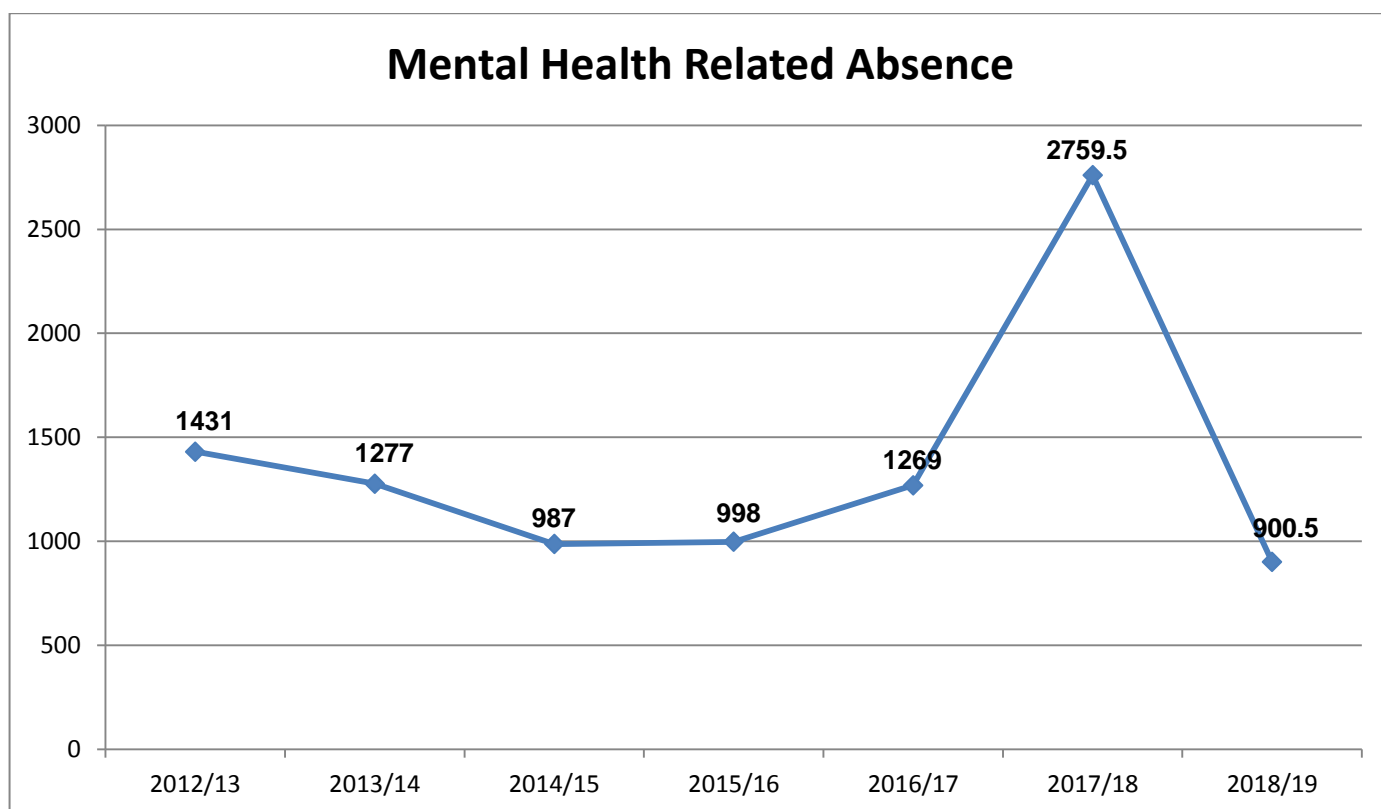
The above graph breaks down the sickness data into Short Term sickness (less than four weeks) and Long Term Sickness (more than 4 weeks) since the 1st April 2016 to the 31st March 2019.

5.8 Mental Health Related Sickness Absence

The below table shows the number of days Broxtowe Borough Council employees were absence due to stress related illness.

Year	Anxiety	Bereavement	Low Mood	Personal Reasons	Stress	Work Related Stress	Totals
2016/17	139	77	222	3	468	360	1269
2017/18	170	256	72	52.5	639.5	1569.5	2760
2018/19	263	64	20	118	244.5	191	900.5

The council first started collecting data regarding mental health related sickness in April 2012. The graph below shows the level of absence due to mental health at Broxtowe Borough Council since 1 April 2012.



A decrease of 67.37% from the previous year has resulted in 2018/19 recording the lowest number of days absence due to mental health issues, since 1 April 2012 when Broxtowe Borough Council started keeping records.

5.9 FTE Absence (Average sickness days per employee)

Year	Average
2018/19	8.69
2017/18	13.64
2016/17	9.73
2015/16	9.39
2014/15	8.66
2013/14	7.94
2012/13	9.79
2011/12	6.89
2010/11	8.91
2009/10	8.78

The average sick days per employee in 2018/19 has decreased by over 35% on the previous year.

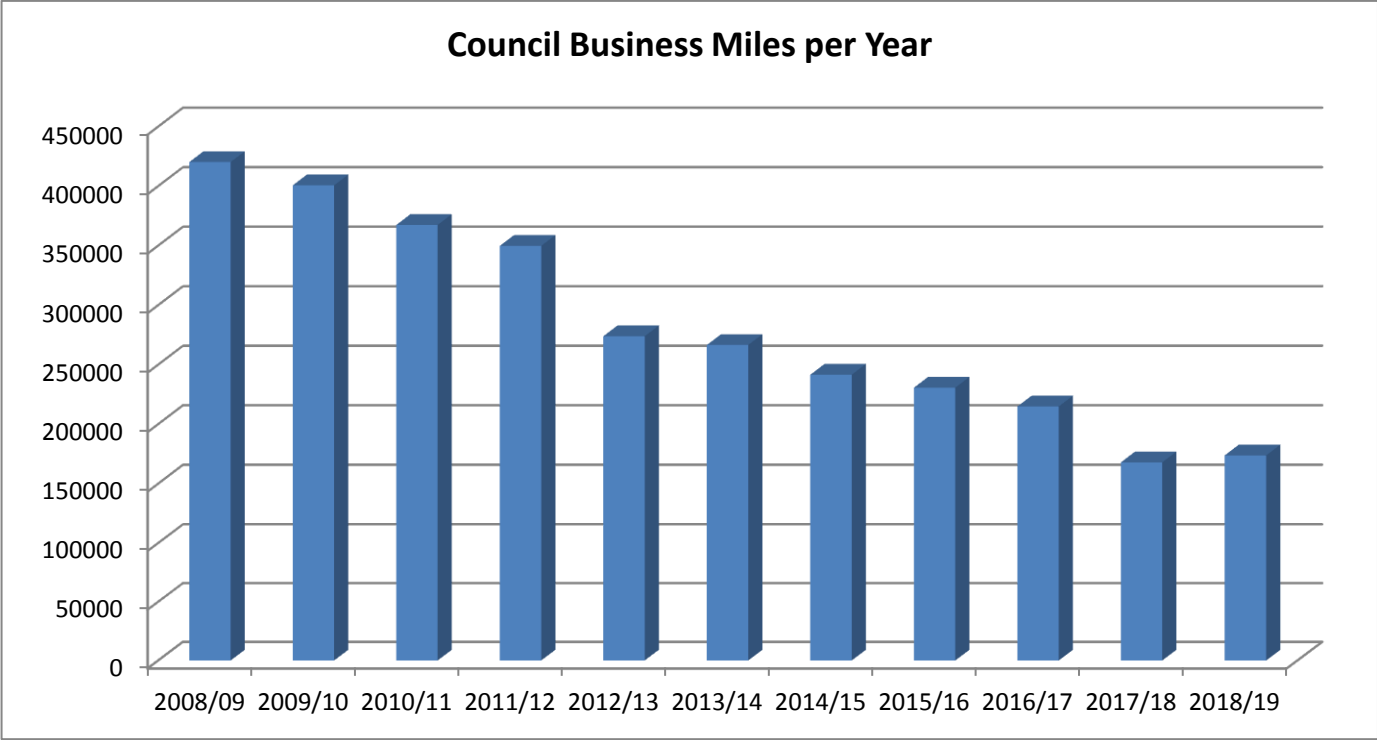
Of those reported, Ashfield District Council had the highest FTE absence at 10.8 days per employee. The lowest reported of the Nottinghamshire Councils is Mansfield District Council with an FTE absence rate of 8.1 days per employee.

5.10 Business Mileage

Business mileage undertaken by employees in their own car. The table below shows the reductions in business mileage that have been achieved over the last 10 years. Only in the past year has mileage increased at Broxtowe. Within the last 10 years Broxtowe has implemented three major changes to the process and payment of business mileage;

- Mileage rate changed to 45p per mile (HMRC rate) from August 2013.
- VAT Receipt required when claiming mileage with effect from April 2014.
- Mileage claimed online via HR21 with effect from April 2018.

Year	Miles	% Reduction on previous year
2018/19	173679	-3.48
2017/18	167833	15.61
2016/17	198886	9.06
2015/16	218700	5.84
2014/15	232262	13.39
2013/14	268179	1.84
2012/13	273216	21.88
2011/12	349739	4.78
2010/11	367310	8.31
2009/10	400611	4.65
2008/09	420136	-

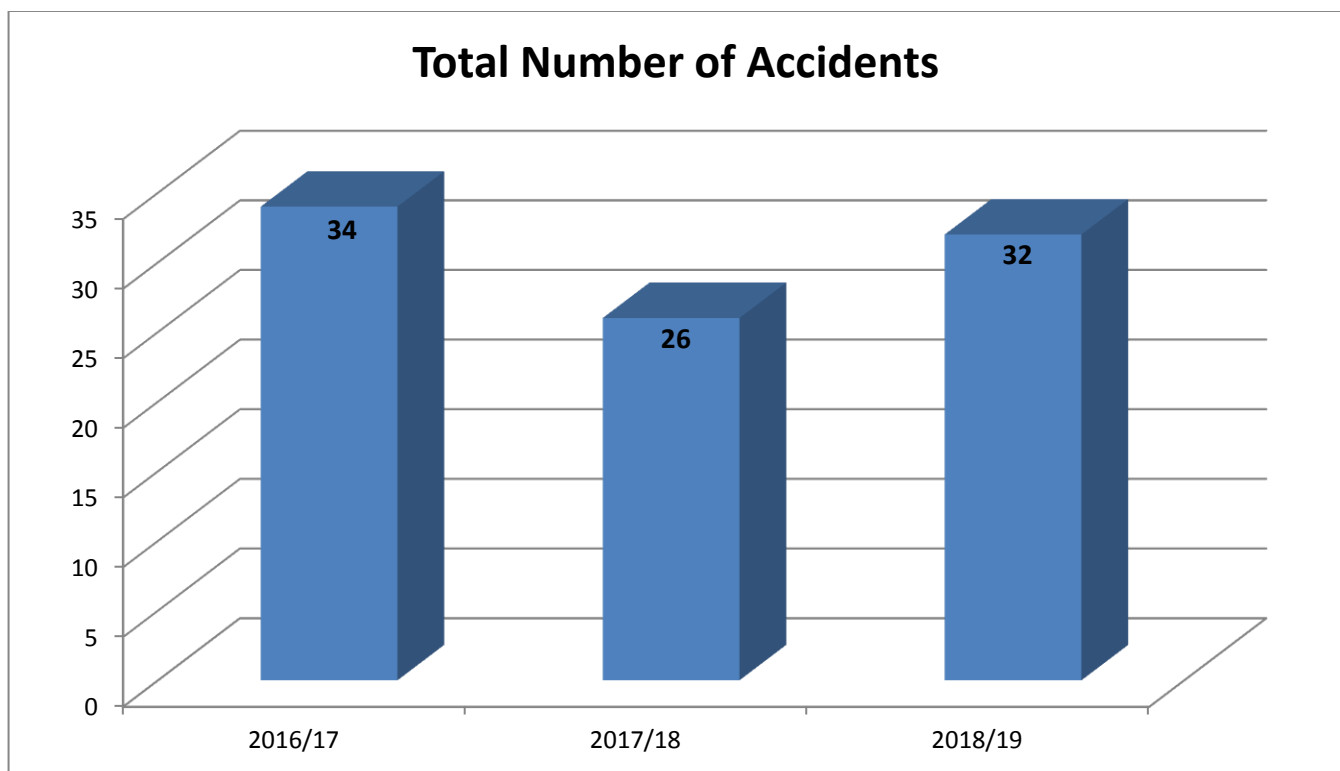


6. HEALTH AND SAFETY

This section provides an analysis of accident figures at the Council during 2018/19 and the preceding 2 years. The figures are for employees only and are split into RIDDOR and Non-RIDDOR accidents.

RIDDOR stands for the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Employers have legal duties under RIDDOR requiring them to report and record more serious work-related accidents and incidents. Depending on the type of incident, the report needs to be made within a maximum of 15 days.



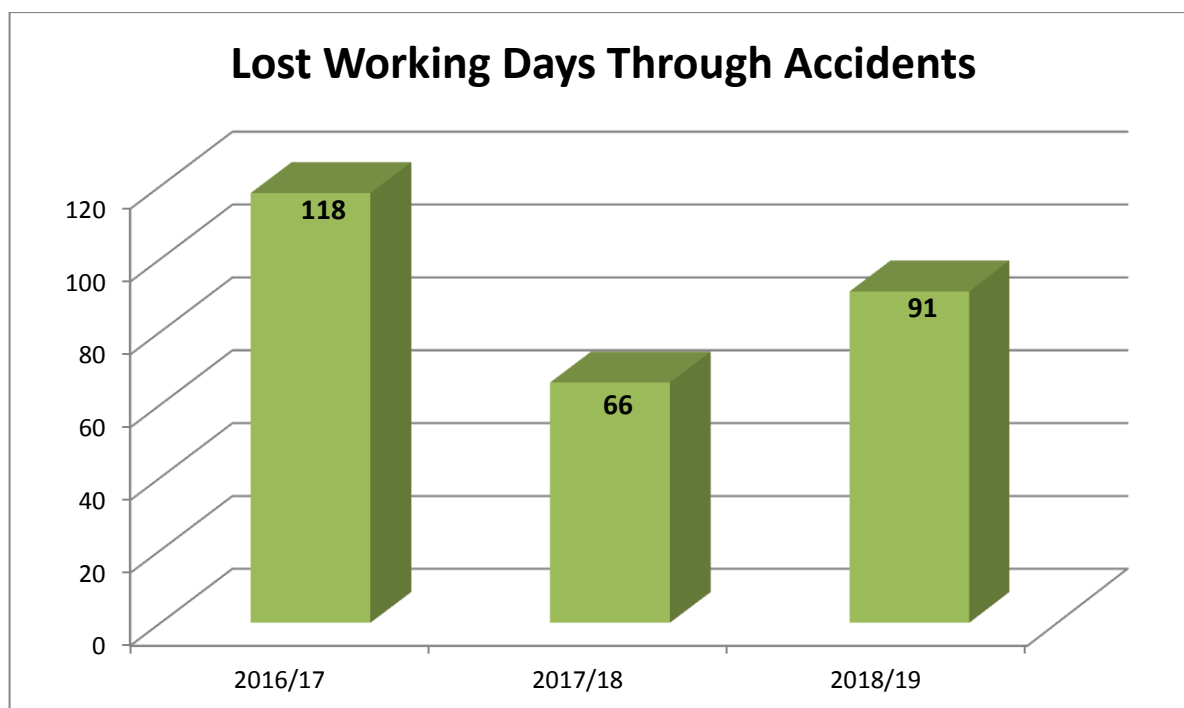
The total number of employee accidents during 2018/19 was 32. This was a 23.07% increase on the number of accidents during 2017/18.

During 2018/19, 6 (18.75%) out of the total number of accidents were classified as “RIDDOR” accidents. These are more serious accidents, which must be reported to the Health and Safety Executive (HSE), and are detailed in the following table.

6.1 RIDDOR Type of Accident

	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Total
2016/17					
Manual Handling	1		1		2
Slips, trips and falls	1	1			2
Striking a fixed object					0
Struck by a moving object			1		1
Other					0
Total	2	1	2	0	5
2017/18					
Manual Handling		1			1
Slips, trips and falls				1	1
Striking a fixed object					0
Struck by a moving object					0
Other					0
Total	0	1	0	1	2
2018/19					
Manual Handling		1		1	2
Slips, trips and falls	1	1			2
Striking a fixed object					0
Struck by a moving object	1				1
Other	1				1
Total	3	2	0	1	6

6.2 Lost Working Days through Accidents at Work



During 2018/19, 91 working days were lost from six employees suffering RIDDOR injuries compared with 66 days from two employees during 2017/18.

The average RIDDOR injuries sustained by employees:

	Total Days	Total Employees	Average
2018/19	91	6	15.16
2017/18	66	2	33
2016/17	118	5	23.6

7. CONCLUSIONS

In conclusion, this document has highlighted the profile of our Council as it stood at 31 March 2019.

For each section of the report a notable point has been highlighted below:

- **Achievements:** The average length of service was 28.44% longer for employees declaring themselves as having a disability.
- **Recruitment:** There has been a general decline in the number of applications received for each post advertised.
- **Our Workforce:** Broxtowe Borough Council has the highest representation of BAME employees compared to other neighbouring local authorities who have reported on this (Ashfield, Gedling, Mansfield and Erewash).
- **Employment Issues:** Broxtowe Borough Council has recorded its lowest number of days absence due to mental health since April 2012, when the record began.
- **Health & Safety:** The number of accidents overall have increased by 23.07% (an increase of 6 accidents). Accidents classified as RIDDOR also increased from 2 accidents in 2017/18 to 6 in 2018/19 although the number of days off per accident has reduced.

If you have any questions or comments about this report, please contact the Payroll & Job Evaluation Division.

Obtaining alternative versions of this document

If you would like this document in another language or format, please contact the Human Resources team on 0115 917 3372 or 0115 917 3342.

Report of the 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.

30 June 2020	<ul style="list-style-type: none"> • Future Skills Requirement • Pay and Reward Model • Employee Engagement and Satisfaction • Learning and Development Strategy • Guaranteed Interviews for Veterans
29 September 2020	<ul style="list-style-type: none"> • Coaching and Mentoring • Employee Wellbeing and Wellbeing at Work Scheme • Apprenticeship Strategy
1 December 2020	<ul style="list-style-type: none"> • Organisational Development Strategy • Succession Planning • Appraisal System Review
23 March 2021	<ul style="list-style-type: none"> • Management Development Training • Talent Recruitment • Disability Confident Employer Status

Recommendation

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

Background papers

Nil

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