



Staffing Committee

Agenda

Date: Thursday 22nd April 2021

Time: 2.00 pm

Venue: Virtual Meeting

How to Watch the Meeting

For anybody wishing to view the meeting live please click in the link below:

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Or dial in via telephone on 141 020 33215200 and enter conference ID: 70026657# when prompted.

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.

It should be noted that Part 1 items of Cheshire East Council decision meetings are recorded and the recordings are uploaded to the Council's website.

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.

Please contact
E-Mail:

Rachel Graves on 01270 686473
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

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

In accordance with paragraph 2.32 of the Committee Procedural Rules and Appendix 7 of the Rules 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 body in question.

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 or make a statement 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.

4. **Minutes of Previous Meeting** (Pages 3 - 8)

To approve the minutes of the meeting held on 21 January 2021.

5. **HR Update** (Pages 9 - 24)

To brief the Committee on key Human Resource/Organisational Development priorities.

6. **Health and Safety Update** (Pages 25 - 34)

To brief the Committee on key Health and Safety developments.

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 Paragraphs 1 and 2 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. **Proposed Senior Management Restructure and Update on Interim Arrangements** (Pages 35 - 76)

To consider the report.

Membership: Councillors C Browne, C Bulman (Chairman), J Clowes, S Corcoran (Vice-Chairman), L Jeuda, D Marren, M Simon and L Wardlaw

CHESHIRE EAST COUNCIL

Minutes of a virtual meeting of the **Staffing Committee**
held on Thursday, 21st January, 2021

PRESENT

Councillor C Bulman (Chairman)
Councillor S Corcoran (Vice-Chairman)

Councillors C Browne, J Clowes, L Jeuda, D Marren, M Simon and L Wardlaw

Councillors in attendance

Councillors A Moran and J Rhodes.

Officers in attendance

Lorraine O'Donnell, Chief Executive
Jane Burns, Executive Director Corporate
Sara Barker, Head of HR
Sara Duncalf, HR Business Partner
Craig Hughes, HR Business Partner
Abigail Rushton, Senior Manager Workforce Development
Josie Griffiths, Head of Audit and Risk
Paul Davies, Employment Lawyer
Rachel Graves, Democratic Services Officer

18 APOLOGIES FOR ABSENCE

There were no apologies for absence.

19 DECLARATIONS OF INTEREST

There were no declarations of interest.

20 PUBLIC SPEAKING TIME/OPEN SESSION

There were no public speakers.

21 MINUTES OF PREVIOUS MEETING**RESOLVED:**

That the minutes of the meetings held on 6 July 2020 and 22 July 2020 be approved as a correct record.

22 HR UPDATE

The Committee considered a report on key human resources and organisational development priorities.

The report provided details on the NJC pay award, the JNC pay negotiations, £95k exit payment cap, exit interviews, the Apprenticeship scheme, Attendance Management and HR performance data.

The Committee sought clarification on several issues. It was asked if the £95k payment cap would apply to any redundancies taking place at the present time and were informed that the Council had been advised by North West Employers to avoid entering into any exit cap payments until the changes affecting the local government pension scheme are agreed and the judicial reviews have taken place. At the present time no restructure plans had a situation where the payment cap would apply.

Reference was made to the low take up of exit interview when an employee leaves the Council and it was asked if this was a sign of dissatisfaction with the Council. In response it was stated that employees were encouraged to take up the offer of an exit interview, but it was not compulsory. Senior managers were reminded to offer these interviews. For those leavers not wanting to have an exit interview an on-line survey had been developed to enable them to express their thoughts and share their experiences in a confidential and anonymous manner.

In relation to the attendance management information in the report, it was asked if frequency rates and the cost of absences be included. In response it was stated that a lot of analysis was carried out on the attendance data and reported to operational management teams. Further discussion could be held on what information should be reported to the Committee in future.

It was asked if elected members could receive information in relation to new starters, leaver and retirements in the Members Bulletin. The Executive Director Corporate Services undertook to see if this would be possible.

RESOLVED:

That the report be noted.

23 BRIGHTER FUTURE TRANSFORMATION (CULTURE) PROGRAMME UPDATE

The Committee considered an update on the work undertaken on the Brighter Future Transformation (Culture) Programme and the work planned for 2021.

The emphasis of the Brighter Future Culture Programme during 2020 had continued working towards the agreed vision for the Council's culture whilst paying a particular focus on supporting staff and promoting their wellbeing throughout the Covid-19 pandemic. The Brighter Future Champions and Member Forums had continued to meet virtually during

the year and had been used to 'sense check' issues and initiative and were a source of feedback from staff and Councillors during the pandemic. A short 'staff pulse survey' had been carried out in July 2020 on staff wellbeing.

It was asked if the Brighter Future Champions could provide feedback on staff views on the move to a committee system form of governance and become involved in promoting climate change within the Council.

RESOLVED:

That the report be noted, and the Committee monitor progress of future action plans.

24 PAY POLICY STATEMENT 2021/22

The Committee considered a report on the Draft Pay Policy Statement for 2021/22.

The Council was required under section 38 of the Localism Act 2011 to produce a Pay Policy Statement by 31 March on an annual basis.

The Statement for 2021/22 followed the style and format of last year's statement. Several changes had been made to the Pay Policy since last year and these were detailed in section 6.4 of the report.

There would be some in-year changes required to be made to the Pay Policy Statement to reflect the Council's move to the committee system form of governance and the outcome of the ongoing consultations with the trade unions on pay matters. To enable this to happen approval for authority for the Monitoring Officer to make in-year changes was being sought.

Discussions were being undertaken on whether a 'green' car salary sacrifice scheme could be introduced as this would be more in line with the Council's climate change ambitions.

It was reported that the £150,000 publication figure for senior employees identified by name was in accordance with the Local Government Transparency Code 2015.

RESOLVED: That Council

- 1 be recommended to approve and publish the Pay Policy Statement for 2021/22; and
- 2 delegate authority to the Monitoring Officer to make any necessary in year amendments to the Statement.

25 HEALTH AND SAFETY UPDATE

The Committee considered and welcomed a report which detailed the work being undertaken by the Health and Safety Team and reported the number of accidents and incidents recorded to the end of quarter 3 of 2020/21.

The Health and Safety Team had been working with colleagues in Public Health, HR and Facilities Management, and in liaison with Trade Unions representatives, to provide advice, guidance and support in response to Covid-19 to services within the Council, schools and to the alternative service delivery vehicles.

The Appendix to the report provided details of the number of accidents and incidents, including the number of RIDDOR reportable accidents, to the end of Quarter 3 of 2020/21. There had been no accidents or incidents involving the Health and Safety Executive during the year to date.

The Health and Safety Executive had allowed extensions to First Aid certificates which expired after 16 March 2020 and had given first aiders until 30 September 2020 to re-qualify. Training provision for first aid had re-commenced in Quarter 2 and conducted following Covid secure practices.

RESOLVED:

The report be noted.

26 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That the press and public be excluded from the meeting during consideration of the following item pursuant to Section 100(A)4 of the Local Government Act 1972 as amended on the grounds that it involved the likely discussion of exempt information as defined in Paragraph 1 and 2 of Part 1 of the Schedule 12A of the Local Government Act 1972 and the public interest would not be served in publishing the information.

27 PROPOSED NEW SENIOR MANAGEMENT STRUCTURE

The Committee received a briefing from the Chief Executive on the proposals for an interim management structure following the departure of the Executive Director People to enable the continued delivery of the Council's statutory requirements and to allow time for the development of a new structure that would ensure the delivery the Council's ambitions set out in the draft Corporate Plan and associated MTFs.

RESOLVED:

That the Committee notes and supports in principle the proposed interim management structure for the People Directorate.

The meeting commenced at 2.00 pm and concluded at 3.58 pm

Councillor C Bulman (Chairman)

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Working for a brighter future together

Staffing Committee

Date of Meeting: 22 April 2021

Report Title: HR Update

Senior Officer: Jane Burns, Executive Director of Corporate Services

1. Report Summary

- 1.1. The purpose of the report is to ensure Members are briefed on key Human Resource/Organisational Development priorities.

2. Recommendations

- 2.1. That Staffing Committee note the report.

3. Reasons for Recommendations

- 3.1 To ensure Members are kept up to date with Human Resource/Organisational Development priorities and that the Committee's Terms of Reference are followed.

4. Other Options Considered

- 4.1 Not applicable.

5. Background

- 5.1 The Committee's current remit is to review regular updates on performance information, in order to assess the effectiveness of current Human Resources, Organisational Development policies and practices.

6. NJC (Green Book) Pay and Conditions Claims

- 6.1 On 15th February 2021, the NJC unions (UNISON, GMB and Unite) lodged pay and T&Cs claims for local government ('Green Book') staff for 2021 which seek the following:
 - A substantial increase with a minimum of 10% on all spinal column points
 - Introduction of a homeworking allowance for all staff who are working from home
 - A national minimum agreement on homeworking policies for all councils

- A reduction of the working week to 35 hours with no loss of pay (and a reduction to 34 hours a week in London). Part-time staff to be given a choice of a pro rata reduction, or retaining the same hours and being paid a higher percentage of FTE
- A minimum of 25 days annual leave, plus public holidays and statutory days, for all starting employees, plus an extra day holiday on all other holiday rates that depend on service
- An agreement on a best practice national programme of mental health support for all local authorities and school staff
- A joint review of job descriptions, routes for career developments and pay banding for school support staff, and completion of the outstanding work of the joint term-time only review group
- A joint review of the provisions in the Green Book for maternity / paternity / shared parental / adoption leave

6.2 Councils were consulted during March at the regional pay consultation briefings. The National Employers will consider the feedback before responding formally to the unions. This will not be before the 6th May 2021 local elections. A more specific indication of a timetable beyond that date has not been given at this stage.

6.3 More detailed information about the pay and conditions claims is available on the [LGA website](#).

6.4 Further work has been undertaken with the trade unions in respect of the Council's NJC Pay Structure. Consultation with staff began on the 9th December 2020 and has now concluded. The trade unions will ballot their membership in due course on the proposals with a view to reaching a collective agreement.

7. JNC Pay Structure and Performance Related Pay

7.1 The initial consultation with staff which had taken place in December 2020 provided useful feedback which has since been considered by Corporate Leadership Team and as a result, a revised proposal has been developed and will be subject to a further period of consultation.

8. £95k Exit Payment Cap

8.1 Further to the last update on the Exit Payment Cap, legislation to implement the £95k cap on exit payments in the public sector was withdrawn on 12th February 2021. After extensive review of the application of the Cap, the Government concluded that the Cap may have had unintended consequences. On 25th February the necessary legislation was laid before Parliament to revoke the Restriction of Public Sector Exit Payments Regulations 2020 (the Restriction of Public Sector Exit Payments (Revocation) Regulations 2021).

8.2 The revoking regulations include a provision that requires relevant public authorities to pay to former employees or the relevant pension fund, all sums that were not

paid as a result of the application of the 2020 Regulations. At Cheshire East Council there were no exits that would have been impacted by these changes during the period that the 2020 Regulations were in force, so there is no requirement to adjust pension entitlements.

- 8.3 It is anticipated that the cap or similar will be re-introduced in some form at a later date, including further reforms to exit payments. This will require further, separate consultation.

9. Attendance Management Update

- 9.1 Attendance Management remains a key focus for the Council. The Wellbeing and Attendance Management Policies and Procedures are used in conjunction with each other to proactively promote health and well-being at work and to provide appropriate support for employees when they are absent from work.
- 9.2 During Quarter 4, there has been a continued focus for attendance management to support managers and staff in respect of Covid-19 and non-covid sickness absence. There has been a continued emphasis to protect and reassure staff in terms of attending work, and when they have been required to self-isolate or have had sickness absence due to Covid-19 as well as proactive and supportive management of overall sickness absence.
- 9.3 Meetings held under the Attendance Management Policy and Procedures have continued, with most taking place virtually in response to COVID-19. However, subject to the national guidance, meetings may also take place in person if this is preferred by all parties. This flexibility has provided reassurance for managers and employees whilst ensuring that employees receive the appropriate support during their absence and in preparation for their return to work.
- 9.4 In line with Local Government Association guidance, absences due to required self isolation have not been recorded as sickness absence. ensuring staff remained absent from the workplace in line with national guidance. As most employees are working from home, many staff required to self-isolate have been able to continue to work as normal.
- 9.5 Similarly, absence due to Covid-19 has been recorded as sickness absence and followed the Council's sick pay entitlements but have not counted towards the absence triggers within the Absence Management Policy and Procedure. This has been extended to 'Long Covid' with Managers monitoring the absence and supporting the employee. This position is being kept under review in the event of the employee having further complications which result in a prolonged illness and lengthy absence. This is in line with LGA guidance on the management of 'Long Covid'. It is expected that the advice and guidance for managing 'Long Covid' will develop as more is learned about the condition.

9.6 The absence figure at the end of 2020/21, as shown in paragraph 15.4 was 8.93 days lost per FTE, which is the lowest level of sickness ever reported across the Council. This is a significant improvement compared to 2019/20 (10.53 days lost per FTE employee). This is below the council's annual target of 10 days lost per FTE employee.

10. Service Workforce Plans

10.1 Complimentary to the annual business planning cycle, work is currently being undertaken to support services developing their workforce plans, which will subsequently inform the Council's future workforce priorities. Workforce planning will enable services to proactively manage the demand and supply of labour, skills and wider service design and future delivery models. Central to this is acknowledging our staff as our greatest asset and recognising that the employee offer is essential to our success.

10.2 The plans will provide a framework to consider workforce priorities and identify actions required to ensure services have the right people, in the right place, with the right skills and behaviours, at the right time to deliver short and longer term service needs. Identified actions are grouped under the following six key areas of activity:

1. Retention, Recruitment and Selection.
2. Agile, flexible and mobile working.
3. Succession Planning and Talent Management.
4. Service Organisational Design (restructures, job design).
5. Learning and Development.
6. Culture and Engagement.

10.3 Service workforce plans will be reviewed quarterly as part of business plans and objectives.

11. Education HR Consultancy

11.1 The Education HR Consultancy Services is a buy back service of the Council providing advice and support to head teachers and governing bodies on the full range of HR matters as well as the pay and conditions for teachers and head teachers.

11.2 During 2020/21, the HR Consultancy Service has provided on-going support for schools in a continually changing national and local landscape as schools closed for all but vulnerable children and those of key workers and re-opening in September 2020 and again in March 2021, by:

- Interpreting the regularly updated national Public Health and DfE guidance for school settings and providing tailored and updated Frequently Asked Questions (FAQs);

- Providing telephone advice and guidance on specific issues arising;
- Meeting regularly with the Director of Education and 14-19 Skills and the trade unions to maintain good employee relations and collaborative working.

11.3 Safer Recruitment Training has been delivered to schools virtually. The sessions have been popular and well received.

11.4 The team provides professional HR advice on policies and procedures, including complex casework with multi agency input. Development work is taking place to upgrade the HR School's Consultancy intranet for schools.

11.5 The holiday pay review has been completed for all Cheshire East maintained schools with staff owed holiday back pay, receiving payment for previous financial years. Schools are responsible for the calculation and payment of holiday pay from April 2020 onwards and guidance has been provided to enable them to do this.

12. Recognition

12.1 Engagement with the Council's recognition scheme remains high, particularly Made my Day awards, with an average of 200 sent across the Council each month. This demonstrates that staff are role modelling the 'I Will' behaviours and that the Council is upholding commitments outlined within the Employee Deal.

12.2 The One Team Cheshire East video in lieu of a face to face annual awards event was very well received, with staff and teams across the Council celebrating success and being recognised for their contribution to the Council's Corporate Plan.

13. Wellbeing

13.1 The Council has made a clear commitment to every member of staff, through the Employee Deal, to care for their health and wellbeing. Following the success of our Virtual Winter Wellbeing Month, a Spring into Wellbeing event has taken place during March and April. The format has been similar to October's events, covering a range of physical and mental wellbeing activities including opportunities for personal growth and learning new skill. Additionally, there was focus on men's health. Activities will continue after April to build up a suite of wellbeing activities available for staff all year round.

13.2 The Golden Practices, 'Taking Care of You' were launched in March. This addition to our Golden Practices, provides a reminder for staff to take small actions during the working day to support health and wellbeing. It also features tips to maintain a healthy work life balance.

13.3 A number of focused staff support calls continue to be well attended. This includes a group for managers, staff who are 'clinically extremely vulnerable' and for all staff

to access. Additional groups focussing upon men's mental health are also currently being arranged.

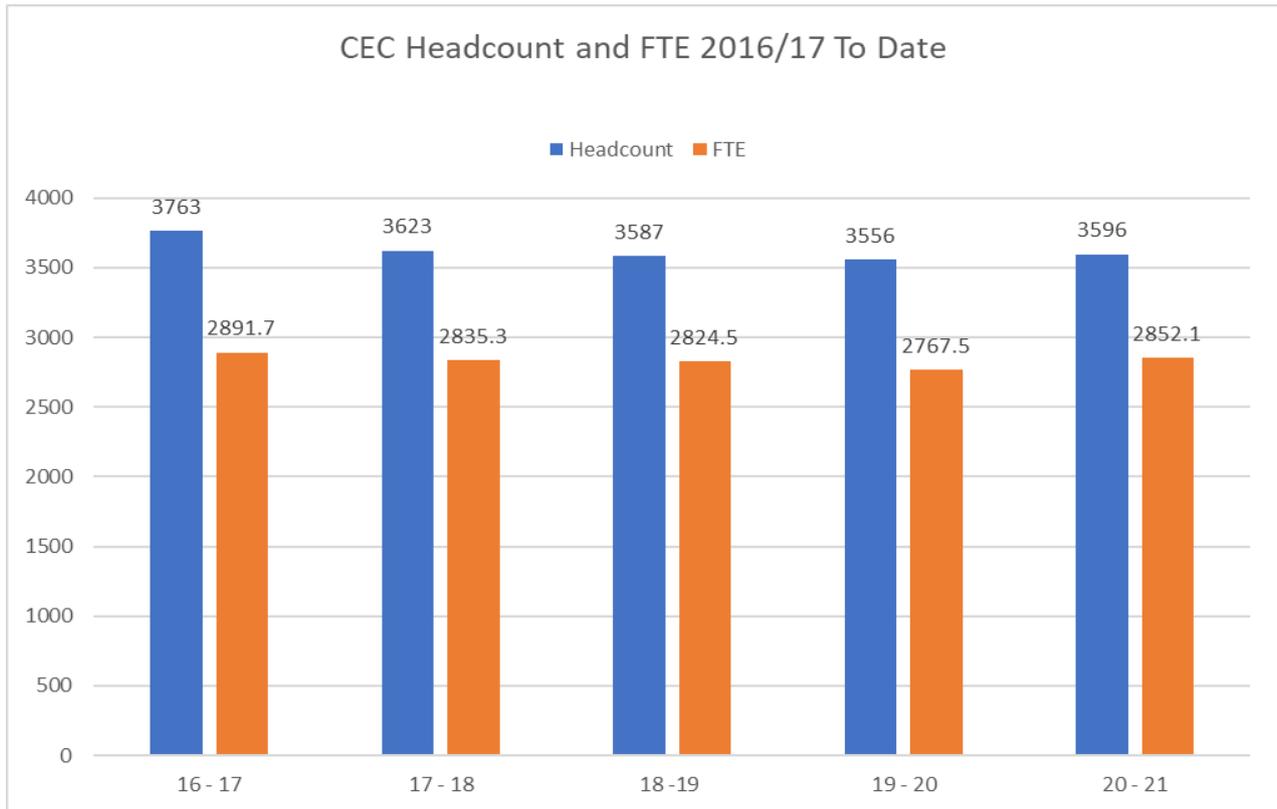
13.4 A 'Pulse' staff survey has been launched, closing on 23rd April 2021. The findings will add to our understanding of working arrangements and the impact upon engagement and wellbeing. This will also offer an opportunity to engage staff about future ways of working and ensure future workplace design is informed by the views of all staff alongside service requirements and customer needs.

14. Apprenticeships

14.1 The Council's apprenticeship programme offers a variety of apprenticeship standards across all three Directorates and its ASDVs. New apprenticeship standards are introduced to the Council regularly, across all levels. There are currently 117 apprentices on programme at the Council. 96 of these apprentices were already Council employees and 21 were from outside the Council and new employees.

15. HR PERFORMANCE DATA (2020-21)

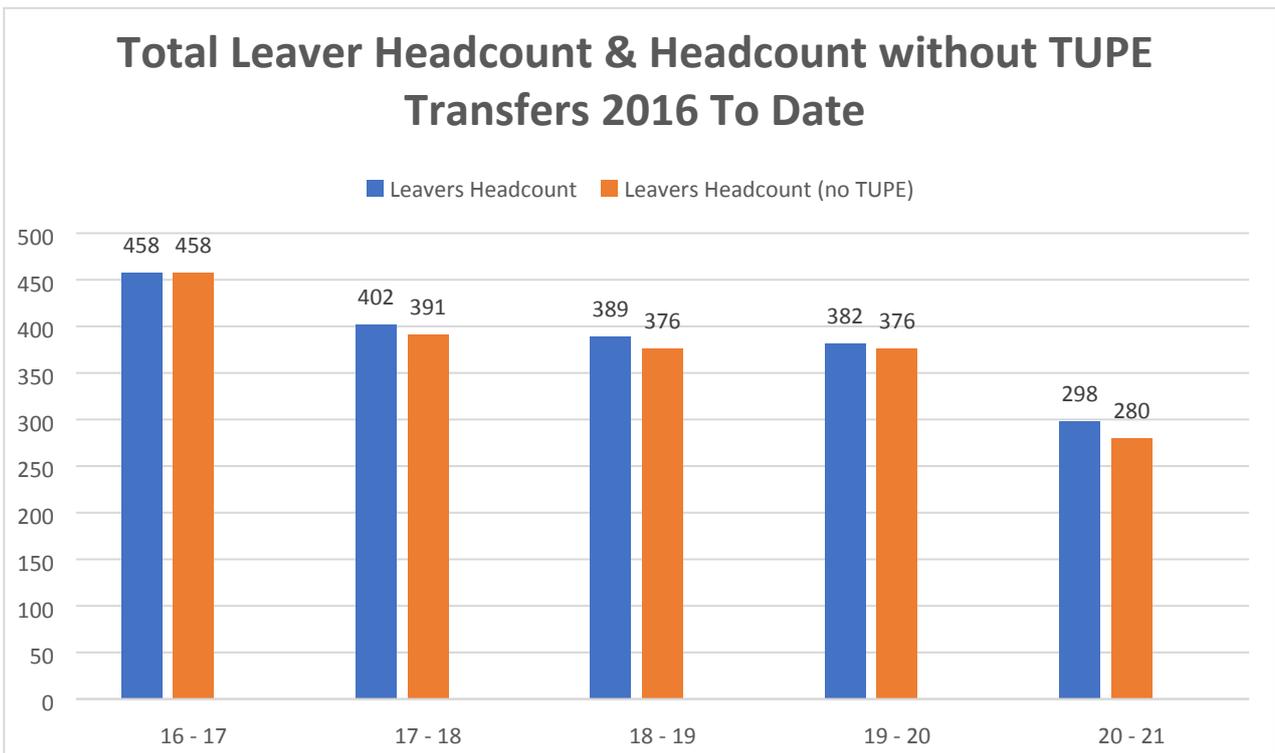
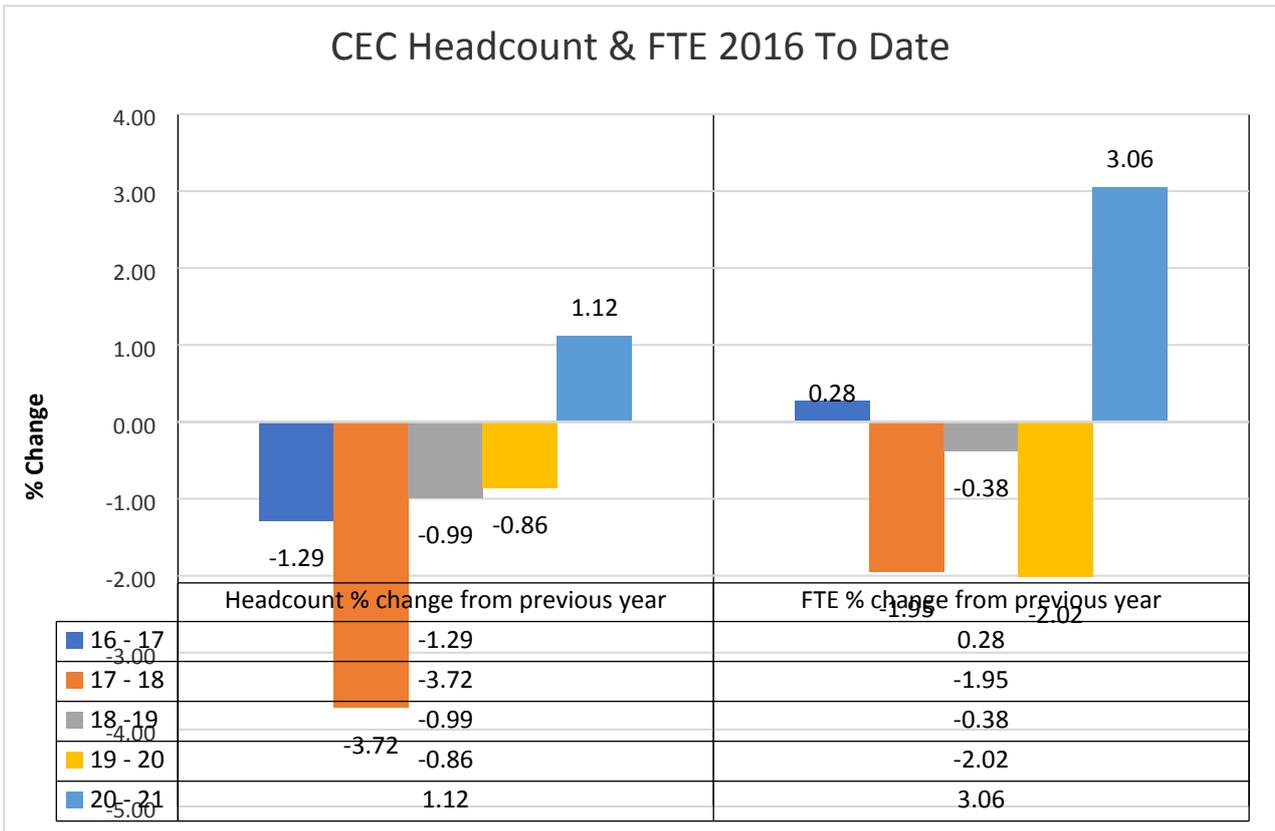
15.1 Headcount



The chart above shows the overall Cheshire East headcount and FTE from 2016-17 to 2020-21.

Between the financial years 2016-17 to 2020-21, the employee headcount has decreased by 4.4% and the number of FTE employees has decreased by 1.4% within the council.

In comparison to 2019-20, the council’s headcount has increased by 1.12% and the FTE employees has increased by 3.06%. This can be seen in the chart below, which depicts the percentage change for both headcount and FTE during the same time periods

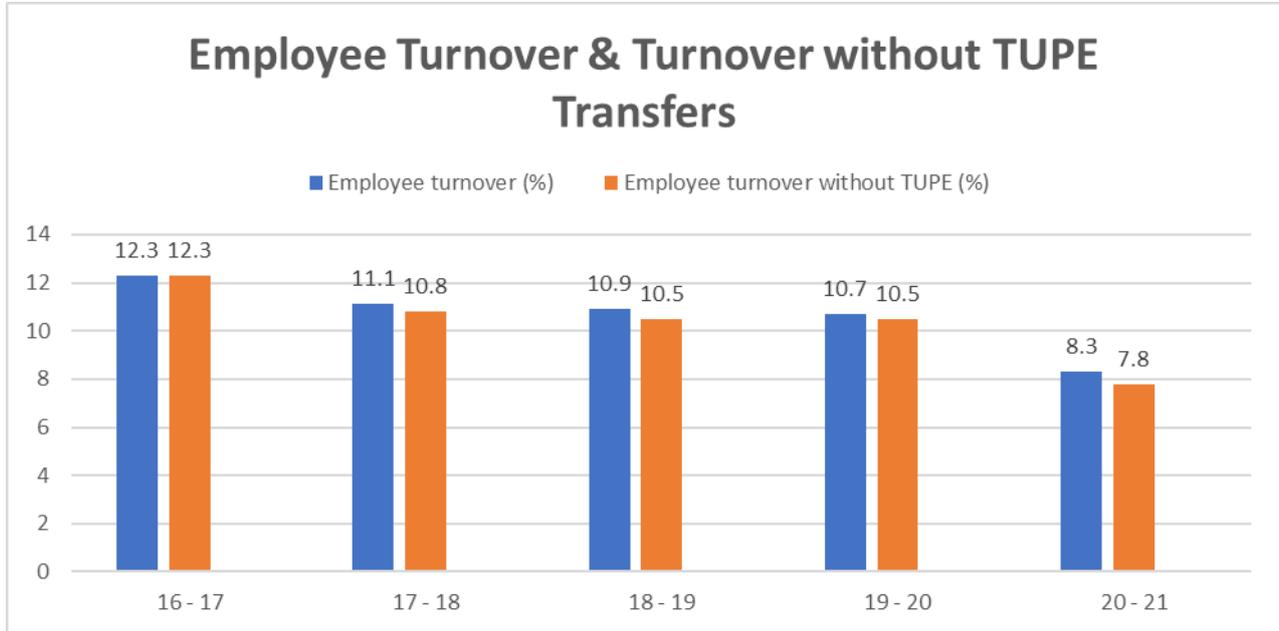


The chart above displays total leaver headcounts beside headcounts for all leavers except TUPE transfers between 2016-17 and 2020-21. There were no leavers due to TUPE transfers within the first or third quarters of 2020-21, however there were 10 in the second quarter who moved from Civicance to the Place Directorate. In Quarter 4 of 2020-21 there were 8 leavers due to TUPE from Education Infrastructure and Outcomes, Commissioning and Culture & Tourism.

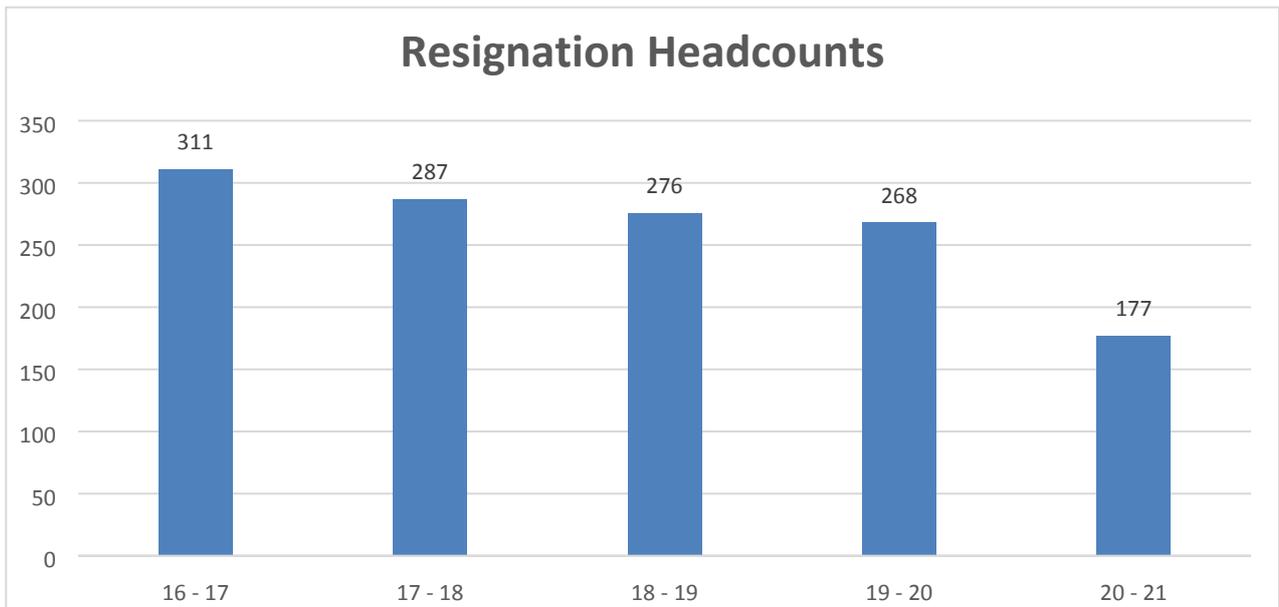
These figures can be compared with 2019-20 figures, where there were only 6 TUPE transfers but 84 more leavers than in 20-21.

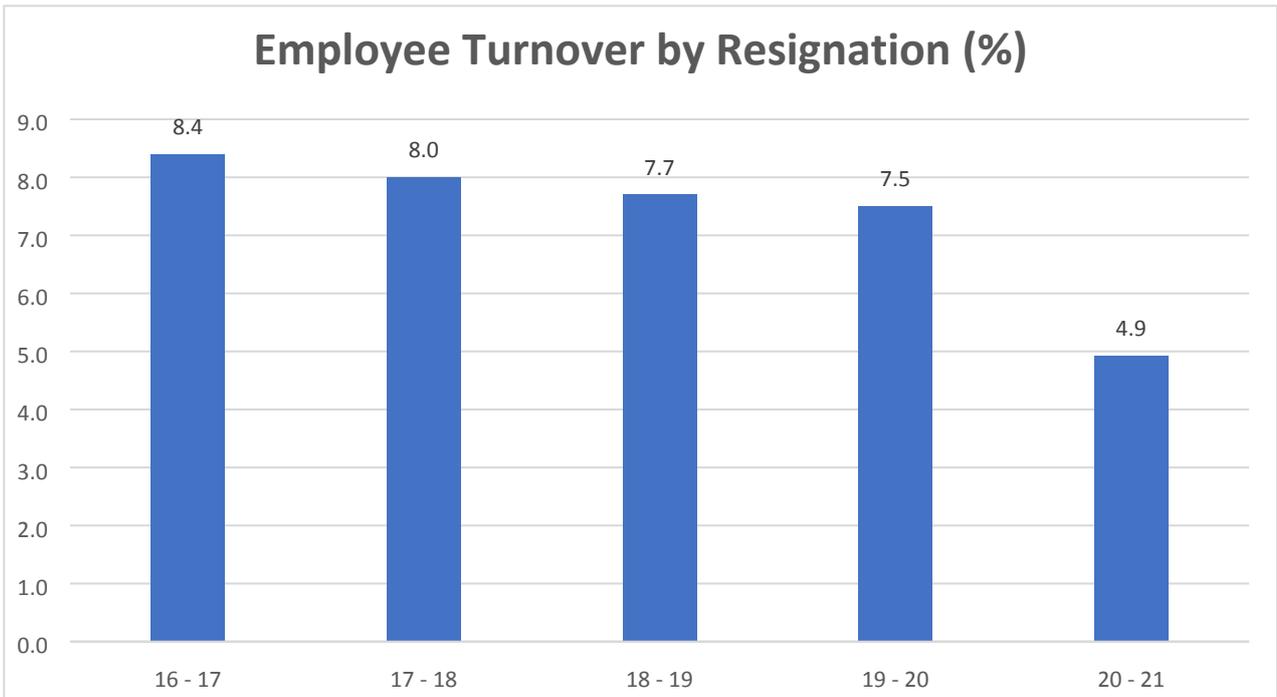
The chart below shows the corresponding turnover figures; in 2020-21 employee turnover was 8.3%, which is lower than the previous four financial years.

15.2 Employee Turnover

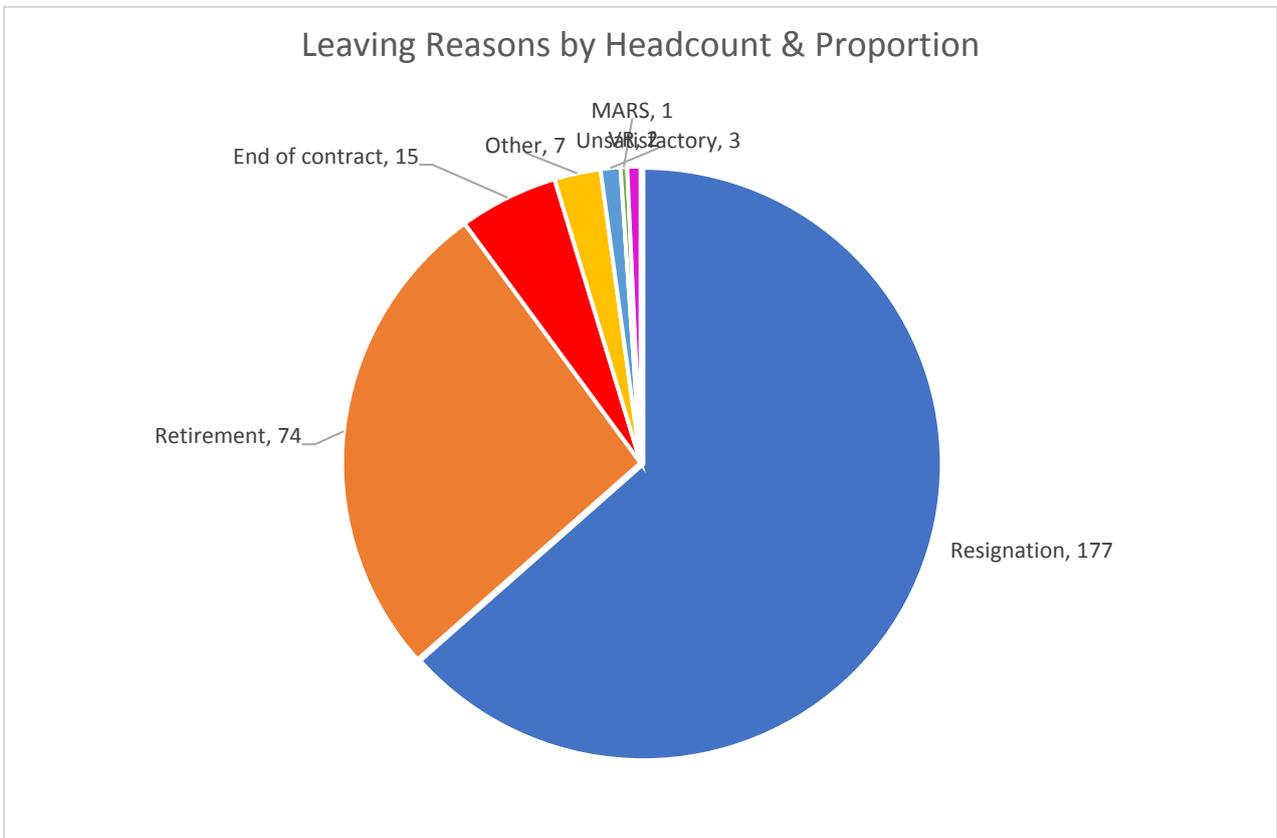


There were 177 resignations during 2020-21 compared with 268 in 2019-20. The full financial year comparisons can be seen in the chart below. Turnover as a result of resignation was 4.9%, lower than 7.5% in 2019-20. It is also visualised below:





A broad distribution of leaving reasons by headcount is shown in the chart below, excluding employee and TUPE transfers. Resignation remains the most common leaving reason; the 'Unsatisfactory' category includes unsatisfactory probation or performance (capability), gross misconduct, or disciplinary action. 'Other' reflects mutual termination and death.



15.3 Agency Workers

Agency workers form an important part of the Council's workforce, providing short term cover, project work and flexible specialist skills to maintain service delivery in areas such as social services, ICT and other professional services.

The table below provides a summary of active agency worker assignments in December 2020 and March 2021 together with agency worker assignments as a percentage of all active Cheshire East assignments over the period.

Directorate	Active Assignments on 31.12.20	Active Assignments on 31.03.21	% of all Workforce Assignments on 31.12.20	% of all Workforce Assignments on 31.03.21
People	75	88	3.5%	4.1%
Corporate	94	108	14.1%	16.5%
Place	6	4	0.8%	0.5%
Total	175	200	4.8%	5.7%

The overall number of active agency assignments increased by 25 agency workers between Q3 and Q4 of 2020-21 after remaining stable through the first three quarters of the financial year. People and Corporate Directorate saw the biggest increase in agency workers whilst there was a slight decrease in Place.

The breakdown of agency worker across the organisation by service area is:

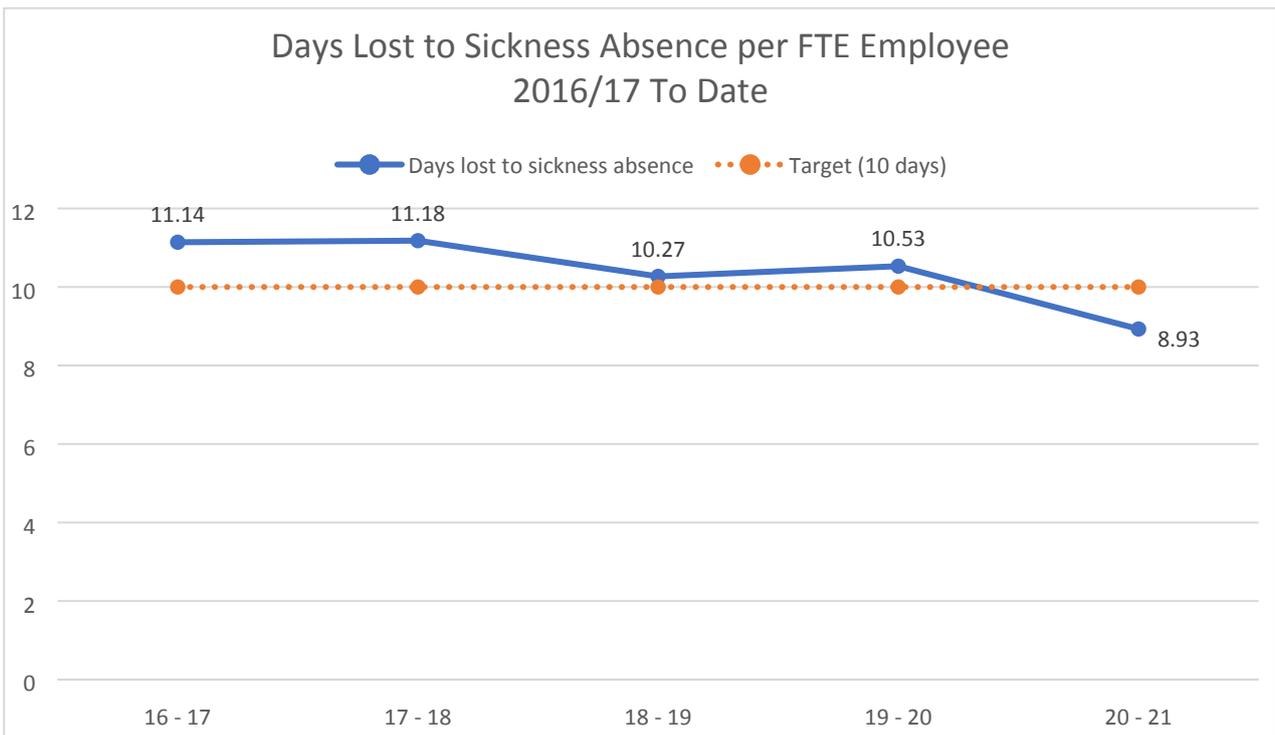
Cheshire East Council	No of Agency Workers
Corporate	108
Communications and PR	2
Customer Operations	21
Finance and Procurement	2
Governance and Compliance	1
Human Resources	3
ICT	61
Legal and Democratic Services	17
Professional Services	1
People	88
Adult Social Care and Health	51

Children’s Services	37
Place	4
Growth and Regeneration	3
Infrastructure and Highways	1
Overall Total	200

Within Corporate Services, the majority of the agency workers are engaged by ICT (62 including Professional Services) with a further 21 in Customer Operations. There are a smaller number of agency worker in other service areas.

Within People Services, there are currently 14 more agency workers in Adult Social Care and Health than Children’s Services. These are predominately frontline workers such as social workers and other social care roles.

15.4 Sickness Absence

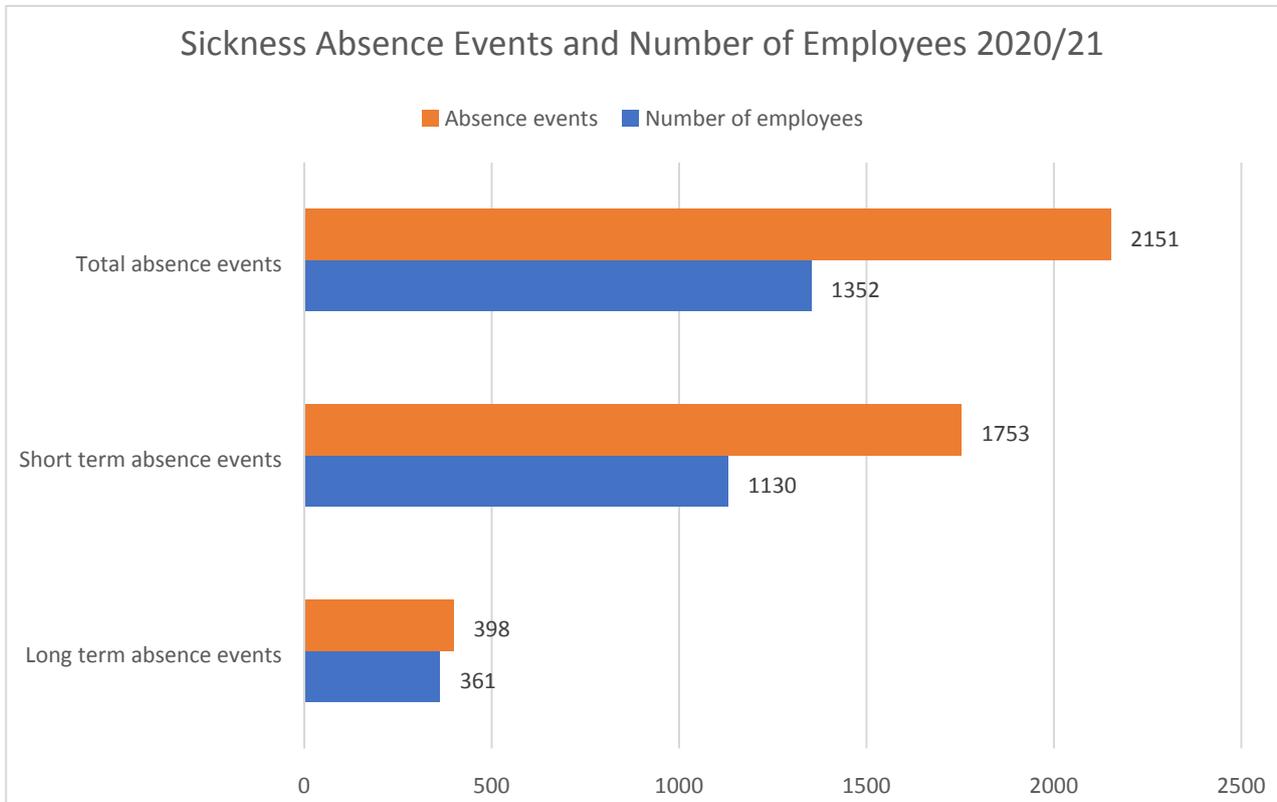


The chart above show sickness absence as days lost per FTE employee during 2020-21 in comparison with the previous four financial years. This is shown alongside the 12-month target of 10 days. Covid-19 Self Isolation and Maternity (including Paternity, Shared and Adoption) has been excluded from this data. For 2020-21 the council saw sickness levels of 8.93 days per FTE employee which is under the target of 10 days.

The chart below shows sickness absence events (period of absence) alongside the number of employees who contributed to these events. All absence events are included in

the total absence events sections. Short term absence events include absence events that are equal to or less than 20 days and long-term absence events are over 20 days.

In 2020-21, 1352 Cheshire East employees contributed to the 2151 total sickness absence events.



15.5 HR Casework

The Council’s HR procedures are used to seek outcomes to concerns raised where it has not been possible, or it is not appropriate to reach an informal resolution. The HR Team works closely with managers to resolve these matters appropriately and at the earliest opportunity.

The tables overleaf set out those cases that were considered through HR formal procedures. In light of the on-going Covid-19 pandemic, formal hearings are held virtually wherever possible although, if required and subject to national guidance, they may be held safely in person within corporate buildings.

Summary of current formal case work by employee

	Capability	Disciplinary	Grievance	Dignity at Work	ET
March 2020	0	4	4	2	1
June 2020	0	1	3	2	2
September 2020	0	3	4	2	2
December 2020	1	2	3	0	1
March 2021	2	0	3	1	1

ET = Employment Tribunal

Summary of closed formal case work during period by employee

	Capability	Disciplinary	Grievance	Dignity at Work	ET
Jan – Mar 2020	1	3	0	1	0
Apr – June 2020	0	3	1	2	0
July – Sept 2020	0	0	1	3	1
Oct – Dec 2020	0	3	2	2	1
Jan – Mar 2021	0	3	4	0	1

Closed cases July – September 2020

Type of Case	Information/Length of Case
Capability	No formal capability cases have been concluded.
Disciplinary	1 x 5 weeks, 1 x 11 weeks; 1 x 4 months.
Grievance	1 x 5 weeks; 3 x 12 months.
Dignity at Work	No formal capability cases have been concluded.

With reference to the table above, casework matters are dealt with in as timely a manner as possible. There can be unavoidable slippage of time due to factors such as the general availability of the parties involved; for example, complainant, officers, trade union representatives as well as investigating officers.

Summary of new formal case work during period by employee

	Capability	Disciplinary	Grievance	Dignity at Work	ET
Jan – Mar 2020	1	3	0	3	0
Apr – June 2020	0	0	0	2	0
July – Sept 2020	0	2	2	2	1
Oct – Dec 2020	1	2	1	0	0
Jan – Mar 2021	1	1	3	1	1

16. Implications of the Recommendations**16.1 Legal Implications**

16.1.1 Activity relating to the summaries in this report contributes to ensuring the Council's statutory HR and Health and Safety obligations are met.

16.2 Finance Implications

16.2.1 No financial implications arising from this report.

16.3 Policy Implications

16.3.1 Implications are dealt with in the body of the report.

16.4 Equality Implications

16.4.1 Implications are dealt with within the body of the report.

16.5 Human Resources Implications

16.5.1 Implications are dealt with in the body of the report.

16.6 Risk Management Implications

16.6.1 No significant risks identified as a result of this update report. Risks relating to specific matters are dealt with separately.

16.7 Rural Communities Implications

16.7.1 There are no implications for rural communities.

16.8 Implications for Children & Young People/Cared for Children

16.8.1 There are no implications for children and young people.

16.9 Public Health Implications

16.9.1 There are no implications for public health.

16.10 Climate Change Implications

16.10.1 There are no implications for climate change.

16.11 Ward Members Affected

16.11.1 No specific wards affected.

17. Consultation & Engagement

17.1 Implications are dealt with in the body of the report.

18. Access to Information

18.1 The background papers relating to this report can be inspected by contacting the report writer.

19. Contact Information

19.1 Any questions relating to this report should be directed to the following officer:

Name: Sara Barker

Job Title: Head of HR

Email: sara.barker@cheshireeast.gov.uk



Working for a brighter future together

Staffing Committee

Date of Meeting: 22nd April 2021

Report Title: Health and Safety Update

Senior Officer: Jane Burns, Executive Director of Corporate Services

1. Report Summary

- 1.1. The purpose of this report is to ensure Members are briefed on key Health and Safety developments.

2. Recommendations

- 2.1. That Staffing Committee note the report.

3. Reasons for Recommendations

- 3.1. To ensure Members are kept up to date with Health and Safety developments and that the Committee's Terms of Reference are followed.

4. Other Options Considered

- 4.1. Not applicable.

5. Background

- 5.1. Whilst the response to Covid-19 has been a significant element of the Health and Safety team's work in recent months, the "traditional" aspects of ensuring the Council's responsibilities for the health, safety and wellbeing of its staff remain, and colleagues have continued with regular liaison and support across the organisation.
- 5.2. The tables in Appendix 1 provide data on the number of accidents and incidents reported and recorded to the end of 2020/21, with comparison to the same quarters in previous years. This includes any events which have been reported under the Reporting of Injuries, Diseases, or Dangerous Occurrence Regulations (RIDDOR).
- 5.3. These regulations require the employer to report certain categories of accident, injury, certain diseases, and certain types of dangerous

occurrences (those which had the potential to cause injury) to the Health and Safety Executive (HSE). Also reportable are accidents where the injury results in the person being off work for more than 7 days. The HSE may choose to further investigate these reports.

- 5.4. An incident is an event where no physical injury occurs, although this may still be reportable under RIDDOR depending on the circumstances. Data is provided on events reported from Council staff, School Staff and Members of the Public (MOTP).
- 5.5. Accidents and incidents relating to pupils in schools are recorded as members of the public; hence many schools' accidents are reported as RIDDORs as pupils attend hospital as a precaution. The Health and Safety Executive advice is for these to be reported under RIDDOR only where there is a fault with equipment, facilities or the accident arose as a lack of supervision.
- 5.6. If a member of the public is taken to hospital as a result of an accident it becomes reportable irrespective of the injury, (or lack of serious injury).
- 5.7. High level information about RIDDOR reportable accidents during quarter 4 is provided below; Staffing Committee received information on quarters 1-3 in the January 2021 report;

5.7.1. Quarter 4

- An Adults support worker was absent from work for more than 7 days following a fall and injury to their wrist.
 - A cleaner in Children's Services was absent from work for more than 7 days due to damage to their foot after a slip on the stairs.
 - A Care4ce worker was absent from work for more than 7 days following a neck strain lifting a patient.
 - A pupil at a high school was assaulted by another pupil, resulting in bruising and swelling to the neck; and advised to attend A&E as a precaution.
 - A pupil at a primary school fell from a climbing frame after being accidentally knocked by another pupil and fell on their arm. They attended A&E for a suspected fracture.
- 5.8. Data relating to the Council's Alternative Service Delivery Vehicles is not reflected in these figures. Data relating to Academies is also excluded; Academies and ASDVs are responsible for their own accident and RIDDOR reporting.

- 5.9. There have been no accidents or incidents involving the HSE from Council or School figures during the year to date.
- 5.10. Comparison to accident and incident figures from the same periods in the previous year continues to show a significant reduction; this is due to the impact of lockdown on council services and in schools and the number of staff, pupils and members of the public present in premises being significantly lower.
- 5.11. A range of Health and Safety related training is co-ordinated by the Health and Safety team, in conjunction with the Council's Workforce Development team. This is provided to Council and School delegates. Course provision usually includes a variety of first aid training, including refresher and requalification training, and courses such as "Leading Safely" and "Managing Safely" supported by the Institute of Occupational Safety and Health (IOSH).
- 5.12. The Health & Safety Executive allowed extensions to First Aid certificates which expired after 16th March, 2020 and gave first aiders up until 30th September, 2020 in which to re-qualify. During recent months, training for essential provision only, such as first aid has been prioritised and conducted following Covid secure practices. We are working with the training provider to identify where effective training provision can be delivered using remote means.
- 5.13. The tables below outline the training conducted over the 2020/21 year to date.

Quarter 1			
Course	Number of courses held	Attendees (Council Staff)	Attendees (School Staff)
<i>No training delivered during this period due to the national lockdown.</i>			

Quarter 2			
Course	Number of courses held	Attendees (Council Staff)	Attendees (School Staff)
First Aid Requalification (2 day)	6	11	11
Emergency First Aid at Work (1 day)	1	8	0
Total	7	19	11

Quarter 3			
Course	Number of courses held	Attendees (Council Staff)	Attendees (School Staff)
First Aid at Work (3 days)	1	1	1
First Aid Requalification (2 day)	2	7	2
Emergency First Aid at Work (1 day)	3	12	8
Total	6	20	11

Quarter 4			
Course	Number of courses held	Attendees (Council Staff)	Attendees (School Staff)
First Aid at Work Re-qualification (2 days)	6	14	11
Emergency First Aid at Work (1 day)	1	0	5
Paediatric First Aid (2 days) blended-learning	1	0	6
Basic First Aid (3 hours)	2	0	11
Total	10	14	33

- 5.14. Support to maintained schools is supplemented by a bought back advice and guidance service provided by the Health and Safety team. This is also available to Academies. Visits to schools were paused during the first national lockdown and have been delivered subsequently through a combination of 'virtual' and physical site visits, which have been positively received. Visits for the 2021/22 year have been scheduled, and physical site visits will be returned to as soon as possible.
- 5.15. Advice and guidance have been provided throughout the pandemic, to the Council's Education team, and individual schools as needed.

5.16. The table below shows the numbers, and types of schools visited since 1st April 2020.

Type of School	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Primary Maintained	0	6	30	19
Primary Academy	0	8	10	14
Secondary Maintained	0	1	0	1
Secondary Academy	0	1	6	0
Special Maintained	0	1	3	1
Special Academy	0	1	2	2
Local Exhaust Ventilation (LEV) testing (Design and Technology)	0	4	6	4
Local Exhaust Ventilation (LEV) testing (Science)	0	4	7	5

5.17. The Health and Safety team undertake reviews of policies on a rolling basis to ensure they reflect relevant legislation, current best practice and the operation of the Council.

5.18. The Drugs, Alcohol and Substance Misuse policy has recently been reviewed and updated; there have been no significant changes made to this policy in terms of operational requirements or legislative changes.

6. Implications of the Recommendations

6.1. Legal Implications

6.1.1. Activity relating to the summaries in this report contributes to ensuring that the Council's statutory responsibilities as an employer are met.

6.2. Finance Implications

6.2.1. There are no implications for the Council's MTFS arising from this report.

6.3. Policy Implications

6.3.1. Implications are covered in the body of the report.

6.4. Equality Implications

6.4.1. There are no direct equality implications.

6.5. Human Resources Implications

6.5.1. Implications are dealt with in the body of the report.

6.6. Risk Management Implications

6.6.1. There are no specific risks arising as a result of this update report.

6.7. Rural Communities Implications

6.7.1. There are no direct implications for rural communities.

6.8. Implications for Children & Young People/Cared for Children

6.8.1. There are no direct implications for children and young people.

6.9. Public Health Implications

6.9.1. There are no direct implications for public health.

6.10. Climate Change Implications

6.10.1. There are no direct implications for climate change.

7. Ward Members Affected

7.1. No specific wards are affected.

8. Consultation & Engagement

8.1. Consultation and engagement with Trade Unions and other parts of the Council are covered in the body of the report.

9. Contact Information

9.1. Any questions relating to this report should be directed to the following officer:

Name: Josie Griffiths

Job Title: Head of Audit and Risk

Email: josie.griffiths@cheshireeast.gov.uk

Appendix 1- Accident and Incident Figures

Council (EMPLOYEES)	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20	Q4 2020/21	Q4 2019/20
Average Head Count	3,601	3,554	3,660	3,593	3,602	3,951	3,596	3,565
Accidents	22	68	42	67	44	66	33	63
RIDDOR Reportable	1		1	5	1	4	2	0
Average Accident Rate Factor (%)	6.1	19.1	11.5	18.6	12.2	16.7	9.18	17.6%

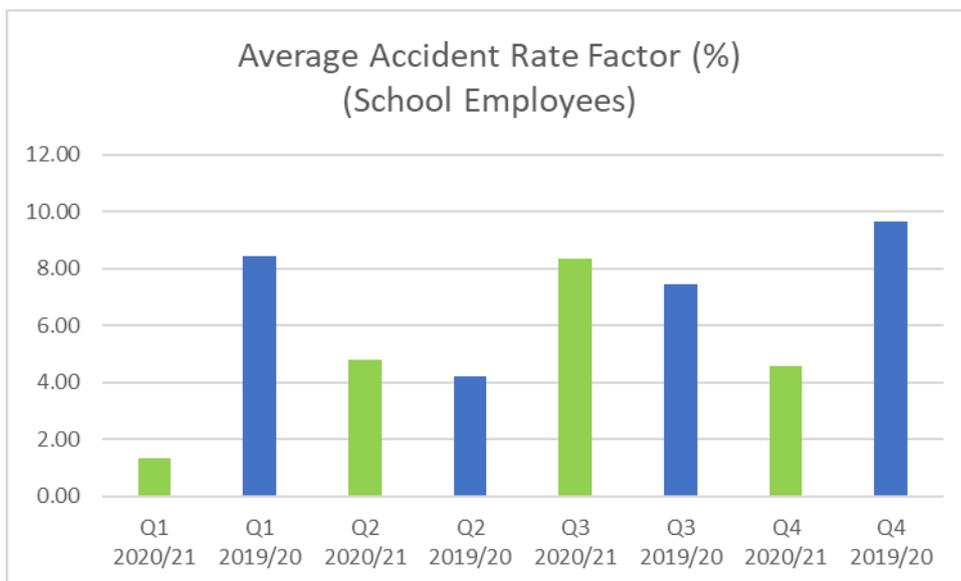
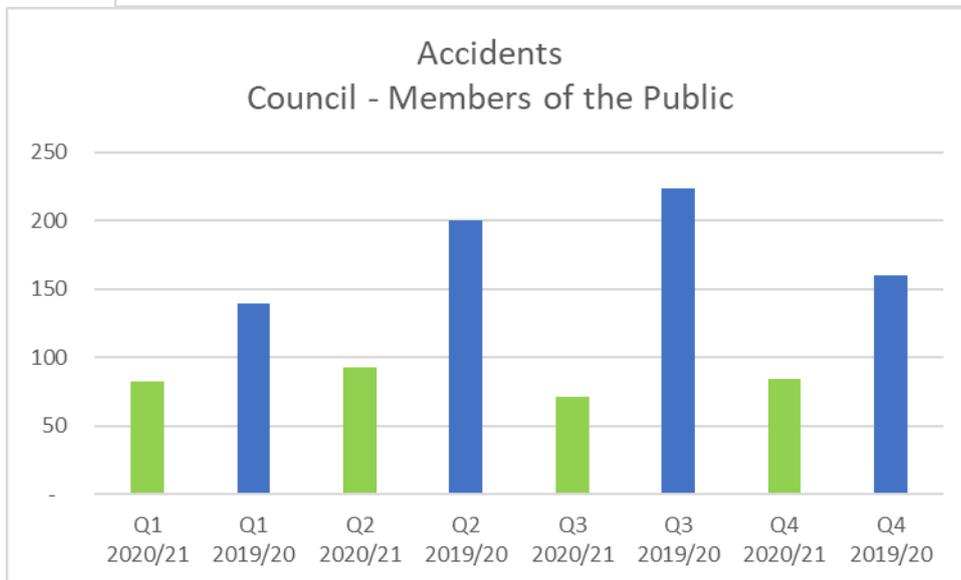
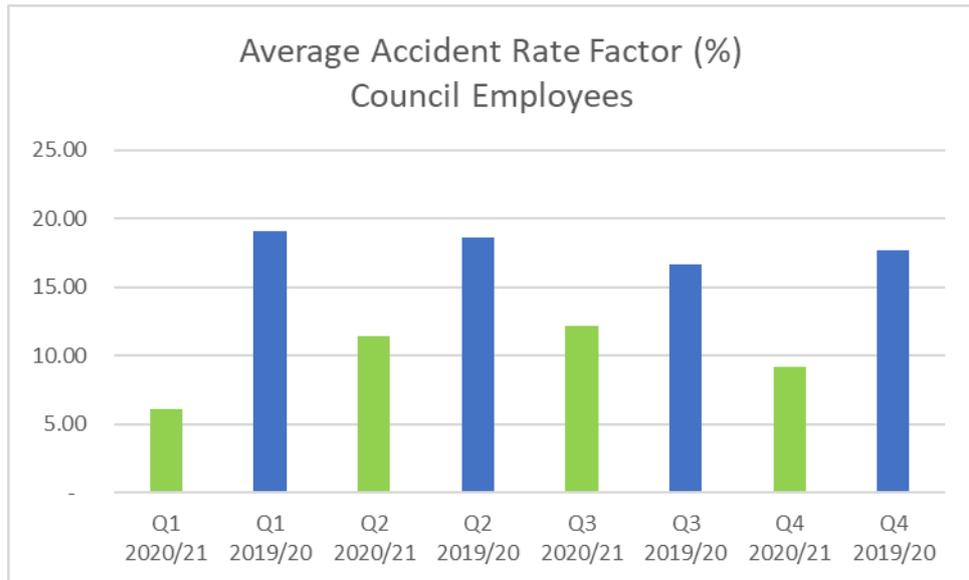
Schools (EMPLOYEES)	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20	Q4 2020/21	Q4 2019/20
Average Head Count	3,029	3,198	3,113	3,079	3,107	3,094	3,064	3,105
Accidents	4	27	15	13	26	23	14	30
RIDDOR Reportable	-	2	-	2	0	1	1	2
Average Accident Rate Factor (%)	1.3	8.4	4.8	4.2	8.3	7.4	4.57	9.6

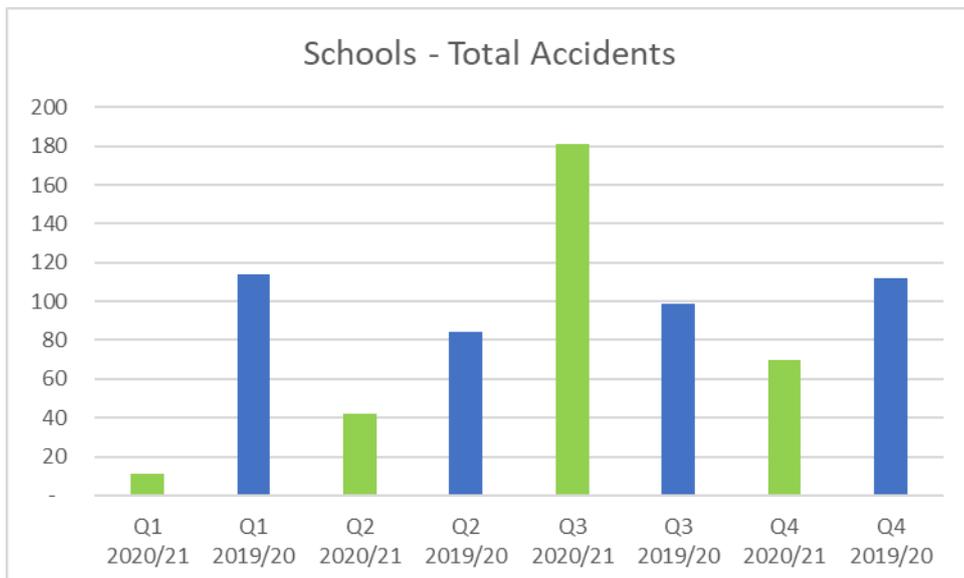
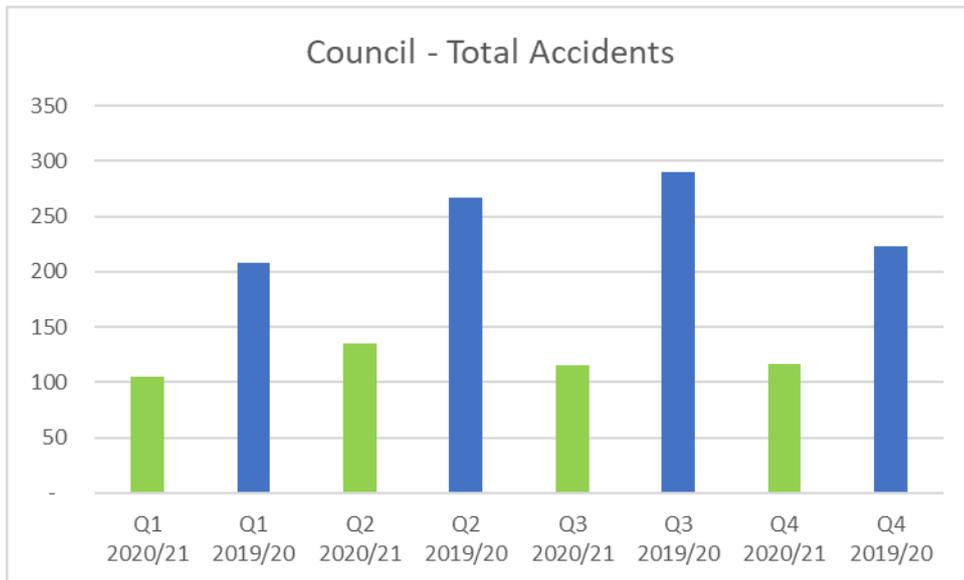
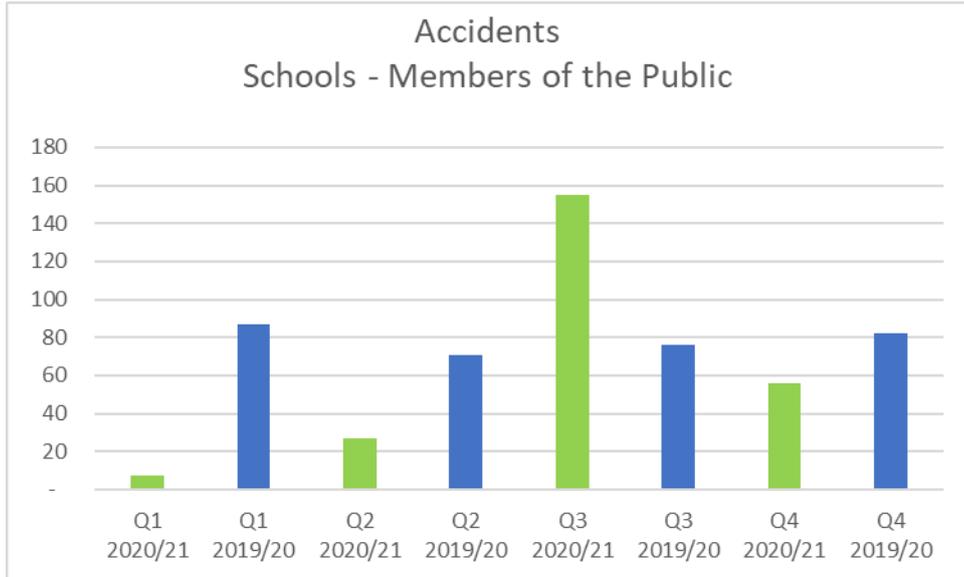
Council (MOTP)	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20	Q4 2020/21	Q4 2019/20
Accidents	83	140	93	200	71	224	84	160
RIDDOR Reportable	1	-	1	4	2	6	0	0

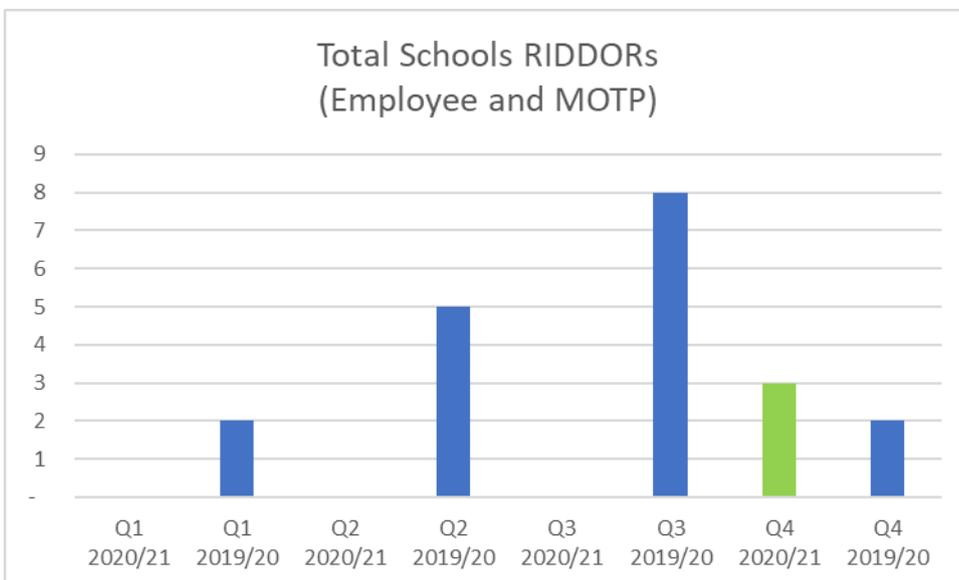
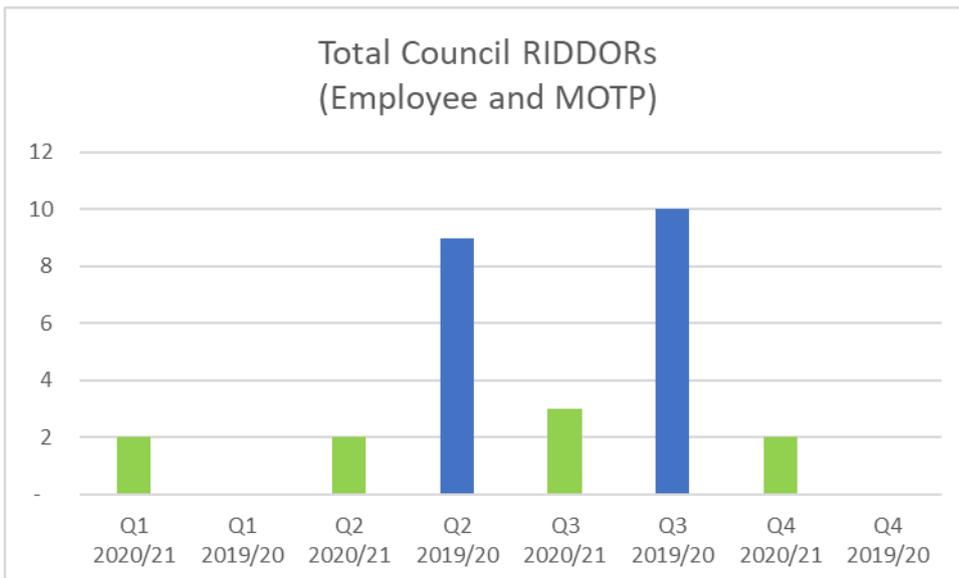
Schools (MOTP)	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20	Q4 2020/21	Q4 2019/20
Accidents	7	87	27	71	155	76	56	82
RIDDOR Reportable	-	-	-	3	-	7	2	0

Total Accidents	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20	Q4 2020/21	Q4 2019/20
Council	105	208	135	267	115	-	117	193
Schools	11	114	42	84	181	-	70	112

Incidents	Q1 2020/21	Q1 2019/20	Q2 2020/21	Q2 2019/20	Q3 2020/21	Q3 2019/20	Q4 2020/21	Q4 2019/20
Council	55	133	131	122	180	105	164	111
Schools	13	13	0	7	7	30	14	9







By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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