

# POLICY AND PERFORMANCE COMMITTEE

12 DECEMBER 2018

Present: Councillor R I Jackson, Chair

Councillors: M J Crow  
S J Carr  
E Cubley (substitute)  
S Easom  
J C Goold  
E Kerry  
G Marshall  
J W McGrath  
P D Simpson

Apologies for absence were received from Councillors D A Elliott and A Harper.

## 36 DECLARATIONS OF INTEREST

Councillor S J Carr declared an interest in item 16 as the postholder was an acquaintance of his, minute number 50 refers.

## 37 MINUTES

The minutes from the meeting on 3 October 2018 were confirmed as a correct record.

## 38 REFERENCES

### 38.1 HOUSING COMMITTEE

A report was considered by the Housing Committee that sought approval to restructure the Rent Section and recruit additional resources as part of the move to the Housing Department and in preparation for the implementation of Universal Credit.

#### **RESOLVED that:**

- 1. The new Income Collection Team structure, including the posts of: Income and Housing Manager, Income Collection Manager, Income Collection Accountant, Income Collection Officer, Income Collection Assistant be approved.**
- 2. The recruitment of additional resources: 3 FTE Income Collection Officers, 1.6 FTE Income Collections Assistants and 1 FTE 12 month fixed term Financial Inclusion Officer be approved.**
- 3. The deletion of the existing posts be approved.**

### 38.2 MENTAL HEALTH WORKING GROUP

The Mental Health Working Group had met to consider a variety of ways in which improvements to wellbeing could be made in the Borough and, having heard representation from a number of staff and partner agencies, had made a number of recommendations.

#### **RESOLVED that:**

1. A small mental health budget be considered as part of the budget for 2019/20.
2. Raising awareness of mental health in the community be endorsed during Mental Health Awareness week (13-19 May 2019).
3. An internal campaign to promote good employee mental health be developed.
4. As part of the internal campaign the PAM Assist service be actively promoted.
5. Employee champions for employee mental health be identified to undertake actions to support good mental health including actions on the Action for Happiness website.
6. It be mandatory for all managers to attend mental health first aid training.
7. Councillors be encouraged to take mental health first aid training.
8. The Council become a member of the 'We're In' project and a member champion for mental health be identified.
9. The possibility of providing quiet rooms as part of the new ways of working project be explored.
10. The housing section be asked to organise summer holiday activities in housing areas for low income families with children in association with Liberty Leisure Limited.
11. Consideration be given to supporting access to free events and swimming opportunities in Broxtowe.
12. The Youth Council be asked to contribute their ideas to support the mental health of young people in Broxtowe.
13. The Mayor be asked to host a lunch at which to present certificates of recognition and appreciation for the contribution of voluntary organisations such as Hope Nottingham, Framework, Canaan Trust, Broxtowe Youth Homelessness and CAB in preventing homelessness in Broxtowe.
14. A new web page be introduced on the website signposting people to useful resources to support good mental health.
15. The Council investigate the possibility of a student placement from Nottingham Trent University to undertake a survey on mental health and wellbeing.
16. A borough-wide survey concerning wellbeing in the borough be conducted along the lines of the survey carried out by the ONS.
17. That mental health wellbeing as a result of the Council's day to day operations be considered by conducting EIAs when adopting new policies.
18. The 'champions' group be asked to consider initiatives for the 'happiness' calendars and implementation of such initiatives be discussed at the Group's next meeting.

### 38.3 MENTAL HEALTH WORKING GROUP

The Mental Health Working Group had been asked to consider a guidance document to prepare staff who may experience a customer making a statement of intent to harm or kill themselves. It was stated that the Working Group had been a good example of cross-party working with valuable contributions from all those who had attended.

**RESOLVED** that the 'Managing Customers' Suicide and Self-Harm Declarations – A Framework for Managers' be rolled out to managers via the Senior Management Team then to all appropriate staff, be approved.

39 BEESTON TOWN CENTRE REDEVELOPMENT

The Committee noted progress on Phase 2 of the redevelopment of The square in Beeston.

40 MODERN SLAVERY AND HUMAN TRAFFICKING STATEMENT

The Committee considered a proposed Modern slavery and Human Trafficking Statement. The Modern Slavery Act 2015 consolidates various offences relating to human trafficking and slavery.

**RESOLVED that the Modern Slavery and Human Trafficking Statement 2017-18 be approved.**

41 APPRENTICESHIP STRATEGY

Consideration was given to the introduction of an Apprenticeship Strategy. The government had introduced, in respect of companies with an annual paybill of over £3 million, an Apprenticeship Levy in order to fund new apprenticeships. The levy was charged at a rate of 0.5% of an employer's paybill. In terms of Broxtowe Borough Council, the contribution equated to approximately £37,000 per annum at current staffing levels. The government automatically added 10% to the funds in an employer's account on a monthly basis.

**RESOLVED that the Apprenticeship Strategy be approved.**

42 PEOPLE STRATEGY

Members were informed that Broxtowe Borough Council recognised that its workforce was its most valuable asset. The People Strategy, outlined the future needs of the workforce to enable the Council to attract, recruit and retain the right people; provide the development they would need to allow them to grow and progress, manage their potential and plan for the future.

**RESOLVED that the People Strategy be approved.**

43 ANNUAL HEALTH AND SAFETY PROGRESS REPORT 2017/18

The Committee was noted a progress report which related to several key areas of work conducted by the Health and Safety Section.

44 REVIEW OF CORPORATE PLAN PROGRESS AND FINANCIAL PERFORMANCE

The progress against outcome targets linked to Corporate Plan priorities and objectives and to provide an update as to the latest financial performance as measured against the budget was noted. Members suggested that satisfaction rates for Housing were reasonable and the potential for increasing the number of surveys following the implementation of Capita Open Housing was positive as acting on critical feedback was important for success.

45 WORK PROGRAMME

The Work Programme was considered.

**RESOLVED that the Work Programme be approved.**

46 SENIOR MANAGEMENT STRUCTURE

Options for the future design of the senior management structure were considered before the consideration of appendix 7 of the report which provided further details.

47 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, 2 and 3 of Schedule 12A of the Act.**

48 SENIOR MANAGEMENT STRUCTURE APPENDIX 7

**RESOLVED that:**

1. **The future structure option in appendix 5 of the report be adopted.**
2. **The posts of Monitoring Officer, Strategic Director and Head of Housing be advertised externally.**
3. **The Head of Revenues and Benefits and Customer Services be offered a full time role as an employee of Broxtowe Borough Council.**
4. **The Chief Executive explore the potential for the Section 151 Officer post to be offered to the Interim Deputy Chief Executive.**

49 FORMER BEESTON MARKET - DECLARATION OF SURPLUS TO REQUIREMENTS (FOR GENERAL FUND PURPOSES)

**RESOLVED that the former Beeston Market be declared surplus to requirements for General Fund purposes and to appropriate the site to the HRA for the consideration of £105,000 subject to the approval of the other relevant committees.**

50 APPLICATION FOR FLEXIBLE RETIREMENT

**RESOLVED that an application for flexible retirement be approved alongside the creation of a 0.4 Full Time Equivalent post to cover the remaining hours.**

51 EXERCISE OF THE CHIEF EXECUTIVE'S URGENCY POWERS TO GRANT VOLUNTARY REDUNDANCY

The exercise of the Chief Executive's urgency power to grant the voluntary redundancy of post F151 on 9 November 2018 was noted.