

report



meeting COUNTY COUNCIL

date 9th December 2010

agenda item number **7a ix.**

REPORT OF THE CABINET MEMBER FOR PERSONNEL AND PERFORMANCE

1 Purpose of the report

- 1.1 The report seeks to update Members on various issues relating to the Personnel portfolio.

2 Implementation of the pay strategy

- 2.1 The final signing event on 28th October has now completed the vast majority of outstanding back pay settlements arising from the first phase of job evaluation. There are a small number of outstanding equal pay claims where staff have not accepted their back pay settlement and these are currently being managed through a formal legal process.
- 2.2 Significant progress has now been made with the evaluation of school support staff and over 80% of profile returns have been received from schools, of which 50% have been evaluated and subject to the first stage of moderation. Unfortunately some schools have experienced difficulties in returning all of their profile information and additional support has been provided to those schools to support them with the process. A final deadline of 26 November 2010 was set for the return of profiles. As a result, the original timeline for the completion of evaluation and moderation has been revised.
- 2.3 The on going programme for evaluation will mean that all evaluations should be completed by mid January and the full moderation process completed by the beginning of February. It is therefore planned to publish scores for all staff immediately after the Spring half term break i.e. publication during the first week in March 2011. Prior to half term a series of briefings has been set up for head teachers and school job evaluation representatives to ensure they are briefed on the process for publication and implementation prior to the actual publication of the evaluation scores. Consideration is also being given to establishing a small number of events to brief governors during the second half of the Spring term

- 2.4 Implementation of the new pay structure will commence from 1 April 2011 with the roll out of back pay settlement events commencing during the Summer term.
- 2.5 Significant progress has been made in the discussions with the recognised trade unions on the detail of the issue of back pay and equal pay liability and it is anticipated that this will be finally resolved early in the New Year

3 Changes to employment policies and terms and conditions of employment

- 3.1 Following further work undertaken based on information provided by departmental management teams; the final buy out payments for all authorised car users were made in November.

4 Voluntary redundancy exercise

- 4.1 Currently over 1700 initial expressions of interest have been received from employees across the County Council. Pensions estimates have been prepared for individual members of staff who have expressed an interest in order that they can confirm whether they wish to proceed with voluntary redundancy. Where staff wish to proceed with their expression of interest, requests are currently being considered by managers.
- 4.2 Letters have now been issued to senior and middle managers confirming whether they can be released and the agreed timescale. It is expected that managers will begin leaving the organisation from the end of December onwards; subject to individual circumstances and the needs of the service.

5 Wellbeing and Attendance Management

- 5.1 Sickness absence figures for the second quarter of 2010/11, that is Quarter 2 (Q2), 1st July to 30th September 2010, indicate an improvement, standing at 9.75 days average per employee, down from 10.15 days in the first quarter of 2010/11.
- 5.2 An analysis by department is set out in **appendix A**.
- 5.3 The whole authority target for the whole year 2010/11 is 8.75 sick days on average per employee, with a stretch target of 8.17 days per employee per year by 2014.
- 5.4 In common with most other councils, an analysis of the reason reporting indicates that stress and stress related illness continues to be the most prevalent reason for absence at 19.50% of the authority wide total, an increase from 18.30% in Q1 (see **appendix A**).

- 5.5 The HR elements of the Employee Wellness and Stress Management action plan are on target for delivery. The next step will be to engage senior management in considering a range of activity to support the implementation of the new organisational design and new ways of working.
- 5.6 This will include developing and embedding a new culture and new values and behaviours; including those in relation to absence. Some elements of the action plan will be the responsibility of managers; including actively engaging employees in the redesigned council and raising their awareness of their personal responsibility to manage their own stress and wellbeing.

6 Direct Services Performance

- 6.1 Through regular portfolio meetings I review and monitor the overall performance of the direct services in the Communities Department.

Building Cleaning

- 6.2 Turnover for the first 6 months of the financial year is now £166k ahead of target and as costs remain firmly under control the service will now achieve the first year of its cost recovery strategy of £500k .

Landscape Services

- 6.3 This service area has also increased income this year as a result of better buy back levels. In addition to the regular maintenance of grounds, a number of school and communities projects delivering improved play and grounds areas have recently been delivered. As a result the financial performance remains in line with targets.

Schools Catering

- 6.4 The numbers of meals served daily has continued to increase for the past 6 months and as result income is now £263k ahead of target and with reduction in spending profitability has further improved this month. In October I participated in the Radio 4 Food Programme discussing the importance and Nottinghamshire's commitment to purchasing local food. Out of annual spend of over £4m on school food, £1m is now spent locally within Nottinghamshire/East Midlands Regional Small & Medium Enterprises.

County Hall Catering Management

- 6.5 The service area continues to manage costs well with a reduction of income from internal refreshments and performance continues to be satisfactory.

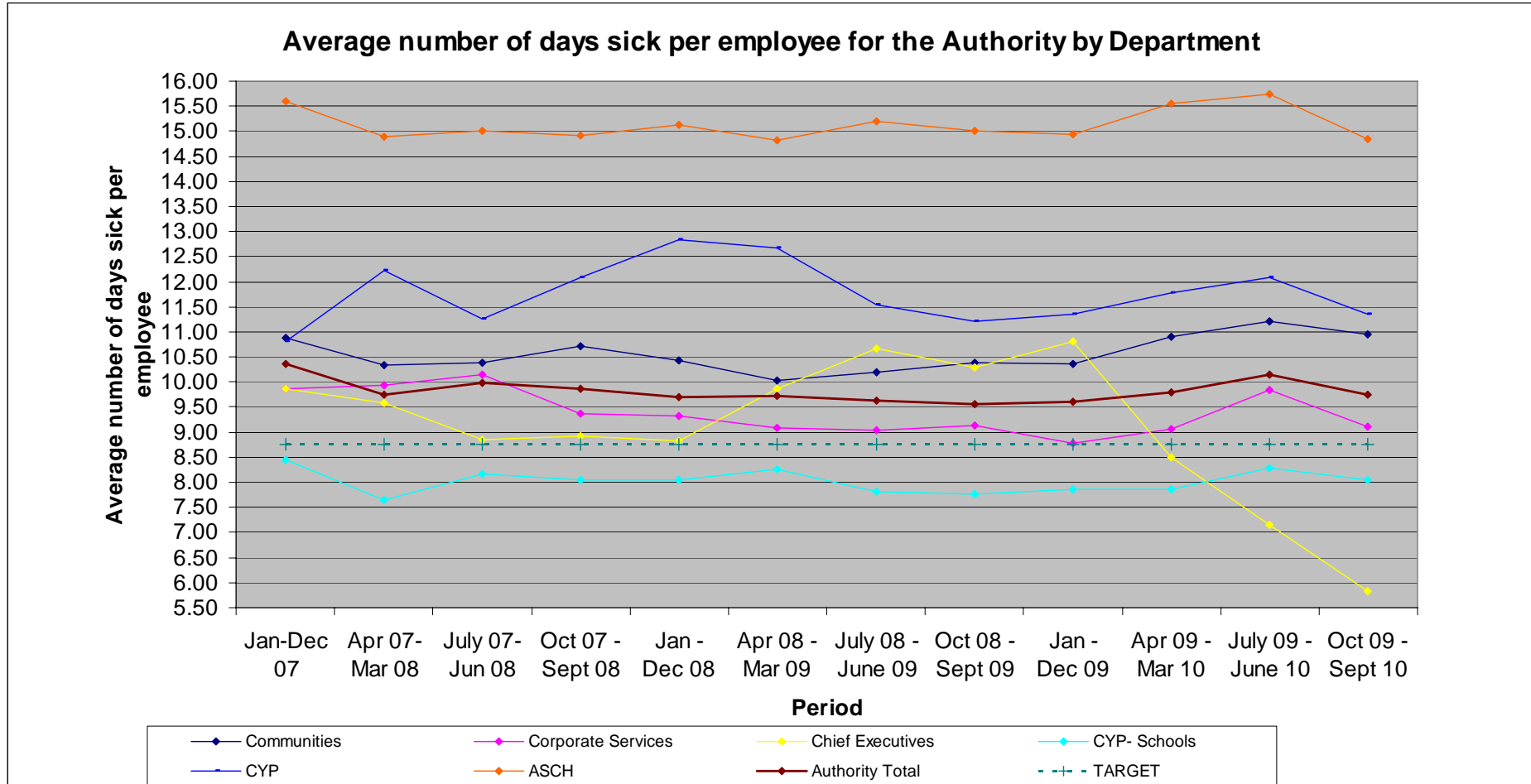
7 Occupational Health and Safety Assessment Standard (OHSAS) Accreditation

- 7.1 Earlier in November I received a certificate from BSi on behalf of the Corporate Health & Safety Team and Catering, Cleaning & Landscape Services for their achievement in obtaining the satisfactory standard of performance in relation in the management of health and safety in these areas. Further work is being undertaken to include further registration for Highways and Property Services.

**CLLR ANDY STEWART
CABINET MEMBER FOR PERSONNEL AND PERFORMANCE**

Appendix A:

Trends:



Departmental Comparison:

| Department | 12 month (rolling basis) | | | |
|---------------------------|--------------------------|----------------|------------------|---------------------------|
| | Jan - Dec 09 | Apr 09 -Mar 10 | July 09 -June 10 | Oct 09 - Sept 10 |
| | Q3 | Q4 | Q1 | Q2 |
| Communities | 10.37 | 10.91 | 11.20 | 10.96 |
| Corporate Services | 8.77 | 9.06 | 9.84 | 9.12 |
| Chief Executives | 10.81 | 8.51 | 7.16 | 5.82 |
| CYP Schools | 7.87 | 7.85 | 8.28 | 8.04 |
| CYP | 11.36 | 11.78 | 12.09 | 11.35 |
| ASCH | 14.94 | 15.56 | 15.73 | 14.84 |
| Authority total | 9.61 | 9.80 | 10.15 | 9.75 |
| | | | | Target = 8.75 days |

NCC Reasons for absence:

| | BACK PROBLEM | OTHER MUSC PROBLEM | STRESS/DEPRESSION | COLD/FLU/SORE THROAT | HEADACHE/ MIGRANE | OPERATION/ POST OP | CHEST / RESPIRATORY | PREGNANCY RELATED | STOMACH / DIGESTION | HEART/ BLOOD PRESSURE | INFECTION | SKIN DISORDER | OTHER | NOT SLIPPI IED |
|---------------------------|--------------|--------------------|-------------------|----------------------|-------------------|--------------------|---------------------|-------------------|---------------------|-----------------------|--------------|---------------|---------------|----------------|
| ASCH | 7.73% | 10.89% | 21.39% | 9.47% | 1.97% | 19.02% | 3.32% | 1.17% | 10.15% | 1.36% | 2.09% | 0.44% | 9.74% | 1. |
| CHIEF EXECUTIVES | 4.63% | 3.05% | 6.98% | 37.76% | 2.01% | 19.71% | 1.42% | 0.60% | 17.69% | 0% | 3.21% | 0.30% | 2.57% | 0. |
| CYP EXCEPT SCHOOLS | 5.53% | 10.37% | 21.45% | 13.20% | 2.58% | 15.23% | 2.83% | 1.45% | 7.97% | 2.58% | 1.86% | 0.56% | 12.84% | 1. |
| COMMUNITIES | 9.52% | 17.31% | 15.94% | 9.18% | 1.22% | 17.08% | 3.02% | 1.19% | 7.85% | 2.69% | 2.38% | 0.34% | 11.82% | 0. |
| CORPORATE SERVICES | 4.67% | 11.36% | 19.27% | 17.40% | 2.87% | 14.62% | 3.02% | 2.83% | 10.45% | 1.23% | 3.25% | 0.48% | 7.79% | 0. |
| CYP SCHOOLS | 4.90% | 6.37% | 19.57% | 13.50% | 2.4% | 17.12% | 2.97% | 1.64% | 9.98% | 13.4% | 2.58% | 0.22% | 10.97% | 6. |
| TOTALS | 6.26% | 9.72% | 19.50% | 12.34% | 2.17% | 17.12% | 3.02% | 1.50% | 9.49% | 1.78% | 2.40% | 0.34% | 10.89% | 3. |

Appendix B: Performance Comparison