

Staffing Committee

Agenda

Date: Friday 13th January 2012
Time: 2.00 pm
Venue: Committee Suite 1,2 & 3, Westfields, Middlewich Road,
Sandbach CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**
2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a total period of 10 minutes is allocated for members of the public to address the Committee on any matter relevant to the work of the Committee.

Individual members of the public may speak for up to 5 minutes but the Chairman will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given. It is not required to give notice of the intention to make use of public speaking provision, however, as a matter of courtesy, a period of 24 hours notice is encouraged.

4. **Minutes of Previous meeting** (Pages 1 - 2)

To approve the minutes of the meeting held on 20 October 2011

5. **Apprenticeship Scheme**

To receive a presentation on the Apprenticeship Scheme

6. **HR Report** (Pages 3 - 12)

To consider a report on the progress with Human Resource Issues

7. **Exclusion of the Press and Public**

The reports relating to the remaining items on the agenda have been withheld from public circulation and deposit pursuant to Section 100(B)(2) of the Local Government Act 1972 on the grounds that the matters may be determined with the press and public excluded.

The Committee may decide that the press and public be excluded from the meeting during consideration of the following items pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

PART 2 - MATTERS TO BE CONSIDERED WITHOUT THE PUBLIC AND PRESS PRESENT

8. **Items Requested by the Trade Unions**

- Devolution of Services/Asset Transfer
- Trade Union Secondments

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Committee**
held on Thursday, 20th October, 2011 at Committee Suite 1,2 & 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor D Topping (Chairman)

Councillors W Fitzgerald, D Flude, J Jackson, P Mason and B Murphy

Unions

Phil Mason – UNISON

Kevin Yoxall – UNISON

Kevin Bradbury – GMB

Chris Millington – GMB

Anne-Marie McBlain – AEP Soulbury

Officers

Erika Wenzel, Chief Executive

Lisa Quinn, Director of Finance and Business Services

Paul Bradshaw, Head of HR & Organisational Development

Julie Davies, HR Strategy & Policy Manager

Amanda Rudham, HR Policy Manager

Thomas Evans, HR Graduate Trainee

Bronwen MacArthur-Williams, Corporate Health & Safety Manager

Suzanne Antrobus, Legal Services

Rachel Graves, Democratic Services

24 APOLOGIES FOR ABSENCE

Apologies were received from Councillor R Domleo, Olga Kikkinis,
Craig Nicholson and Lesley Hall.

25 DECLARATIONS OF INTEREST

Councillor D Flude declared a personal interest as she was a retired
member of Unison

Councillor J Jackson declared a personal interest as she was a member of
GMB.

26 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

27 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That the press and public be excluded from the meeting during consideration of the following items pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involved the disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972 and public interest would not be served in publishing this information.

28 MINUTES

RESOLVED:

That the minutes of the meeting held on 22 July 2011 be confirmed as a correct record.

29 HR UPDATE

The Head of Human Resources and Organisational Development, aided by HR Strategy & Policy Manager and Corporate Health & Safety Manager, presented a report which provided a general update on Human Resource issues, including Health & Safety, Organisational Development, HR Delivery and HR Policy and Reward.

RESOLVED:

That the report be noted and the Use of Contractors Policy be approved.

30 ITEMS REQUESTED BY THE TRADE UNIONS

The Trade Union representatives provided an update on the review of Terms and Conditions.

The meeting commenced at 2.00 pm and concluded at 2.35 pm

Councillor D Topping (Chairman)

CHESHIRE EAST COUNCIL

Staffing Committee

Date of Meeting: 13 January 2012
Report of: Head of Human Resources & Organisational Development
Subject/Title: HR Update

1.0 Report Summary

1.1 To update the Committee on progress with Human Resource issues.

2.0 Recommendations

2.1 To note the report.

3.0 Reasons for Recommendations

3.1 To ensure Members are kept up to date with HR developments.

4.0 Wards Affected

4.1 No specific wards affected.

5.0 Local Ward Members

5.1 Not applicable.

6.0 Policy Implications

6.1 No significant implications.

7.0 Financial Implications (Authorised by the Director of Finance and Business Services)

7.1 No direct implications arising from this report.

8.0 Legal Implications (Authorised by the Borough Solicitor)

8.1 No direct implications arising from this report.

9.0 Risk Management

9.1 No significant risks identified as a result of this update report. Risks relating to specific issues will be dealt with separately.

10.0 Background and Options**10.1 HEALTH AND SAFETY****10.1.1 Delivering the Corporate Health and Safety Programme**

10.1.2 The in-depth Safety Audit has been completed in Customer Services and the Regeneration Audit will be finalised by the end of January 2012.

10.1.3 The programme of Managers undertaking Self-Audits continues with returned completed documentation from ICT and Finance. Submission of the Self-Audit from Assets was due at the end of November and those for Children and Families and Adult Services are due to be returned by end of December 2011.

10.1.4 Both programmes remain on target.

10.1.5 Delivery of Health and Safety Training

10.1.6 The Corporate Health & Safety Service has delivered a variety of training courses during Quarter 2 (total of 38):

Course Title	Course Numbers
IOSH Managing Safely & Update	2
Manual & Safer Handling	5
First Aid - Emergency First Aid At Work; First Aid At Work; First Aid Requalification; 3 hour First Aid Update; Use of Epi- Pen	19
Induction	2
Risk Assessment	1
CIEH Health & Safety Awareness	2
OHU Nurses Update	1
PRIME (electronic accident reporting system)	6
TOTAL	38

10.1.7 Inspection Programmes

10.1.8 A planned 3 year programme of Health and Safety Reviews for Children and Families (non-school) premises commenced in September 2011. An initial Health and Safety Review was completed at a residential centre with very encouraging results on the health and safety management.

10.1.9 Inspections of services and locations within the Places Directorate included to Tatton Park, Tatton Farm, Pym's Lane Depot, Brunswick Wharf Depot, Lyme Green Depot, Commercial Road Depot and PUWER* inspections at West Park (*PUWER – Provision & Use of Work Equipment).

10.1.10 Adults, Leisure Services and Library inspections included Crewe Pool, Cheyney House, Middlewich Leisure Centre, Wilmslow Leisure Centre, Alsager Library (including the mobile unit) and Lincoln House.

10.1.11 Corporate Accident & Incident Statistics Quarter 2, 2011 – 2012 (01.07.11 – 30.10.11)

10.1.12 In Quarter 2, **1365** accident / incident reports were entered onto PRIME, of which **87** were RIDDOR reportable to the Health & Safety Executive. These figures represent a drop of 5% for total numbers of accidents reported and 9% for RIDDOR reports, when compared to Quarter 1 of the current financial year.

Total Accidents / Incidents for the last 3 Quarters

Quarter	No. of Accidents & Incidents on PRIME	No. of RIDDOR Reports
Q2 2010 - 2011	319	42

Q4 2010 – 2011	1637	142
Q1 2011 -2012	1388	94
Q2 2011 - 2012	1365	87

10.1.13 Care4CE reported a total of **431** accidents and **12** incidents, up from **345** accidents and **17** incidents in Quarter 1. This accounts for **32.45%** of the total accidents / incidents reported in Quarter 2.

10.1.14 Overall, schools reported **379** accidents and **6** incidents – a significant fall on the 714 accidents and 6 incidents reported in Quarter 1. These included **21** assaults, **68** horseplay incidents, **115** slips, trips and falls and **53** sports injuries. Schools accounted for **51** RIDDOR reportable accidents during Q2 2011 – 2012, down from **62** the previous quarter.

10.1.15 Tatton Park reported **21** accidents in Q2 of 2011 – 2012, including **4** RIDDOR reportable incidents. This is down from **31** accidents reported in Q1. **19** of these incidents in Quarter 2 involved members of the public

10.1.16 Leisure Facilities reported **141** Accidents and incidents, including **11** RIDDOR reportable incidents. There were **18** slips, trip and falls, **7** falls from height and **1** assault reported during Quarter 2

10.1.17 Details of RIDDOR incidents during Quarter 2 are shown at Appendix 1 - by Division and Service Area and at Appendix 2 - by Division and Accident Cause.

10.1.18 As requested at the previous Staffing committee, details of accidents recorded during Quarter 2 of 2010 – 2011 are also shown in the table

above. However it is not possible to draw meaningful comparisons between last year's and this year's quarter 2 figures as the electronic accident recording system (PRIME) was still in its test phase and was only properly rolled out across the organization from December, meaning that many accidents continued to be recorded locally and were not collated into one central database in the same way that they are now. Quarter 3 will provide a more meaningful comparison.

10.2 ORGANISATIONAL DEVELOPMENT

10.2.1 Apprenticeships

10.2.2 The Apprenticeship programme continues to be successful with approximately 65 young people currently on placements across the Council, including opportunities within schools. The focus continues to be on developing an apprenticeship model that is inspirational and sustainable, seeking collaborative opportunities within the community and with other sectors to further expand opportunities for young people within the Borough. (As requested a presentation will be made to Staffing Committee members to expand on this further).

10.2.3 Collaborative Working

10.2.4 To broaden development opportunities for staff and maximise scarce resources, collaborative opportunities with other public sector organisations within the sub-region are being progressed. This includes a programme to develop the collaborative leadership skills of managers which has been successfully piloted and other opportunities to collaborate on training provision.

10.2.5 Behaviours for Success

10.2.6 Work is underway to refresh our *aspire* values and to develop a framework of behaviours for managers and staff that define "how" successful people approach their work and achieve great things. This behavioural framework will form part of the performance development (appraisal) process from 1st April. A series of focus groups are being run during January to obtain input from a cross section of staff and managers from across the Council and the work will be shared as it progresses.

10.3 HR DELIVERY

10.3.1 Supporting Workforce Change

10.3.2 As part of the overall HR&OD Team, HR Delivery has been heavily involved in providing data and carrying out consultation to support the implementation of harmonisation.

10.3.3 The Team has also worked on a number of potential TUPE situations both into and out of, Cheshire East Council. These include provision of information and consultation with staff, unions and external councils on the transfer out of services and assets to Town & Parish Councils.

- 10.3.4 A great deal of work has been done on making better use of our management information systems. This has included training of managers on use of Oracle Dashboard; and training and raising awareness of the interdependencies between HR and financial information – particularly when carrying out restructures.
- 10.3.5 The HR Delivery team has also been piloting a number of new automated Oracle processes designed to provide managers and the organisation with more accurate and easily accessible data – HR Casework, absence triggers, leavers alerts, i-expenses and Oracle Performance Management. These will be rolled out throughout the Council in the next 12 months.
- 10.3.6 Redeployment remains a key strategy to avoiding costly redundancies, retaining valuable skills and experience, and demonstrating that the Council values its employees and considers maintaining employment to be one of its priorities. Almost fifty people have been successfully redeployed since the last Staffing Committee Report, taking the total number redeployed to date to 334.

10.4 HR POLICY AND REWARD

10.4.1 Harmonisation/Equal Pay

10.4.2 The revised package of terms and conditions was implemented with effect from 1 November 2011 with the main changes affecting pay implemented with effect from 1 December 2011. To date, the implementation has progressed smoothly.

10.4.3 The incremental freeze took effect from 1 November 2011 and to date there have been no issues arising.

10.4.4 The HR intranet site has been re-launched to coincide with the implementation of new harmonised HR policies and procedures. This includes detailed management guidance and toolkits and will be further developed over the coming months.

10.4.5 Agency Workers Corporate Contract

10.4.6 The current contract for the supply of agency workers to the Council comes to an end 31 March 2012. Work has been undertaken to re-let the contract on a joint basis with Cheshire West and Chester Council. Cabinet will take the final decision regarding the award of the contract at its meeting on 9 January 2012.

10.4.7 Trade Union Secondment Arrangements

10.4.8 The Council has a Facilities Agreement with the recognised trade unions detailing the time off and other facilities provided to trade union representatives. As part of this agreement the Council allows for the

secondment of a number of Unison trade union representatives to undertake trade union duties on a full time basis.

- 10.4.9 The Council determined that three secondments should be granted. An additional temporary secondment was authorised in view of the fact that there was significant additional work during 2011 in order to implement the new terms and conditions of employment. The temporary secondment came to an end on 31 December 2011.
- 10.4.10 Members may wish to review the Facilities Agreement and the number of seconded trade union Officers in 2012 in order to ensure that it reflects the requirements of the Council. Any such review should be carried out in consultation with the recognised trade unions.

11.0 Access to Information

- 11.1 The background papers relating to this report can be inspected by contacting the report writer:

Name: Tracey White
Designation: Senior HR Officer
Tel No: 01270 371418

TOTAL RIDDOR INCIDENTS BY DIRECTORATE AND LOCATION QUARTER 2 (01.07.11 – 30.09.11)

BUSINESS	SITE	TOTAL
ADULTS COMMUNITY HEALTH AND WELBEING	1 East Terrace	1
	Alsager Leisure Centre	2
	Hollins View Community Support Centre	2
	Holmes Chapel Leisure Centre	1
	Lincoln House community Support Centre	1
	Macclesfield Leisure Centre	1
	Middlewich Leisure Centre	2
	Mountview Community Support Centre	2
	Nantwich Swimming Baths	1
	Poynton Leisure Centre	1
	Queen Street Park	3
	Sir William Stanier Leisure Centre	3
	The Mayfield Day Care Centre	1
	The Peatfield Centre	1
The Redesmere Centre	1	
Sub Total		23
CHILDREN AND FAMILIES – NON-SCHOOLS	Nantwich Children's Centre	1
	3 Claremont Road	2
Sub Total		3
CHILDREN AND FAMILIES - SCHOOLS	All Hallows Catholic College	1
	Alsager School	5
	Ashdene Primary School	1
	Beechwood Primary School	1

	Brine Leas High School	2
	Christ the King Primary School	2
	Dean Valley Primary School	2
	Disley Primary School	1
	Elworth Hall Primary School	1
	Gainsborough Primary School	2
	Highfields Primary School	1
	Holmes Chapel Primary School	1
	Hungerford Primary School	1
	Kings Grove School	1
	Leighton Primary School	2
	Lower Park School	1
	Mablins Lane Primary School	1
	Malbank School and 6 th Form College	7
	Oakefield Primary School	1
	Pear Tree Primary School	1
	Pott Shrigley Primary School	1
	William Stanier Community High School	4
	St Thomas More High School	2
	The Quinta Primary School	1
	Underwood West Primary School	1
	Upton Priory Primary School	1
	Warmingham C of E Primary School	1
	Weaver Primary School	1
	Wilmslow High School	4
Sub Total		51
PLACES	Not on Site (Including the public highway)	6
	Tatton Park	4
Sub Total		10
TOTAL		87

**TOTAL RIDDOR INCIDENTS REPORTED BY DIRECTORATE AND
ACCIDENT TYPE QUARTER 2 (01.07.11 TO 31.10.11)**

	PEOPLE		PERFORMANCE AND CAPACITY	PLACES	TOTALS
	Adults Community Health & Wellbeing	Children and Families			
Assaulted by person	-	3	-	-	3
Contact with hot liquids	-	1	-	-	1
Contact with needles or sharps	1	1	-	-	2
Exposed to/in contact with a harmful	-	1	-	-	1
Fall from height	2	4	-	2	8
Hit by a moving/flying/falling	1	5	-	2	8
Hit something fixed or stationary	2	2	-	1	5
Horseplay	-	5	-	-	5
Ill Health	1	-	-	-	1
Injured while handling/lifting/carrying	2	2	-	3	7
Slipped/Tripped/Fell on the same level	8	16	-	2	26
Sports Injury	3	13	-	-	16
Trapped by something collapsing	1	-	-	-	1
Unknown Cause	2	1	-	-	3
TOTALS	23	54	0	10	87

This page is intentionally left blank