

# CHESHIRE EAST COUNCIL

## Staffing Committee

---

**Date of Meeting:** 11 January 2013  
**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 including – Carbon Reduction - Health**

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 Delivery of Corporate Health and Safety Training

10.1 11 courses and briefing sessions (available via the Corporate Training Programme), have been delivered to 126 delegates – as detailed below:

<b>NO. OF COURSES</b>	<b>COURSE</b>	<b>ATTENDEES</b>
5	Tool Box Talks (Tatton Park)	52
1	Risk Assessment	20
1	Basic Health & Safety Workshop (not accredited)	11
1	Basic Health & Safety Workshop (CIEH accredited)	12
1	Emergency First Aid at Work (Summit)	7
1	LEV training (MATURA)	1
1	Corporate Induction	23
<b>11</b>	<b>TOTALS</b>	<b>126</b>

## 10.2 Refuse Safety Handbook

10.3 Following consultation with Trade Unions and Waste Services Managers, the existing Refuse Safety Handbook has been updated. It is due to be printed and introduced to operatives within the next few weeks.

## 10.4 Corporate Noise Programme

10.5 The following sites, identified as possible noisy areas, have been visited and measurements taken:

- Macclesfield Crematorium
- Transport Workshops
- Crewe Cemetery

10.6 Reports are being prepared and outcomes will be discussed with managers if any employees are exposed to noise that exceeds Action Levels specified in the Noise at Work Regulations. The Occupational Health Nurse will continue to undertake hearing tests on relevant employees as part of the health surveillance programme.

## 10.7 Corporate Staff Safety Register (CSSR)

10.8 The revised Corporate Staff Safety Policy & Register, which replaces the original Violence & Aggression Policy and Database, was demonstrated to nominated Specific Points of Contact (SPOCs) at the Head Teacher briefings during the latter part of November 2012. The CSSR is a bolt-on

addition to PRIME and became a 'live' process across all Council services on 03.12.12.

**10.9 Corporate Accident & Incident Statistics Quarter 2 2012 (July 2012 to September 2012)**

10.10 In Quarter 2, **1532** accident reports were entered onto PRIME, of which **46** were RIDDOR reportable to the Health & Safety Executive.

**Total number of RIDDOR Accident Quarter 2**

<b>Quarter</b>	<b>No. of Accidents &amp; Incidents on PRIME</b>	<b>No. of RIDDOR Reports</b>
Q3 2010 - 2011	1581	122
Q4 2010 - 2011	1637	142

Q1 2011 - 2012	1388	94
Q2 2011 - 2012	1365	87
Q3 2011 - 2012	2002	74
Q4 2011 - 2012	1773	67

Q1 2012 - 2013	1380	31
Q2 2012 - 2013	1532	46

10.11 Care4CE reported a total of **245** accidents and incidents, **0** of which were RIDDOR Reportable. Overall, Care4CE reported **16%** of accidents in Quarter 2.

10.12 Overall, Schools reported **451** accidents and **8** incidents in Quarter 2, of which **24** were RIDDOR reportable.

10.13 Tatton Park reported **23** accidents in Quarter 2, and **3** incidents. This includes **2** RIDDOR reportable accidents Both RIDDOR accidents were caused by **falling from a height**.

10.14 Leisure Facilities reported **9** RIDDOR out of **252** accidents in Quarter 2, with the majority of RIDDOR cases being sports-related injuries.

10.15 The increase in RIDDOR reports between the two Quarters is 15. This is demonstrated via an increase of 5 extra Schools RIDDOR reports and 17 within Places & OC (namely Leisure Centres, Waste Services and at Tatton Park). The increases in RIDDOR reportable accidents are discussed with service managers at the various safety sub-forums, with

focus on the causes of the accidents. 5 of the additional accidents were adult sporting incidents, so particular attention was paid to leisure centre accidents and their root-causes. Corporate health and safety newsletters are used to communicate accident trends and patterns to all levels of staff, with advice on how to reduce them.

10.16 It is interesting to note that the recent changes to the RIDDOR reporting rules has not had an impact on the number of staff accidents resulting in a period of sickness after an accident. The changes involved the number of days of sickness after an accident when the accident becomes reportable. This changed from more than 3 days to more than 7 days (not including the day of the accident in April 2012).

10.17 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.

### **10.18 Apprenticeships**

10.19 The A-Team continues to be highly successful, having recently won the [Training Journal's Best Apprenticeship Programme in the UK](#) up against some big name competition – BAM Nuttall Ltd, McCann Manchester, Midland Heart, Scottish Children's Reporter Administration and Thomas Cook Group PLC. It was recognised by the judges that Cheshire East has raised the bar and set a new standard for apprentices nationally which bearing in mind the scheme has only been in existence for just over two years is a tremendous achievement.

### **10.20 aspire4excellence – Best of the Best Awards**

10.21 To recognise all of the outstanding work that is being done across the Council we have recently hosted an inaugural aspire4excellence best of the best awards ceremony. More than 140 people attended the event to recognise and celebrate the successes of colleagues in the following 10 categories:

- Individual – best of the best for each aspire value
- Team - best response, best collaboration and best improvement
- Employee of the year

10.22 Alongside of these awards, six special recognition awards were also made to colleagues from the Leader of the Council for their outstanding contribution and one from the Chief Executive. The event was very well received and has highlighted the exceptional contributions that are being made at all levels and across all services across the Authority.

### **10.23 Oracle Performance Development**

10.24 As previously outlined the Oracle Performance Development (OPD) system is now being rollout out to all Oracle users to support the delivery of the new deal for staff as follows:

- Our investment in the OPD systems has been made to modernise and improve the way we manage individual performance
- The OPD system makes the PDR process easier to manage and monitor
- OPD will also provide a mechanism to identify training needs and inform succession planning and talent management
- We need to capture performance ratings across the Council for 2012/13 to provide a baseline for possibly making a closer link between pay and contribution in 2013/14.

10.25 Training to support the roll out of the system is now underway with the requirement that all oracle users must have their PDP created in OPD with a minimum of performance objectives added, ratings of behaviours and objectives and overall performance rating for 2012/13. Similar performance rating information will also be required for non oracle users in an excel format.

#### **10.26 Staff Road Shows**

10.27 A series of staff road shows is now well underway to explain the challenges we face as a Council over the next few years and the likely implications for staff. Initial views are also sought from attendees on the New Deal for staff.

10.28 The road shows have been well attended with positive feedback. Colleagues have welcomed the opportunity to see and hear from our Interim Chief Executive and have appreciated the honesty and opportunity to help shape plans for the future. Overall initial feedback on the New Deal for staff indicates that colleagues generally see this as reasonable and are willing to play their part. Understandably there is concern regarding the anticipated reductions in staffing over the next few years and are keen to understand more about when and where this may occur. Further road shows are expected to take place during 2013 to continue to conversations that have been started and to further engage colleagues in these vital discussions.

#### **10.29 Pension Auto-Enrolment**

10.30 The requirement for employers to enrol employees into workplace pension schemes has been introduced. The implementation date (Staging Date) for Cheshire East Council is 1 March 2013 but a decision has been made to utilise the allowed transitional period up to September 2017 which is when the majority of employees, not currently in the scheme, will be automatically enrolled into the Cheshire Pension Scheme. The normal opt out arrangements will remain in place. All employees will receive a letter before 1 March 2013 which will outline how these arrangements will personally affect them.

**10.31 Health and Wellbeing Events – ‘Just for the Health of it’**

10.32 Two Health and Wellbeing events have taken place in order to promote a healthy lifestyle, raise awareness of important health issues and provide further support for staff. These events took place at no cost to the Council and involved representatives from MacMillan Cancer Support, National Osteoporosis Society, British Heart Foundation and other organisations. Feedback from employees attending was very positive and it is intended to put other events on during the year.

**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: HR Strategy & OD Manager  
Tel No: 01270 686328



**APPENDIX 1**

**TOTAL RIDDOR ACCIDENTS / INCIDENTS BY DIRECTORATE AND LOCATION  
QUARTER 2 OF 2012 (01.07.12 – 30.09.12)**

---

<b>BUSINESS</b>	<b>SITE</b>	<b>TOTAL</b>
<b>ADULTS COMMUNITY HEALTH AND WELLBEING</b>	Carter House Day Centre	1
	Macon House Day Centre	1
	Victoria Community Centre	1
	Warwick Mews 4	1
<b>Sub Total</b>		<b>4</b>
<b>CHILDREN AND FAMILIES – NON SCHOOLS</b>		
<b>Sub Total</b>		<b>0</b>
<b>CHILDREN AND FAMILIES – SCHOOLS</b>	Alsager School	4
	Brierley Primary School	1
	Eaton Bank School	1
	Knutsford High School	3
	Malbank School and Sixth Form College	2
	Poynton High School and Performing Arts College	3
	Scholar Green Primary School	1
	Upton Priory School	1
	Wilmslow High school	4
	Wistaston Green Primary and Nursery School	1
	Wybunbury Delves Church of England Primary School	1
	Wyche Primary School	1
<b>Sub Total</b>		<b>24</b>
<b>PLACES</b>	3 Claremont Road	1
	Alsager Leisure Centre	2
	Ashely road, Knutsford	1
	Bosley View, Congleton	1
	Congleton Leisure Centre	2
	Congleton Road, Macclesfield	1
	Congleton Road, Smallwood	1
	Macclesfield Leisure Centre	1
	Meadow Croft, Alsager	1
	Nantwich Swimming Baths	2
	Poynton Leisure Centre	2
	Snowhill Car Park	1
	Tatton Park Estate	1
	Tatton Park Gardens	1
<b>Sub Total</b>		<b>18</b>
<b>TOTAL</b>		<b>46</b>

**END OF APPENDIX 1**

APPENDIX 2

**TOTAL RIDDOR ACCIDENTS / INCIDENTS REPORTED BY DIRECTORATE  
AND ACCIDENT TYPE QUARTER 2 OF 2012  
(01.07.12 – 30.09.12)**

	PEOPLE		PERFORMANCE AND CAPACITY	PLACES	TOTALS
	Adults Community Health & Wellbeing	Children and Families			
Assaulted by a Person	0	0	0	0	0
Contact with Hot Liquids	0	1	0	0	1
Contact with moving Machinery / Materials	0	0	0	0	0
Contact with Harmful Substances	0	1	0	0	1
Contact with Needles or Sharps	1	0	0	1	2
Fall from Height	1	5	0	3	9
Hit By Moving Vehicle	0	0	0	1	1
Hit by Moving / Flying / Falling Object	0	2	0	3	5
Hit by Something Fixed or Stationary	0	1	0	1	2
Horseplay	1	0	0	1	2
Ill Health	0	0	0	0	0
Injured whilst Lifting Handling or Carrying	0	0	0	0	0
Slipped / Tripped or Fell on Same Level	1	7	0	3	11
Sports Injury	0	6	0	5	11
Unknown Cause	0	1	0	0	1
	<b>4</b>	<b>24</b>	<b>0</b>	<b>18</b>	<b>46</b>