

REPORT OF CABINET MEMBER FOR PERSONNEL AND PERFORMANCE
KEY ISSUES AND ACTIVITIES IN PERSONNEL AND PERFORMANCE

KEY ISSUES AND ACTIVITIES

1. The report seeks to update Members on various issues relating to the Personnel and Performance portfolio since the last meeting of Council.

Implementation of the Pay Strategy for school support staff

- 2 The change to salary rates arising from the job evaluation exercise for school support staff will be completed in November for those employees in posts established prior to September 2008. Head Teachers will be notified of this in an update due to be issued before the end of this term.
- 3 Back pay accrued from 1st April 2011, where due, is being paid the month after the rate change has been applied. All staff in pay protection will receive a letter in January confirming the option they have selected and advising them of the implications of their choice.
- 4 Notification has been received of 410 new or changed posts since September 2008 which will require a fresh evaluation. This will take place at the beginning of the New Year.
- 5 Previous reports have advised that 817 NJE and 11 Hay appeals had been submitted and of those, 632 have submitted further information by the given deadline. To date 447 Appeals have been evaluated and 305 have been considered at stage 1 by the Appeals panel. Employees have the opportunity for a second stage appeal where they can attend the panel and 100 employees to date have indicated their wish to progress to the second stage of the appeal process. Plans are in place to ensure that the 2nd stage panels are held in schools to minimise any disruption to children's education and the school day.
- 6 To date, in excess of 1150 offer letters have been issued in relation to back pay and potential equal pay liability. Payment for and offers will continue to be made on a rolling programme to affected employees over the coming months. 8 further signing events are planned to run until March 2012 by which time the majority of staff, to whom this is applicable, should have received an offer.

Wellbeing and Attendance Management

- 7 Data for the second quarter of 2011/12, i.e. 1st July 2011 to 30th September 2011, is now validated at 8.99 days average days lost due to sickness per employee per annum against this year's target of 8.50 days by 1st April 2012. This represents a slight increase of 0.08 days from the first quarter but maintains a 0.76 day improvement on the same time period last year. A full set of updated performance information is attached in the **appendices** to this report.
- 8 The figures for Nottinghamshire are set in the context of recent information from the Local Government Association which confirms that the average number of days lost due to sickness in Local Government in the East Midlands Region is 9.7 days and that nationally an average of 9.2 days is lost per year due to sickness.
- 9 This will be the last data drawn from the Cyborg system and the departmental information reflects further structural change adjustments which have been implemented since quarter one of 2011/12 as part of the Council's ongoing organisational change programme.
- 10 Absence attributed to stress and depression continues to be the single greatest cause of sickness absence across the County Council but has remained static since quarter one with no increase to date in 2011/12. This currently accounts for 20.59% of sickness absence.
- 11 A range of tools are available to managers to enable them to proactively prevent, reduce and manage stress in their teams in order to contain the impact on sickness absence levels, including:
 - an online Stress Risk Management tool and survey which helps managers identify the sources of stress in their workplace and action plan to reduce and eliminate these
 - a counselling service through which managers can refer employees experiencing work related stress
 - on line advice and guidance for employees on recognising and managing their own stressors as part of a wider Health and Wellbeing resource
 - an e-learning training package on Stress Management as part of the leadership development package, completed by 58 managers since its launch in July 2011
 - mandatory Attendance Management courses for all managers which include a focus on supporting employees who are absent due to stress to return to work at the earliest opportunity and what measures can be put in place to ensure they are able to remain in work
 - targeted intervention, with HR support, in identified stress hotspot areas such as Children's Social Care.
- 12 12.29% of absence in quarter two was attributable to colds, flu or sore throats with potential for this to increase over the winter season. In order to ensure service cover and protect service users in key areas, the Council is strongly encouraging and signposting all staff working directly with vulnerable people (older people, disabled people, pregnant women and children), to protect themselves and others by having a flu vaccination this autumn.

For these staff only, departments have agreed to cover the cost of the vaccination and these staff will be reimbursed for this.

- 13 The Council is also encouraging all other employees to consider taking up the vaccination available to the general public in many local chemists or large supermarket outlets. Those falling into the “at risk groups” defined by the NHS, will be eligible for a free flu vaccination from their GP.
- 14 The relevant information for staff was published on the NCC intranet week commencing 14th November and in November’s edition of the In Contact staff newspaper.

Corporate Performance Management

- 15 The corporate performance management team in the Policy, Planning and Corporate Services Department is responsible for the development and improvement of performance management across the authority. Not only does it look to develop and improve core corporate processes, it works closely with departments to improve the way they manage their performance and their impact on the strategic priorities of the council.
- 16 Work is progressing currently on developing a revised council-wide performance management framework for introduction in 2012. This includes utilising many elements of the Local Government Association’s (LGA) ‘Taking the Lead’ initiative which was introduced earlier this year to assist councils in developing self regulation and local accountability following the demise of the national Corporate Area Assessment (CAA) framework and the Audit Commission.
- 17 An analysis of the performance and progress made in the first half of the financial year (April to September) against the priorities set out in the Council’s current Strategic Plan is being undertaken and will be discussed by its Performance Improvement Board and Corporate Leadership team later this month (November).
- 18 Earlier this year, the Regional Improvement and Efficiency Partnership provided £250,000 for the County Council and the seven Nottinghamshire district councils to develop a county-wide performance management computer software system. Work has progressed through the summer on implementing and developing *TotalNotts* across the council. *TotalNotts* is a sophisticated tool to provide the council with up to date and highly visual information on the performance of services and removes much of the burden on staff time for collection and reporting. It is easily accessible via the web and will help council managers in better understanding their performance and what needs to be done to improve delivery. It will eventually link up to key internal systems to provide a more comprehensive picture of what and how we are delivering our services.

School Food

19. I am again delighted to report that the number of school meals served continues to increase on a monthly basis. This has the benefit of improving financial viability and helping us to continue with the current selling price. In addition it means more food purchased locally and contributes to improving the health and well being of the pupils who eat them.

20. I had the pleasure recently in joining Cllr Fielding at a further presentation of certificates to schools who have achieved their Food for Life Partnership status. As always, I'm impressed and encouraged by the pupils' increasing understanding of where their food comes from. We heard first hand of a variety of school based projects from recycled plastic bottle greenhouses, schools keeping animals, preparing and maintaining vegetable plots as well as sampling the delights from an outdoor pizza oven. My thanks go to Norbridge Academy who hosted the event.

Trading Services

21. The financial trading aspects across all service areas in my remit remain on target and additional inflationary costs are being contained within highly constrained budgets.

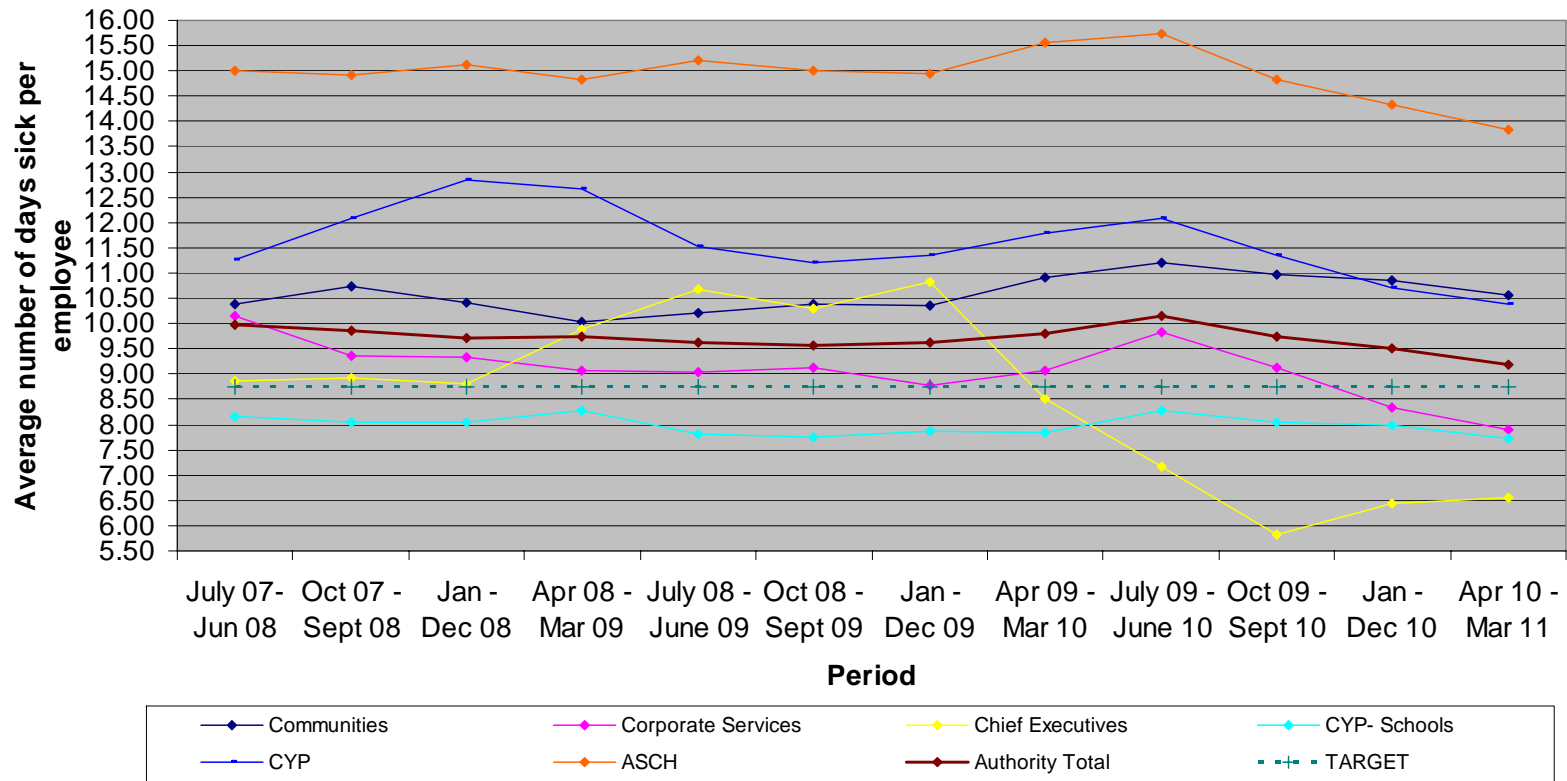
**COUNTY COUNCILLOR ANDY STEWART
CABINET MEMBER FOR PERSONNEL AND PERFORMANCE**

Appendix A: Performance- (rolling basis)

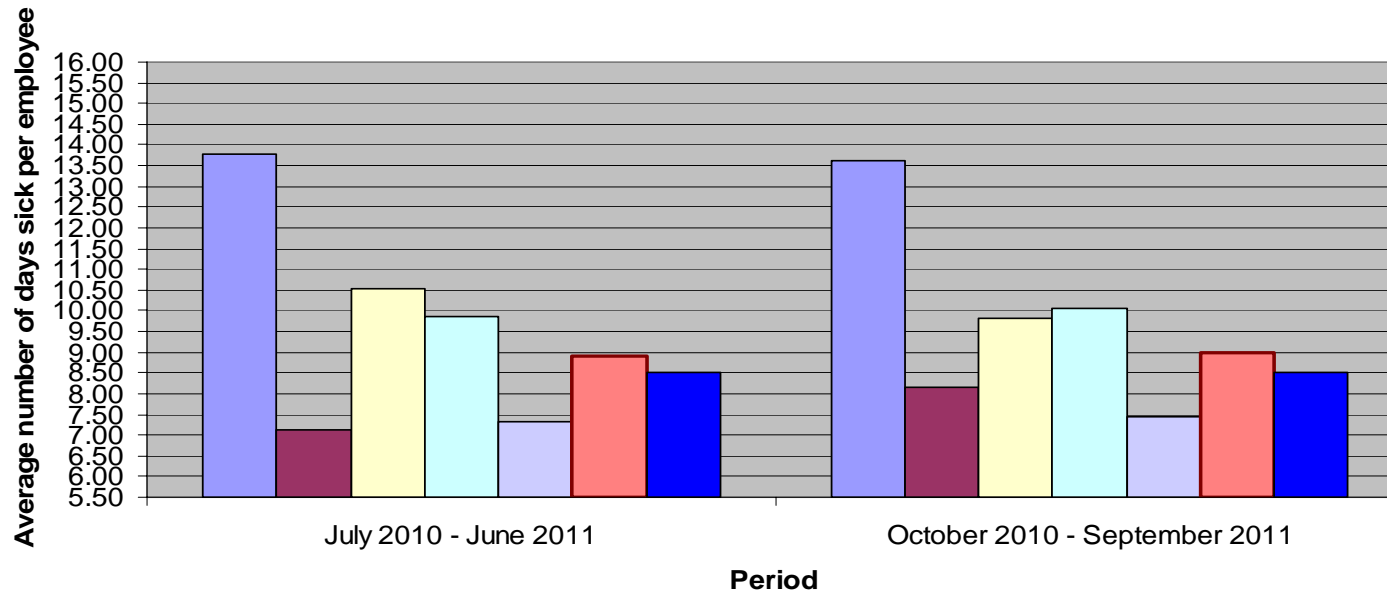
	July 07-Jun 08	Oct 07 - Sept 08	Jan - Dec 08	Apr 08 - Mar 09	July 08 - June 09	Oct 08 - Sept 09	Jan - Dec 09	Apr 09 - Mar 10	July 09 -June 10	Oct 09 - Sept 10	Jan 10 – Dec 10	Apr 10 – Mar 11
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Communities	10.39	10.72	10.42	10.03	10.20	10.39	10.37	10.91	11.20	10.96	10.86	10.56
Corporate Services	10.14	9.37	9.33	9.08	9.04	9.14	8.77	9.06	9.84	9.12	8.34	7.89
Chief Executives	8.86	8.92	8.82	9.88	10.67	10.30	10.81	8.51	7.16	5.82	6.45	6.55
CYP Schools	8.16	8.04	8.04	8.27	7.81	7.76	7.87	7.85	8.28	8.04	7.98	7.71
CYP	11.26	12.09	12.83	12.66	11.53	11.20	11.36	11.78	12.09	11.35	10.70	10.38
ASCH	15.02	14.91	15.12	14.83	15.21	15.00	14.94	15.56	15.73	14.84	14.32	13.84
Authority	9.98	9.87	9.71	9.73	9.63	9.56	9.61	9.80	10.15	9.75	9.52	9.19
Target	8.75											

	July 10 – June 11	Oct 10 – Sept 11
	Q1	Q2
ASCHPP	13.78	13.61
PPCS	7.12	8.15
CFCS	9.85	10.07
Environment & Resources	10.55	9.81
CYP Schools	7.32	7.45
Authority	8.91	8.99
Target	8.50	8.50

Average number of days sick per employee for the Authority by Department



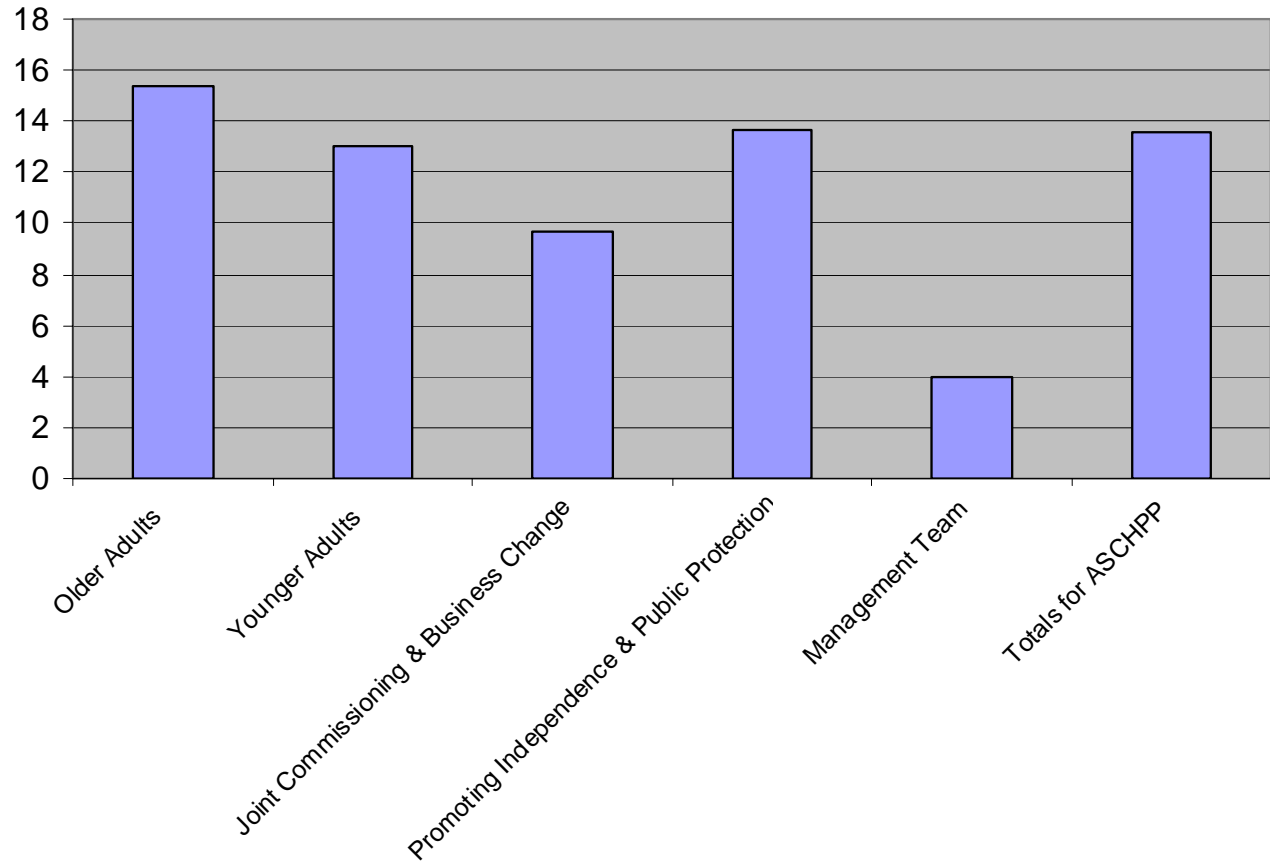
Average number of days sick per employee for the Authority by Department



ASCHPP

October 2010 - September 2011

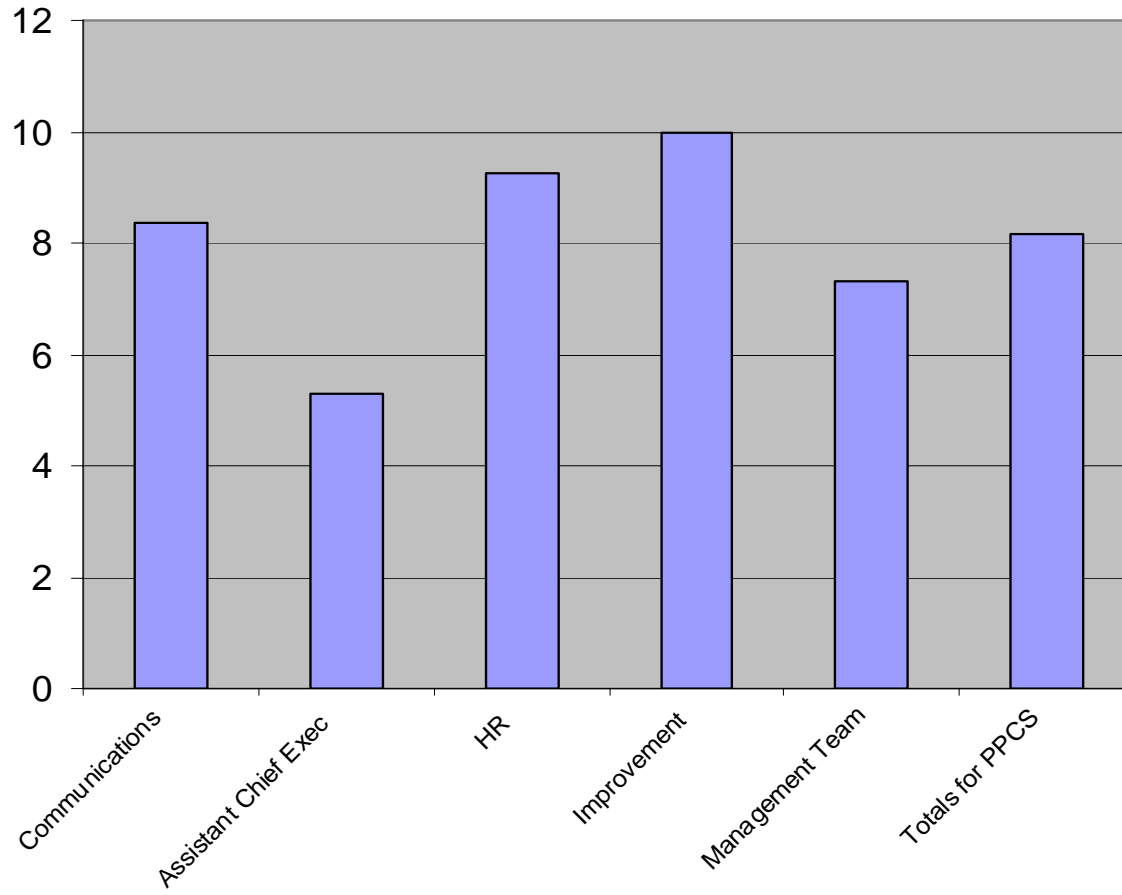
■ Average days lost per employee



PPCS

October 2010 - September 2011

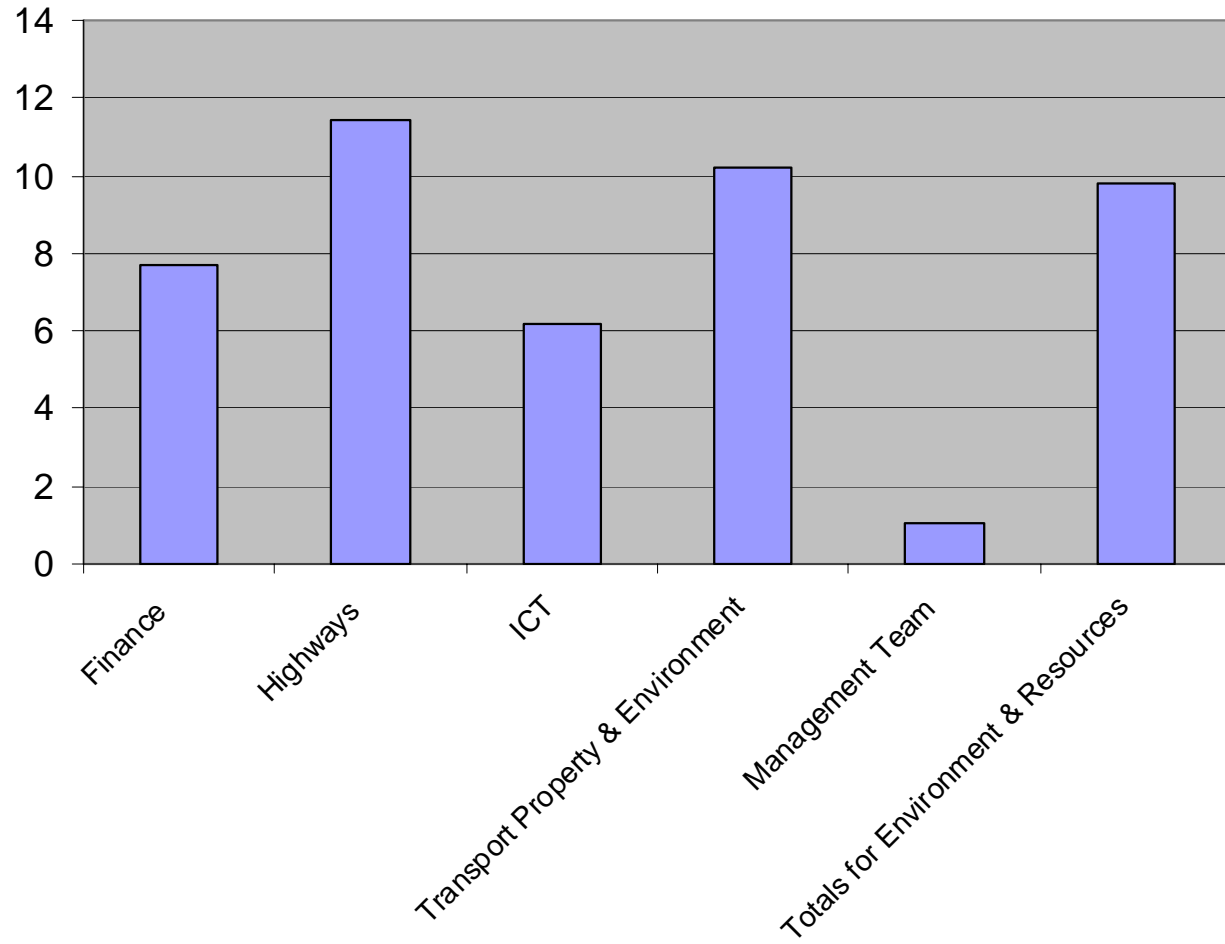
■ Average days lost per employee



Environment & Resources

October 2010 - September 2011

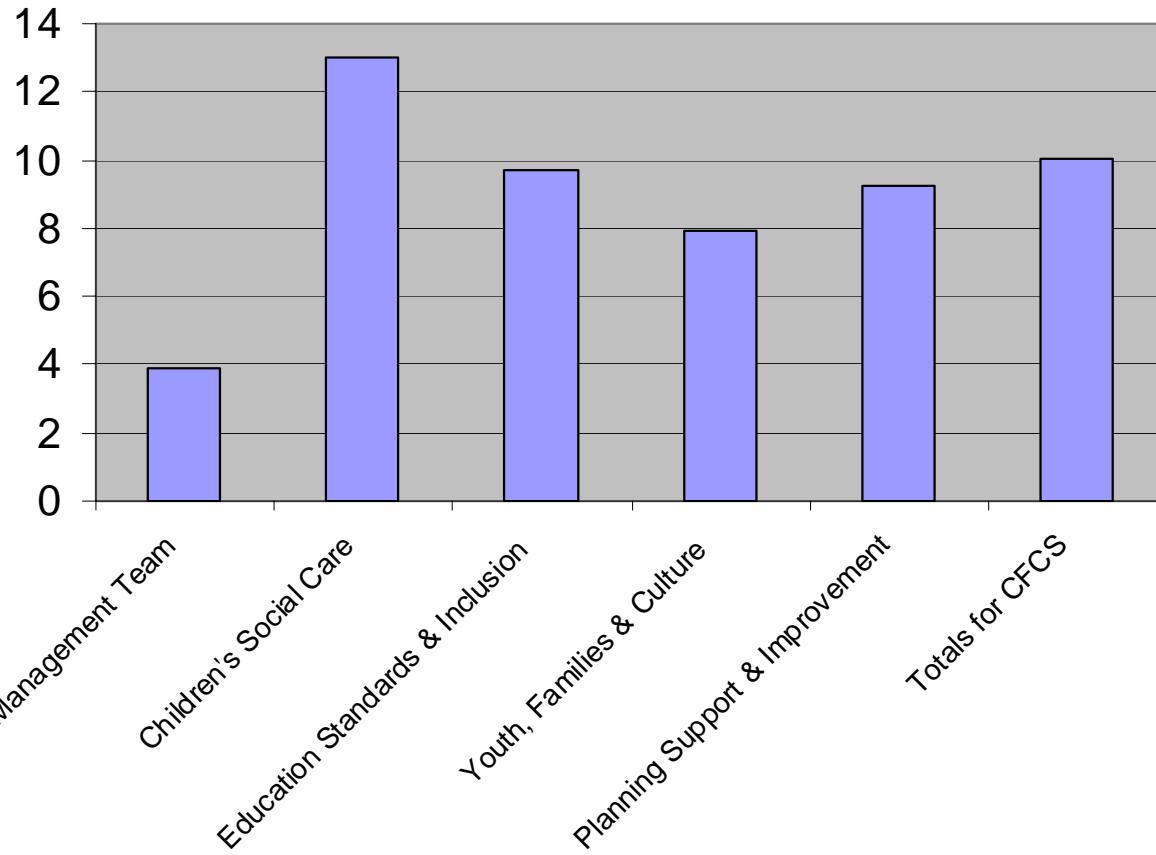
■ Average days lost per employee



CFCS

October 2010 - September 2011

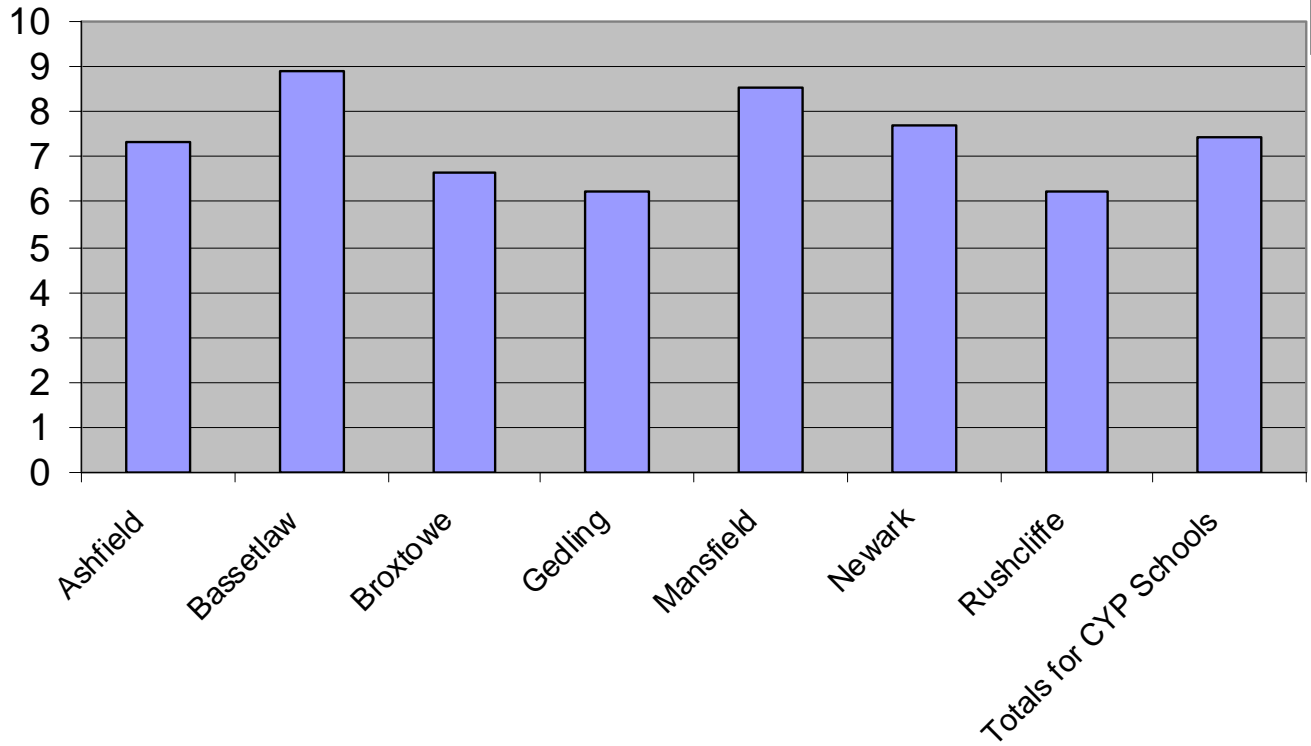
■ Average days lost per employee



CFCS SCHOOLS

October 2010 - September 2011

■ Average days lost per employee



Appendix B: Reasons for Absence 1ST July – 30th September 2011:

	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 SUPPLIED
ASCHPP	8.12%	11.81%	24.41%	10.08%	1.96%	15.61%	3.30%	1.43%	8.13%	1.54%	3.05%	0.29%	9.63%	0.65%
PPCS	1.49%	12.86%	28.65%	17.86%	1.83%	10.15%	1.17%	1.54%	9.43%	0.42%	3.46%	0.60%	10.08%	0.47%
CFCS	5.48%	9.97%	24.23%	11.03%	2.46%	15.07%	2.47%	2.12%	7.28%	1.32%	2.03%	0.36%	14.77%	1.40%
Env & Res	10.65%	14.16%	14.49%	9.35%	1.35%	20.08%	3.16%	0.55%	7.68%	1.74%	2.61%	0.37%	13.34%	0.48%
CYP Schools	4.43%	7.92%	19.15%	14.26%	3.07%	17.51%	2.83%	1.55%	11.21%	1.41%	3.39%	0.32%	10.56%	2.38%
TOTALS	6.19%	10.12%	20.59%	12.29%	2.45%	16.91%	2.87%	1.46%	9.39%	1.44%	2.99%	0.33%	11.44%	1.53%

Appendix c

