

Staffing Committee

Agenda

Date: Thursday 16th January 2014
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 top 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 disclosable pecuniary and non-pecuniary 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.

Please contact Rachel Graves on 01270 686473
E-Mail: Rachel.graves@cheshireeast.gov.uk with any apologies or requests for further information or to give notice of a question to be asked by a member of the public

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

To approve the minutes of the meeting held on 24 October 2013

5. **Health and Safety Update** (Pages 5 - 12)

To consider a report on Health and Safety matters within the Council

6. **HR Update** (Pages 13 - 16)

To consider a report on the progress with Human Resource and Organisational Development Issues

7. **Pay Policy Statement (report to follow)**

To consider the Pay Policy Statement for 2014-15

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Committee**
held on Thursday, 24th October, 2013 at Committee Suite 1,2 & 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor R Domleo (Chairman)
Councillor H Murray (Vice-Chairman)

Councillors J Jackson, D Marren, B Moran (Sub for Cllr D Brown), B Murphy
and D Newton

Councillors in Attendance

Councillors F Keegan and A Moran

Union Representatives

Craig Nicholson – UNISON
Jonathan Shaw – UNISON
Shawn Reed - GMB

Officers

Mike Suarez, Chief Executive
Paul Bradshaw, Head of HR and Organisational Development
Melanie Henniker, Principal Manager HR Delivery
Sally Gold, Legal Services
Brian Reed, Head of Governance and Democratic Services (Item 38 only)
Bronwen MacArthur-Williams, Health and Safety Manager (Item 38 only)
Rachel Graves, Democratic Services

34 APOLOGIES FOR ABSENCE

Apologies were received from Councillor D Brown and UNISON
representatives Olga Kokkinis, Tracey Evans and Tony Caffery.

35 DECLARATIONS OF INTEREST

Councillor J Jackson declared that she was a member of GMB.

36 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

37 MINUTES OF PREVIOUS MEETINGS**RESOLVED:**

That the minutes of the meetings held on 25 July 2013 and 6 September
2013 be approved as a correct record.

38 HR UPDATE

The Head of HR and Organisational Development, aided by the HR Delivery Manager and the Health and Safety Manager, presented a report which provided a general update on Human Resource Issues, including Health and Safety, Organisational Development and HR Delivery.

In Quarter 1 a total of 1531 accidents and 187 incident reports were entered onto PRIME, of which 44 were RIDDOR reportable to the Health and Safety Executive. In Quarter 2 a total of 1291 accidents and 177 incidents were entered onto PRIME, of which 33 were RIDDOR reportable.

The Fire Prevention Policy was presented to Members for consideration. Clarification was sought that arrangements were in place in both corporate and schools premises regarding evacuation responsibilities. It was requested that the Policy identified this responsibility. The policy would be presented to the Corporate Health and Safety Forum in December for approval.

Initial meetings had been held with HM Assist/PPC, the supplier of the Employee Assistance Programme, with regard to the implementation plan. Once the contract has been signed by both parties, the supplier can immediately launch the programme for all employees. Following the launch there would be an extensive range of promotional activities to raise awareness amongst all employees about what the programme included, how to access it, to stress confidentiality and answer any related questions.

In October an innovative pilot scheme was launched aimed at reducing the amount of time employees are absent from work due to musculo-skeletal problems. The pilot provides early access to expert advice and included a phone-back service for employees reporting themselves sick with such a condition.

The Collaborative Leadership Programme was now in its third year. The programme was aimed at ambitious and aspiring senior and middle managers and offered a 9 month programme of challenging, engaging and stimulating learning and development experiences, set within the context of the public services transformation agenda and the implications for future leaders. The Council had secured fourteen places on the programme.

RESOLVED: That

- (1) The HR Update Report be noted.
- (2) The Fire Prevention Policy be approved, subject to the suggested amendment.

39 ITEMS REQUESTED BY TRADE UNIONS

The Trade Union representatives raised the following item:

Alternative Service Delivery Vehicles

The Trade Union representatives wished to recognise the excellent work currently being done in setting up of the Alternative Service Delivery Vehicles and asked that the Council continue the positive dialogue with employees. However there were recognised flaws in the process i.e. lack of communication and transparency and asked that these areas be addressed urgently.

They asked that when the next tranche of delivery options were being considered that open and transparent dialogue takes place, both with the recognised Trade Unions and with front line employees facing uncertainty over the proposed changes.

In response the Committee asked that the Chief Executive ensure that the Trade Unions and all other stakeholders are involved in the consultations.

40 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

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

Paragraph 4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officers-holders under the authority.

41 ITEMS REQUESTED BY TRADE UNIONS

The Trade Union representatives raised issues in relation to the following items:

- Incremental Progression
- Christmas Closedown
- Management Restructure

The meeting commenced at 2.00 pm and concluded at 4.30 pm

Councillor R Domleo (Chairman)

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CHESHIRE EAST COUNCIL

Staffing Committee

Date of Meeting: 16 January 2014
Report of: Head of Governance and Democratic Services
Subject/Title: Health and Safety Update

1.0 Report Summary

1.1 This report provides an update on Health and Safety matters within the Council.

2.0 Recommendation

2.1 That the report be noted.

3.0 Reasons for Recommendations

3.1 To ensure that the Committee is kept up to date with Health and Safety matters.

4.0 Wards Affected

4.1 No specific ward affected

5.0 Local Ward Members

5.1 Not applicable

6.0 Policy Implications

6.1 No significant implications

7.0 Financial Implications

7.1 No direct implications arising from this report.

8.0 Legal Implications

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 HEALTH AND SAFETY UPDATE

10.1 DELIVERY OF CORPORATE HEALTH AND SAFETY TRAINING DURING QUARTER 3: 01.10.13 – 31.12.13

10.1.1 Eleven courses and briefing sessions have been delivered to ninety-six employees:

NO. OF COURSES	COURSE TITLE & DURATION	NO. OF DELEGATES
1	First Aid at Work – 3 days	6 Corporate 6 Schools
2	First Aid Re-qualification – 2 days	18 Corporate 5 Schools
1	CIEH Level 2 Health & Safety – 1 day	4 Corporate 1 Schools
1	IOSH Managing Safely – 4 days	4 Corporate
1	IOSH Managing Safely Refresher – 1 day	5 Corporate
1	Emergency First Aid at Work – 1 day	13 Corporate
1	Manual Handling – half day	7 Corporate 4 Schools
1	CIEH Level 1 Health & Safety – half day	9 Corporate
1	PRIME Briefing	10 Schools
1	Office Safety	4 Corporate
Total Corporate Delegates		70
Total School Delegates		26
Total Courses Delivered		10
Final Total Delegates		96

10.2 HEALTH & SAFETY BRIEFINGS FOR SCHOOLS – NOVEMBER 2013

10.2.1 Two Health & Safety Briefings were delivered to Schools representatives in Macclesfield and Middlewich. 110 people attended, including Head Teachers, Maintenance staff and Governors from a range of Academies, High Schools, Special Schools and Primaries. Guest speakers included colleagues from Assets Management and the Radiological Protection Office. To date, these sessions have been delivered annually – but due to their popularity, they will be repeated biannually from April 2014.

10.3 AWARD OF A HEALTH & SAFETY TRAINING CONTRACT

10.3.1 A procurement exercise was undertaken in order to award a contract for delivery of a selection of health and safety training courses. Sixty-four submissions were evaluated for running IOSH Managing Safely and refreshers, First Aid at Work and refreshers and manual handling courses.

The contract was won by Live For Work – who will be working with CEC from January 2014. Corporate Health & Safety Officers will continue to deliver CIEH accredited courses, PRIME briefings and other in-house sessions. The 2014 – 2015 programme is currently being prepared.

10.4 CORPORATE HEALTH & SAFETY AUDIT PROGRAMME

10.4.1 The Corporate Audit within Care4CE has been completed. Five service audits and visits were undertaken and the average score achieved was 98%. Management actions to be addressed include:

- advising staff and carers who use gloves (e.g. latex, vinyl etc) to undertake basic health surveillance checks i.e.: showing them how to examine their hands for any signs of allergic reaction
- ensuring that a copy of the premise fire risk assessment is easily accessible, should anyone wish to refer to it

10.5 CORPORATE ACCIDENT & INCIDENT STATISTICS - QUARTER 3: 01.10.13 31.12.13

10.5.1 In Quarter 3, **1,481** accidents and **157** incident* reports were entered onto PRIME, of which **17** were RIDDOR reportable to the Health & Safety Executive. *An incident is an event where no physical injury occurs, although this may still be RIDDOR reportable depending upon the circumstances – e.g. a fire, loss of electric power or a scaffold collapse.

Total number of RIDDOR Accident / Incidents

Reporting Period	No. of Accidents & Incidents on PRIME	No. of RIDDOR Reports
Q3 –Q4: 2010- 2011	3218	264
Q1– Q4: 2011- 2012	6528	322
Q1– Q4: 2012- 2013	5956	151
Q1 2013 - 2014	1531	44
Q2 2013 - 2014	1291	33
Q3 2013 - 2014	1638	17

Quarter 3 RIDDOR Type	
Members of Staff	7
Members of the Public	10
Quarter 3 Accident / Incident Numbers	
Members of Staff	1262
Members of the Public	219
Incidents (no injury)	157

10.5.2 Care4CE reported 398 accidents and 112 incidents (31% of the total), none of which were RIDDOR Reportable. Slips, trips and falls involving Service users accounted for the highest cause of reports (which often occur when customers fall out of bed or off the toilet). Assaults of staff were the second highest events reported.

10.5.3 Schools reported 727 accidents and 17 incidents (45% of the total), of which 10 were RIDDOR reportable. RIDDOR events occurred in the following areas: sports injuries = 3, slips / trips / falls = 3 and 4 were involved being exposed to / in contact with harmful substances, falls from height, being hit by a moving vehicle and being injured whilst handling / lifting / carrying.

10.5.4 Leisure Facilities reported 192 accidents and 4 incidents (13% of the total) of which 1 was RIDDOR reportable. This was a fractured wrist sustained from a fall whilst roller skating.

10.5.5 Tatton Park reported 18 accidents and no incidents (1% of the total) – 1 of which was RIDDOR reportable. This involved a visitor to the gardens who slipped (on a gradient) and broke her ankle.

Further details are shown as follows:

- RIDDOR accidents / incidents reported by Directorate and Location – Appendix 1
- RIDDOR accidents / incidents reported by Directorate and Accident Type – Appendix 2
- All Injuries by Type – Appendix 3

11.0 Access to Information

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

Name: Bronwen MacArthur-Williams
 Designation: Corporate Health & Safety Manager
 Tel No: 07970 146 943

APPENDIX 1

**TOTAL RIDDOR ACCIDENTS / INCIDENTS BY DIRECTORATE AND LOCATION
- QUARTER 3: 01.10.13 – 31.12.13**

BUSINESS	SITE	TOTAL
ADULTS, COMMUNITY, HEALTH AND WELLBEING		0
CHILDREN AND FAMILIES – NON SCHOOLS		0
CHILDREN AND FAMILIES – SCHOOLS	Ashdene Primary School	1
	Christ the King Primary School	1
	Kings Grove High School	1
	Malbank High School	2
	Monks Coppenthal Primary School	1
	Park Lane Special School	2
	Sir William Stanier School	1
	St. Anne's Fulshaw Primary School	1
	Upton Primary School	1
	Sub Total	11
PLACES	Pym's Lane Garages	1
	South Park, Macclesfield	1
	Tatton Park Gardens	1
		Sub Total
NOT ON SITE	Dooley Lane, Macclesfield	1
	Swettenham	1
	Unnamed walkway	1
	Sub Total	3
TOTAL:		17

END OF APPENDIX 1

APPENDIX 2

**TOTAL RIDDOR ACCIDENTS / INCIDENTS REPORTED BY DIRECTORATE AND
ACCIDENT TYPE - QUARTER 3: 01.10.13 – 31.12.13**

	PEOPLE		CORPORATE SUPPORT SERVICES	PLACES	TOTALS
	Adults, Community Health & Wellbeing	Children & Families			
Exposed to / in contact with harmful substances	-	1	-	-	1
Fall From Height	-	1	-	-	1
Hit by a moving vehicle	-	1	-	-	1
Hit by moving / flying or falling object	-	-	-	1	1
Injured by an animal	-	-	-	1	1
Injured while handling / lifting / carrying	-	1	-	1	2
Slipped/Tripped/Fell on the same level	-	3	-	3	6
Sports Injury	1	3	-	-	4
TOTALS	1	10	0	6	17

END OF APPENDIX 2

ALL INJURIES BY TYPE - QUARTER 3: 01.10.13 – 31.12.13

All Injuries by Type			
	Total	%	RIDDOR
Minor Injuries ¹	950	65.0	4
No Apparent Injury	323	21.8	0
Other	47	3.2	2
Fracture	25	1.7	6
Burn/Scald	22	1.5	0
Faint/Loss of Consciousness	18	1.2	0
Bite by Human	18	1.2	0
Seizure/Absence	13	0.9	0
Dislocation	12	0.8	1
Suspected fracture	12	0.8	2
Irritation/Chemical/Grit	10	0.7	1
Crush	8	0.5	0
Bite by Animal or Insect	6	0.4	1
Penetrating Injury ²	4	0.3	0
Electric Shock ³	3	0.2	0
Hair Loss	3	0.2	0
Loss of Sight ⁴	3	0.2	0
Acute Illness Requiring Medical Treatment	3	0.2	0
Choking ⁵	1	0.1	0

¹ **Minor injuries (950):** Knock (473); Cut / Laceration / Grazing (187); Bruise (105); Pain (40); Sprain (32); Swelling (28); Nose Bleed (24); Scratches (18); Strain (17); Twist (13); Pinch (8); Trap / Nip (5)

² **Penetrating injury (4):** 2 during 'horseplay' in schools, 1 as an assault in a school and 1 occurred in the changing room (possible splinter in the foot)

³ **Electric shock (3):** 2 schools maintenance officers (1 was changing a 6' florescent tube and the other occurred whilst unplugging Christmas tree lights) and 1 occurred at Macclesfield Cemetery - whilst removing tiles from a wall, the chisel touched a hidden cable

⁴ **Loss of sight(3):** 2 were hit in the face by a football causing temporary loss of sights, 1 bumped her head on a table

⁵ **Choking (1):** a service user began to choke whilst having lunch – was 'back slapped' and made a full recovery.

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CHESHIRE EAST COUNCIL

Staffing Committee

Date of Meeting: 16 January 2014
Report of: Head of People and OD
Subject/Title: HR and Organisational Development Update

1.0 Report Summary

1.1 To update the Committee on progress with Human Resource and Organisational Development (OD) 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 and OD 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

7.1 No direct implications arising from this report.

8.0 Legal Implications

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 Employee Recognition

Wednesday 18 December saw the aspire4excellence "Best of the Best" celebratory event at Crewe Hall. This event recognised the outstanding

efforts and achievements of all colleagues who have been nominated for an aspire4excellence award during 2013.

The winner of the prestigious Employee of the Year was Michelle Blacoe an outstanding Administrative Assistant from Childrens and Families. In addition eight winners were announced for the individual aspire value categories alongside 3 team awards. More than 150 people attended this event which included individuals and teams nominated for an award, their nominators, and representatives from Cabinet and the Corporate Leadership Board. Described by attendees as an inspiring, humbling, fun and morale boosting event, further information can be found [Centranet](#).

A review of our approach to recognition has been commissioned by the Leader and Chief Executive to ensure this scheme reflects what matters most as we continue to transform. Details will be shared in the coming months with a view to a new scheme being operational from 1st April 2014.

10.1 Employee survey

An employee survey will run for three weeks from Monday 13th January 2014. It will be distributed to non schools employees, including those due to transfer to the ASDV's. The survey is being managed by our partners Survey Solutions and will be emailed to all employees with an email address on Monday 13th January 2014, and posted to all employees without an email address to their home address on Friday 10th January 2014, with a view to all employees receiving it on the same day.

The full survey results will be available in **April** and will include an overall measure of employee engagement alongside other indicators about change, communication, management and leadership. The results will be benchmarked internally and externally, using public and private sector norm groups.

10.2 Staff road shows

A series of staff road shows will commence on 16th January and will run through to 13th Feb. Entitled "**one direction, many pathways.**" key speakers will be the Leader of the Council and Chief Executive. The objectives are to:

- To keep staff informed on the direction, priorities and successes of the council
- To build confidence in and commitment to our ambitious plans for the future
- To engage staff around a review of our core organisational values so that they provide the foundation for success

10.3 Senior Management Review

The HR team continues to support the Senior Management Review and the final phase is now underway with consultation taking place with staff and

Trade Union colleagues at service /team level. It is anticipated that phase 3 will end no later than 31st March 2014.

11.0 Access to Information

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

Name: Julie Davies

Designation: Head of People and OD

Tel No: 01270 686328

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