

## Personnel Committee

**Wednesday, 03 November 2021 at 14:00**

**County Hall, West Bridgford, Nottingham, NG2 7QP**

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### **AGENDA**

- |   |  |         |
|---|--|---------|
| 1 | Minutes of the last meeting held on 15 September 2021  | 3 - 6   |
| 2 | Apologies for Absence  |         |
| 3 | Declarations of Interests by Members and Officers:- (see note below)<br>(a) Disclosable Pecuniary Interests<br>(b) Private Interests (pecuniary and non-pecuniary) |         |
| 4 | Disability Confident Leader Accreditation  | 7 - 10  |
| 5 | Progress Report Regarding the Council's Graduate Development Programme   | 11 - 18 |
| 6 | Employee Recognition   | 19 - 28 |
| 7 | Domestic Violence Charter  | 29 - 48 |
| 8 | Elected Members Personal Safety  | 49 - 54 |
| 9 | Work Programme   | 55 - 58 |

### **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 Wednesday 15 September 2021 (commencing at 2.00pm)

### **Membership**

Persons absent are marked with an 'A'

### **COUNCILLORS**

Gordon Wheeler (Chairman)  
Jonathan Wheeler (Vice-Chairman)

Callum Bailey	Johno Lee
Maureen Dobson	Sheila Place
A – Bethan Eddy	Helen-Ann Smith
Errol Henry JP	Elizabeth Williamson
Richard Jackson	

### **SUBSTITUTE MEMBERS**

Chris Barnfather for Bethan Eddy

### **OFFICERS IN ATTENDANCE**

Pete Barker	Democratic Services Officer
Gill Elder	Head of Human Resources
John Nilan	Team Manager, Health and Safety
Marie Rowney	Group Manager, Customer Service
Sarah Stevenson	Group Manager, Business Service Centre
Marjorie Toward	Service Director – Customers, Governance and Employees

### **1. MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 30 June 2021, having been circulated to all Members, were taken as read and were confirmed, subject to the following amendment, and were signed by the Vice-Chair:-

- Members' attendance was recorded incorrectly and should have read as follows:

Gordon Wheeler (Chairman)  
Jonathan Wheeler (Vice-Chairman)

Callum Bailey	Johno Lee
Maureen Dobson	Sheila Place
Bethan Eddy	Helen-Ann Smith
A - Errol Henry JP	Elizabeth Williamson
Richard Jackson	

### **SUBSTITUTE MEMBERS**

Jim Creamer for Errol Henry

### **2. APOLOGIES FOR ABSENCE**

The following apology for absence was received:

- Councillor Bethan Eddy (Other)

### **3. DECLARATIONS OF INTEREST**

None.

### **4. NOTTINGHAMSHIRE COUNTY COUNCIL WORKFORCE PROFILE INFORMATION 2021**

#### **RESOLVED 2021/20**

That the publication of the annual Workforce Information Report 2021 on the Council's public website be approved in compliance with the Council's statutory public sector duty.

### **5. UPDATE ON NOTTINGHAMSHIRE COUNTY COUNCIL'S CORPORATE EQUALITIES AND EQUALITIES ACTION PLAN**

#### **RESOLVED 2021/21**

- 1) That the Equalities Action Plan be approved.
- 2) That an update on progress be received and the status of various actions be reviewed in March 2022.

## **6. DISABILITY CONFIDENT LEADER ACCREDITATION**

### **RESOLVED 2021/22**

- 1) That support for the Council's application to become a Disability Confident Leader be renewed.
- 2) That the content of the validation template to be submitted to the Department of Work and Pensions to be considered as part of the accreditation process be acknowledged.
- 3) That a further report to a future Committee meeting be submitted providing the outcome of our submission and outlining any further actions required in support of our ongoing commitment to providing a fully inclusive workforce.

## **7. HEALTH AND SAFETY SIX MONTHLY UPDATE**

### **RESOLVED 2021/23**

- 1) That the work of the Health and Safety team in achieving the ISO 45001 standard be recognised and the work underway to work towards the ISO 45003 standard be supported.
- 2) That the action plan attached as Appendix A to the report be approved.
- 3) That a further Health and Safety update report be received in six months.

## **8. NOTTINGHAMSHIRE COUNTY COUNCIL WORKFORCE AVAILABILITY, SICKNESS ABSENCE MONITORING AND SUPPORT TO MAINTAIN EMPLOYEE HEALTH AND WELLBEING**

### **RESOLVED 2021/24**

- 1) That the work to deliver the identified actions in the Employee Health and Wellbeing Action Plan continue and the inclusion of any additions arising from the relevant workstream of the Workforce Resilience and Recovery Group be approved.
- 2) That a further report be received in November 2021 to provide information on Quarter 2 2021/22 absence figures and workforce availability.

## **9. TEMPORARY STAFFING RESOURCES FOR THE MCCLOUD PROJECT**

### **RESOLVED 2021/25**

That the establishment of the additional temporary project resources be approved as detailed within the report for an initial period of two years following approval by Pension Committee at its meeting on 29 July 2021, the costs of which will be funded by the Pension Fund.

## **10. ADDITIONAL RESOURCE FOR THE LOCAL GOVERNMENT PENSION SCHEME – PENSIONS SCAM**

### **RESOLVED 2021/26**

That the establishment of the additional Technical and Regulations Officer be approved to support the delivery of the requirements of the Pension Regulators pledge to combat pension scams, the requirements of the Pension Scheme Act 2021 regarding combating pension scams and the Nottinghamshire Pension Fund pension scam action plan shown in Appendix 1 of the report, following approval by Pension Committee at its meeting on 29 July 2021 and with the costs being funded by the Pension Fund.

## **11. CUSTOMER SERVICE UPDATE AND PLANS - PRESENTATION**

### **RESOLVED 2021/27**

- 1) That the proposed priorities be considered, and developments and work plans be approved.
- 2) That the contents of the presentation be noted.

## **12. WORK PROGRAMME**

### **RESOLVED 2021/289**

That the Work Programme be updated to reflect members' requests.

The meeting closed at 4.05pm

**CHAIRMAN**

**REPORT OF SERVICE DIRECTOR – CUSTOMERS, GOVERNANCE AND  
EMPLOYEES****DISABILITY CONFIDENT LEADER ACCREDITATION****Purpose of the Report**

1. To provide Elected Members with the outcome of the Council's submission to the Department of Work and Pensions to gain Disability Confident Leader accreditation and to seek their support and agreement to ongoing actions to ensure the Council's participation in the scheme delivers genuine engagement and support for current and future employees who may have or become disabled in the course of their employment.

**Information**

2. Members received a report to Personnel Committee in May 2019 advising of the Council's accreditation as a Disability Confident Employer, the Department of Work and Pensions (DWP) employer standard relating to the employment of people with disabilities. It was agreed that we would continue to work towards the highest level of accreditation, Disability Confident Leader.
3. It is considered important to demonstrate active commitment to becoming a recognised Disability Confident Leader to provide a focus for further development of the existing range of activities, procedures, provisions and guidance available to support the Council's managers to recruit, develop and retain people with disabilities. This level of accreditation also requires the Council to demonstrate leadership to external communities, partners and businesses and the attached submission seeks to reflect this commitment.
4. Members have previously provided their support for the work towards accreditation which is an important part of our submission as it demonstrates that the political leadership of the Council is fully supportive of the actions being taken.
5. I am delighted to report that the Council received confirmation on 27 September that we have been successful in securing the Disability Confident Leader accreditation. A copy of the certificate received is attached at Appendix 1.
6. In September, it was reported to Personnel Committee that we have joined the Business Disability Forum (BDF), a not-for-profit registered charity. Membership provides the Council with pragmatic support, expertise, advice and training and networking opportunities. The BDF promotes best practice and work with organisations to set and influence policy so that it benefits both organisations and disabled people. We will continue to develop our relationship with the BDF to ensure we deliver on the commitments made in our accreditation submission.

## **Other Options Considered**

7. The Disability Confident standard is a nationally recognised accreditation which allows employers to demonstrate their commitment to becoming fully inclusive and which goes beyond the basic statutory requirements of the Equality Act 2010. As such, no other options were considered.

## **Reasons for Recommendations**

8. The Council seeks to support and enable its workforce and the achievement of Disability Confident Leader accreditation demonstrates real commitment to our existing workforce in attracting and retaining talented individuals and highlights the Council's community leadership role as being an exemplar employer in relation to the employment of people with disabilities. This is also a mechanism to tap into wider resources at a time when it is recognised there are significant recruitment challenges across a number of sectors.

## **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 as there is no charge made for Disability Confident Leader accreditation and any costs arising from completing the identified actions will be met from existing service budgets.

## **Human Resources Implications**

12. The Council recognises that its most valuable asset is its employees and seeks to demonstrate its commitment to attracting and retaining people from all communities. We want to provide opportunities to support and enable people with disabilities to access employment with the Council and show that we are committed to genuine inclusivity through a range of identified actions contained in the validation template.

## **Public Sector Equality Duty Implications**

13. The attainment of Disability Confident Leader accreditation demonstrates our ongoing commitment to meeting and wherever possible exceeding the statutory requirements of the Equality Act 2010.



## **RECOMMENDATIONS**

It is recommended that Members:

- 1) Agree to continue their support for the identified actions to maintain our position as a Disability Confident Leader.
- 2) Acknowledge and congratulate colleagues in the HR, Workforce & Organisational Development Team, the Disabled Employee Support Network and all those who contributed to providing the evidence submitted to the Department of Work and Pensions to be considered as part of the accreditation process.

**Marjorie Toward**  
**Service Director – Customers, Governance and Employees**  
**Chief Executives Department**

**For any enquiries about this report please contact:**

Gill Elder, Head of Human Resources, on [gill.elder@nottsc.gov.uk](mailto:gill.elder@nottsc.gov.uk) or 0115 9773867

### **Constitutional Comments (EKH 13/10/2021)**

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

### **Finance Comments (SES 13/10/2021)**

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

### **HR Comments (JP 20/10/2021)**

16. The Council recognises the contribution of all its employees, the ongoing benefits to service users, stakeholders and employees of recruiting and maintaining a diverse and inclusive workforce.

### **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





**This is to certify that**

**Nottinghamshire County Council  
DCS005692  
is a Disability Confident Leader**

**Period of award: 27/09/2021 to 23/09/2024**

**Issue date: 27/09/2021**

**As a Disability Confident Leader we:**

- have subjected our Disability Confident self-assessment to an external challenge and validation
- are taking an active leadership role in encouraging and helping other employers on their journey to becoming Disability Confident.

Find out more about Disability Confident at:

**[www.gov.uk/disability-confident](https://www.gov.uk/disability-confident)**

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**#DisabilityConfident**



**REPORT OF SERVICE DIRECTOR – CUSTOMERS, GOVERNANCE AND  
EMPLOYEES****PROGRESS REPORT REGARDING THE COUNCIL'S GRADUATE  
DEVELOPMENT PROGRAMME****Purpose of the Report**

1. The purpose of this report is to provide an update to members of Personnel Committee, to celebrate the successes of the programme to date and to seek approval to further actions concerning the continuing development of the Council's in-house Graduate Development Programme.

**Information****Background**

2. Personnel Committee 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) on 7 March 2018. In summary this enables the Council to:
  - develop and deliver 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 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.
3. The last update report was presented to Personnel Committee on 18 November 2020 when it was agreed that further recruitment to the programme should continue in 2021. A number of the current cohort of graduate trainees have been invited to today's meeting to share their experiences of the programme to date with Members.

**Update for Cohort 1 (2018) trainees**

4. Six trainees were recruited in September 2018 to Cohort 1 of the programme and completed their traineeships during 2020. Four of the former trainees continue to work for the County Council – two within the Place department and a further two within Public Health. Another trainee continues to work within the Midlands Engine based at Trent Bridge House. All continue to support the scheme where appropriate for example through peer support. Further details of the type of role our graduate trainees have been successful in securing with the Council can

be found below. Our trainees enter on Grade 5 so Members can see that after their two year development programme, all have been appointed to roles at a higher level.

### **Update for Cohort 2 (2019) trainees**

5. In September 2019, five further trainees were recruited to Cohort 2 of the programme. One trainee had previously secured a position within the Midlands Engine based at Trent Bridge House while three of the cohort have recently secured positions within Public Health. The other trainee is now working in a role within Service Improvement in the Adult Social Care department. The trainees have been supported to complete their level 5 apprenticeship as an Operations/Departmental Manager and in September all four who remained in the Council have passed their apprenticeship with Distinction. Full details of the roles secured by the first two in-house cohorts can be found below:

### **Cohort 1 – recruited in 2018 and completed traineeship in 2020**

6. Graduate 1 – secured role as Public Health Commissioning Manager at Band D in November 2020  
Graduate 2 – secured role as Public Health Commissioning Manager at Band D in November 2020 and is now focused on Covid Response  
Graduate 3 – secured role as Developer Contributions Practitioner in Place at Band B in June 2020  
Graduate 4 – secured role as Cultural Services Commissioning Manager in Place at Band B in October 2020  
Graduate 5 – secured role as Programme Officer within the Midlands Engine based at Trent Bridge House in November 2020  
Graduate 6 – secured role in the Greater London Authority in January 2020.
7. Graduate 6 is the only trainee from this cohort to have left the Council or one of its partner organisations such as the Midlands Engine. The remaining former graduate trainees remain in the roles they successfully secured.

### **Cohort 2 – recruited in 2019 and completed traineeships in 2021**

8. Graduate A – secured role as Covid Response Manager in Public Health at Band C in October 2021  
Graduate B – secured role as Public Health Support Officer at Band B in October 2021  
Graduate C – secured role as Covid Outbreak Investigator in Public Health at Band A in October 2021  
Graduate D – secured role as Service Improvement Officer at Band A in Adult Social Care in October 2021  
Graduate E – secured role as Project Officer at Band A within the Midlands Engine based at Trent Bridge House in June 2021

### **Update for Cohort 3 (2020) trainees**

9. Despite the ongoing Covid-19 restrictions throughout 2020 and the first few months of 2021, six new trainees were recruited to the scheme and started their traineeships on 18 January 2021. All are progressing well with their apprenticeship including the ILM qualification and their placement experiences, with each trainee having completed at least one placement to date.

## Recruitment of Cohort 4 (2021) trainees

10. Recruitment for Cohort 4 reverted to the usual timescales for 2021. Applications for this year's programme opened on 17 March. As with previous years, marketing and promotional activity including the use of social media and other digital routes were utilised to attract potential internal and external applicants to a dedicated webpage ([www.nottinghamshire.gov.uk/graduates](http://www.nottinghamshire.gov.uk/graduates)). This page provided more information about the programme and included a link to the Council's job vacancy page. Social media activity was also co-ordinated with local universities to promote the programme. Continued Covid-19 restrictions earlier in the year meant that campus-based activities could not be undertaken. However, promotion of the scheme continued through virtual job fairs as well as remote presentations to students at both Nottingham universities. The deadline for applications was 20 April with 225 applications received. This was a decrease on the 444 applications received in 2020. The impact of Covid-19 may have inflated the figures for 2020 while conversely suppressing them during 2021. For example, a greater number of students may not have been living locally during the application process having not been on campus for a number of months. Evidence also suggests there were a greater number of students accessing courses at Masters level and therefore deferring applying for jobs.
11. Following shortlisting, 35 candidates attended four assessment centres which were again run virtually via Microsoft Teams on 15 and 16 June. As with previous years, 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 which indicated a good 'fit' with the Council and suitability for this development programme. Whilst several contingencies were identified to deal with potential issues, all the sessions ran smoothly, and all candidates were able to participate fully.
12. Following the assessment centres, 15 candidates were invited to final interviews, again held virtually. The standard of candidates was extremely high and eight candidates were offered and accepted positions on the programme. This is the largest cohort so far recruited. The Cohort 4 trainees started on 30 September and are now in their first placements and have commenced their apprenticeship including ILM activities. All have now been allocated a mentor and are also benefiting from the peer support of the previous graduate trainee cohorts.

## Statistics

### 13. Recruitment breakdown by district

District/Location	Applicants	Assessment Centre	Interviewees	Appointed
Ashfield	13	3	2	1
Bassetlaw	6	2	0	0
Broxtowe	33	4	2	2
Gedling	12	1	0	0
Mansfield	6	1	1	1
Newark and Sherwood	10	2	2	0
Rushcliffe	16	2	0	0
Nottingham City	102	17	7	4
Non-Nottinghamshire	27	3	1	0
<b>Total</b>	<b>225</b>	<b>35</b>	<b>15</b>	<b>8</b>

#### 14. Recruitment breakdown by university

University	Applicants	Assessment Centre	Interviewees	Appointed
Nottingham	80	17	8	5
Nottingham Trent	58	5	3	2
Sheffield	4	0	0	0
Sheffield Hallam	3	0	0	0
Leicester	3	2	1	0
De Montfort	5	0	0	0
Derby	17	2	0	0
Lincoln	5	1	1	1
Loughborough	2	0	0	0
Other	48	8	2	0
<b>Total</b>	<b>225</b>	<b>35</b>	<b>15</b>	<b>8</b>

15. Work continues to encourage applications from a diverse range of candidates to the programme. Utilising feedback from previous years, there appears to continue to be diversity of applicants selected for the assessment centres in terms of disability and sexual orientation. However there appears to have been a decrease in diversity by ethnicity. This however has not been reflected at the application stage where in 2020 20% of applicants were identified as Black, Asian and Ethnic Minority while this year the percentage increased to 22.9% (Note: where known, non-disclosures are shown in brackets. Non-disclosures are also considered when calculating the percentage figures).

Year	Assessment Centre Attendees	Black Asian & Ethnic Minority	LGBT	Gender		Disability
				Female	Male	
2018	44	4 = 9.1%	4 = 9.1%	27 = 61.4%	15 = 38.6%	2 = 4.6%
2019	41	5(3) = 13.2%	5(4) = 13.5%	24 = 58.5%	17 = 41.5%	7(2) = 18%
2020	37	6(1) = 16.7%	7(2) = 20%	22 = 59.5%	15 = 40.5%	2(1) = 5.9%
2021	35	1(2) = 3%	7(3) = 21.9%	24 = 68.6%	11 = 31.4%	5(2) = 15.2%

#### Review of the Programme Implementation

16. Candidates continue to spontaneously feed back on their positive experiences of the recruitment process reflecting how much they enjoyed it and how well run the process was. This has corresponded with positive comments received from internal staff involved in helping run the assessment centres and interviews as well as from colleagues at East Midlands Councils who continue to be involved in the assessment process.

17. Indications are that the programme is successful and continues to see positive impacts including:

- Continued high levels of engagement and interest from the local graduate population



- Continued engagement and partnership working with local universities to attract local graduates
  - No drop-outs during the traineeships to date. Currently we are researching what the attrition rate is for graduate trainee programmes across the public and private sector nationally
  - Overwhelming majority of graduate trainees secure employment with the Council at a higher level than their entry point
  - Anecdotal evidence from internal managers reflecting high levels of satisfaction with the quality of trainees and their contribution to the work of the Council
  - Benefits of using social media to generate interest in a cost-effective way
  - Virtual recruitment process reducing costs while maintaining the recruitment of high quality candidates
  - Continued utilisation of the Apprenticeship Levy through integration of the programme with a relevant apprenticeship standard and management qualification.
18. Further work is underway to ensure the Council retains the graduate trainees in employment to recoup the investment in the trainee programme but also to utilise the talent which was identified and nurtured from the recruitment stage of the programme, and which has been developed over the course of the two years through the completion of four six-month placements and attainment of the formal qualification. We continue to develop our resourcing model and processes to ensure our graduate trainees have the best opportunity to continue to develop their careers within the Council or its partner organisations.

### **Next steps for trainees**

19. Cohort 3 trainees are soon to enter their second year and continue to be supported to work towards their management qualification as well as preparing for their final End-Point Assessment (EPA) for late 2022 as part of the apprenticeship standard. Plans are in place to facilitate the successful completion of their apprenticeship standard including the ILM qualification as well as the development of a robust process to enable the retention and progression of the trainees as they leave the scheme to access job opportunities within the organisation.
20. The process of identifying appropriate placements for April 2022 for both Cohort 3 and Cohort 4 trainees will start in December 2021. In this respect, the quality of previous cohorts of trainees act as the most effective promoter of the scheme and it is usual to have a greater number of placement opportunities than we have trainees to fill them.

### **Future Development of the Graduate Programme**

21. The developing success of the programme demonstrates the importance of building our relationships with the local universities and early engagement with under-graduates. We are seeking to plant the notion of a career with the Council at the forefront of their minds, particularly in areas where the Council has known skills gaps, at the earliest stage of their studies. We continue to explore how this can be further developed through appropriate work placements. Ongoing promotion of our graduate initiatives include the development of an in-house monthly blog which can be shared with future applicants; a graduate recruitment 'landing page' is being developed to support our wider engagement with students and graduates and to promote the organisation as an employer of choice. We are seeking Members' agreement to continue with the programme and recruit a new cohort of trainees in 2022 with an anticipated start date of late September 2022.

## **Other Options Considered**

22. The Council could revert to participation in the National Graduate Development Programme (NGDP). However, given the continued increased interest in our own scheme, the work that has already taken place with developing links with local universities and the continued high calibre of local graduates applying to our in-house scheme, this would appear to be a retrograde step. Alternatively, the Council could choose not to be part of a graduate scheme. This would also appear to be a retrograde step and would potentially lead us to miss out on a rich pipeline of graduate talent who are keen to remain living locally, and who are choosing to build their careers and potentially in future, raise their families, in Nottinghamshire.
23. Members have previously discussed the recruitment challenges facing this Council and nationally across a wide range of professional areas. Future reports will be brought to this Committee to consider the workforce strategy and associated workforce resource plan, developed to ensure the Council can recruit people with the right skills, knowledge and experience to deliver the priorities set out in the new Council Plan. Graduate recruitment forms an integral part of the emerging wider youth employment strategy due to be considered at December's Committee. It is therefore proposed to continue with the current iteration of the in-house programme subject to this Committee's approval and to recruit local graduates once again for a September 2022 start.

## **Reasons for Recommendation**

24. The current scheme has proved successful in identifying and developing new talent. It also gives us significant intelligence on the graduate market more widely and we aim to ensure every candidate has the most positive of experiences, whether successful or not. It is important that this happens to ensure that those graduates who develop their careers elsewhere, recall their positive experiences with Nottinghamshire when considering whether to apply for future roles.
25. It is also important for a large employer like the Council, to have close working relationships with our local universities so we can work together on areas of current and future skills shortages and develop programmes of work which assist and support local businesses and the overall economy.

## **Statutory and Policy Implications**

26. 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**

27. The requirements of the General Data Protection Regulations have been taken into account as part of the induction of new starters on the graduate scheme and no personal data is available in this report.

## **Financial Implications**

28. The costs associated with the new scheme are comparable to that of the previous national scheme and no additional budget has been requested. Additional placements are funded from existing service budgets and for two trainees, have been funded using contingency funds. The cost per trainee for two years is £78,000. Creative use of the identified budget has allowed the Council to recruit to eight posts rather than the original three. The learning provider costs are covered by the Apprenticeship Levy.

## **Human Resource Implications**

29. The graduate trainees will continue to be managed internally using existing resources and effective support arrangements. The development of the programme provides a useful model to develop our emerging Youth Employment strategy prioritising job opportunities for trainees in the majority of circumstances to enable the Council to retain this talent and to recover the money invested in them already to date.

## **Public Sector Equality Duty Implications**

30. 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.

## **RECOMMENDATION**

It is recommended that Members:

- 1) Agree to the continuation of the in-house graduate scheme for 2022.
- 2) Approve the establishment of two additional graduate trainee posts to accommodate the additional two trainees identified from the assessment centre to bring the total of this year's cohort to eight, to be funded from Contingency.
- 3) Commend the success of the Graduate Trainee Programme to date and agree to receive a further update report in November 2022.

**Marjorie Toward**

**Service Director – Customers, Governance and Employees**  
**Chief Executives Department**

**For any enquiries about this report please contact:**

Adrian McKiernan, Business Partner, Workforce and Organisational Development 0115 9773466  
[adrian.mckiernan@nottsc.gov.uk](mailto:adrian.mckiernan@nottsc.gov.uk)

### **Constitutional Comments (EKH 13/10/2021)**

31. The proposals in this report fall within the remit of Personnel Committee.

### **Financial Comments (RWK 21/10/2021)**

32. There are no specific financial implications arising directly from the report.

### **Human Resources Comments (JP 20/10/2021)**

33. The Graduate Trainee Programme has demonstrated significant success over the previous three years and provides a valuable source of future talent at a time we know we face significant recruitment challenges in a number of areas. Over time, as our relationships with the universities continues to mature, we will build on the positive work undertaken to date to assist with future workforce planning and skills analysis.

34. Our graduates report being well supported and effectively developed and their satisfaction with the programme is reflected in the retention of the graduate trainees beyond the end of the programme as they secure roles with the Council.

### **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 THE SERVICE DIRECTOR CUSTOMERS, GOVERNANCE  
AND EMPLOYEES****EMPLOYEE RECOGNITION****Purpose of the Report**

1. To seek the approval of Elected Members to develop a new approach to employee recognition, including an annual awards event, an expanded long service award scheme and to consider a possible future corporate employee recognition scheme.

**Information**

2. The report provides options to consider as part of a new corporate recognition scheme which builds on the provisions already made to recognise the contributions of all employees during the Covid pandemic. As well as the thanks of elected members and senior officers, this contribution was recognised at Full Council on 23 September 2021 by the award of one day's recognition leave. This new approach seeks to develop a future corporate recognition scheme which will deliver a more consistent approach across the Council whilst appreciating that there is not a "one size fits all" solution as employees are motivated by different options.
3. The Recognition and Reward workstream of the Workforce Resilience and Recovery Group, chaired by the Service Director, Customers, Governance and Employees, initially looked at non-financial recognition and reward to develop appropriate and consistent mechanisms for doing this across all Council departments and to draw on the good practice being developed in some areas notably ASCH and Place.
4. Discussions have taken place with the Corporate Leadership Team and it was agreed to avoid providing financial recognition to employees for a number of reasons and the issue of a one-off payment for frontline workers and those working at home was dismissed. However, there was a clear desire to have a range of options available to meet differing expectations. In some respect, any recognition scheme is by its very nature divisive as the employer is choosing to recognise the contribution of one person over others. Elected members will be aware that the Council is part of national pay bargaining arrangements and there are therefore limited actions which can be taken in respect of pay and it is important to maintain an equality proofed pay system using job evaluation to avoid equal pay claims.

5. Whilst there is support for some kind of recognition for nominated colleagues' contributions during the Covid emergency, there is also an expectation that a longer-term option would be developed. The longer-term proposals are outlined later in this report and could form the basis of future employee engagement sessions to identify if the scheme would have widespread support or if other options need to be explored. The recent award ceremony held for Inspire employees provides a useful example of how this can be done effectively at relatively low cost and work will be undertaken to learn from the Inspire approach.
6. The report also includes the proposal to extend and alter the current arrangements to recognise long service which currently is applied at 25 years to take account for the changing nature of employment in public services.

### **Recognition Events for Employee Contributions during the Pandemic**

7. The group working on this workstream considered a series of face to face events would be a suitable vehicle to recognise the contribution of a number of colleagues who have consistently and significantly gone over and above what is expected during the Covid pandemic. The suggestion is for a series of afternoon tea parties, hosted by the Chairman and the Chair of Personnel Committee for nominated employees and would involve light refreshments being provided plus the presentation of a certificate. These events would include relevant Elected Members (the Leader, the Chairman, Committee Chairs for example) and members of the Corporate Leadership Team to provide an opportunity to say thank you in person.

### **Options for a future non-financial recognition scheme**

8. There are several schemes already in place which could have a wider application. It is not intended for any corporate scheme to prevent what is already in place from continuing but rather to build on the existing schemes and to enable a more consistent approach to recognition to be developed across the whole Council.
9. Non-monetary rewards have a number of benefits over other forms of reward. They are more cost efficient because the recognition itself is the focus, and the value from the employee's point of view is derived from the act of recognition. They tend also to have a more immediate impact if delivered promptly. The categories for an annual award scheme need to be further developed alongside a set of validation criteria. The panel of judges will need to come from across the departments and include a member of the Corporate Leadership Team. At this time, elected members have not been included in the process but this may be part of further discussion on how the scheme evolves.
10. Outside of the formal recognition award scheme, there are a range of activities that can be better utilised to provide positive comment on employees' contributions all year round. These include:
  - Giving employees time to work on their own projects
  - Allow time to do volunteer work
  - One-to-one meetings with senior officers and Committee Chairs
  - Give employees the chance to show appreciation for each other by developing a virtual "Thank you" wall
  - Reward employees with more responsibility.

- Give employees the opportunity to attend educational events/workshops
- Recognise employees on social media and on message boards in Reception areas
- Showcase Thank you messages from members of the public, service users and their families.

### **Next Steps**

11. Subject to the approval of Personnel Committee, planning for the events can begin immediately using an existing list of nominations, subject to Covid restrictions being relaxed as identified in the national roadmap.
12. In terms of the annual award scheme, we need to develop a presentation to be used as part of the engagement events to gauge the level of support for this proposal. This can be both as part of a future Q&A session as well as inviting comment from across the workforce. We may want to include an “apprentice of the year” and/or “Learner of the Year” award to build on the developing list of categories.
13. In developing the proposals, we have kept in mind the following requirements:
  - Any scheme needs to be fair, open and transparent and available to everyone
  - The number of awards needs careful consideration to ensure nomination and achievement are valued
  - Awards must be of an appropriate value to ensure political sensitivities and external criticism are not triggered but the recipients still have something of value
  - The assessment process must be credible
  - A revised long service scheme is attached as Appendix 1 to this report.

### **Other Options Considered**

14. Members of this Committee have regularly recognised that our employees are the Council’s greatest asset. It therefore seems fitting to create a system to recognise those whose contribution goes over and above what is required. Recognition schemes, if correctly developed and applied, can create enhanced engagement across a workforce. The last eighteen months has demonstrated how flexible and committed our employees are and to not recognise this seems inappropriate.

### **Reasons for Recommendations**

15. The last 18 months have highlighted the importance of recognising the contribution of all our employees during the global pandemic. However, as we return to the “new normal” there will be further challenges to meet in delivering modern public services to our residents. Members have previously confirmed that our workforce is our most valuable asset and therefore it is appropriate to develop a range of measures to recognise their ongoing loyalty and contributions.



## **Statutory and Policy Implications**

16. 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**

17. There are no data protection issues arising from this report as it does not contain any personal information.

### **Financial Implications**

18. The various schemes we are seeking to develop will be at relatively low cost and be funded from existing service budgets.

### **Human Resources Implications**

19. The Human Resources implications are contained in the body of the report. It is recognised that people respond to different motivators. The intention to seek a range of employee views as part of the programme of question and answer sessions will seek to develop broader engagement in developing the new recognition scheme.

## **RECOMMENDATIONS**

It is recommended that Elected members:

- 1) Agree to the organising of a series of events hosted by the Chairman and involving elected members of this and other relevant Committees.
- 2) Agree to the development of a longer-term recognition scheme including an annual award ceremony.
- 3) Agree to the expansion and amendment of the current Long Service Award scheme.

**Marjorie Toward**  
**Service Director Customers, Governance and Employees**  
**Chief Executives Department**

**For any enquiries about this report please contact: Gill Elder, Head of Human Resources on [gill.elder@nottscg.gov.uk](mailto:gill.elder@nottscg.gov.uk) or 01159773867**



### **Constitutional Comments (EKH 19/10/2021)**

20. This report is appropriate to be considered by Personnel Committee and they have the power to make any resolution resultant upon the recommendation.

### **Financial Comments (SES 15/10/2021)**

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

### **HR Comments (JP 20/10/2021)**

22. The Human Resources implications are set out within 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



## **Review of Long Service Award**

1. Purpose of this report is to review current long service award provision and agree on a new approach to celebrate long service of staff who have reached certain service 'milestones'.
2. Nottinghamshire County Council recognises and values the contribution of all its employees. We recognise that many of our staff have worked with the Council for many years and the loyalty, commitments and high level of skill brought by these individuals is a key factor in our success. In recognition of these attributes, currently, a long service award is being given to employees with 25 years' service with the Council. The amount awarded is £100 which is applicable to all qualifying employees, whether full or part time. The award is by way of a gift(s) chosen by the employee but cannot be paid as cash.
3. Departments normally identify employees who become eligible based on continuous service. Where, however, the award becomes due based on aggregated service, the onus is on the employee to inform their line manager.
4. On an award becoming due, the employee gets consulted as to whether they wish their gift to be presented to them. If the employee chooses to do so, their line manager makes arrangements for this to take place. Employees also receive a Long Service Award certificate from the Chief Executive.

## **Current process of Long Service Award**

5. Currently, it is costing approximately £4000 per year (8 working weeks' worth of time) to process an average 200 long service awards per year. It is a lengthy process. The process is set out below:
  - HR sends employee details of the scheme in the post. The employee buys a gift for up to £100 + VAT and sends HR the receipt for their purchase.
  - HR then checks the receipt has a VAT breakdown and number, copy it and return it to the employee and submit a vendor set up request to Accounts Payable. They complete a Payment Request Form (PRF) and attach a copy of the VAT receipt where relevant.
  - Accounts Payable process the PRF and send it to HR for coding. HR code the payment and send it to the budget holder for approval. Once approved a cheque is produced and is posted out to the employee.
6. It is clear from the above that the current process needs to be redesigned to ensure that long service awards are processed in a most efficient and effective manner as possible.

## **Proposed changes to the Long Service Award**

7. It is important to recognise employees' service throughout their career. This helps in attracting, retaining and engaging employees. A fully engaged workforce will work hard to support the delivery of the Council's plan and produce better outcomes for the people of Nottinghamshire.

8. During the Covid-19 emergency, it would have been impossible to deliver and continue to provide services to our most vulnerable citizens without the invaluable contribution of our workforce. Therefore, we propose to reward staff on different service milestones. The minimum service required to receive a long-service award will be 10 years. Proposals are as follows:

- **At 10 years' service**, employee will be presented with a certificate by their line manager.
- **At 25 years' service**, employee will be presented with £120.00 gift voucher (Intu/Victoria Centre or Amazon e-vouchers). This will be an easier and most cost effective way of administering the payments. HR would run a quarterly report of staff who meet the 25 years continuous service condition and instruct BSC Payroll to make the award payment. HR would also advise the staff members' manager that the award has been paid and ask the manager to organise the long service award certificate.

Every 6 months, a ceremony (virtual) will be held for the Chairman to award employees with their certificates. An interactive programme will be designed to create a meaningful personalised celebration of employees' commitment and achievements over their long service. Draft programme for a virtual ceremony is attached as Appendix A.

- **At 30+ years' service**, an award ceremony will be held to celebrate, and the Chairman will present employees with certificates. As above, an interactive programme will be designed to celebrate.
9. As part of our internal process, recognised trade unions will also be consulted on the above proposals.

## RECOMMENDATION

- 1) It is recommended that the proposed changes to the long service award be considered. It is a great opportunity to recognise the hard work of our employees and motivate and engage them.

## **Appendix A**

### **Virtual Long Service Award Ceremony DRAFT PROGRAMME**

#### **Format of the virtual ceremony**

- Conductor/Chair of the ceremony – HRWOD to nominate an appropriate officer
- Guest(s) – Chairman, other relevant Senior Officer(s)
- Duration – One and half hour to two hours
- Number of attendees: Up to 15 (on average we have 30 employees who receive Long Service Award. Not all will wish to attend the virtual ceremony)
- Frequency – Depending on number of employees, virtual award ceremony to be held once or twice in a year using Teams.
- Dress Code: Formal/Smart

Recording will be streamed for wider public to view.

#### **Prior to Award Ceremony**

- Long Service Award banner to be created to be displayed on Teams call.
- Contact eligible employees to confirm their attendance at the event.
- Work with employees to get their scripts ready for the meeting (no more than 2 minutes). One of the following options can be offered to employees to help:
  - a. HR can pull the factual information to give potted employment history.
  - b. Employee can select to say something about their experiences of working in the Council.
  - c. Manager can select to say a few words regarding an employee.
  - d. A colleague can select to say a few words about their experience of working with the employee.

It will probably work better if employees' stories can be recorded in advance of the ceremony, but this may not work in some instances.

#### **On the day of Award Ceremony**

- Long Service Award banner will be displayed as a background on the screen;
- Conductor opens the ceremony; Employees will be encouraged to relax and enjoy the ceremony;
- Chairman's welcoming speech;
- Names of the employees to be read supported by their stories;
- Chairman virtually hands over certificates to employees who attend the ceremony and read out names of the employees who choose not to attend.
- We can make the session interactive by encouraging attendees to use the Chat function on Teams or we can use Menti and ask people to use three words to describe how they feel about reaching the milestone of their career? The word cloud can be displayed at the end of the session which could be tied in with closing of the ceremony.



**REPORT OF THE SERVICE DIRECTOR - CUSTOMERS, GOVERNANCE AND  
EMPLOYEES****DOMESTIC VIOLENCE CHARTER****Purpose of the Report**

1. To seek the approval of Personnel Committee to sign the GMB Work to Stop Domestic Abuse Charter and to agree to the completion of a review of the Council's existing policy and associated guidance documents with a view to updating them as necessary to meet the stipulations of the charter.

**Information**

2. Domestic abuse can be a single incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in the majority of cases, by a partner or ex-partner. Domestic abuse can include, but is not limited to:
  - Psychological abuse - Intimidation, threats, belittling, gaslighting (persistently undermining or manipulating someone, so they doubt their own sanity)
  - Physical abuse - Any type of violence against someone such as pushing, hitting, punching, kicking, choking or using weapons
  - Sexual abuse - Any unwanted touching or groping, including pressuring or forcing someone to have sex when they don't want to (rape)
  - Verbal abuse - Belittling, insulting, or demeaning someone with words – alone or in front of others
  - Financial abuse - Taking control of someone's finances to deny them money and limit their independence
  - Emotional abuse - Being made to feel guilty, emotional blackmail (threats to kill oneself or lots of emotional outbursts)
  - Online abuse - Insulting or threatening someone via social media, messaging, or email
  - Controlling behaviour - Attempting to restrict who someone sees or talks to. Preventing them socialising with friends or family.

3. Anyone can experience domestic abuse regardless of gender, age, ethnicity, socio-economic status (class), sexuality or background - this is true for both the abuser and the abused. Some people who experienced other forms of discrimination and oppression and may face additional barriers to disclosing abuse and finding help, such as migrant women, LGBT+ and Black, Asian and ethnic minority people. Different kinds of abuse can happen in different contexts. The most prevalent type of domestic abuse occurs in couple relationships, but the definition of domestic abuse also covers abuse between family members, such as teenager to parent or carer.
4. It is timely to bring this report to November's Committee following on from Domestic Violence Awareness month in October. The charter calls on employers to support employees experiencing domestic abuse by ensuring that:
  - Employees will not be disadvantaged at work
  - Employees will be supported with access to services and information
  - Employers will train staff to be able to appropriately and confidently support staff.
5. For some colleagues experiencing domestic abuse, their workplace may feel like the only safe place for them, providing an important opportunity to get support away from their abuser. Sadly, some workers are targeted at their workplace, even after they have fled an abusive situation, as their physical workplace may be a known location to their abuser. In either case, an understanding and effective workplace policy to deal with the impact of domestic abuse is key and will build a more nurturing and safer working environment for all staff. This will encourage greater staff retention and importantly economic independence for those individuals living with or fleeing domestic abuse.
6. The statistics are shocking, in that 1 in 4 women and 1 in 6 men in the UK have endured domestic abuse in their lifetime. Two women each week and one man each month are killed in England and Wales by a current or former partner, with an estimated 2.4 million people experiencing domestic abuse last year in England and Wales. The Covid-19 pandemic has exacerbated the problem with lockdown requirements such as working from home and limited opportunities to leave home creating additional tensions and barriers to survivors fleeing their abusive situation.
7. As an employer who cares about the impact of domestic abuse on our employees, we want to demonstrate our commitment to all our employees. The charter seeks a pledge to:
  - i. support employees who are experiencing domestic abuse to access support services and information confidentially.
  - ii. ensure that those experiencing domestic abuse will not be disadvantaged within the terms and conditions of their employment and will take all reasonable measures to facilitate any needs in the workplace.
  - iii. commit to working/participating with other organisations to facilitate best support for those experiencing domestic abuse.
  - iv. provide all employees with access to toolkits, information and policies on domestic abuse, in a format that is easily and discretely accessible within the workplace.
  - v. ensure that we have employees trained across our organisation to provide adequate signposting to support within the workplace for all employees. Employees trained should be representative of our organisation and can include line managers and Trade Union representatives.



## **Other Options Considered**

8. The Council already has a policy relating to supporting employees experiencing domestic abuse (Appendix 1). However, signing the charter provides an opportunity to publish a demonstrable commitment to supporting colleagues experiencing domestic abuse.

## **Reasons for Recommendations**

9. As Members have previously recognised, our workforce is our most valuable asset. Supporting colleagues experiencing domestic violence or abuse demonstrates our wider consideration for our employees' health and wellbeing. Those who find themselves in this type of abusive situation can experience both physical, emotional and psychological harm. Having a clear policy and package of support will assist our employees to manage their personal situations and make informed decisions around the options open to them.

## **Statutory and Policy Implications**

10. 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**

11. 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**

12. There are no direct financial implications arising from the development of the charter and we will build on existing policies and guidance. Any training costs will be met from existing budgets.

## **Human Resources Implications**

13. The Human Resources implications are implicit in the body of this report. The impact of domestic abuse on individuals and families is significant and one which is often hidden for a variety of reasons. A possible consequence of abuse is increased absence due to physical or psychological harm or because the person is unable to attend work. It is important to raise awareness of this difficult issue and by signing the charter we are signalling our support for colleagues involved in abusive situations and removing the stigma victims/survivors can often feel.

## **Public Sector Equality Duty Implications**

14. In seeking to maintain our position as an Employer of Choice, the ability to support our workforce, whatever they are experiencing in their personal lives, is essential to our ongoing success. Whilst there is a moral imperative to do so, there is also a clear business benefit in times where many organisations are facing significant recruitment difficulties, to have another support measure added to our overall employment package.

## **RECOMMENDATIONS**

It is recommended that members:

- 1) Agree to sign the Work to Stop Domestic Abuse Charter and to any required actions to meet the associated pledge.
- 2) Agree to undertake a review of the Council's existing policy, management guidance and training around supporting people experiencing domestic abuse to ensure its currency and fitness for purpose.

**Marjorie Toward**

**Service Director – Customers, Governance and Employees**

**Chief Executives Department**

**For any enquiries about this report please contact:**

Gill Elder, Head of Human Resources, on 0115 9773867 or [gill.elder@nottsgov.uk](mailto:gill.elder@nottsgov.uk)

## **Constitutional Comments (EKH 22/10/2021)**

15. This report is appropriate to be considered by Personnel Committee and they have the power to make any resolution resultant upon the recommendation.

## **Financial Comments (RWK 25/10/2021)**

16. There are no specific financial implications arising directly from the report.

## **HR Comments (JP 26/10/2021)**

17. The report sets out a review of the support offered to the workforce in this subject area. HR implications are contained 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



## **G11: Domestic Violence and Abuse Policy**

### **Statement of Intent**

Nottinghamshire County Council condemns domestic violence and recognises it is both a crime and unacceptable. It is committed to the welfare of its employees and seeks to support and assist any employee who is experiencing problems related to domestic violence and abuse.

It also seeks to raise awareness of domestic violence and develop a workplace culture where domestic violence is recognised as unacceptable.

### **Definition**

The term 'domestic violence' usually refers to violence and abuse (physical, sexual, emotional and/or financial) perpetrated within current or former relationships for the purpose of gaining power and control over someone.

Compared with men, women are more likely to experience domestic violence at some point in their lives, more likely to experience repeated victimisation, more likely to be injured and to seek medical help, more likely to experience frightening threats and more likely to be frightened (Home Office Research Study No.192, 1998).

However, the County Council recognises that violence and abuse is experienced within a range of different types of relationships for example men to men, women to men, women to women and children to parents. The advice given in these guidelines is therefore applicable whatever the nature of the relationship.

Nottinghamshire County Council also recognises that domestic violence exists in all social classes, racial, ethnic, religious and cultural groups and that it can be experienced at any age and irrespective of factors such as sexuality, marital status and disability.

However, we are aware that because of various types of discrimination, these are all factors that can affect a person's experience of seeking help and success in protecting themselves and their children from domestic violence.

It may seem that domestic violence is a personal matter and nothing to do with a person's employer. However, for those experiencing it, domestic violence will affect their whole lives, including work and job performance.

### **Aims**

The aims of this policy are:

- to demonstrate Nottinghamshire County Council's commitment to and support for employees experiencing domestic violence.
- to raise awareness of domestic violence, what forms it can take and its likely effects on the workforce of the County Council.

- to contribute to the health and wellbeing of employees in order that they can enjoy fulfilling lives both at work and home.
- to increase awareness of managers in recognising that an employee may be experiencing domestic violence and to provide advice about appropriate action to take.
- to offer clear and consistent advice to employees experiencing domestic violence.
- to establish and publicise support for employees experiencing domestic violence.

The following Appendices give further advice and are aimed specifically at employees (Appendix 1) and managers (Appendix 2).

## **Violence to Employees**

The issue of violence to employees as a result of their employment is also of concern to the County Council and the trade unions. A policy statement of intent is detailed in the authority's Safety Manual: Section B11. Further guidance and advice is available from your departmental Safety Adviser.

## **G11: Appendix 1**

### **Awareness and Support in the Workplace - Information for Employees**

"Every three days in England and Wales, a woman is killed by her partner or former partner" - British Crime Survey 2003

#### **1. Statement of Intent**

Nottinghamshire County Council condemns domestic violence and recognises it is both a crime and unacceptable. It is committed to the welfare of its employees and seeks to support and assist any employee who is experiencing problems related to domestic violence and abuse.

It also seeks to raise awareness of domestic violence and develop a workplace culture where domestic violence is recognised as unacceptable.

A full copy of the Authority's Employee Domestic Violence and Abuse Policy can be obtained from the HR Team for your department.

#### **2. What is Domestic Violence?**

The term 'domestic violence' usually refers to violence and abuse (physical, sexual, emotional and/or financial) perpetrated within current or former relationships for the purpose of gaining power and control over someone. Most domestic violence is experienced by women and children and perpetrated by men.

However, the County Council recognises that violence and abuse can be experienced within a range of different types of relationships for example men to men, women to men, women to women and children to parents. The advice given in these guidelines is therefore applicable whatever the nature of the relationship.

Nottinghamshire County Council also recognises that domestic violence exists in all social classes, racial, ethnic, religious and cultural groups and that it can be experienced at any age and irrespective of factors such as sexuality, marital status and disability.

However, we are aware that because of various types of discrimination, these are all factors that can affect a person's experience of seeking help and success in protecting themselves and their children from domestic violence.

It may seem that domestic violence is a personal matter and nothing to do with a person's employer. However, for those experiencing it, domestic violence will affect their whole lives, including work and job performance.

### **3. If You Are Abused Who Can You Turn To?**

If you are being abused by someone you live with or have had a relationship with, there are things you can do. There are individuals and organisations that can give you practical and emotional support, both inside and outside of the workplace. You can talk to your manager, HR Business Partner, or your trade union representative for advice and guidance.

### **4. Some Useful Numbers**

#### **4.1 HR Teams**

Talk to your HR Team for advice. They can provide information about issues such as:

- special leave
- changes to working arrangements
- further advice about contacts to help you
- and, if necessary, liaise with your manager for you.

Further information can be gained by contacting the HR Duty Desk on

#### **4.2 Employee Counsellors/Advice**

Counselling is provided by Care First in partnership with Nottinghamshire County Council. Employees can self-refer or go through their line manager, HR or Occupational Health.

#### **4.3 Trade Unions**

Ask to speak to someone regarding Nottinghamshire County Council's Employee Domestic Violence and Abuse Policy.

**Unison**

0115 981 0405

**Unite**

0115 947 6784

**GMB**

0115 960 7171

## **5. What Can You Expect from Nottinghamshire County Council?**

### **5.1 Confidentiality and Child Protection Concerns**

The County Council recognises that confidentiality is essential for an employee who is experiencing domestic violence. In most circumstances whatever you tell your line manager will remain confidential and will not be revealed to anyone without your permission.

However if you give information which leads your manager to believe that a child has suffered or is at risk of suffering harm, they will have a responsibility to inform the ASCH & PP department about this and will seek your agreement to do so.

Your manager may pass their concerns to ASCH & PP without your agreement if they remain concerned about a child's welfare. Your manager will discuss this with their line manager before doing this.

ASCH & PP recognise that living with domestic violence is frightening for adults and children. ASCH & PP will want to support you in protecting your children and will work with you to see if there is any help they can offer before things get worse. Please contact your Duty Social Worker for further advice. (See paragraph 6 - Further Sources of Help and Advice).

### **5.2 Support**

The County Council is concerned about your health, safety and welfare and will therefore respond in an effective, confidential and sympathetic manner to any employee disclosing that they are experiencing domestic violence.

### **5.3 Time Off**

You may need time to attend counselling sessions or court hearings or to make alternative living arrangements. Any employee suffering domestic violence will be entitled to time off in accordance with the special leave provisions. Please speak to the HR Officer for your department for more information about special leave provisions.

Initially requests for time off should be raised with your manager, but if you prefer, they can be made via the HR Officer for your department. Further advice and support can also be sought from your trade union representative.

### **5.4 Counselling**

Employees considering accessing this service should always in the first instance discuss this with their line manager, or with their HR contact if discussion with the manager is not appropriate to the particular circumstances.

### **5.5 Adapting Working Arrangements**

A change in working hours, work location, or other temporary measures for protecting your safety will be available. Full consideration will be given to security arrangements for you, such as screening of telephone calls and not giving information about your work arrangements to callers. In certain circumstances it is possible to register you for redeployment from your existing job.



The County Council recognises domestic violence may have a negative impact on your performance at work. You will not be discriminated against because of domestic violence, however, it is important that you discuss any problems and needs with your manager, HR and/or your trade union representative, in order that you can be fully supported.

## 5.6 Money

There may be ways in which we can help with financial issues for example changing the method by which you receive your salary or issuing an advance of pay. Any financial requests should be made through the HR Officer for your department and will be considered on an individual basis.

## 6 Further Sources of Help and Advice

### 6.1 Contacts

<b>Emergency Services (Fire, Police, Ambulance)</b> If you need to call out the police to a domestic violence crime	999
<b>Nottinghamshire Emergency Duty Team</b> (out of hours)	0300 456 45 46
<b>Women's Aid Integrated Services (WAIS)</b> Support, advice and information for women on domestic violence and related issues.	080 800 0340
<b>Women's Aid Integrated Services (WAIS)</b> <b>24 Hour Freephone Domestic Violence Helpline</b> Offers support, access to emergency accommodation/refuge and other support services, information and advice on matters such as housing, solicitors, finance etc or just someone to talk to. Subscribes to language line (instant interpretation service)	0808 800 0340
<b>Umuada (primarily for African Caribbean women)</b> (refuge and outreach services)	0115 975 3254
<b>Mansfield and Ashfield Women's Aid</b> (refuge and outreach services)	01623 683 250
<b>Newark Women's Aid</b> (refuge and outreach services)	01636 670 687
<b>Nottinghamshire Women's Aid</b> (Refuge, drop-in and outreach services)	01909 533 610

<b>Midlands Women's Aid</b> (refuge and outreach services)	0115 925 7647
<b>Imani</b> (Quick access housing for African Caribbean and Asian women under 30)	020 8672 1800
<b>Nottingham Rape Crisis Centre</b> (Helpline and counselling)	0115 941 0440
<b>Nottingham Law Centre -</b> For Advice on immigration issues	0115 978 7813
<b>Notts Coalition of Disabled People</b>	0115 924 7176
<b>Lesbian &amp; Gay Switchboard</b>	0300 330 0630
<b>Children and Young People</b>	
<b>Childline</b> national freephone helpline	0800 1111
<b>NSPCC</b> national freephone helpline Confidential service for anyone concerned about children at risk including children themselves.	0808 800 5000
<b>Local ASCH &amp; PP Services</b>	08449 80 80 80

## 6.2 Websites

There are also a number of websites providing information on a range of domestic violence related issues and services.

The addresses provided below are a useful starting point - all include links to other useful sites. However, please note that if an abuser knows how to read your computer's history or cache file they may be able to see information you have viewed recently on the internet.

The sites detailed below give instructions for clearing your computer's history or emptying your cache file. However, you may not be able to completely hide your tracks.

Many browser types have features that display recently visited sites. The safest way to find information on the internet would be at a local library, friend's house or at work.

**website:** [www.womensaid.org.uk](http://www.womensaid.org.uk)

Women's Aid Federation England - for information about services available, your legal rights, campaigns etc

**website:** [www.brokenrainbow.org.uk](http://www.brokenrainbow.org.uk)

A web site developed for survivors of same sex abuse.

**website:** [www.equation.org.uk](http://www.equation.org.uk)

Equation - useful links, information and projects housed by Equation including: Tri - information and resources for working with men on domestic violence (including information about services for men). Educator Project - Work with young people on domestic violence.

## **7. Crisis Planning**

There may be a time when you have to leave your home in a hurry. It is helpful if you have already thought about how you would do it and made a plan to help you feel more in control. The following checklist provides some ideas.

Find somewhere you can quickly and easily use a telephone - at work, a neighbour, a relative?

- carry with you a list of telephone numbers of friends, relatives and emergency numbers.
- try to save some money for bus or taxi fares if needed.
- keep an extra set of keys for your home or car with someone you trust in case you need to leave immediately.
- keep the items you will need and some clothes in a bag packed ready. Keep it somewhere where you can quickly get hold of it.

Checklist:

- National Insurance number
- NHS number
- passport
- driving licence
- cheque book
- credit cards
- building society book
- income support book
- child benefit book
- birth certificates (you and children)
- insurance papers
- marriage certificate
- divorce papers
- address book

- diary
- keys
- medication
- rent book
- details of telephone, gas, electricity, accounts etc.
- car documents
- change of clothes
- toys
- jewellery
- photographs/sentimental items
- mobile phone

More detailed information can be obtained from the 24 hour freephone domestic violence helpline.

tel: 0808 800 0340

## **G11: Appendix 2**

### **Domestic Violence and Abuse Policy**

#### **Awareness and Support in the Workplace - Guidance for Managers**

##### Statement of Intent

Nottinghamshire County Council condemns domestic violence and recognises it is both a crime and unacceptable. It is committed to the welfare of its employees and seeks to support and assist any employee who is experiencing problems related to domestic violence and abuse. It also seeks to raise awareness of domestic violence and develop a workplace culture where domestic violence is recognised as unacceptable.

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## **2. Definition**

The term "domestic violence" usually refers to violence and abuse (physical, sexual, emotional and/or financial) perpetrated within current or former relationships for the purpose of gaining power and control over someone. Most domestic violence is experienced by women and children and perpetrated by men. However, the County Council recognises that violence and abuse can be experienced within a range of different types of relationships for example men to men, women to men, women to

women and children to parents. The advice given in these guidelines is therefore applicable whatever the nature of the relationship.

Nottinghamshire County Council also recognises that domestic violence exists in all social classes, racial, ethnic, religious and cultural groups and that it can be experienced at any age and irrespective of factors such as sexuality, marital status and disability. However, we are aware that because of various types of discrimination, these are all factors that can affect a person's experience of seeking help and success in protecting themselves and their children from domestic violence.

It may seem that domestic violence is a personal matter and nothing to do with a person's employer. However, for those experiencing it, domestic violence will affect their whole lives, including work and job performance.

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### 3. Recognising that an Employee May Need Help

It is not always easy to recognise that an employee is experiencing domestic violence and may require some assistance. Certain indicators such as a sudden change in behaviour, depression, inability to concentrate, obvious injuries or regular but unexpected absence from work may be indicative of a variety of problems, of which domestic violence may be one.

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### 4. Warning Signs

- comes to work repeatedly with injuries
- unusual number of calls from home and strong reaction to the calls
- late for work and needing to leave early
- secretive about home life
- frequent absenteeism
- emotional reactions such as tearful, angry, depressed, nervous, confused
- partner exerts unusual amount of control over their life
- partner makes demands over their work schedule
- may be extremely passive or aggressive
- may seem chronically depressed or depressed in cycles
- may isolate themselves at work.

These are just a few characteristics. Different people will react in different ways. A more important sign is when an individual behaves in a way that is unusual for her or him.

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## 5. The Role of the Manager

As a manager you have a responsibility for the health and safety of County Council employees at work, particularly those that you manage. Almost one third of all women will experience domestic violence at some point in their lives and some of these will be your employees. One in ten women are experiencing domestic violence today.

As a manager it is important you respond positively to an employee disclosing a problem with domestic violence. Discussing this issue will have taken a great deal of courage and your response may be a crucial factor in determining whether an employee seeks help.

There are a number of ways you can be helpful:

- try to develop an understanding and supportive climate within the working environment.
- make yourself approachable - give employees the opportunity to talk to you confidentially, both formally, through any regular one to one sessions you have, or informally.
- make relevant literature generally available, such as Nottinghamshire Domestic Violence Forum Information Card and the publicity for the NCC Employee Domestic Violence and Abuse Policy (available from the HR Team).
- display any publicity information prominently.
- look out for warning signs of domestic abuse and ensure information is available, do not however, pressure an employee to disclose information to you.
- remember you are not an expert in this area, an understanding approach and offer of basic information is all that is required.
- be aware that no advice is better than bad advice.
- do not pressure a victim to leave the relationship, the nature of domestic abuse is that the victim will often stay within the relationship or return to it. Respect their decision.

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## 6. Confidentiality and Child Protection Concerns

Confidentiality is essential for an employee who is experiencing domestic violence. It is important that the employee knows that whatever they tell you will remain confidential and will not be revealed to anyone without their permission. In some cases where a violent or abusive partner has discovered their partner has confided in someone, this has resulted in more violence and even death.

The only exception to this may be if it is revealed that children are also being abused. In this case you have a duty to report this. The employee may then find the matter is taken out of their hands and it is therefore essential that you make the employee aware of your obligations in this area at a very early stage, so that they

can decide exactly how much they wish to reveal. In all cases it is important not to lose sight of the fact that the employee is experiencing domestic violence and to ensure that the situation does not become centred solely around her/his child(ren).

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## 7. Allowing Time Off Work

An employee who is experiencing domestic violence will almost certainly need to take time off work to attend counselling sessions, court hearings or to make alternative living arrangements, etc. The conditions of service allow for absence with pay in cases of compassionate leave and urgent domestic business under the special leave provisions. Please remember that a refusal to allow time off may often add to the anxiety of the employee concerned. Managers are expected to respond positively and sympathetically to such requests under these circumstances. See Special Leave, Section D4 of the Personnel Handbook for details. The HR Officer for your department can give you further advice about allowing time off work.

It is recognised that an employee may not wish to disclose that they are experiencing domestic violence to their manager but will still need to take time off. In these instances the employee should be made aware that they should approach the HR Business Partner for their department for permission.

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## 8. Adapting Working Arrangements

Employers owe a duty of care to their employees. It may be that the most effective way a manager can help an employee is to change their working arrangements, probably temporarily, but possibly on a permanent basis. Perhaps s/he is being harassed by telephone calls from the abuser, in which case a colleague or answering machine could screen calls. At particular times s/he may need to be more flexible about starting/finishing times and lunch breaks to avoid unwelcome visits; a temporary relocation of workplace may be beneficial. Whatever the needs, it is important for managers to consider all options carefully and be as flexible as possible.

It should be recognised that domestic violence will probably have a negative impact on the performance of the employee concerned and it is important that the employee is supported and positive consideration is given to measures to temporarily alleviate work pressures. In certain exceptional circumstances the employee may require redeployment.

It is important to ensure that any action taken complies with the wishes of the employee concerned and that s/he does not feel blamed or punished in any way. To minimise the potential for conflict in the workplace, any changes to working arrangements should be communicated in an appropriate way to colleagues whilst maintaining confidentiality.

You can get further advice about working arrangements from the HR Business Partner for your department.

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## 9. Finance

An employee experiencing domestic violence is entitled to request an advance of pay in an emergency situation and this should be arranged through departmental personnel. Employees might also wish to request a change in the method of paying their salary. This too can be arranged through the HR Team.

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## 10. Dealing with Perpetrators of Domestic Violence

In some cases the abuser may actually harass an employee at the workplace. In these circumstances both the victim and her/his colleagues may be at risk. If this person has no legitimate reason to be in the workplace he/she is trespassing and may be escorted from the premises. It is essential that any action taken complies with the wishes of the employee concerned. Do not agree to pass on messages from a perpetrator of domestic violence or disclose the address or whereabouts of an employee who has fled violence.

Inevitably in such a large organisation, there will be employees who are themselves perpetrators of domestic violence. Creating an organisational culture in which domestic violence is unacceptable may help to influence perpetrators behaviour.

Where the perpetration of domestic violence conflicts with the job role, managers should seek guidance from the HR Business Partner for their department. In some cases this could put at risk the continued employment of the perpetrator.

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## 11. Sources of Help and Advice

### 11.1 Contacts

#### **Emergency Services (Fire, Police, Ambulance)**

If you need to call out the police to a domestic violence crime

**999**

#### **Nottinghamshire Emergency Duty Team**

(out of hours)

**0300 456 45 46**

#### **Women's Aid Integrated Services**

##### **24 Hour Freephone Domestic Violence Helpline**

Offers support, access to emergency accommodation/refuge and other support services, information and advice on matters such as

**0808 800 0340**



housing, solicitors, finance etc or just someone to talk to.  
Subscribes to language line (instant interpretation service)

**Umuada (primarily for African Caribbean women)** **0115 975 3254**  
(refuge and outreach services)

**Mansfield and Ashfield Women's Aid** **01623 683 250**  
(refuge and outreach services)

**Newark Women's Aid** **01636 670 687**  
(refuge and outreach services)

**Nottinghamshire Women's Aid** **01909 533 610**  
(Refuge, drop-in and outreach services)

**Midlands Women's Aid** **0115 925 7647**  
(refuge and outreach services)

**Imani** **020 8672 1800**  
(Quick access housing for African Caribbean  
and Asian women under 30)

**Nottingham Rape Crisis Centre** **0115 941 0440**  
(Helpline and counselling)

**Nottingham Law Centre -** **0115 978 7813**  
For Advice on immigration issues

**Notts Coalition of Disabled People** **0115 924 7176**

**Lesbian & Gay Switchboard** **0300 330 0630**

**Children and Young People**

**Childline** **0800 1111**  
national freephone helpline

**NSPCC** **0808 800 5000**  
national freephone helpline Confidential service for anyone

concerned about  
children at risk including children themselves.

**Local ASCH & PP Services**

**08449 80 80 80**

## **11.2 Websites**

There are also a number of web sites providing information on a range of domestic violence related issues and services. The addresses provided below are a useful starting point - all include links to other useful sites. However, please note that abusers may be able to see information which has been viewed on the internet. The sites detailed below give instructions for clearing computer histories or emptying cache files. However, many browser types have features that display recently visited sites that cannot be cleared. The safest way to find information on the internet would be at a local library, friend's house or at work. Please ensure that employees are able to access the internet for this purpose if they wish.

**website:** [www.womensaid.org.uk](http://www.womensaid.org.uk)

Women's Aid Federation England - for information about services available, your legal rights.

**website:** [www.brokenrainbow.org.uk](http://www.brokenrainbow.org.uk)

A web site developed for survivors of same sex abuse.

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Equation - useful links, information and projects housed by Equation including: Tri - information and resources for working with men on domestic violence (including information about services for men). Educator Project - Work with young people on domestic violence.

**REPORT OF SERVICE DIRECTOR - CUSTOMERS, GOVERNANCE AND  
EMPLOYEES****ELECTED MEMBERS PERSONAL SAFETY****Purpose of the Report**

1. To update Members on actions taken to review and enhance personal safety for Elected Members, including the Elected Members PeopleSafe lone worker App deployment.

**Information****Members Induction Programme**

2. Following the elections in May 2021, Members have been undertaking a comprehensive induction programme developed by a Members Working Group reporting into Governance and Ethics Committee. This included health and safety and personal safety modules. The deployment of the lone worker App was part of this programme, planned for the Autumn of 2021. This followed a pilot and subsequent roll out of the App to critical front line staff.

**Personal safety review background**

3. Following the tragic death of MP Sir David Amess on the 15 October 2021, Members' personal safety arrangements have been reviewed together with an acceleration of the PeopleSafe lone working App roll out.
4. Over the last week health and safety colleagues have liaised with the police, specifically Counter Terrorism Security Advisors (CTSAs), and have an established line of communication enabling appropriate action to be taken in the event of any specific or elevated threat to Elected Members. The general message at present is to remain vigilant.
5. A UK Protect bulletin titled Leigh-On-Sea incident update was circulated Friday 22 October summarising the police investigation. Advice notes from both the Local Government Association (LGA) and Local Government Information Unit (LGIU) have been made available to Members via electronic link, these materials have previously been signposted in internal training events.
6. Links to online LGIU webinars – 'Personal Safety' and 'Beyond Conflict Resolution' have been circulated for events held on the 28 October as supplementary information for Members.

7. Information sharing on Members' security has taken place with Nottingham City and District Councils with a view to communicating best practice. This work continues.
8. Members are able to seek further advice on any security concerns from health and safety colleagues who will be able to offer advice, seek further advice themselves or put Members in direct contact with other colleagues who work in this area.

### **PeopleSafe mobile phone App deployment**

9. Members have been contacted regarding options for the App deployment, this offers options of either deploying the App to:
  - A NCC issued mobile phone
  - A personal mobile phone
  - Another authority mobile phone i.e. District Council issue (delays may be encountered whilst permissions are sought)
  - or the Member confirms that the App is not required.
10. Once a preference is received from each Member, the provider (PeopleSafe) forward links for App download and training support. Members will then be able to download the PeopleSafe App and familiarise themselves with its capability.
11. Initial escalation plans default to the police but can be amended to suit Members own arrangements.
12. As of 25 October, 24 preference returns had been received. The initial response by date of 29 October has been indicated after which follow up calls are to be made where no response has been recorded.
13. A supporting action plan is attached as Appendix A.

### **Other Options Considered**

14. A range of options have been considered in reviewing current arrangements. Doing nothing was not considered an option, particularly as some Members have raised concerns previously.

### **Reasons for Recommendations**

15. The Council has a duty of care for Elected Members including personal safety arrangements. Advice received to date recommends a review of current arrangements in the context of recent events.

### **Statutory and Policy Implications**

16. 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**

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

### **Financial Implications**

18. There are no additional financial implications arising from this report as the training and deployment of the App were already planned and budgeted for.

### **Human Resources Implications**

19. These are outlined in the body of the report. The health and safety support provided in line with government guidance aims to ensure the continued health, safety and wellbeing of Elected Members.

### **Public Sector Equality Duty Implications**

20. 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:

- 1) Members consider the actions taken to date and as set out in the Action Plan in Appendix 1 and identify if any additional actions are required.
- 2) An update on progress is contained within the next Health and Safety update report to this Committee.

**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@nottsgov.uk](mailto:john.nilan@nottsgov.uk) or 0115 8040380

### **Constitutional Comments (EKH 26/10/2021)**

21. This report is appropriate to be considered by Personnel Committee and they have the power to make any resolution resultant upon the recommendation.

**Financial Comments (KRP 26/10/2021)**

22. As set out in the report there are no direct financial implications arising from the proposals.

**HR Comments (JP 26/10/2021)**

23. Any HR implications are contained 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

## Elected Members Safety, Security and PeopleSafe App deployment

Department:	<b>Chief Executives</b>	Service	Democratic services		
Approved by:	<b>Adrian Smith</b>	Date:	<b>17th October 2021</b>	Review dates:	<b>1<sup>st</sup> December 2021</b>

<b>Subject: PeopleSafe App deployment</b>					
<b>Ref:</b>	<b>Action and Expected Result</b>	<b>Lead</b>	<b>Timescale</b>	<b>Priority</b>	<b>Comments, Progress &amp; Result Update</b>
<b>1.1</b>	Agree a process for PeopleSafe mobile phone App deployment	Democratic services Keith Ford	20/10/21	High	Members have been contacted via an email on 19/10/21 regarding their preferred options for the app deployment. 24 returns as at 25/10/2021
<b>1.2</b>	Confirm 'other' devices required for poor network coverage areas	Democratic services Keith Ford	22/10/21	V. High	One only previously requested and work with IT to identify poor network coverage areas
<b>1.3</b>	Roll out App deployment on to Members' preferred devices	Paul Cannon	22/10/21	High	Once phone type and numbers confirmed App can be downloaded within same day subject to members actioning
<b>1.4</b>	Members App training and support	Paul Cannon PeopleSafe Health & Safety	22/10/21 ongoing	Medium	Provide guidance on what to do once app message received Personal Escalation plans TBC Communication of PeopleSafe helpline

<b>Subject: Elected Members Security</b>					
<b>Ref:</b>	<b>Action and Expected Result</b>	<b>Lead</b>	<b>Timescale</b>	<b>Risk Priority</b>	<b>Comments, Progress &amp; Result Update</b>
<b>2.1</b>	Review and revise Members security training	John Nilan Health & Safety Jo Toomey	22/10/21	Medium	Plan to offer updated training on security as become available – face to face / teams. Links to online LGIU webinars – ‘Personal Safety’ and ‘Beyond Conflict Resolution’ have been circulated to Members. These events to be held on the 28 October.
<b>2.2</b>	Contact police /CTSAs regarding current security guidance as and when required.	John Nilan Rob Fisher	22/10/21 – ongoing	High	Coordinated communication lines with Police for any changes
<b>2.3</b>	Offer member support on individual risk assessment	John Nilan	Ongoing	High	As advised by police; One request – follow up week commencing 25/10/21
<b>2.4</b>	Review LGA security advice	John Nilan Keith Ford	Ongoing	Medium	Monitor for new advice or changes, distribute as appropriate
<b>2.5</b>	Review risk management tools for Surgeries and public meetings	John Nilan Keith Ford	01/11/21	Medium	H&S developing checklist/ Risk assessment for meeting venues



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

1. To consider the Committee's work programme for 2021 / 2022.

**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. (meeting dates and agenda items are subject to review in light of the ongoing COVID-19 period). 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
<b>15 December 2021 - 2pm</b>			
Review of communications functions	Approval of implementation of recommendations from review of approach to communications	Marje Toward	Luke Barrett
Update on Review of Apprenticeship Strategy	Update on review	Marje Toward	Gill Elder
<b>26 January 2022 - 2pm</b>			
Gender Pay Gap	Annual update report and approval of actions and publication of data	Marje Toward	Gill Elder
People Strategy	Approval of People Strategy 2022-2025 to enable delivery of the Council Plan	Marje	Gill Elder
NCC Workforce Availability, Sickness Absence Performance and Support to Maintain Employee Health and Wellbeing (Quarter 3 - 2021/22)	Quarterly update and review of progress against annual action plan	Marje Toward	Gill Elder
<b>9 March 2022 - 2pm</b>			
Health and Safety Update	Update on health and safety activity and issues and approval of actions	Marje Toward	John Nilan
<b>20 April 2022 - 2pm</b>			
NCC Workforce Availability, Sickness Absence Performance and Support to Maintain Employee Health and Wellbeing (Quarter 4 - 2020/21)	Quarterly update and review of progress against action plan	Marje Toward	Gill Elder

<b>25 May 2022 - 2pm</b>			
To be confirmed			
<b>13 July 2022 - 2pm</b>			
To be confirmed			
<b>TBA – September 2022</b>			
To be confirmed			
<b>TBA - November 2022</b>			
Graduate Development Programme	Update on progress	Marje Toward	Adrian McKiernan