

Personnel Committee

Wednesday, 29 January 2020 at 10:30

County Hall, West Bridgford, Nottingham, NG2 7QP

AGENDA

- | | | |
|---|--|---------|
| 1 | Minutes of the last meeting held on 27 November 2019 | 3 - 6 |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interests by Members and Officers:- (see note below)
(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary) | |
| 4 | Gender Pay Gap - Update | 7 - 18 |
| 5 | Employee Health and Wellbeing Action Plan | 19 - 30 |
| 6 | Work Programme | 31 - 34 |

Notes

- (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>



Minutes

Meeting **PERSONNEL COMMITTEE**

Date **Thursday 27 November 2019 (commencing at 10.30am)**

Membership

Persons absent are marked with an 'A'

COUNCILLORS

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

Maureen Dobson
Errol Henry JP
John Ogle
Sheila Place
Helen-Ann Smith A

John Longdon
Gordon Wheeler
Jonathan Wheeler
Nicki Brooks

OFFICERS IN ATTENDANCE

Sarah Ashton	Democratic Services Officer
Marjorie Toward	Service Director – Customers, Governance and Employees
Gill Elder	Head of Human Resources
Helen Richardson	Senior Business Partner, Human Resources, Workforce & Organisational Development
John Nilan	Team Manager, Health & Safety
Adrian McKiernan	Workforce and Organisational Development Officer
Angela Howat	Senior Health & Safety Practitioner
Catherine Pritchard	Public Health Consultant

OTHERS IN ATTENDANCE

Rosie Cunningham	Graduate
Jessica Tomlinson	Graduate
Megan Malloy	Graduate

1. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 3 October 2019, having been circulated to all Members, were taken as read and confirmed and signed by the Chairman.

2. APOLOGIES FOR ABSENCE

The following apology was submitted:

- Councillor Helen-Ann Smith – medical

Membership changes:

Councillor John Longdon replaced Councillor Stuart Wallace and Councillor Nicki Brooks replaces Councillor Yvonne Woodhead, both for this meeting only.

3. DECLARATIONS OF INTEREST

None.

4. PROGRESS REPORT FOR THE COUNCIL'S GRADUATE DEVELOPMENT PROGRAMME

RESOLVED 2019/31

- 1) That the continuation of the in-house graduate scheme be approved.
- 2) The Committee agrees to receive an update report in 12 months.

5. UPDATE ON ATTENDANCE AT CAREERS OUTREACH EVENTS

RESOLVED 2019/32

- 1) That the Committee agrees to continue the promotion of career outreach events as set out in Appendix 1 and that ad hoc events are added to the schedule as appropriate.
- 2) That the Committee agrees 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.

6. DEVELOPMENT OF WORK EXPERIENCE OPPORTUNITIES

RESOLVED 2019/33

- 1) That the Committee agrees the proposed changes to the Work Experience Programme.
- 2) That the Committee considered the criteria for applicants based upon their home address, with preference to be given to those from Nottinghamshire first and then to others if places were available be approved. Officers were asked to have dialogue with Nottingham City to seek a reciprocal arrangement for work experience placements.
- 3) That the roll out of the initiative with the University of Nottingham be agreed.

7. HEALTH AND SAFETY SIX MONTHLY UPDATE

RESOLVED 2019/34

- 1) That the Committee acknowledged the performance to date on the Health and Safety Action Plan.
- 2) That the Committee agrees to receive a Health and Safety performance update in six months.

8. SICKNESS ABSENCE PERFORMANCE AND ONGOING ACTIONS FOR IMPROVEMENT

RESOLVED 2019/35

- 1) That the development of a more detailed analytical consideration of absence data in further performances reports be approved.
- 2) That the Committee agrees to receive, as and when they arise more detailed case studies in future reports. And agrees to receive a further report on Quarter 3 performance at the March 2020 Committee with a further update on the agreed action plan in January 2020.

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

RESOLVED 2019/36

- 1) That the Committee agrees to meet the five key challenges required of signatories of the Race at Work Charter.
- 2) That the Committee agrees to commit to meet the "five calls to action" required by the Charter.

- 3) That the Committee agrees to include Race at Work Charter in the Council's published Equalities Action Plan.

10. WORK PROGRAMME

RESOLVED 2019/37

That the work programme be updated according to recommendations made during this meeting and the work programme be approved.

The meeting closed at 12.14pm.

CHAIRMAN

**REPORT OF SERVICE DIRECTOR – CUSTOMERS, GOVERNANCE AND
EMPLOYEES****GENDER PAY GAP – UPDATE****Purpose of the Report**

1. The purpose of the report is to provide Personnel Committee with an update of Nottinghamshire County Council's Gender Pay Gap (GPG) for publication as required by the public sector duty under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2016.

Information

2. An initial report was brought to Personnel Committee on 7 March 2018 which outlined the requirement for employers of over 250 employees to report their gender pay gap. As previously reported, schools' information is not required in the Council's reporting as this remains the responsibility of the governing body for eligible maintained schools or the proprietor for academies with 250 plus employees.
3. **Gender pay gap** is a measure of the difference between men's and women's average earnings across an organisation or the labour market. It is expressed as a percentage of men's earnings. In the Britain, there is an overall **gender pay gap** of 18.1%.
4. The 2018 report explained the calculation required which shows the difference between the mean (average) and the median (mid-point) earnings between men and women expressed as a percentage of men's earnings. The subsequent report considered by Members at Committee on 30 January 2019 provided a brief update on the progress made to date and agreed an action plan to develop a range of responses to further improve the Council's performance in this area.
5. Members were previously advised of the difference between the gender pay gap information and equal pay which specifically relates to the pay differences between men and women undertaking work of equal value and for which the Council continue to use nationally recognised job evaluation processes and the Single Status Agreement to maintain its equality proofed pay system.
6. There continues to be national publicity around the gender pay gap in organisations such as the BBC. The Council's position is significantly different from some of these high-profile organisations and is partly due to the nature of some of the services we continue to provide and the people engaged to deliver them being primarily part time female employees.

7. Recruitment is a key area where work can be undertaken to address gender pay gap issues. However there continues to be stringent vacancy control to limit recruitment within the Council over the last 12 months except in areas of social care which remain predominantly female. This means that there again have been limited opportunities to significantly alter the gender pay gap for the reported period.
8. The Council continues to pay the Living Wage Foundation Living Wage as oppose to the National Living Wage. This is paid as an allowance and increased from £9.00 per hour to £9.30 per hour from 1 November 2019. This has most benefited our frontline part time workers who are overwhelmingly female since the Council implemented payment from 1 April 2014.
9. The gender pay gap requirements define pay as “ordinary gross pay” which includes payments relating to basic pay, allowances and paid leave. Ordinary pay does not include pay related to overtime, redundancy or termination of employment and pay in lieu of annual leave.
10. The attached infographic at Appendix 1 provides information which reflects the organisational structure as at 31 March 2019. The summary information contained as part of the infographic includes the following:
 - Mean gender pay gap
 - Median gender pay gap
 - The proportion of gender in each pay quartile, that is, a breakdown into four equal sections lowest to highest, by their evaluated hourly rate and which shows the number and proportion of female to male employees in each quartile.
11. The overall GPG in Nottinghamshire County Council is a mean gap of **9.3%** and a median gap of **18.4%**. The table below shows the incremental progress made since 2017 when we were first required to report this information:

Gender Pay Gap	2017	2018	2019
Mean	12.3%	11.5%	9.3%
Median	25.4%	20.2%	18.4%

12. Work continues to deliver the identified actions to reduce the GPG which includes the maintenance of an equality proofed pay system. The Council continues to be committed to taking further appropriate action to reduce the GPG and monitoring its progress over time.
13. As mentioned earlier, the limited amount of recruitment does impact on the speed the Council is able to make significant progress to address the gender pay gap. However, the current recruitment to the vacant Service Director post in Place department is an example of how targeted work is being undertaken to improve particularly the gender diversity of the field of applicants. In selecting our external recruitment partner for this exercise, the Corporate Director - Place outlined the specific requirement to deliver a diverse longlist of candidates and the successful company selected will be measured against how well they can deliver on this expectation. Such targeted work is carefully monitored given that positive discrimination remains illegal and the Council continues to appoint and promote on merit. The attached

action plan seeks to identify work which may level the field in terms of attracting applications from candidates from a diverse range of backgrounds.

14. The current workforce remodelling underway in Adult Social Care and Health provides a further opportunity to address the GPG using the Council's enabling process which will be the mechanism by which the new structure will be populated. This will deliver a revised structure which minimises the use of temporary contracts and which will provide greater stability across the department. This activity will assist with recruitment and retention issues by offering permanence and consistency and potentially see more women enabled into management posts.
15. Recruitment remains a priority area identified as is flexible working, career development and progression. Successive reports to Personnel Committee have described the range of job fairs and career events across the County which had been attended, details of our Graduate Development Programme and Apprenticeship offer and information regarding the career development portal My Learning, My Career. Career development and progression continues to be supported across the Council through the coaching network.
16. Work in all these areas will continue throughout 2020 including the renewed focus on leadership development, talent management and work-based learning opportunities. This approach draws together a range of activities around work experience, apprenticeships and graduate training schemes to ensure the issue addressing the GPG underpins all our activities relating to attracting and retaining people with the right skills and knowledge, to enable us to deliver on key strategic priorities.
17. Our work with Timewise, an organisation who assist employers to attract and develop the best talent through flexible working, continues to explore and maximise all the opportunities presented by flexible working. This is not only through creating flexible physical working environments and opportunities for more flexible working hours, but also to consider how jobs are designed and how work is undertaken where it is appropriate to do so. This work demonstrates our ongoing commitment to flexible working and this has been reported as of significant value by our existing and potential workforce as it allows people to balance work and home/family commitments as part of an agreed working pattern.

Other Options Considered

18. The Council has a legal duty to publish its gender pay gap information on the public website. The calculations are prescribed within the legislation and do not allow employers to develop a separate approach.

Reasons for Recommendations

19. As mentioned above, the Council has a legal duty to publish information on the gender pay gap annually on its public website. This report provides the detail of the information required and also identifies and seeks approval for the ongoing actions required to address the gender pay gap.

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.

Equalities Implications

21. In seeking to go beyond the minimum legal requirement for reporting and to maintain our position as an employer of choice, the ability to demonstrate actions to close the GPG to our current and future workforce indicates our commitment to inclusivity and equality as an employer where talent is recognised and promoted. The action plan will be considered at the next Corporate Equalities Group in February 2020.

Data Protection Implications

22. There are no data protection implications arising from this report as all information is in relation to trends rather than named individuals' data.

Financial Implications

23. There are no direct financial implications arising from the content of this report.

Human Resources Implications

24. The Human Resource implications are set out in the body of the report.

Public Sector Equality Duty implications

25. 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 in consultation with the recognised trade unions and the Disabled Employees Support Network.

RECOMMENDATIONS

It is recommended that Members:

- 1) Approve the publication of the required gender pay gap information on the public website.
- 2) Agree to the identified ongoing actions and to receive an annual update on their impact towards closing the gender pay gap within the Council.

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

For any enquiries about this report please contact:

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

Constitutional Comments (KK 08/01/20)

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

Financial Comments (SES 07/01/20)

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

HR Comments (JP 07/01/20)

28. The Human Resources implications are implicit in the body of the report.

Background Papers and Published Documents

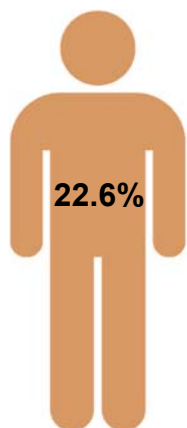
Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

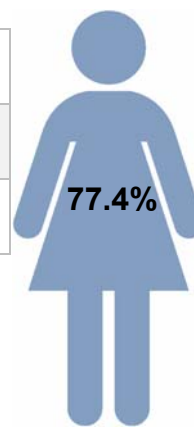
Electoral Division(s) and Member(s) Affected

- All

Appendix 1: Nottinghamshire County Council Gender Pay Gap – March 2019

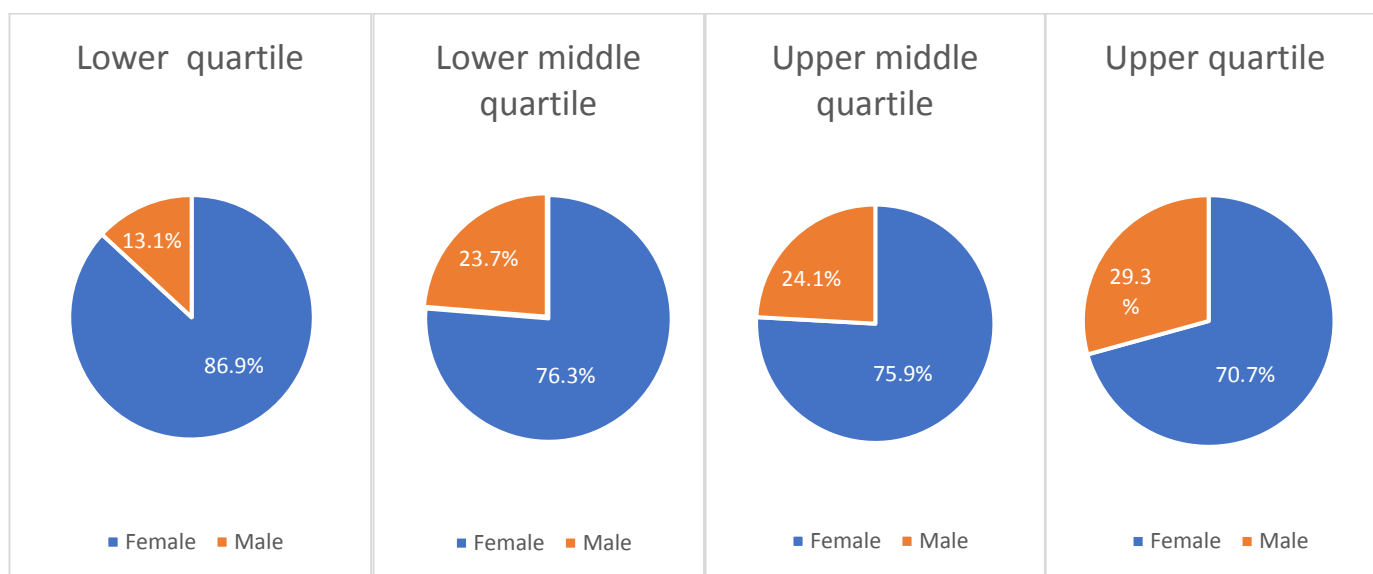


	Women's earnings are:
Mean gender pay gap in hourly rate	9.3% lower
Median gender pay gap in hourly rate	18.4% lower



GPG Equivalent Workforce
Directly Employed Headcount in scope **7,897**

By Pay Quartile



Reducing the Gap: Priorities for Action



GENDER PAY GAP – ACTION PLAN

Appendix 2

Priority Area	Action Required	Responsible Officer(s)	Date Required
Recruitment	Review existing e-learning module on Recruitment to consider any changes to raise awareness of potential gender bias in any part of the process from job design, advertising to how selection process is undertaken which may prevent any section of the population from applying for our roles. Consider delivering some targeted face to face sessions in service areas where the gender imbalance is particularly prominent	Sarah Tinsley	September 2019 – part completed March 2020
	Undertake refresher training for all elected members involved in Senior Staffing Sub Committee, the responsible body for all appointments at Service Director level and above to ensure they remain aware of potential gender bias in senior officer recruitment	Marjorie Toward/ Keith Ford/ Gill Elder	Prior to next Senior Staffing Sub Committee
	Build a refreshed recruitment landing page highlighting all the commitments the Council has made in terms of equality standards and promoting our flexible working opportunities to encourage applications from women who are more often the primary carers for children and elderly relatives	Avneet Nahal/Sarah Stevenson/Gill Elder	End of February 2020
	Continue to develop a range of metrics which will provide detailed information on recruitment statistics including attraction, application, interview success and subsequent retention broken down by gender and benchmark with comparable organisations and professional bodies	BSC/HR	March 2020
	Demonstrate accessibility and inclusivity through our comprehensive range of activities around work experience, apprenticeships and graduate training schemes which underpin our aspiration to further close the gender pay gap whilst maintaining a system which values talent and ability and promotes on merit.	Helen Richardson/ Gill Elder	Ongoing Most recently refreshed November 2019

Career Development and Progression	Continue to build on the initial success of the Council's coaching network enabling all employees to access a trained, accredited coach. Currently 70.3% of people accessing the coaching network are women and we will continue to monitor and target areas where there are limited requests coming forward	Helen Richardson	Ongoing throughout 2020
	Promote relevant content on My Learning, My Career to support and assist employees grow and develop their knowledge and skills in terms of future needs and aspirations particularly in respect of building confidence to compete for leadership/management roles	HR Business Partners and departmental workforce leads	Review April 2020 as part of EPDR cycle
	Monitor completion of EPDRs and undertake audits of development requirements with course availability and relevance of content in meeting needs specifically in relation to supporting the workforce to develop leadership skills and competencies. This includes monitoring the gender breakdown of attendees and ensuring there are no barriers to attendance at development events (location, timing, dates)	Learning & Development Officers	Annual in June
	Launch the next phase of the Leadership Development Programme which has modular elements to facilitate different levels of engagement from very specific content to wider learning leading to a more formal qualification. This approach enables greater engagement for employees, predominately women, to access the programme	Gill Elder/Helen Richardson	Early spring 2020
	Continue to explore formal and informal learning opportunities to enable the Council to have a comprehensive learning and development offer which meets current and future needs and which can be delivered flexibly to ensure these opportunities are accessible	Workforce and Organisational Development Leads	Ongoing

	Create a working environment where people feel valued for what they do, the contribution they make every day, whether or not they wish to further develop their careers into management or more technically specialised positions. Ensure women returning to work after maternity leave or career break and those with other caring responsibilities are included in all development opportunities and develop a programme to utilise Keeping In Touch Days as part of wider career development	Crossover between Timewise Working Group and Workforce Development	Ongoing
Flexible Working	Continue to work with Timewise to identify how to maximise the opportunities provided by flexible working arrangements as a means of attracting and retaining talent having determined whether all our roles can be determined as open to flexible working	Timewise Working Group	March 2020
	To expand understanding of flexible working beyond the physical environment and working patterns to include how jobs are designed and future outputs measured and where appropriate to create greater levels of self-determination around how and where work is carried out	HR/Job Analysts	Ongoing
	Create further opportunities to enable people to work flexibly to incorporate family/caring responsibilities whilst maintaining productivity and performance	Timewise Working Group	Ongoing
Miscellaneous	Continue to work with Trade Union colleagues and the Corporate Equalities Group to identify additional actions which may assist the Council close its gender pay gap within the parameters outlined within the January 2020 Personnel Committee Report	Gill Elder	Ongoing to December 2020
	Ensure there is a clear distinction and understanding between equal pay through the continuing robust application of job evaluation so work of equal value is consistently and fairly rewarded as opposed to reducing the gender pay gap which is about representation at various levels of the workforce. Discuss the results at departmental level with relevant Senior Leadership teams to share proposed actions	Gill Elder	February/March 2020

**REPORT OF SERVICE DIRECTOR – CUSTOMERS, GOVERNANCE AND
EMPLOYEES****EMPLOYEE HEALTH AND WELLBEING ACTION PLAN****Purpose of the Report**

1. To seek Members agreement to the revised content of the refreshed Employee Health and Well-being Action Plan.

Information

2. Previous reports to Personnel Committee have routinely reported on absence performance quarterly across the Council and considered what actions may be implemented to improve attendance overall. Over time, these have been collated in the Employee Health and Wellbeing Action Plan.
3. The action plan was last considered in October 2019 when the view was expressed that whilst the action plan read well, it was unclear where responsibility lay for the successful completion of the identified actions or what the given timescale was for doing so. The document has therefore been “sharpened up” to address these shortcomings.
4. The plan is attached as an appendix and contains a comprehensive set of actions which will be undertaken in the next six months. It will be added to once the work with the new Public Health Registrar has been scoped when they start their employment at the end of January. This approach will continue to develop work already underway to better understand the context of the health of the Council’s workforce within the general population as reported to November’s Committee in the Quarter 2 Sickness Absence report.
5. A recent presentation to the Council’s extended leadership team regarding the health and well-being offer highlighted the need for further work to promote our existing provision to ensure all employees are aware of the full range of support available to them. This requirement is reflected in the engagement section of the Action Plan.
6. A key focus of activity for early in the New Year is the rolling out of various tools developed by MIND to assist employees and managers undertaken a self-assessment regarding their mental health. The launch of the tool in February is a further support mechanism to assist our workforce identify when they may be experiencing a dip in their mental health and

enable them to access a range of interventions which may prevent the situation escalating into a protracted period of absence. We aim to align the launch with the national Time to Talk initiative.

Other Options Considered

7. The Council seeks to promote a positive approach to health and wellbeing within its workforce and encourages people to take personal responsibility for their own welfare with appropriate support. The attached action plan is an iterative document and we continue to explore and research initiatives to understand what may have a positive impact and to continue to develop our existing offer.

Reasons for Recommendations

8. A healthy workforce is best placed to deliver on the Council's identified priorities as set out in the Council Plan and various departmental strategies. 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

9. 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

10. 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

11. 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

12. The aim is to develop a range of preventative strategies to enable employees to be well at work and to support people to continue working when they have developed a disability or long term health condition wherever they are able to do so. In cases where employees have experienced a period of absence, the intention is to support the earliest return to work where appropriate and if necessary, to effectively manage absence rather than

allowing situations to drift. Having a healthy workforce enables the Council 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

13. 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 in consultation with the recognised trade unions and the Disabled Employees Support Network.

RECOMMENDATIONS

It is recommended that:

- 1) Members agree to the content of the attached draft Employee Health and Wellbeing Action Plan and to the continued development of a comprehensive support package for the Council's directly employed workforce.
- 2) Members agree to receive a progress report on the delivery of the Action Plan in May 2020 alongside the Quarter 1 sickness absence report for 2020/21.

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

For any enquiries about this report please contact:

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

Constitutional Comments (KK 08/01/20)

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

Financial Comments (SES 07/01/20)

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

HR Comments (JP 07/01/20)

16. The range of initiatives identified in this report will enable the delivery of a wide range of support for employees of the Authority.

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

The purpose of this action plan is to identify and prioritise a range of activities to support and enable employees to maintain their physical and mental wellbeing and to provide advice and guidance to the workforce including managers to maximise performance and reduce the incidence of preventable sickness absence

Key Objective	Actions	Responsible Officer(s)	Timescale	Progress update	Other comments
Reduce stress and tackle presenteeism	<p>Implement wellbeing initiatives, including suitable learning interventions arising from the health checks undertaken in C&F and ASCH departments.</p> <p>Monitor completions of EPDR's</p>	<p>Bev Cordon/Sue Jeffery- HR Senior Business Partners</p> <p>Helen Richardson - Senior Business Partner WOD</p>	<p>Ongoing</p> <p>From April 2020</p>	<p>HR surgeries in absence area "hotspots" continue to be undertaken</p> <p>New e-learning offer around workplace health and wellbeing is now in place</p> <p>EPDR is now available online</p>	This area of work benefits from joint working approaches with the recognised trade unions

Facilitation of flexible working	<p>Improving Workforce Mobilisation</p> <p>Engage Timewise to maximise the use of flexible working</p>	<p>Smarter Working Team ICT</p> <p>Michelle Richardson – HR Senior Practitioner</p>	<p>Ongoing</p> <p>April 2020</p>	<p>Successful roll out of equipment to enable flexible working</p> <p>Availability of ICT pop – up shops for immediate assistance.</p>	<p>The Pop-up shops have enabled employees to access immediate support with ICT issues</p>
Developing the existing wellbeing prevention offer	<p>Implement MIND's Thriving at Work as part of the Council's employee support package</p> <p>Adopt wellness action plans to encourage employees to self-manage their own wellbeing with the support available from NCC</p>	<p>Bill Iliffe – HR Business Partner</p> <p>Helen Richardson – WOD Senior Business Partner</p>	<p>Jan 2020</p> <p>Jan 2020</p>	<p>Meet with representative from MIND</p>	<p>Guidance for employees and line managers is being prepared to complement the use of wellness action plans</p>

Key Objective	Actions	Responsible Officer(s)	Timescale	Progress Update	Other Comments
Employee engagement and awareness	Continue to work with trade unions to build on the managers guide to mental wellbeing.	Gill Elder – Head of HR	Ongoing	The My Learning, My Career portal has been updated to include further support tools	
	Promote national awareness raising events/ days Encourage open discussion about wellbeing and mental health Create a “whole Council” approach to addressing identified issues	Helen Richardson – WOD Senior Business Partner		Work with colleagues from trade unions, Public Health and the Communications team to ensure a joined-up approach	
	Develop a mechanism to further engage with employees to gauge how they are feeling about work and to seek their views on the support package in place	Gill Elder – Head of HR	March 2020	Review of internal communications already underway	

Promote the use of the Stress Audit Tool	Continue to provide an effective stress audit tool and associated action planning process to enable managers to identify and action plan to address any stress issues at local level	Occupational Health and Wellbeing Team Health and Safety Team	Ongoing	Review use of the current "Well-Worker" system	Research the potential for an improved, more cost effective, system
Develop and embed a Coaching Culture across NCC	Ensure all NCC managers are equipped to appropriately support employees on an individual basis	Helen Richardson – WOD Senior Business Partner. Adrian McKiernan – WOD Business Partner	From March 2020	Review the current Manager as Coach offer to ensure it reflects the maturity of coaching experience across NCC Consider expanding the number of qualified coaches in the coaching network	A refreshed tender is to be produced to ensure that the new refresher programme extends the coaching experience across the Council Recruiting further qualified coaches would enable better, targeted representation to reflect the employee support networks

Key objectives	Actions	Responsible Officer(s)	Timescale	Progress Update	Other Comments
Continue to raise awareness of mental health in the workplace	Enable NCC employees to access counselling through third party provider (Care First) for work related issues through management referral	Joseph Parker – HR Senior Business Partner	Ongoing	Review the current contract arrangements with Care First	Promotion of the availability of the counselling service encourages open dialogue regarding mental health
	Develop mindfulness e-learning materials to complement existing e-learning offer	Helen Richardson – WOD Senior Business Partner	March 2020	Regularly promote the availability of the counselling service through HR casework and publicity via the intranet	
Ongoing promotion of support available for workplace health.	Continue to promote health care schemes and support available to NCC employees, such as Westfield Health care Scheme	Helen Richardson – WOD Senior Business Partner	Ongoing	Promote the availability of schemes through events such as wellbeing at work and health and safety week	
	Use the employee wellbeing pages on the intranet to promote healthier lifestyles and preventative measures	Helen Richardson- WOD Senior Business Partner OHU Team Public Health		Continued promotion of national campaigns	

Promotion of workplace health	Recruit further workplace health champions across all NCC bases	Helen Richardson- WOD Senior Business Partner	May 2020	A further recruitment of work place health champions to take place in Spring 2020	
	Promote the Mental Health First Aider's Network	MH First Aiders	Ongoing		
	Promote the wider support available to employees, including the buddying scheme and chaplaincy service	Gill Elder – Head of HR Helen Richardson- WOD Senior Business	Ongoing	MHF Aiders have been trained and are active across NCC workbases	Initial take up of informal chats with MHF Aiders has been very successful
	Refresh the Council's accreditation to retain platinum wellbeing at work award	Helen Richardson- WOD Senior Business Partner	April 2020	Public Health have refreshed the Wellbeing at Work scheme and a new submission will be undertaken	
	Work with colleagues in Public Health to promote wellbeing events throughout the year		Ongoing		
	Maintain a Smoke Free workplace	Public Health HR Business Partners Trade Unions NCC Health and Wellbeing Board	Ongoing	Support Public Health on workforce implications of NCC Tobacco Declaration Plan and fulfil duty of care in respect of creation of a	Review as necessary to ensure continued effectiveness /impact of NCC Smoke Free Workplace policy in practice

	Encourage employees to take personal responsibility for the cleanliness of their work area and to adopt exemplary personal hygiene routines to avoid passing infection around due to flexible working arrangements particularly "hot-desking"	HR/Public Health	Issue reminder notice by end of February 2020	Smoke Free working environment for all employees	
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All of the above will be in addition to ensuring that the Council continues to deliver on achievements to date, including continued support for initiatives such as the Dying to Work charter, Time to Talk events, promotion of flu vaccinations and promotion of effective systems for workload management.

The HR & WOD teams will continue to provide guidance and learning opportunities to enable and encourage employees to manage their own wellbeing whilst ensuring that supportive measures are in place through continuing to work pro-actively with colleagues in Public Health and the recognised trade unions.

**REPORT OF SERVICE DIRECTOR - CUSTOMERS, GOVERNANCE AND
EMPLOYEES****WORK PROGRAMME****Purpose of the Report**

1. To consider the Committee's work programme for 2020/21.

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

Title	Brief Summary of Agenda Item	Lead Officer	Report Author
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
Suzie Lamplugh Personal Safety Charter	Update on the Charter	Marje Toward	John Nilan
Business Support Review Programme	Report on structure of Business support	Marje Toward	Julie Forster
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 Corporate Equalities Action Plan	Update on Action Plan	Marje Toward	Gill Elder
Race at Work Charter Update	Update on the Charter	Marje Toward	Gill Elder
Disability Leader Accreditation – Update	Update on progress	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

September 2020			
Sickness Absence Performance Trends and ongoing Action for Improvement (Quarter 1 - 2020/21)	Quarterly update, review of target and approval of annual action plan	Marje Toward	Gill Elder
November 2020			
Progress report for the Council's Graduate Development Programme	Update on progress	Marje Toward	Helen Richardson
Update on attendance at Careers Outreach Events	Update on progress	Marje Toward	Helen Richardson
Sickness Absence Performance Trends and ongoing Action for Improvement (Quarter 2 - 2020/21)	Quarterly update, review of target and approval of annual action plan	Marje Toward	Gill Elder
January 2021			
Gender Pay Gap – Update	Statutory publication of annual information	Marje Toward	Gill Elder
March 2021			
Sickness Absence Performance Trends and ongoing Action for Improvement (Quarter 3 - 2020/21)	Quarterly update, review of target and approval of annual action plan	Marje Toward	Gill Elder
April 2021			
To be confirmed			