Nottinghamshire County Council

Personnel Committee

Wednesday, 27 November 2019 at 10:30

County Hall, West Bridgford, Nottingham, NG2 7QP

AGENDA

<u>Notes</u>

(1)   Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.

(2)   Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

(3)   Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Sarah Ashton (Tel. 0115 977 3962) or a colleague in Democratic Services prior to the meeting.

(4)   Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

(5)   This agenda and its associated reports are available to view online via an online calendar - http://www.nottinghamshire.gov.uk/dms/Meetings.aspx

Nottinghamshire County Council

Minutes

Meeting	PERSONNEL COMMITTEE
Date	Thursday 3 October 2019 (commencing at 2.00pm)

Membership
Persons absent are marked with an 'A'

COUNCILLORS

Neil Clarke MBE (Chairman)
Keith Walker (Vice-Chairman)

Maureen Dobson
Errol Henry JP   Stuart Wallace
John Ogle   Gordon Wheeler
Sheila Place   Jonathan Wheeler
Helen-Ann Smith   Yvonne Woodhead

OFFICERS IN ATTENDANCE

Sarah Ashton	Democratic Services Officer
Marjorie Toward	Service Director – Customers, Governance and Employees
Gill Elder	Group Manager – Human Resources
Helen Richardson	Senior Organisational Development Business Partner Human Resources, Workforce & Organisational Development
Sarah Tinsley	Business Partner, Workforce Planning & Organisational Development

OTHERS IN ATTENDANCE

James Minto   Trade Union

1. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 24 July 2019, having been circulated to all Members, were taken as read and confirmed and signed by the Chairman.

2. APOLOGIES FOR ABSENCE

None

3. DECLARATIONS OF INTEREST

None.

4. NOTTINGHAMSHIRE COUNTY COUNCIL'S CORPORATE EQUALITIES ACTION PLAN

RESOLVED 2019/26

1) That the publication of the action plan on the Council's public website and intranet be approved.

2) The Committee agrees that new actions as and when they are identified can be added to the action plan.

3) The Committee agrees to receive an update report on progress and to review the status of various actions in May 2020.

5. APPRENTICESHIP LEVY UPDATE

RESOLVED 2019/27

1) That the transfer of up to 25% of the Council's Apprenticeship Levy to Futures Apprenticeship Training Agency for a 12-month period initially be approved.

2) That the priority areas of focus, to address identified business needs as set out in the report and Appendix 1 be approved.

3) That the Committee agrees to receive an update on progress in six months.

6. SICKNESS ABSENCE PERFORMANCE AND ONGOING ACTIONS FOR IMPROVEMENT

RESOLVED 2019/28

1) That the current level of sickness absence was acknowledged by the Committee and agreed that the required actions set out in the refreshed Employee Health and Wellbeing Action Plan, which included the launch of the refreshed package of mental health support to coincide with World Mental Health Day be implemented.

2) That the Committee agrees to receive an update on absence management performance at November's meeting and a further update on the agreed action plan in January 2020.

7. NOMINATION FOR LEARNING POOL AWARD

RESOLVED 2019/29

That the Committee congratulate the HR, Workforce and Organisational Development Team for being nominated for the Learning Pool Award and agree to receive an update once the result is known.

8. WORK PROGRAMME

RESOLVED 2019/30

That the work programme be approved.

The meeting closed at 3.20pm.

CHAIRMAN

Nottinghamshire County Council

Report to Personnel Committee

27 November 2019

Agenda Item: 4

REPORT OF SERVICE DIRECTOR – CUSTOMERS, GOVERNANCE AND EMPLOYEES

PROGRESS REPORT FOR THE COUNCIL'S GRADUATE DEVELOPMENT PROGRAMME

Purpose of the Report

1. The purpose of this report is to provide an update to Personnel Committee concerning the continued development of the Council's in-house Graduate Development Programme.

Information

Background

2. Personnel Committee on 7 March 2018 agreed to the introduction of a new in-house Graduate Development Programme (GDP) bespoke to the County Council to replace the previous national graduate development programme (NGDP). In summary this enables the Council to:

- develop a programme that is more flexible in meeting the changing needs of the Council's workforce
- better attract and recruit talented, local graduates
- better align the graduate development activities to other organisational development initiatives as part of a wider talent management proposition
- make use of the Apprenticeship Levy to fund graduate development opportunities.

An update report was presented to Personnel Committee on 3 October 2018 at which it was agreed that further recruitment to the Programme should continue in 2019.

Update for Cohort 1 (2018) trainees

3. Six trainees were recruited to what is now referred to as Cohort 1 (2018) of the new scheme, starting their two-year traineeship in late September 2018. Since then trainees have rotated across different placements within the organisation usually at 6-month intervals. All trainees are now in their third placements. Examples of placements have included: Adults Transformation; HS2 and the Council's Office Accommodation Project. Placements are identified via departments submitting placement bids which are then assessed and allocated according to how best they meet corporate and departmental priorities as well as the development needs of trainees. As well as working towards their managerial apprenticeship standard, trainees are also studying towards the level 5 ILM diploma in Leadership and Management thereby enabling them to gain both a practical and academic understanding of

1

management and leadership. All those recruited in 2018 remain on the programme and work has now begun to identify appropriate career opportunities within the Council to facilitate their retention within the organisation.

Recruitment of Cohort 2 (2019) trainees

4. The recruitment and marketing campaign for the new programme started on Wednesday 3rd April 2019 and utilised social media and other digital routes to direct potential internal and external applicants to a dedicated webpage (www.nottinghamshire.gov.uk/graduates) where more information about the programme and a link to the Council's job section were available. Social media activity was also co-ordinated with the Nottingham and Sheffield universities to attract local students and recent graduates. This year saw the Council work more closely with the Nottingham universities to promote the programme through campus-based activities such as: attendance at jobs and career fairs; presentations to students (including Q&A sessions); running of 'pop up' stands in areas of high footfall on campus; support for the running of mock assessment centres and running practice interviews. The deadline for applications was 30 April and resulted in 288 applications being submitted. This was a 45% increase on the 198 applications received in 2018.

5. Following shortlisting, 41 candidates were selected to attend the assessment centres held in June 2019. As with 2018 the assessment centres were developed and run in conjunction with East Midlands Councils (EMC) and utilised a range of activities (including a group exercise and individual presentation) to test and assess candidates for the relevant skills, attributes and behaviours required for the programme.

6. Further to the assessment centres, 14 candidates were invited to final interviews at County Hall from which five were offered positions as graduate trainees. All five accepted their offers and commenced their two-year traineeship as part of Cohort 2 (2019) on 25 September 2019.

Recruitment and Marketing Activity

7. A key criterion of the programme is to attract local graduates into the Council's workforce. Of the 288 applicants, 55 were from Nottinghamshire whilst a further 199 were from Nottingham City. The high level of interest from those with a Nottingham City address is not unusual given that most students will live in city-based accommodation. Note that data has been extracted from the submitted on-line application forms to identify the 'town'. In several cases applicants may have inserted 'Nottingham' in this field when they in fact live in nearby places such as Beeston, West Bridgford and Arnold and which will have therefore distorted these results. Of the five graduates recruited to the programme in 2019 one has a home address in Nottinghamshire while three have their home addresses within Nottingham City. Across the two cohorts, of the 11 trainees that have been recruited, five have been resident in Nottinghamshire, five in Nottingham city and one external to Nottinghamshire but who was a current student at the University of Nottingham.

District/Location	Applicants	Assessment Centre	Interviewees	Appointed
Ashfield	14	0	0	0
Bassetlaw	4	0	0	0
Broxtowe	1	1	0	0
Gedling	0	0	0	0
Mansfield	11	4	0	0
Newark and Sherwood	11	2	2	1
Rushcliffe	5	1	1	0
Nottingham City	199	30	10	3
Nottinghamshire (not specified)	9	1	0	0
Non-Nottinghamshire	34	2	1	1
Total	**288**	**41**	**14**	**5**

8. Another key element of the programme was to attract students from local universities to the County Council. 167 applications were received from those who were studying/recent graduates of the two Nottingham universities of which three were eventually recruited - two from the University of Nottingham and one from NTU. Furthermore, one other trainee was working at the University of Nottingham at the time of their application. These results compare favourably to last year where none of the recruited trainees came from either of the Nottingham universities.

University	Applicants	Assessment Centre	Interviewees	Appointed
Nottingham Trent	94	9	2	1
Nottingham	73	17	4	2
Sheffield Hallam	7	0	0	0
Sheffield	6	2	1	1
Other	81	13	7	1
Unknown/Ineligible	27	0	0	0
Total	**288**	**41**	**14**	**5**

9. The review of last year's recruitment and marketing strategy highlighted a need to attract a more diverse group of applicants to the scheme. The following activities were undertaken during 2019 to encourage greater diversity in applicants:

- Engagement with the Council's three employee support networks either through attendance at meetings or providing reports in order to ask for ideas and suggestions with a subsequent promotion of the programme through, for example, Network newsletters
- Updating promotional material to reflect the recent ranking of the council as a top 30 employer in the Stonewall Workplace Index
- Advert placed on the website of 'The Voice' magazine during the application period in order to attract more BaME applicants
- Direct links established with the Student Union BME Officer at the University of Nottingham to promote the scheme to BaME students within the university
- Advert and scheme promoted to students with a disability within the University of Nottingham via their Disability Support Team

- Links developed and the programme advertised to Nottingham Trent University students as part of their 'Rise' programme – a scheme to encourage widening participation which includes students from BaME backgrounds and those with a disability.

10. As a result of this activity there appears to have been an increase in the diversity of applicants selected for the assessment centres (Note: where known non-disclosures are shown in brackets):

Year	Attendees	BME	LGBT	Gender		Disability
				Female	Male	
2018	44	4	4	27	15	2
2019	41	5(3)	5(4)	24	17	7(2)

Review of the Programme Implementation

11. As with 2018 a review of the programme implementation has been conducted including analysis of recruitment figures and feedback from candidates, partners including EMC, the two Nottingham universities and the internal marketing/communications team. In 2018 two aspects of the programme implemtation were identified that required further investigation: addressing a lack of diversity in those candidates recruited to the programme; and understanding why no applicants from local universities were successful in obtaining a place on the programme. The review for 2019 has highlighted the following:

- Three trainees from the Nottingham universities were recruited to this year's programme. This may have been as a result of the Council attending several campus-based activities such as career fairs, presentations to students, running of mock assessment centres and interviews at the two Nottingham universities
- There appears to have been a greater diversity in candidates invited to this year's assessment centres (both in numbers and as a percentage). This may have been a result of increased work with the three employee support networks and the HR WOD team will continue to liaise with the employee networks going forward.

12. The review for 2019 has also highlighted the continuation of several positives concerning the programme including:

- Increased levels of engagement and interest from the local graduate workforce – the number of applicants (288) saw an increase of 45% from the previous year (198 applicants)
- Continued engagement and partnership working with local universities to attract local graduates – 167 applicants were from the two Nottingham universities
- Continued high levels of candidate satisfaction with the recruitment process
- Use of social media continues to generate high levels of interest in a cost-effective manner
- Continued utilisation of the Apprenticeship Levy through integration of the Programme with a relevant apprenticeship standard and management qualification
- Increased diversity of applicants resulting in a more diverse cohort recruited in 2019.

Next steps for trainees

13. Cohort 1 (2018) trainees are now in their penultimate placements and being supported to work towards their management qualification as well as preparation for their final End Point Assessment (EPA) for summer 2020 which forms part of their apprenticeship standard. There is now an increased focus on identifying appropriate job opportunities with a view to retaining the graduates within the organisation after completion of their traineeship in late September 2020.

14. Cohort 2 (2019) trainees started their first placements on 30 September and have commenced their apprenticeship standard and ILM management qualification.

15. The placement planning process for both cohorts will commence before Christmas to enable the identification of suitable placements for all trainees from April 2020.

Future Development of the graduate programme

16. Due to the continued success of the programme as it enters its second year it is anticipated that a new cohort of trainees will again be recruited for September 2020. A number of options are being considered that complement the programme to form part of a wider approach to talent management and promoting the organisation as an employer of choice to local graduates. This includes how students can access 'year in industry' placements with the Council and the development of extended work placements over 10 weeks that will offer students the opportunity to develop their skills and experience within the organisation and which will hopefully encourage a greater number of skilled local graduates to apply for the Graduate Development Programme as well as other positions within the organisation.

Other Options Considered

17. The Council could revert to participation in the National Graduate Development Programme (NGDP). However, given the increased interest in the scheme this year, the work that has already taken place with developing links with local universities and the continued high calibre of local graduates to the in-house scheme this would appear to be a retrograde step.

18. It is therefore proposed to continue with the current iteration of the programme and to once again recruit local graduates for September 2020 while continuing to incorporate other activities that can build on and/or complement the existing programme to form an overall graduate recruitment proposition.

Reasons for Recommendation

19. To seek approval for continuing to run an in-house graduate development programme that takes account of the learning from the previous two recruitment processes and remains responsive to the needs of the business.

Statutory and Policy Implications

20. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Data Protection and Information Governance

21. The requirements of the General Data Protection Regulations have been considered as part of the induction of new starters on the graduate scheme and throughout the recruitment process.

Financial Implications

22. The costs associated with the new scheme are comparable to that of the previous national scheme and no additional budget has been requested. Some departments have funded additional places on the programme which has allowed the Council to recruit to five posts rather than the original aim of three. Learning provider costs are covered by the Apprenticeship Levy. If the programme is to continue to offer a similar number of places from 2021, funding from departments will be required as the current available budget for the programme will be insufficient to continue to support 5 or more trainees.

Human Resource Implications

23. The graduate trainees will continue to be managed internally under the existing arrangements.

Public Sector Equality Duty Implications

24. The proposals in this report meet the Council's existing commitment to meeting, and where possible exceeding, the statutory requirements of the Equality Act 2010.

RECOMMENDATIONS

It is recommended that Members:

1) Approve the continuation of the in-house graduate scheme.

2) Agree to receive a further update report in 12 months' time.

Marjorie Toward
Service Director – Customers, Governance and Employees
Chief Executive's Department

For any enquiries about this report please contact:
Helen Richardson – Senior Business Partner WPOD on 0115 9772070
helen.richardson@nottscc.gov.uk

Constitutional Comments (KK 05/11/19)

25. The proposals in this report are within the remit of the Personnel Committee.

Financial Comments (SES 05/11/19)

26. The financial implications are set out in paragraph 22 of the report. The Graduate Trainees budget in 2019/20 is £238,697 and an additional £75,800 is recharged to departments to fund the cost of the additional Graduate Trainee posts.

Human Resources Comments (JP 07/11/19)

27. The Human Resources implications are set out within the body of the report. The programme assists the Council to attract talent across a range of hard to recruit to professional roles.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected
- All

Nottinghamshire County Council

REPORT OF SERVICE DIRECTOR – CUSTOMERS, GOVERNANCE AND EMPLOYEES

UPDATE ON ATTENDANCE AT CAREERS OUTREACH EVENTS

Purpose of the Report

1. To seek approval from Members for the continued support for attendance at career outreach events across the county.   Attendance at these events enables Nottinghamshire County Council to promote itself as an employer of choice and to support the associated commitments which are outlined in the Council Plan, "Your Nottinghamshire, Your Future".

Information

Background

2. In undertaking a range of careers outreach activity, the Council is able to promote Apprenticeships, Graduates and other employment opportunities both within the Council and with businesses across the County.

3. To undertake this external activity, the Human Resources, Workforce and Organisational Development (HRWOD) team attend a variety of jobs fairs and career events across the County throughout the year. If an event is targeted at a particular professional group then subject experts of those professional groups are also invited to attend and so far this year, these events have included colleagues from Adult Social Care and Children's Services. Colleagues from the Economic Development Team also attend some of these events to support employment activities and skills development across the wider economy of Nottinghamshire. HRWOD colleagues have recently been working closely with the stakeholder manager from the Building Better Communities Programme which has increased the amount of activities to be attended.

Progress to date

4. The planned programme of events reported to the 22 May 2019 Personnel Committee has been updated in the schedule attached in **Appendix 1**. This appendix provides a brief summary report on each event attended and identifies new opportunities to attend events where appropriate to do so.

5. This year, numerous events across both local universities have been attended to ensure that the Council's in-house graduate scheme was widely promoted. The HRWOD team continue to

identify specific events taking place across the County to ensure that there is focus on areas of greater deprivation and that the Council has a workforce drawn from across, and representative of, the whole County.

6. The HRWOD team have contacted all District and Borough Councils to establish links with recruitment activity taking place within their respective areas and through this contact, the team will be attending events in most areas of the county.

7. Some events attended in the past have not been included in the programme this year as they were very limited in terms of attendees.

8. The HRWOD team are currently devising an online request process for the team's attendance at events. the customer service centre will utilise this form to ensure that HRWOD are notified in a timely fashion of any requests to attend events promoting employment opportunities.

9. The team also receives information from the Communications and Marketing team in relation to activities taking place across the county which may provide further opportunities to promote employment and development opportunities with the Council. In addition to the planned programme of events, as approved in the previous report to Personnel Committee, the team will attend additional events on an ad-hoc basis where beneficial for Nottinghamshire residents and where they support the delivery of the Council's key priorities. These will continue to be added to the schedule in **Appendix 1**.

10. The HRWOD team continue to assess attendance at events in relation to their contribution towards the Council's strategic and service priorities and these are included in the events schedule accordingly. The plan will continue to be regularly reviewed and updated to reflect these new opportunities and to support the achievement of the ambition to have county wide coverage.

11. The HRWOD team continue to engage with colleagues in Economic Development to ensure greater joining up of efforts to promote wider employment opportunities across Nottinghamshire as one of the largest local employers, and as part of the Council's role as a community leader.

12. The HRWOD team will continue to take a creative and inclusive approach to the attraction, development and management of talent across the Council. The HRWOD team are bringing together all of the talent management programmes currently undertaken by the Council. These changes will be beneficial to the citizens of Nottinghamshire as it will allow for a clearer understanding of the career opportunities within the Council, starting with the Council's Work Experience programme through to opportunities to participate in the numerous schemes the Council organises such as the Leonard Cheshire Change 100 programme and the In-house Graduate Development Programme.

Other Options Considered

13. The HRWOD Team has a programme of activity to support the Council in recruiting, developing and retaining employees with the knowledge, skills and experience required to develop and sustain the workforce it requires now and for the future. Attendance at these events is one way of supporting this activity.

2

Reasons for Recommendations

14. This report seeks the approval from Members to continue work to promote the Council as an employer of choice. This work supports the Councils wider workforce planning priorities through the talent management programmes and participation in attendance at the career outreach events.

Statutory and Policy Implications

15. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Data Protection and Information Governance

16. All personal data collected from individuals has been done so with their prior consent and is handled according to legal requirements and the Council's agreed policies and procedures.

Financial Implications

17. There are no financial implications arising directly from this report.

Human Resources Implications

18. Attendance at these events supports the Council in identifying and developing the workforce it requires now and for the future to ensure effective front line service delivery and that the commitments and priorities set out within the Council Plan are delivered.

Public Sector Equality Duty implications

19. Attendance at careers outreach events will help the Council ensure that its workforce is more representative of the communities it serves. Council materials used to publicise events are designed to be accessible to all attendees in order to support this.

RECOMMENDATIONS

It is recommended that Members:

1) Agree the continued attendance at and promotion of career outreach events as set out in Appendix 1 and that ad hoc events are added to the schedule as appropriate.

2) Agree to receive an annual report on attendance at careers outreach events and how the information gathered is being used to inform future activity going forward.

Marjorie Toward
Service Director – Customers Governance and Employees
Chief Executive's Department

For any enquiries about this report please contact: Helen Richardson, Senior Business Partner
0115 9772070, helen.richardson@nottscc.gov.uk

Constitutional Comments (KK 05/11/19)

20. The proposals in this report are within the remit of the Personnel Committee.

Financial Comments (SES 05/11/19)

21. There are no specific financial implications arising directly from this report.

Human Resources Comments (JP 07/11/19)

22. Attendance at the Careers Outreach events supports the Council in ensuring that it delivers objectives as set out in the Council Plan and has the workforce it needs now and for the future.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

Name of the Event	Cycle	District	Update for Personnel Committee – November 2019
Nottingham Jobs Fair	Annually	Countywide	**Attended 12 September 2019**
Gedling Jobs & Opportunity Fair "Fulfilling Futures"	Annually	Gedling	**26 February 2019** Event to promote NCC Apprenticeship Programme
Future First Expo	Annually	Newark	**6 November 2019**. Event held at Newark Showground for around 1000 students from 8 schools across Newark and also open to members of the public
D2N2 Public Service Apprentice of the Year Award event	Annually	D2N2	**29 November 2019** Award ceremony for Apprentice of the Year and information stand for the promotion of apprenticeships at NCC
Graduate scheme recruitment & assessment days	Annually	Focus on local Universities and Nottinghamshire graduates/returning graduates	A comprehensive programme has been established to recruit to the new scheme, including an assessment centre day and follow up interviews were held at the end of June 2019. 41 candidates attended 4 x assessment centres from which 14 were put forward for final interview
Graduate Development Programme	Annual	Countywide	Digital campaign ran to highlight the scheme and drive traffic towards a dedicated webpage about the scheme with links to the jobs site. Media campaign included: Twitter and Facebook campaign; County Council website; County Council e-mail footer messages; LinkedIn; advertising on digital jobs sites; digital advertising via university communication teams. Digital campaign has been highly successful at raising awareness and extremely cost-effective – less than £2.5K of activity resulting in 288 applications to the scheme in 2019 compared to 198 in 2018
Mock interviews	Ad hoc	University of Nottingham	To improve employability skills for students and promote NCC generally and the GDP specifically
Toot Hill School Careers & Networking Fair	Ad hoc	Toot Hill Bingham	**10 January 2019** Event to promote NCC apprenticeships to students and their parents
Employer Pop-up stands and presentation	Spring	NTU	Events specifically requested by NCC to promote the GDP to NTU students through a combination of pop up stands followed by student presentations: • 12 February – NTU City Campus - **Attended** • 14 March – NTU Clifton Campus – **Attended** • 2020 (TBA)

Mock Assessment Centres	Spring	NTU	Support to run mock assessment centres for students to improve employability and to promote NCC generally and the GDP specifically: • 13 February 2019– City Campus - **Attended** • 27 March 2019 – City Campus – **Attended** • 18 March 2020 – City Campus
Employer Presentations	Spring	Nottingham University/NTU	Student presentations to promote NCC but specifically to attract candidates to the GDP: • 13 February 2019 – NTU politics students – City Campus - **Attended** • 7 March 2019 – Nottingham University students – **Attended** • 29 January 2020 – Nottingham University politics students
Employer Q&A Panels ('Get Connected')	Spring	Nottingham University	Networking events for those in leadership positions in Student Union and student societies: • 12 February 2020 • 19 February 2020
Public Sector and Charities Careers Fair	Autumn	Nottingham University	**27 February 2019 and 9 October 2019** University careers events – **attended** to promote NCC and highlight the GDP to potential applicants
Employability Networking Event	March	NTU	**6 March 2019** Networking event to present health and social care career opportunities. **Attended** by Veronica Thomson as part of NCC social care recruitment campaign
Graduate and Placement Fair	March and October	NTU	**5 March 2019 and 23 October 2019** Large events organised by NTU to promote employers' jobs and placement schemes **Attended** to promote the GDP **3 March 2020** – to attend
In post Apprenticeship Pop up Shops	Annually	Countywide	Apprentice Week: various pop up shops promoting in post apprenticeships and providing advice to NCC employees regarding the NCC apprenticeship programme
Nottingham Careers Fair	March October	Nottingham	**13 March 2019** Event at Albert Hall open to the general public to promote NCC apprenticeships and Graduate Development Programme **2 October 2019**
Robert Jenrick Careers Fair	Annually	Newark & Sherwood	**15 March 2019** Event to promote Apprenticeships, work experience opportunities and the Graduate Development Programme
Nottingham College Apprenticeship Event	Annually	Countywide	**3 April 2019** Event to promote Apprenticeships and work experience opportunities

Change100 Assessment Centre	Annually	Countywide	Change100 Graduate Intern Programme assessment centres run by Leonard Cheshire through January to March for employer's involvement in the assessment of candidates for the National scheme
Ashfield Jobs Fair	**Annually**	**Ashfield**	**13 September 2019**
Mansfield Jobs Fair	**Annually**	**Mansfield**	**26 September 2019**
Robert Jenrick Careers Fair	**Inaugural event – possibly annual**	**Rushcliffe (Bingham)**	**20 September 2019**
What Next in North Notts	**Inaugural event – possibly annual**	**Bassetlaw**	**1 October 2019**

Nottinghamshire County Council

REPORT OF THE SERVICE DIRECTOR – CUSTOMERS, GOVERNANCE AND EMPLOYEES

DEVELOPMENT OF WORK EXPERIENCE OPPORTUNITIES

Purpose of the Report

1. To update Personnel Committee on the current options available for Work Experience opportunities with the Authority

2. To seek approval for changes to the process and delivery options for the Work Experience Programme

Information

3. The Work Experience programme is part of the Council's continued aspiration to be an employer of choice and contribute to the fulfilment of the commitments in the Council Plan, specifically Commitment 4 (Nottinghamshire has a thriving jobs market). Engagement in the wider Work Experience programme has resulted in some participants going on to gain employment with the Council.

4. The Council is committed to providing a range of work-based learning opportunities for people considering a career in local government. These opportunities are available to school students, local young people considering their future career options, undergraduates and post graduates, adults seeking to return to employment and career changers. The programme has a specific focus on the provision of placements for applicants who are a Nottinghamshire Looked after Child, a Care Leaver or vulnerable of Not in Education, Employment or Training (NEET) and engaged with the Council's Family Service or Youth Justice Teams.

5. The Council's Work Experience offer is a programme of unpaid placements for short periods of time hosted by teams across the Council. These placements are applied for through the Council's public website and requests to support applicants are sent to relevant teams by the HR Workforce & Organisational Development (HRWOD) team. The Council has a high number of applications every year, and whilst some of these applications are out of scope of the work offered by the Council, the success rate of securing a placement is low as illustrated in the table below.

Work Experience Applications

2018/19 whole year		2019/20 April - August	
Total number of Applications	548	Total number of Applications	180
Requests outside scope of NCC	146	Requests outside scope of NCC	43
Total number of placements arranged	58	Total number of placements arranged	10

6. Placement requests for the general Work Experience programme remain a challenge. Managers cite a number of barriers to taking a Work Experience placement including:
   - Access to IT
   - Flexible working (as people are often out of the office base)
   - Capacity to support placements
   - Confidentiality of the work teams undertake.

7. In addition to the above-mentioned Work Experience placements, the HRWOD team also has several initiatives designed to attract local graduates into the workforce. These initiatives include the Change100 Programme offered in partnership with Leonard Cheshire and a new initiative for business placements developed in partnership with the University of Nottingham (UoN).

8. Change100 is a programme that offers summer internships for disabled undergraduates or those newly graduated. The application and selection processes are managed by the Leonard Cheshire Organisation and matches are made to opportunities within the Council identified by the HRWOD team. The interns are placed with the Council for three months between June and September. Due to the length of placement, these interns receive a salary commensurate to the Living Wage whilst employed with us. The Council has been involved with the scheme for the past three years and has hosted 10 placements in this time with two individuals remaining in employment with the Council.

9. The new initiative with UoN is part of their offer to students in developing key skills for the current jobs market. This year saw the first placement offered by the Council as a pilot opportunity. The placement was hosted in the HRWOD team for 16 days over summer. The recruitment process was conducted by the HRWOD team and looked for applicants that matched the skill set required for the activity to be undertaken by the intern whilst on placement. The pilot had a successful outcome and subject to approval by Personnel Committee, this programme will be rolled out to teams across the Council for placements in 2020. It is hoped that three interns will be supported each academic year.

10. Also included in the wider Work Experience programme is the Council's support to Social Work Placements for trainee Social Workers. The Council places around 50 social work students per year from local universities and from those further afield such as Lincoln and Derby. The Council also participates in a Masters level fast track Social Work training programme called Step up to Social Work. These initiatives are long standing and as they work extremely well, sit outside of the scope of this report.

Options for considerations

11. As part of the Council's aspiration to be an employer of choice, it is proposed that work is undertaken to consider a variety of options regarding widening participation through opportunities to undertake Work Experience within the Council.

12. **Engagement of managers.** The success of the Work Experience offer relies on the commitment of managers to the programme and their engagement with the process. One option is for a system to be implemented where each department commits to supporting a number of Work Experience placements and intern initiatives each year and provide a summary of the roles available. The number of placements can then be included on the website application process.

13. **Redesigning the application process.** A large number of applications received are requests for Work Experience that as a local authority we cannot provide, such as animal care, photography and policing. Whenever possible, the team refer applicants on to appropriate organisations that may be able to accommodate these requests.

14. A redesign of the application process is being considered which would use an interactive form, with filters applied to ensure that applicants can apply for placements within their requested location and by type of experience being requested.

15. **ICT access - developing a portal on the eLearning platform.** There is a fragile balance between allowing access to systems for those on work placements and maintaining the security of the Council's data. Currently, interns that are on placement for a number of weeks are set up on the system in the same way that an employee would be so that they can engage in meaningful activity that is beneficial to both the individual and the placement team. However, for Work Experience placements, it has been a challenge to set up accounts with limited access for a short period of time. One potential solution to the access issue is to develop a portal which sits on the eLearning platform and is accessible through a personal email address. This will allow anyone on Work Experience to access relevant learning modules and will provide a site for managers to submit tasks that can be undertaken during the placement. Access to the portal will be withdrawn at the end of the placement.

16. **Giving priority to Nottinghamshire residents and disadvantaged groups/ communities.** The current Work Experience programme is open to city and county residents. Personnel Committee may wish to consider whether this is the correct approach given the scarcity of placements available.

17. **Developing a work experience programme which reflects the business needs of the Council.** The Work Experience programme could encourage applicants to consider careers that they may not have previously thought about. With the support of departments and team managers commitment, a specific offer could be developed to address business shortages such as ICT and Adult Care**.**

3

Other Options Considered

18. There is the option not to make any changes to the current process and for it to continue as it is. If no changes are implemented, then it is likely that there will continue to be a large number of applications that cannot be accommodated.

Reasons for Recommendations

19. This report seeks the approval of Personnel Committee to change the processes and approach to the delivery of the Council's Work Experience programme. The programme contributes to both the Council Plan and the recently approved People Strategy.

Statutory and Policy Implications

20. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Data Protection and Information Governance

21. The requirements of the General Data Protection Regulations have been considered as part of the Work Experience programme.

Financial Implications

22. There are no new costs associated with the Work Experience programme. Change 100 placements are funded by the HRWOD team budget with re charges made to the placing teams.

Public Sector Equality Duty Implications

23. The proposals in this report meet the Council's existing commitment to meeting, and where possible exceeding, the statutory requirements of the Equality Act 2010.

RECOMMENDATIONS

It is recommended that Members:

1) Agree the proposed changes to the Work Experience Programme.

2) Consider the criteria for applicants based on their home address.

3) Approve the roll out of the initiative with University of Nottingham.

Marjorie Toward
Service Director – Customers, Governance and Employees
Chief Executive's Department

For any enquiries about this report please contact:

Helen Richardson – Senior Business Partner WPOD on 0115 9772070
helen.richardson@nottscc.gov.uk

Constitutional Comments (KK 05/11/19)

24. The proposals in this report are within the remit of the Personnel Committee.

Financial Comments (SES 05/11/19)

25. There are no specific financial implcations arising directly from the report.

HR Comments (JP 07/11/19)

26. The human resources implications are set out in the body of the report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

Nottinghamshire County Council

REPORT OF SERVICE DIRECTOR - CUSTOMERS, GOVERNANCE AND EMPLOYEES

HEALTH AND SAFETY SIX MONTHLY UPDATE

Purpose of the Report

1. To update Members' on health and safety performance, initiatives and progress against the 2019-20 Health and Safety Action Plan.

2. The action plan is attached as Appendix B and updated to show progress made year to date.

Information

Management of Health and Safety

3. The British Standards Institute (BSI) conducted a strategic review of the health and safety management system on 1 July examining the last three years safety performance based on continuing assessment audits.

4. The review outcome was a recommendation for continued certification to BS:18001 for a further three years, recognising the authority's intent to migrate to the new standard ISO 45001 and that all future assessment visits would focus on this change.

5. On 16 July the first ISO 45001 assessment audit was undertaken examining the Councils preparedness and setting the future audit scope and assessment plan. The audit confirmed this to be a realistic objective and no major obstacles were identified at this stage.

6. Detailed migration and communication plans are being produced which will be the focus of the next health and safety report brought to this Committee.

7. Both ARC and VIA are undertaking similar moves to ISO 45001, this has provided an opportunity for shared learning and alignment of approach to gaining the new accreditation.

8. It is expected that successful accreditation to the new standard could be achieved by late autumn 2020.

Compliance and Incident Trends

9. For the year to date, no enforcement notices have been raised by the Health and Safety Executive against the Council in respect of statutory health and safety breaches, no fees for intervention have been applied.

10. Overall work-related injuries reported have decreased year to date from 722 in 2018 to 515 for the year to date 2019, approximately a 28% fall.

11. Those incidents that are reportable to the Health and Safety Executive under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) have decreased in comparison to the same period last year, 4 being reported year to date 2019 against 8 in 2018. This is reflected in a lower CIPFA benchmark indicator of RIDDOR accident incidence rates of 0.5 against a CIPFA group benchmark average of 5.3.

12. We must be mindful for the underlying reasons for the low level of reported incidents and our legal duty both to report and investigate incidents. To that end reminders to managers on the need for timely incident reporting will be undertaken.

13. In order to enable more transparent monitoring of health and safety performance, work has been undertaken to develop an interactive 'dashboard' enabling managers to access real time data and draw comparisons to other service areas. A screen shot is attached as Appendix A, this is still under development but planned to be functional by the end of November 2019.

Events and Initiatives

14. On 16 July a water safety event was held at County Hall. This covered aspects of both occupational and community safety in respect of the risks posed from open water and was supported by members of the Nottinghamshire Water Safety Partnership and blue light services.

15. The event was well attended and attracted over 6000 social medial hits with much positive feedback leading to consideration of a similar event to be held in 2020. This will have a greater focus and inclusion of young people and schools.

16. As an output from the event Nottinghamshire County Council are working with Nottinghamshire Search and Rescue and other water safety partnership members to supply and promote the use of throw line rescue aids in venues adjoining rivers and canals across the County.

17. An initiative to promote safe working and tool security by contractors is being undertaken jointly with our partners ARC and VIA and Nottinghamshire Police. Both contractor briefings and awareness materials are being produced together with a formal launch planned.

18. This focuses on not allowing sharp or edged tools to become accessible to unauthorised persons whilst working on school premises or public areas and is in response to recorded incidents.

19. Whilst existing initiatives include a focus on screening for knives and similar weapons 'at the school gate', this initiative limits the opportunity for legitimate work tools to be accessed for the purpose of violence and crime.

20. In relation to motion one at Full Council on10 October 2019 - Child Criminal Exploitation, Members are being informed as another strand of the broader work by the authority and partners to tackle knife crime.

21. Lone working and personal safety remain a key area of work. A director led working group has been established and review of policy, guidance and supporting materials undertaken with the aim of providing a single point resource for staff and managers. New smart phones are starting to be issued enabled with a lone working App on a priority basis.

22. In January 2020 an event will promote this work together with briefings for staff focusing on personal safety, loneworking and a workshop held for Councillors centred on the new Local Government Association guidance 'councillors guide to handling intimidation'.

Other Options Considered

23. No other options have been considered.

Reasons for Recommendation

24. Elected members require visibility of health and safety performance, compliance and risk control measures in place to make informed decisions affecting the council's health and safety risks.

Statutory and Policy Implications

25. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Data Protection and Information Governance

26. There are no implications arising directly from this report as no individual or personal data or information is used.

Financial Implications

27. There are no financial implications arising directly from this report.

Human Resources Implications

28. These are outlined in the body of the report. The action plan addresses key risks and embeds good Health and Safety culture, standards and practices across the whole Council.

Public Sector Equality Duty implications

29. The proposals in this report meet the Council's existing commitment to meeting, and where possible exceeding, the statutory requirements of the Equality Act 2010.

RECOMMENDATIONS

It is recommended that Members:

1) Consider performance to date on the attached Health and Safety Action Plan 2019 – 2020 (Appendix B)

2) Receive a further Health and Safety performance update in six months.

Marjorie Toward
Service Director - Customers, Governance and Employees
Chief Executive's Department

For any enquiries about this report please contact:
John Nilan, Team Manager – Health & Safety john.nilan@nottscc.gov.uk or 0115 8040380

Constitutional Comments (KK 05/11/19)

30. The proposals in this report are within the remit of the Personnel Committee.

Financial Comments (SES 05/11/19)

31. There are no specific financial implications arising directly from this report.

HR Comments (JP 07/11/19)

32. The Council has an ongoing commitment to managing Health and Safety. Planning and performance review are key requirements of the Health and Safety Management System.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

4

Incidents and RIDDOR Register

Number of Incidents	Filter by Department	Filter by Group	Filter by Team	Filter by Type	Filter Schools
2184	All	All	All	All	All

Incidents by Department & Month
ASCH ● CEX ● CFCS ● Place

Number of Incident by Incident Type
- HSE Dangerous Occ. (under RIDDOR Regs only) 1 (0.05%)
- Verbal Abus... 93 (4.26%)
- Physical Intervention 104 (4.76%)
- Medical Issue (NOT arising dire... 162 (7.42%)
- Recreational/Sporting Accident 213 (9.75%)
- Work-related Injury 665 (30.45%)
- Physical Violence 782 (35.81%)

Number of Injuries by Part of Body

Value of Employers Liability Claims for incidents in 2018/19
CEX ● CFCS ● Place

RIDDOR Incidents by Department
Place	CFCS	ASCH	CEX
9	7	3	2

RIDDOR Incidents by Report Type
7 days ● Specified Injury
- Specified Injury 8 (38.1%)
- 7 days 13 (61.9%)

Number of RIDDOR Incidents by Cause
- Slip, trip or fall on same level 10
- Struck by object (m.. 3
- Struck again... 2
- Injury while handling, lif... 2
- Physically ... 1
- Challenging behaviour 2
- Fall or ju... 1

Training

Courses delivered in 2018/19 by Course Topic

eLearning Courses Delivered
4443

Course Topic	Count
Driving Safely	1046
Fire Awareness	698
Manual Handling	659
Display Screen Equipment	426
H&S Essentials - Part 1	421
Personal Safety	230
COSHH	215
Dealing With Challenging Behaviour	214
Asbestos Awareness	165
Risk Assessment	133
ACT Awareness	101
Legionella Awareness	45
Accident and Incident Investigation	34
Managing Office Safety	23
Nominated Property Officer Course	14
Health and Safety in Commissioning and Procurement	11
Working at Height	8

Number of Courses delivered by Month & Year

Month	Count
April	226
May	295
June	277
July	255
August 2018	282
September	346
October	365
November	399
December	339
January	645
February 2019	508
March	506

Nottinghamshire County Council

SR58: Corporate Health and Safety Action Plan 2019-20

Department:	**Corporate**	Service/School:		Team:	**Health and Safety**
Approved by:	**Personnel Committee & CLT**	Date:		Review dates:	**Reviewed October 2019**

Subject:	Effective occupational health and safety management systems				
Ref:	**Action and Expected Result**	**Lead**	**Timescale**	**Priority**	**Comments, Progress & Result Update**
1.1	**Health and Safety management system** Occupational Health and Safety Assessment Series (OHSAS 18001) strategic review of last three years Undertake gap analysis for transition to international standards organisation (ISO) 45001:2018 Establish scope and context of organisation under ISO 45001 requirements Develop transition time line and action plan (Initial planning day 6 June 2019)	Health and Safety	July 2019 July 2019 From July 2019 deadline for conversion by March 2021	Medium	1 July 18001 strategic review of last 3 years safety performance - re-certificated until March 2021 6 June initial 45001 planning day undertaken - scope and context established 16 October 45001 migration assessment completed, draft action plan produced

Subject:	Effective occupational health and safety management systems				
Ref:	Action and Expected Result	Lead	Timescale	Priority	Comments, Progress & Result Update
1.2	**Safety Management Culture** Establish mechanism for visible safety leadership in support of ISO 45001 requirements Establish KPIs for management safety tours: • Directors 1 per year • Group Managers 2 per year • Team Managers 4 per year	Health and Safety Directors and Group/Team Managers	Oct 2019 Implement from April 2020	Low	Embed into revised Health and Safety Essentials core competency training Subject to Audit from April 2020
1.3	**Review supporting policies and guidance** in line with changes to current legislation and best practice • Risk assessment • Occupational road risk • Incident Protocol • Lone working and personal safety	Health and Safety	December 2019	Medium	Risk assessment reviewed, no significant change ORR guidance finalised to be issued Jan 2020 Ongoing, align to 45001 Lone working group reviewing related guidance - resource library to be available January 2020

2

Subject:	Health & Safety Compliance and Risk Management				
Ref:	Action and Expected Result	Lead	Timescale	Priority	Comments, Progress & Result Update
2.1	**Audit and Quality assurance** Implement internal inspection and audit programme Inspections KPI's 75 inspections total for 2019-20 across all departments 80% to be reasonable assurance Audits KPI less than 25% to have major nonconformities raised	Health and Safety	March 2020	Medium	
2.2	**Ensure effective health and safety management of suppliers, contractors and service delivery partners**: Joint working between H&S and procurement to establish suite of KPIs for performance monitoring in order to strengthen H&S aspects of contract management Report to H & S Compliance Board Review supplier assessment form SR73a/b	Health and Safety	May 2019 June 2019 April 2019	High	Ongoing. Confirmation of suitable monitoring and safety management systems via supply chain audits Procurement and contract management working group established, toolkit inc H&S requirements under production Elearning revised Sept 19 Single SR 73 produced
Subject:	Health & Safety Compliance and Risk Management				

3

Ref:	Action and Expected Result	Lead	Timescale	Priority	Comments, Progress & Result Update
2.3	**Event safety and security** Plan and implement arrangements to ensure staff safety during cricket world cup series and key matches in conjunction with Nottinghamshire County Cricket Club and the police	Health and Safety	April 19	High	
	Work with event organisers and safety advisory groups to ensure safely planned and delivered events		Ongoing		Major events monitored Positive inspection outcome from onsite compliance visits
2.4	**Lone working and personal safety** Implementation of lone working App Guardian 24 and effective escalation procedures	ICT Health & Safety			Personal safety and lone working group established and reporting to H & S Compliance Board.
	Scope and undertake crosscutting review of lone working and personal safety arrangements and report to H & S Compliance Board	Laurence Jones Health and Safety	September 2019	High	Resource review undertaken and relaunch of 'tool kit 'Jan 2020 to coincide with availability of loan working App
	Undertake lone working audit and report outcomes	Health and Safety	June 2019		Audit undertaken June 2019 Members safety training
2.5	**Security/personal safety in schools and academies** Work with tackling emerging threats to children's team (TETC) to provide joined up advice and reporting regarding knife crime prevention in schools	TETC Health and Safety	June 2019		Revise SR77 contractor induction to account for security of contractor's tools and equipment - Completed Joint ARC/ VIA/ NCC/ Nottinghamshire Police Campaign material produced in draft Monitor incident reports for trends and forward to TETC
	Review how security advice is provided and security surveys are undertaken		Oct 2019		In response to Department for Education guidance Awaiting DFE final document
	Develop supporting checklists				

Subject:	Improved Awareness & Competence				
Ref:	**Action and Expected Result**	**Lead**	**Timescale**	**Priority**	**Comments, Progress & Result Update**
3.1	**Review health and safety competency matrix and mandatory H&S training**				
	Revise Health & Safety essentials to include ISO 45001 requirements	Health and Safety	October 2019	Medium	Commenced - included as part of 45001 communication plan to be implemented from April 2020
	35% managers to have undertaken H&S essentials within period	Health and Safety	October 2019		
	Develop new safety leadership training to replace active safety management and align to 45001 requirements		October 2020	Medium	
	35% Group Managers and above to have undertaken		October 2019	Medium	Competency matrix updated to reflect new courses
	Develop workbook based COSHH training for schools		October 2019		
3.2	**Risk Assessment**				Include ISO 45001 requirements
	Review training content and provide briefing sessions to address identified knowledge gaps	Health and Safety	Oct 2019		No legislative change but now to include opportunities for improvement
3.3	**Establish more effective means of recording and reporting on training at corporate level**	HRWOD Health and Safety Departments	May 2019		To include **all** health and safety training

Promote during learning week

Communicated via Team Briefing |
	Communications to staff and managers instructing them to use the My Learning, My Career portal to record training				
Subject:	Improved Awareness & Competence				
Ref:	**Action and Expected Result**	**Lead**	**Timescale**	**Priority**	**Comments, Progress & Result Update**

5

3.4	**Develop new E-learning packages** specifically for inclusion on the learning portal and to support blended learning • Remote working & mobile devices • Lone working App • Asbestos code of practice	Health and Safety Property compliance team in conjunction with Arc	Developed by October 2019	Medium	Will feature as part of lone working App, launch eLearning course produced PowerPoint resource on school's portal from Oct 2019
3.5	**Health & Safety promotional events** Water safety day Lone working, personal safety & security day Host Working Well together mock trial	Health & Safety Health & Safety and trade unions Health & Safety WWT/HSE	July 2019 Oct 2019 16 April 2019 10 July 2019	Low	Raise staff and school awareness of open water swimming dangers in conjunction with Water Safety Partnership. Event held 16 July 2019 January 2020 date TBC Two mock trails completed Positive feedback from Working Well Together and HSE
3.6	**Counter Terrorism Awareness Training** Maintain updates of Action Counters Terrorism (ACT) eLearning package Specific face to face taught training as required	Health and Safety	Ongoing quarterly	Medium	Quarterly report to system provider Total sessions completed = 143 Total since April 2019 = 42
3.7	**Occupational Road Risk (ORR)** Implement recommendations from Griffiths & Armour action plan • Eyesight suitability confirmation • Driving conviction checks	Health and Safety, Transportation and Risk and Insurance	September 2019 Ongoing	High	Check box for driving requirement on recruitment forms

Subject:	**Premises and Facilities Management**

Ref:	Action and Expected Result	Lead	Timescale	Priority	Comments, Progress & Result Update
4.1	**Premises and Protective Security** Ensure Corporate buildings have assessed security risks and have effective incident response plans in place Plans are exercised and tested	C&FM Facilities NPOs Health and Safety C&FM Facilities NPOs	September 2019	Medium	SR85 Protective security risk assessment SR90 Emergency action template under review Post room - Lawn View House contingencies exercise undertaken
4.2	**Identify emerging risk from organisational change and transformation** including: Maintenance of emergency arrangement cover in corporate buildings and touch down areas sufficient trained persons available for: • First aid emergencies • Fire evacuation • Implementation of personal evacuation plans • Other premise evacuations • Responding to internal alarms lift/panic Implementation of Evacuation chair replacement programme with evacuation mats	Health and Safety and Programme and Projects C&FM Facilities Management C&FM Facilities Management	April 2019 onwards September 2019	High	Monitor to ensure effective cover maintained during Smarter Working 2 moves -Ongoing Distributed to sites awaiting installation and training
Subject:	**Premises and Facilities Management**				
Ref:	**Action and Expected Result**	**Lead**	**Timescale**	**Priority**	**Comments, Progress & Result Update**

7

4.3	**Review risk control and safety arrangements at vacant premises**				
	Monitor surplus and vacant premises as part of inspection programme	Property	Ongoing	High	Vacant premises inspection process reviewed
	Work with Smarter Working and managers and insurers to ensure safe closure or handover of premises including:	Risk and insurance			Risk priority guidance issued
	• Office relocation of staff and equipment • Temporary storage arrangements • Contractor performance monitoring	Health and Safety	Ongoing		Decommissioning and closedown protocols established with Arc
4.4	**Statutory engineering inspection contract**				
	Ensure complete handover to Arc to enable new supplier to undertake contract	Health and Safety Property and Arc	May 2019	Medium	Managed by property and Arc from April 2019 Handover complete May 2019

(All departments will be required to develop action plans to identify the measures/steps being taken to prioritise, eliminate and reduce identified risks and address any outstanding issues or areas of concern with a particular focus on this Action Plan)

Nottinghamshire County Council

REPORT OF SERVICE DIRECTOR – CUSTOMERS, GOVERNANCE AND EMPLOYEES

SICKNESS ABSENCE PERFORMANCE AND ONGOING ACTIONS FOR IMPROVEMENT

Purpose of the Report

1. a) To update Members on quarterly performance information as at **30 September 2019**, in relation to levels of sickness across the directly employed Nottinghamshire County Council workforce.

   b) To seek approval for ongoing specified actions identified in the Employee Health and Well-being Action Plan to further understand the reasons for sickness absence, build our prevention agenda and therefore reduce absence levels.

   c) To seek agreement to a revised approach to reporting absence related information to Personnel Committee in terms of statistical analysis and comparison.

Information

2. This report sets out the latest available sickness absence figures for the end of Quarter 2 2019/20 as at 30 September 2019. In addition, it seeks to inform Members of the actions being taken by the Council to improve the health and wellbeing of its employees with an aim to reduce the levels of absence and to make sustainable progress towards the achievement of the target of **7.00 days average per employee per annum**. The figure for this period is 8.91 days per employee and is a further indicator of a small upward trend.

3. At Committee on 3 October there was a detailed discussion about absence, how it is reported and what it is that actually makes a positive difference of all the many interventions the Council has put in place over the last 2 years. It has been previously recognised that we have in place a comprehensive package to assist and support our employees if they become ill, but Members were keen to explore what more could be done to prevent absence occurring in the first place.

4. This report therefore has a different emphasis to those most recently considered and provides some detailed statistical information to determine whether our workforce is in line with the general population in terms of their health and attendance or whether we are an outlier. Public Health colleagues have been engaged in this discussion and are providing

1

the population data on the prevalence of long term sickness in the wider population. Our approach remains one of education and self-help rather than anything more prescriptive which is a more progressive approach in an organisation which seeks to trust, support and enable its workforce to maximise their performance whilst at work.

5. In terms of the population of England, 1 in 4 employees reported as having a physical health condition. Of these a further 1 in 5 also reported having a mental health condition. There is 1 in 3 employees in the current UK workforce reported as having a long term health condition, 1 in 8 employees report having a mental health condition with a further 1 in 10 reported as having musculoskeletal conditions.

6. It is reported that 42% of employees with a health condition felt their condition affected their work "a great deal" or "to some extent". Employees with mental and physical health comorbidity were more likely to see their health as affecting work with 29% stating they were affected "a great deal" compared to 13% of those with a physical condition only and 15% of those with a mental health condition only.

7. Continuing to consider the working population, 131 million days are lost to sickness absence every year. It is reported that 42% of employees experience at least one period of absence with around 7% of employees taking periods of absence of 2 weeks or more.

8. Almost 1 in 6 people of working age have a diagnosable mental health condition and long term sickness absence attributable to mental ill health makes up 19% of the total figure. Public Health figures for 2016 show that 42.7% is the employment rate for those who reported mental illness as their main health problem (including mental illness, phobias, panics, nervous disorders, including depression bad nerves or anxiety) compared to 74% of the whole population.

9. The overall employee headcount figure at the end of September is **7273** in total which is 5385.37 full time equivalents (FTE). This figure excludes school employees and relief, supply and casual employees and can be broken down as follows:

   ASC&H   - 1838
   C&F   - 1789
   Place   - 2404
   Chief Executives   - 1257

10. Members may note that the sum of the departmental figures is greater than the overall total due to a few employees working for more than one department and therefore being counted more than once.

11. In order to understand where best to target resources to address sickness absence, we have undertaken some analysis of levels of no reported sickness absence and where absence goes over the 4 week mark identifying it as long term absence. The current balance between long and short term absence is 61.4% to 38.6%. Further work is being undertaken to understand how far the number of longest term cases (6 months and over) impact on meeting the target of 7 days. The following table shows by department the level of no absence and that over 4 weeks:

Department	% with 0 absence	% 4 weeks or more
Adult Social Care & Health	35.4%	15.1%
Chief Executive's	42.7%	9.8%
Children & Families	52.2%	12.1%
Place	51.9%	10.2%
NCC overall	46.5%	11.8%

12. This information indicates that we need to target those approaching the 4 week absence point to prevent short term stretching into longer term absence and this could be through earlier referrals to Occupational Health, more contact with the employee earlier in their absence to understand the nature of their illness and the likely impact it will have on their attendance.

13. Further work is being undertaken to consider the 80 examples of employees whose absence extends beyond 6 months. A review of the action taken on every case has been undertaken and refreshed advice and guidance has been issued to managers. It is worth bearing in mind that as people choose to work longer, the likelihood of them developing long term health conditions or disabilities in work increases and figures show that in the 12 month period to 30 September 2019 there were 7 deaths in service and for the previous 12 months it was 10. Further work will also be undertaken to understand the nature of absences attributable to mental ill health to understand the precise nature of absence in this area. The introduction of mental health action plans in January 2020 will be closely monitored to assess any positive impact of this new tool.

14. For the period from 1 October 2018 to 30 September 2019, 26 employees retired on the grounds of ill health, 12 employees were dismissed for capability due to ill health and over 1050 referrals were made to Occupational Health seeking advice on ability and fitness to return to work and what adjustments may be required to facilitate this. The termination information can be broken down by departments as follows:

Department	Dismissal Ill Health Capability	Ill Health Retirement
Adult Social Care & Health	2	9
Chief Executive's	2	5
Children and Families	4	6
Place	4	6
Totals	12	26

15. Further information has been gathered as a result of the work completed by Internal Audit on adherence to the attendance management procedures. It has previously been reported that the procedure allows for a degree of discretion for managers who know their own staff best, as to whether to take action or not. However, we are currently undertaking further investigations to ascertain whether the use of discretion and flexibility is allowing some managers the option to abdicate their responsibility for taking action. The use of "other" as an absence type has been discussed previously and we are currently exploring having this category retitled to further limit its use.

16. We have reviewed the training records of managers to understand who has accessed the relevant training to assist them in effectively managing their teams' absences. 231

managers have received this training, a figure which falls short of the number of managers overall. We are now undertaking a more detailed analysis of who needs to access the mandatory training and are contacting relevant senior managers to encourage this discussion as part of the EPDR process on a case by case basis. A recent Extended Leadership Team undertook a quiz to ascertain levels of knowledge and understanding of absence within the Council's workforce and provided the opportunity to remind senior leaders of the need to encourage takeup of a refreshed package of training. It has been agreed that the Corporate Leadership Team will lead by example and issue a communication to all managers requiring them to undertake the mandatory learning and development. This will dovetail with the ongoing delivery of Manager as Coach training which is designed to give managers greater confidence in having difficult conversations and tackling sensitive issues. A further report will be brought to Committee to report on take-up of the refreshed training offer.

17. Further analysis will be undertaken to understand the benefit of flexible working and the positive impact this may have on attendance management. This cross cutting piece of work will be informed by the ongoing work with Timewise.

18. In order for managers to address problem absence effectively, they need access to increasingly specialist occupational health advice and support. A review into the current occupational health provision will be undertaken to determine whether the current provision can be enhanced. The review will be undertaken from January to March 2020 and a further report will be brought to Personnel Committee in May 2020 with further options for Members to consider.

19. We continue to benchmark our policies, procedures and support package against organisations held up as exemplar employers in this area and by engaging in local and national networks and workshops to provide assurance that we are not missing a vital component which may deliver a further positive impact.

20. The intention of this more detailed analysis is to determine what actions have the most significant impact recognising that a one size fits all approach will not work to address both short and long term absence.

Actions for Improvement

21. Following the discussion at October's Committee, work is underway to improve the quality of the identified actions on the Employee Health and Wellbeing Action Plan. The intention is to sharpen the actions to make them more specific, measurable and time related. This includes the development of an individual employee Wellness Action Plan based on the toolkit developed by MIND and which provides detailed guidance on how managers can support the mental health of team members.

Other Options Considered

22. The management of absence is a key challenge for organisations across the public and private sector. Despite all our interventions, the last 12 months has seen a small upward trend which needs to be reversed. Looking in more detail at who and where absence occurs is a different approach to the one previously adopted. What has been seen is that when there is focussed

attention on attendance, improvement occurs whether this is on an individual or team level and we want to modify our approach to ensure we can continue to make these targeted interventions. We continue to identify, test and research new initiatives to establish their value to the Council and our employees.

Reasons for Recommendations

23. A healthy workforce will be best placed to deliver on these identified priorities. In addition, a comprehensive package of employee benefits, support and assistance demonstrates our commitment to our workforce to meet our aspiration to be an Employer of Choice and can demonstrate how employees are valued. This in turn can have a very positive impact on recruitment and retention in the competitive market for current and future talent.

Statutory and Policy Implications

24. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Data Protection and Information Governance

25. There are no data protection or GDPR issues arising from this report as all the information contained is generic and cannot be attributed to individual employees.

Financial Implications

26. There are no direct financial implications arising from the content of this report. However, there is clearly a cost to absence and turnover so maximising the package of support with the intention of developing a more preventative strategy has a strong business benefit to delivering this.

Human Resources Implications

27. The effective management of absence and the delivery of effective support for employees experiencing periods of ill health is a key business driver for the Council. It enables us to maximise performance but also to demonstrate the value placed on the contribution of the workforce. Whilst there are various legal obligations placed on employers to make reasonable adjustments to enable people to remain in work, there are also strong business reasons in terms of attracting and retaining quality employees who value the approach we have adopted as a caring employer.

Public Sector Equality Duty implications

28. The policies and procedures of the Council apply to all directly employed staff whatever their protected characteristic. However, given the content of the action plan, any activity around managing absence and supporting people to remain at work potentially has a greater impact

on employees with a declared disability. An equality impact assessment will be completed once the detail of the refreshed action plan has been agreed.

RECOMMENDATIONS

It is recommended that:

1) Members approve this shift in approach and agree to receive further reports which develop this more detailed analytical consideration of absence data.

2) Members agree to continue to receive information about sickness absence in future reports with more detailed case studies provided as and when they arise and to receive a further report on Quarter 3 performance at the March Committee with a further update on the agreed action plan in January 2020.

Marjorie Toward
Service Director - Customers, Governance and Employees

For any enquiries about this report please contact:

Gill Elder, Head of Human Resources, on gill.elder@nottscc.gov.uk or 0115 9773867

Constitutional Comments (KK 05/11/19)

29. The proposals in this report are within the remit of the Personnel Committee.

Financial Comments (SES 05/11/19)

30. There are no specific financial implications arising from this report.

HR Comments (JP 07/11/19)

31. The Human Resources implications are set out in the body of the report. Reducing overall absence remains a key priority area for the Council together with a package of initiatives to support employee mental health issues and wellbeing.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

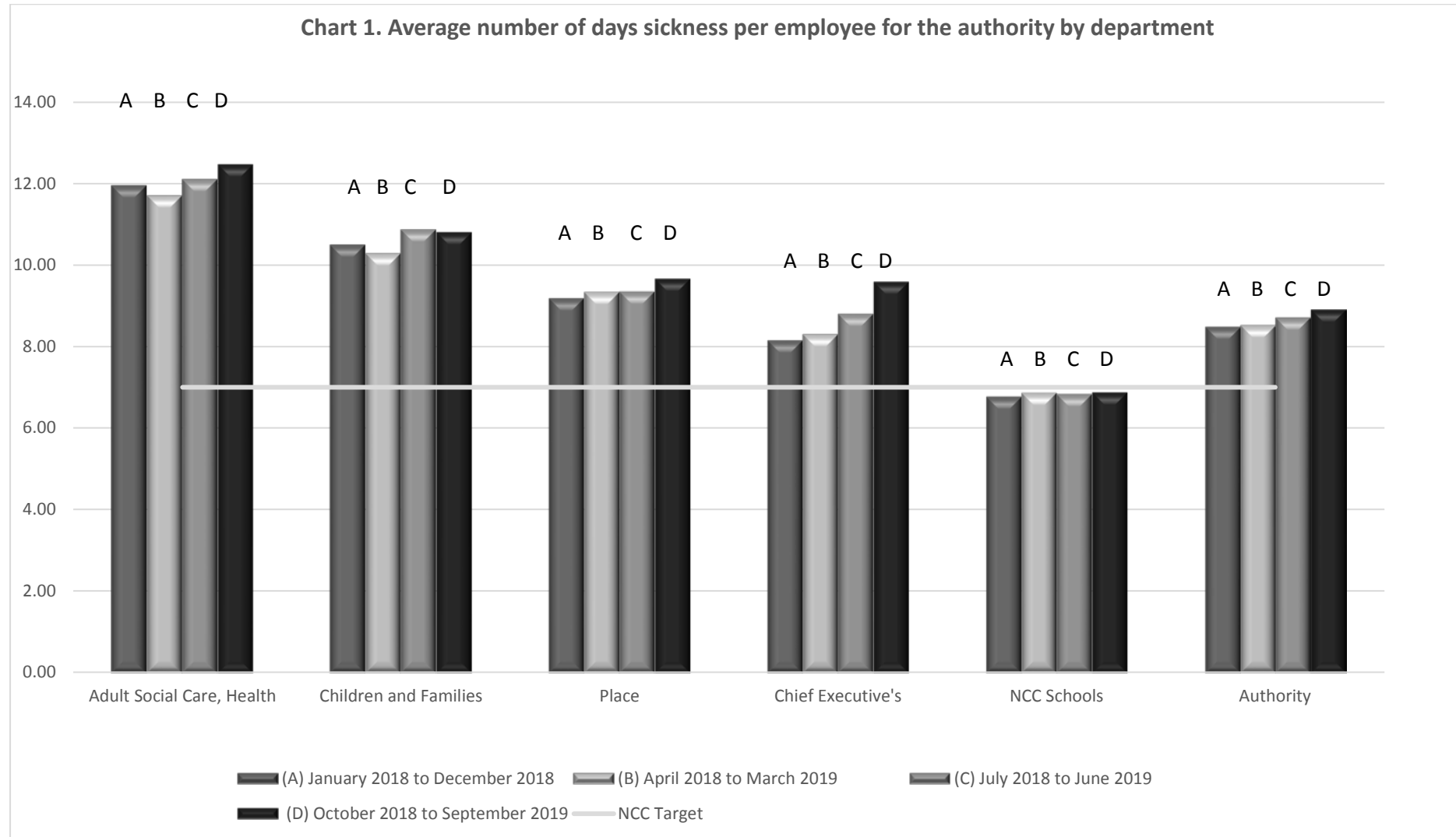**Electoral Division(s) and Member(s) Affected**

- All

Appendix A

Chart 1. Average number of days sickness per employee for the authority by department

Legend:
(A) January 2018 to December 2018
(B) April 2018 to March 2019
(C) July 2018 to June 2019
(D) October 2018 to September 2019
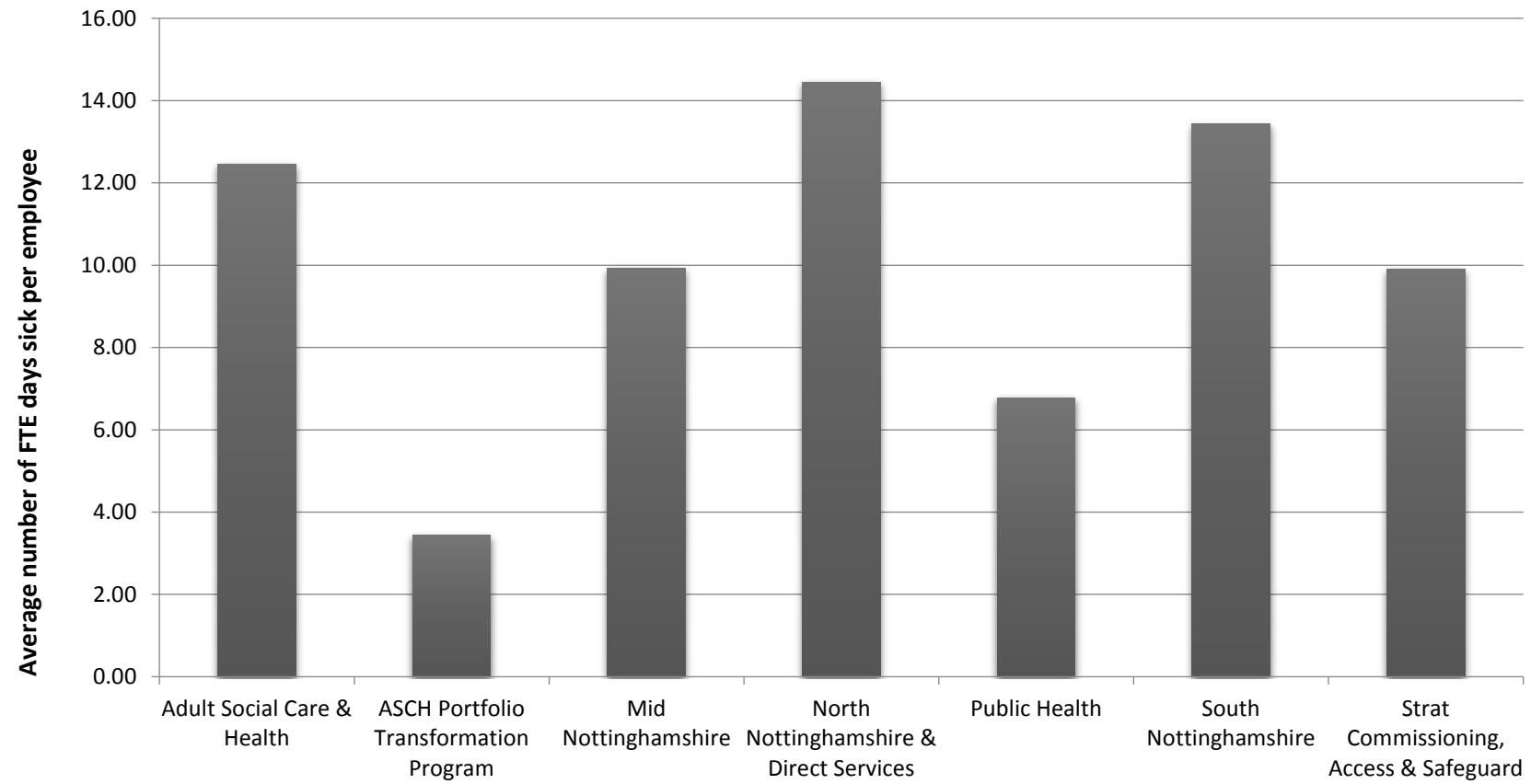NCC Target

Chart 2 ASCH July 2018 to June 2019

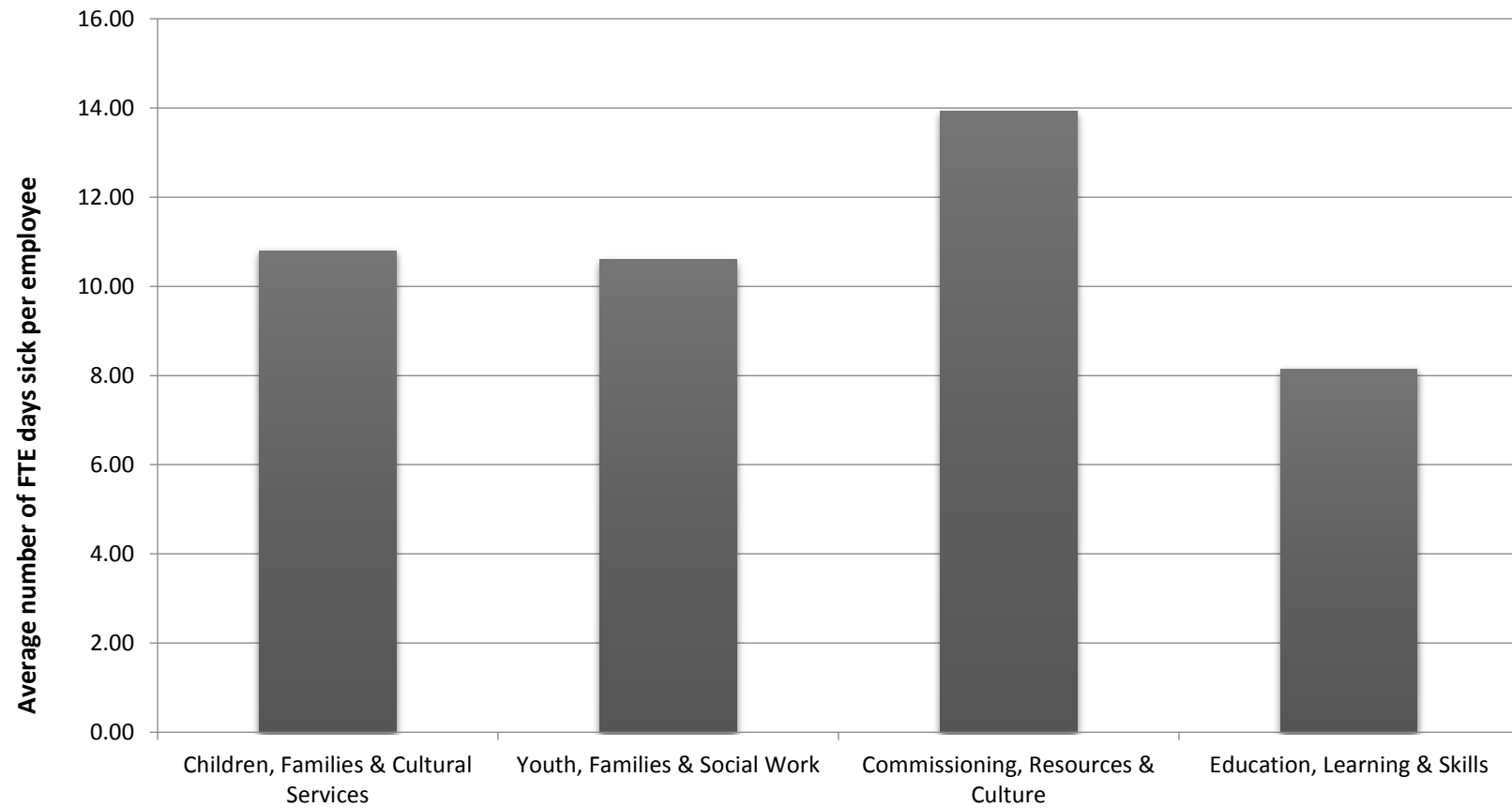# Chart 3 Children and Families July 2018 to June 2019
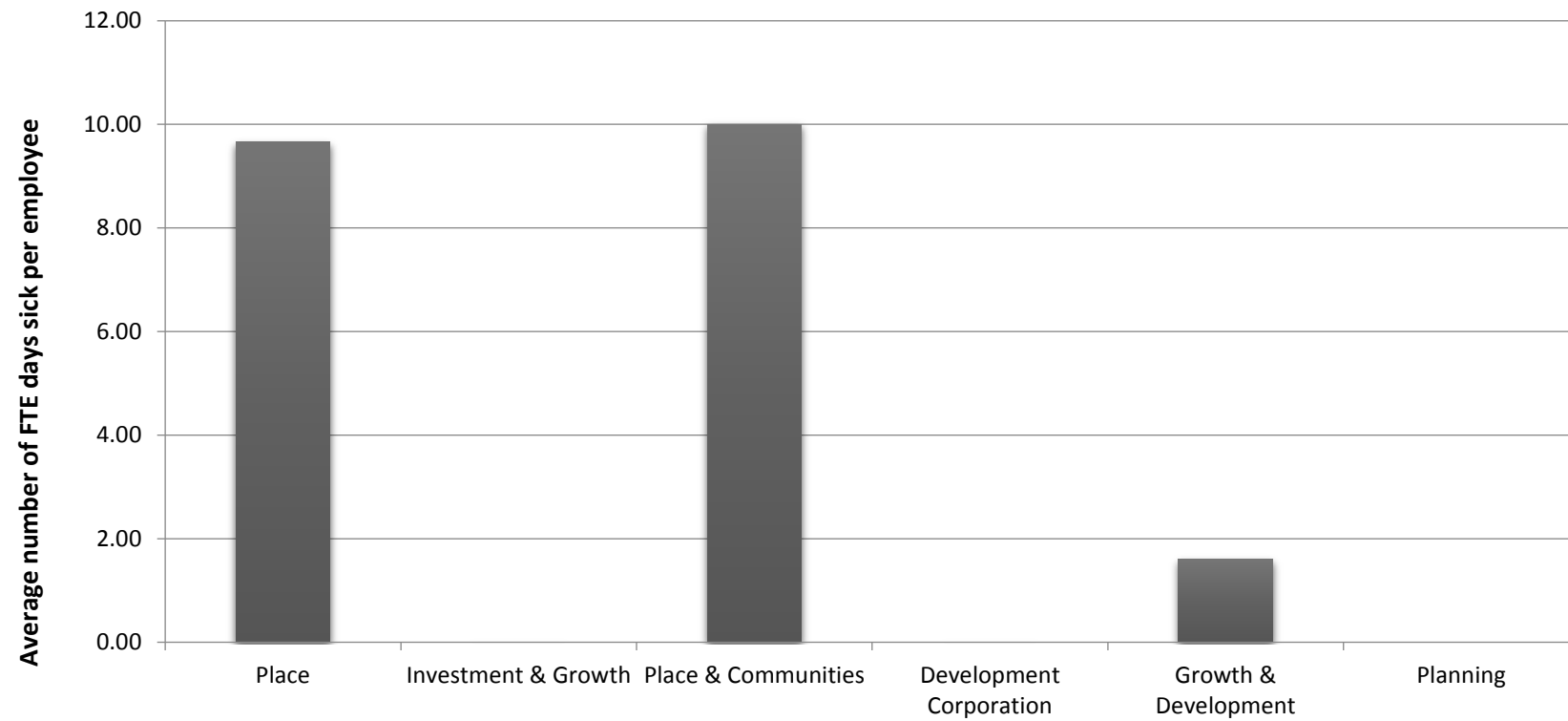
Chart 4 Place July 2018 to June 2019
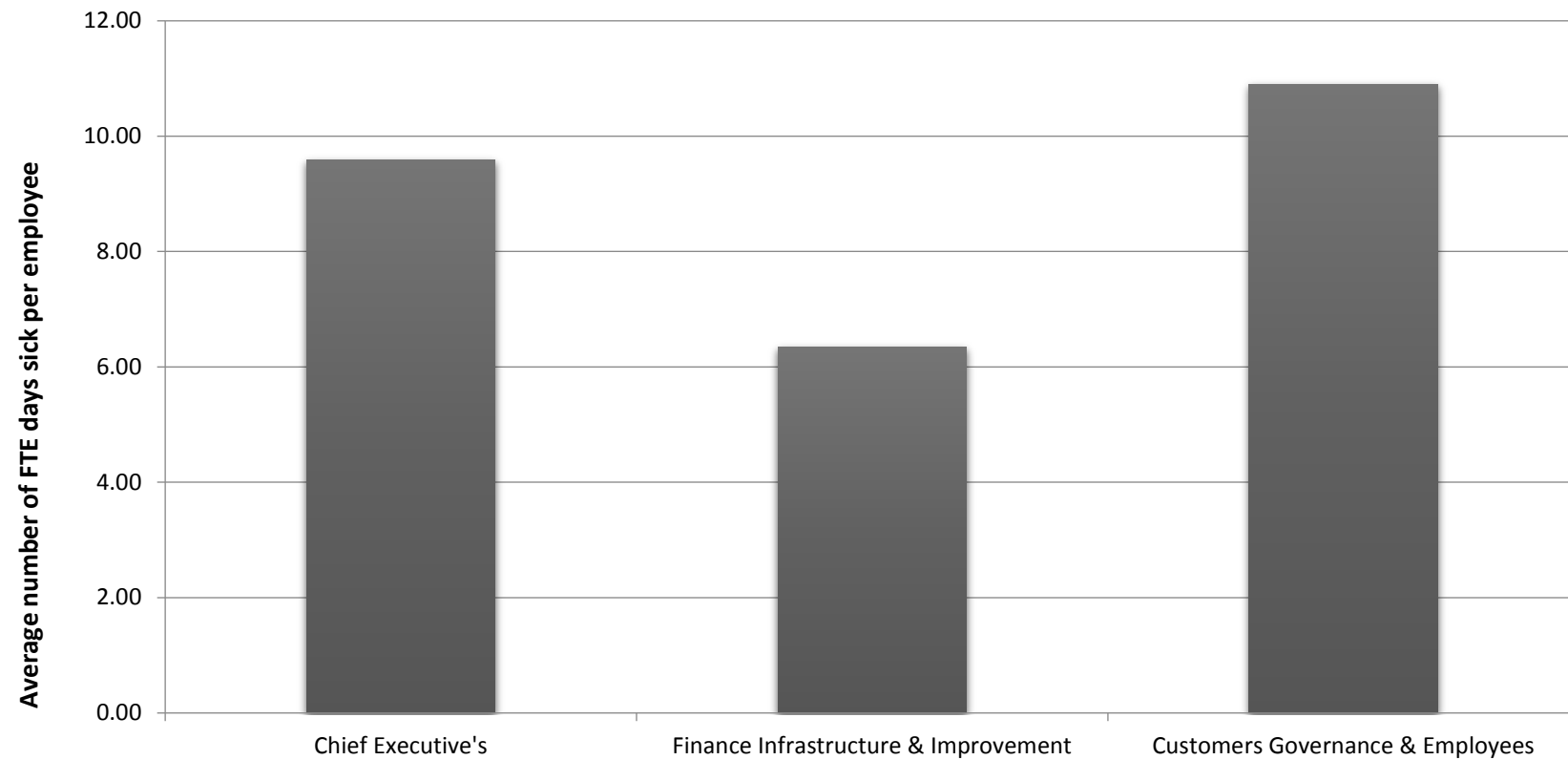
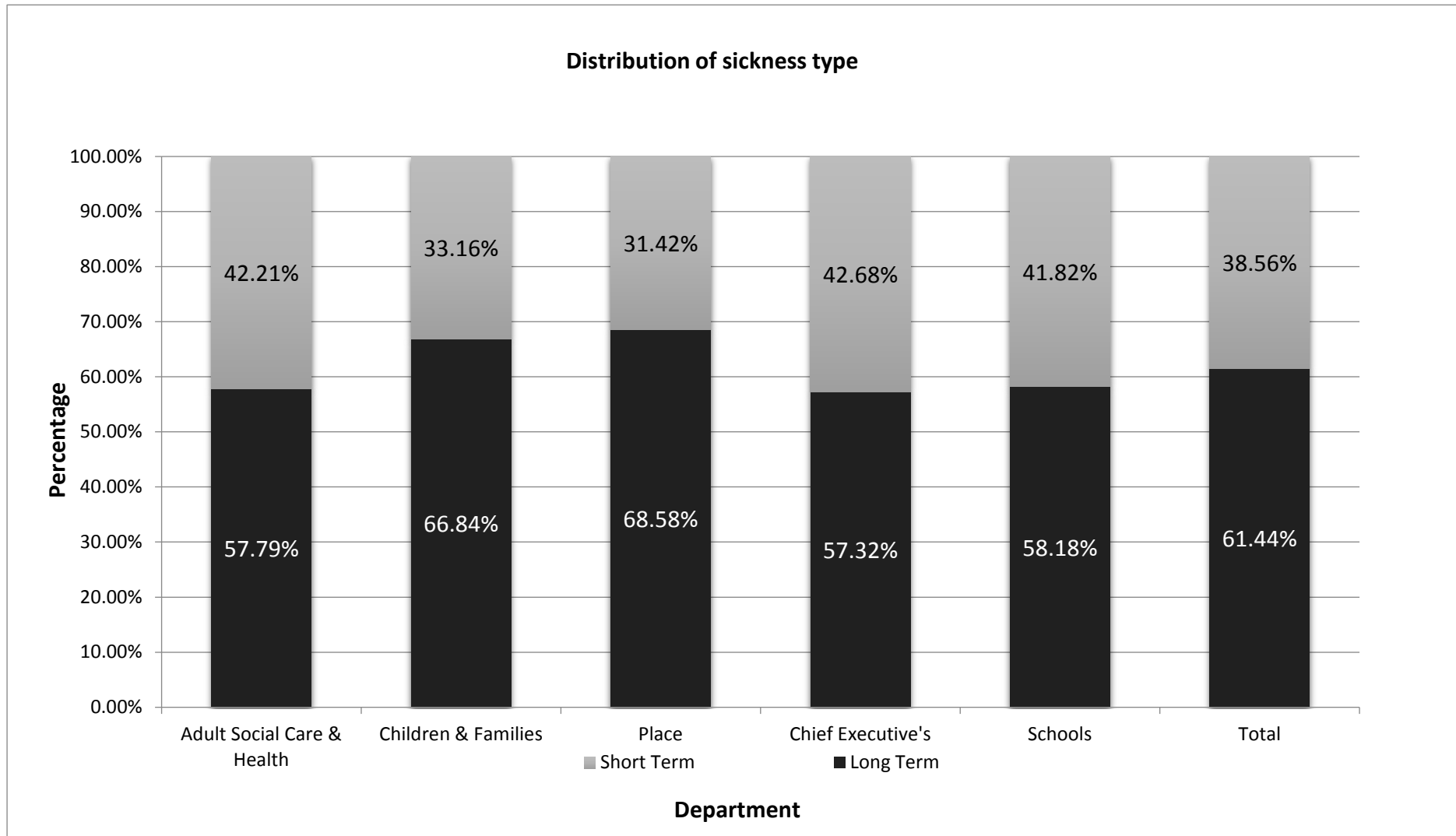# Chart 5 Chief Executive's July 2018 to June 2019

Average number of FTE days sick per employee

| Chief Executive's | Finance Infrastructure & Improvement | Customers Governance & Employees |

Table 1. Sickness Levels over rolling 12 month basis by Department

	(A) January 2018 to December 2018	(B) April 2018 to March 2019	(C) July 2018 to June 2019	(D) October 2018 to September 2019
Adult Social Care, Health	11.96	11.70	12.11	12.46
Children and Families	10.51	10.28	10.88	10.80
Place	9.20	9.33	9.36	9.66
Chief Executive's	8.17	8.30	8.81	9.59
NCC Schools	6.79	6.86	6.85	6.88
Authority	8.50	8.52	8.72	8.91

Appendix B

	Back Problems	Cold/Flu/ Sore Throat	Headache/ Migraine	Heart/ Circulation	Infection	Muscular/ Skeletal	Op/Post Op Recovery	Other	Pregnancy Related	Respiratory	Skin Disorder	Stomach/ Digestion	Stress/ Depression	Terminal Illness	Not assigned
ASCH & Public Protection	5.23%	9.14%	2.19%	1.96%	4.27%	11.87%	13.57%	13.42%	1.77%	1.82%	0.20%	7.35%	24.13%	0.00%	3.09%
Children and Families	3.47%	7.67%	1.23%	1.98%	3.38%	11.25%	8.59%	18.33%	1.34%	2.73%	0.27%	6.66%	32.07%	0.09%	0.96%
Place	5.44%	5.39%	1.40%	1.50%	2.44%	25.88%	12.46%	10.75%	0.62%	5.13%	0.07%	7.16%	19.73%	0.66%	1.35%
Chief Executive's	2.34%	11.68%	4.59%	2.11%	2.62%	7.68%	12.33%	15.90%	1.15%	2.49%	0.08%	7.17%	28.76%	0.46%	0.63%
Schools	4.21%	10.20%	2.09%	1.45%	4.36%	8.07%	14.57%	17.31%	1.52%	3.23%	0.09%	9.67%	22.89%	0.33%	0.00%
Totals	**4.29%**	**9.01%**	**2.15%**	**1.72%**	**3.70%**	**12.06%**	**12.85%**	**15.48%**	**1.37%**	**3.06%**	**0.14%**	**8.04%**	**24.77%**	**0.29%**	**1.09%**

Distribution of sickness type

Department	Short Term	Long Term
Adult Social Care & Health	42.21%	57.79%
Children & Families	33.16%	66.84%
Place	31.42%	68.58%
Chief Executive's	42.68%	57.32%
Schools	41.82%	58.18%
Total	38.56%	61.44%

Percentage (y-axis), Department (x-axis)

■ Short Term   ■ Long Term

Nottinghamshire County Council

Employee wellbeing and sickness absence performance Q2 2019 - 2020

Corporate performance October 2018 - September 2019

61.4%

Long term absence

8.91

FTE days on average per employee per annum (Including schools)

0.2 day increase over the previous quarter

38.6%

Short term absence

7 days

NCC Target

CiPFA average 8.6 days

Sickness absence

The most common top four causes and trend indicators
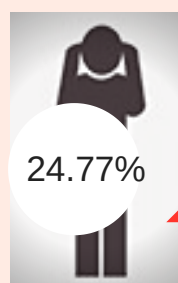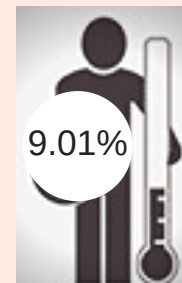
24.77%

Stress
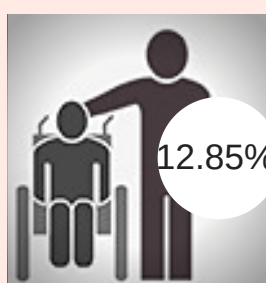
12.85%

Op/Post Op Recovery
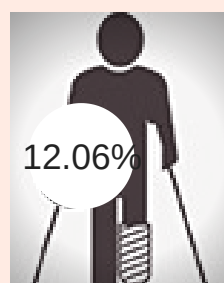
12.06%

Muscular/ Skeletal

9.01%

Cold/Flu/ Sore Throat

Main cause for absence by dept.

STRESS:

C Exec

CFCS

ASCH

Muscular/ Skeletal

Place

Nottinghamshire County Council

REPORT OF THE SERVICE DIRECTOR - CUSTOMERS, GOVERNANCE AND EMPLOYEES

NOTTINGHAMSHIRE COUNTY COUNCIL'S COMMITMENT TO THE RACE AT WORK CHARTER

Purpose of the Report

1. To seek the agreement of Personnel Committee to sign the Race at Work Charter and to ask Members to give their commitment to the 5 key calls to action required of the Charter's signatories.

Information

2. Members will recall agreeing to the publication of the Equalities Action Plan at Committee in October. Following a discussion around how meaningful the actions identified were specifically in relation to Black and Minority Ethnic (BAME) employees, further research was undertaken to find a comparable measure to those provided by Disability Confident and the Stonewall Index to which the Council is currently accredited.

3. The Race at Work Charter has been developed by **Business in the Community** which is the oldest and largest business-led membership organisation dedicated to responsible business. Their objectives are to inspire, engage and challenge its members and mobilise their collective strength as a force for good in society to:

   - Create a skilled, inclusive workforce today and for the future
   - Build thriving communities in which to live and work
   - Innovate to repair and sustain our planet.

4. Signatories of the Charter at the beginning of November 2019 include blue-chip businesses, the Bank of England, British Airways, Marks and Spencer as well as the British Army, the Royal Navy and Royal Airforce, and a significant number of the large Central Government departments. To date there are only a handful of council signatories, including Westminster City, Lambeth and two other London Boroughs, which would make Nottinghamshire the first large county authority to sign the Charter.

5. The Charter builds on the work of the 2017 McGregor-Smith Review, Race in the Workplace, and looks to support employers to ensure that ethnic minority employees are represented at all levels of the organisation.

6. The Race at Work Charter has five calls to action required of its signatories to ensure this translates into genuine and practical commitment which ultimately makes a difference. These require the Council to:

- **Appoint an Executive Sponsor for Race**

  Executive Sponsors for Race provide visible leadership on race and ethnicity in their organisation and can drive key actions such as setting targets for ethnic minority representation, briefing recruitment agencies and supporting mentoring and sponsorship.

- **Capture ethnicity data and publicise progress**
  Capturing ethnicity data is important for establishing a baseline and measuring progress. It is also a crucial step towards an organisation being able to report on ethnicity pay differentials.

- **Commit at Corporate Leadership Team level to zero tolerance of harassment and bullying**
  The Race at Work Survey revealed that 25% of ethnic minority employees reported that they had witnessed or experienced racial harassment or bullying from managers. Commitment from the top is needed to achieve change.

- **Make clear that supporting equality in the workplace is the responsibility of all leaders and managers**
  Actions can include ensuring that performance objectives for leaders and managers cover their responsibilities to support fairness for all staff.

- **Take action that supports ethnic minority career progression**
  Actions can include embedding mentoring, reverse mentoring and sponsorship in their organisations.

7. In signing the Charter, it would also provide significant evidence of how we are meeting our obligations under the Public Sector Equality Duty which requires public bodies to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010
- 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.

8. Members have considered a number of different reports over the last 12 months on a range of activities which fall within the promoting equality agenda including the gender pay gap, Disability Confident, the Stonewall Index, work experience activity and leadership development. This report builds on that work to date and if agreed, provides a measure for progress which we have previously been asked to explore by the self-managed group for Black and Minority Ethnic employees. We continue to explore other national accreditations

and awards to further promote and evidence our corporate approach to equalities.

9. We continue to work with the BAME network and trade union colleagues to encourage employees to disclose any protected characteristics to enable us to ensure our targeted interventions are having a positive impact. Whilst research indicates that one in 8 of the UK working-age population is from a BAME background, only 1 in 13 people at management levels in the private and public sector are from a BAME background. In seeking to attract and retain the best talent to work in Nottinghamshire and to meet the aspirations set out in the Council's People Strategy, it is important to maximise the talent pools from which we recruit from by demonstrating that we are an inclusive employer and want to support and enable people to join our workforce and develop their careers in the Council whatever protected characteristic they may have.

Other Options Considered

10. The Charter is nationally recognised and has a growing list of signatories. Inclusion on the Charter is based on meeting five key standards which require commitment and action to evidence this. It supports our approach to go beyond statutory compliance and demonstrates our commitment to exploring all opportunities to further progress our equalities agenda. The option to do nothing would potentially expose the Council to reputational risk under the various elements of discrimination legislation. However, it would also ignore the business imperative to maximise our draw to candidates and so attract the best talent to work with the Council.

Reasons for Recommendations
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11. In seeking to be a community leader and employer of choice, there needs to be clearly identified actions with deliverable outcomes in order to measure performance and progress in the equalities area. Our action plan can be further strengthened in relation to BAME employees in meeting the commitments outlined as part of being a Charter signatory.

Statutory and Policy Implications

12. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Data Protection and Information Governance

13. There are no data protection implications arising from this report as the information contained in this report does not relate to named individuals' data.

Financial Implications

14. There are no direct financial implications arising from the signing of the Race at Work Charter. However, including this as an activity on the Equalities Action Plan demonstrates

the Council's commitment to equality, promoting itself as an "employer of choice" with plans in place to underpin the objectives set out in the People Strategy. Clearly the ability to identify future resourcing requirements and effective workforce planning are key components of an organisation which places value for money and efficiency at the heart of all that we do and to aim to be an organisation that is representative of the communities that we serve is key to successful delivery of these objectives.

Human Resources Implications

15. The Human Resources implications are implicit in the body of this report. The future success of the Council relies on our ability to plan effectively our future resourcing requirements and to recruit and retain employees with the necessary skills and experience to deliver on the commitments set out in Your Nottinghamshire, Your Future. Meeting these objectives and the 5 key commitments set out in the Race at Work Charter position the Council as a fair and inclusive place to work.

Public Sector Equality Duty implications

16. In seeking to maintain our position as an Employer of Choice, the ability to engage our current and future workforce is essential to our ongoing success. The themes identified in the People Strategy apply to every part of the workforce and therefore there is no group of employees disadvantaged because of this report..

RECOMMENDATIONS

It is recommended that members:

1) Agree to the required actions to meet the five key challenges required of signatories of the Race at Work Charter.

2) Agree to provide their commitment to meeting the "five calls to action" required by the Charter.

3) Agree to the inclusion of this activity in the Council's published Equalities Action Plan.

Marjorie Toward
Service Director – Customers, Governance and Employees

For any enquiries about this report please contact:
Gill Elder, Head of Human Resources, on 0115 9773867 or gill.elder@nottscc.gov.uk

Constitutional Comments (KK 05/11/19)

17. The proposals in this report are within the remit of the Personnel Committee.

Financial Comments (SES 05/11/19)

18. There are no specific financial implications arising directly from this report.

HR Comments (JP 07/11/19)

19. The Human Resources implications are set out at paragraph 15.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

REPORT OF SERVICE DIRECTOR - CUSTOMERS, GOVERNANCE AND EMPLOYEES

WORK PROGRAMME

Purpose of the Report

1. To consider the Committee's work programme for 2020.

Information

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.

3. The attached work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.

4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. It is anticipated that the committee will wish to commission periodic reports on such decisions. The committee is therefore requested to identify activities on which it would like to receive reports for inclusion in the work programme.

Other Options Considered

5. None.

Reason/s for Recommendation/s

6. To assist the committee in preparing its work programme.

Statutory and Policy Implications

7. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

1) That the Committee considers whether any amendments are required to the Work Programme.

Marjorie Toward
Service Director – Customers, Governance and Employees

For any enquiries about this report please contact:
Sarah Ashton, Democratic Services Officer, Tel: 0115 977 3962

Constitutional Comments (HD)

8. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments (NS)

9.   There are no financial implications arising directly from this report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

*   None

Electoral Division(s) and Member(s) Affected

*   All

Personnel Committee Work Programme

Title	Brief Summary of Agenda Item	Lead Officer	Report Author
29 January 2020			
Gender Pay Gap – Update	Statutory publication of annual information	Marje Toward	Gill Elder
Employee Health and Wellbeing Action Plan - Update	Update on action plan	Marje Toward	Gill Elder
11 March 2020			
Sickness Absence Performance Trends and ongoing Action for Improvement (Quarter 3 - 2019/20)	Quarterly update, review of target and approval of annual action plan	Marje Toward	Gill Elder
Disability Leader Accreditation – Update	Update on progress	Marje Toward	Gill Elder
06 May 2020			
Apprenticeship Levy – Update	Update on progress	Marje Toward	Helen Richardson
Health and Safety Six Monthly Update	Annual performance and action plan	Marje Toward	John Nilan
Sickness Absence Performance Trends and ongoing Action for Improvement (Quarter 4 - 2019/20)	Quarterly update, review of target and approval of annual action plan	Marje Toward	Gill Elder
Nottinghamshire ~County Council Coproate Equalities Action Plan	Update on Action Plan	Marje Toward	Gill Elder
08 July 2020			
Workforce Profile Information 2020	Annual report on workforce profile information	Marje Toward	Gill Elder
Workforce Plan	Annual update report	Marje Toward	Gill Elder
People Strategy	Annual update report	Marje Toward	Gill Elder

1