

Staffing Committee

Agenda

Date: Thursday 24th July 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**

To receive any 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.

4. **Minutes of Previous Meetings** (Pages 1 - 8)

To approve the minutes of the meetings held on 8 April 2014 and 24 April 2014

5. **HR and Organisational Development** (Pages 9 - 32)

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

6. **Health and Safety Update** (Pages 33 - 50)

To consider an update on Health and Safety matters within the Council

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Committee**
held on Tuesday, 8th April, 2014 at Committee Suite 1,2 & 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

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

Councillors L Brown (Sub for Cllr D Brown), D Flude (Sub for Cllr J Jackson),
D Marren, B Moran (sub for Cllr M Jones), B Murphy and D Newton

Officers

Julie Davies, Head of People and Organisational Development
Sally Gold, Legal Services
Bronwen MacArthur Williams, Corporate Health and Safety Manager (Item 54
only)
Rachel Graves, Democratic Services Officer

50 APOLOGIES FOR ABSENCE

Apologies were received from Councillors D Brown, J Jackson and M Jones.

51 DECLARATIONS OF INTEREST

Councillor D Flude declared that she was a retired member of UNISON.

52 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

53 MINUTES OF PREVIOUS MEETING**RESOLVED:**

That the minutes of the meeting held on 16 January 2014 be approved as a correct record.

54 HEALTH AND SAFETY UPDATE

The Corporate Health and Safety Manager presented a report which provided a general update on Health and Safety matters.

It was reported that during Quarter 4, a total of 132 delegates had attended 14 Corporate Health and Safety courses. The courses included

First Aid Training, Using PRIME, Manual Handling and IOSH Managing Safely.

The Corporate Health and Safety Team had won a second successive Royal Society for the Prevention of Accidents Gold Award for the Council.

Support would be provided to the Alternative Service Delivery Vehicles (ADSVs). Health and Safety Advisers had met relevant Managers to discuss health and safety priorities and requirements for each ADSV and would be preparing specific health and safety policies and identifying training needs for employees.

Accident and incident statistics for the period 1 January to 28 February 2014 were reported to the Committee. A total of 837 accidents and 202 incidents had been reported on PRIME, of which 17 were RIDDOR reportable to the Health & Safety Executive.

RESOLVED:

That the report be noted.

55 HR AND ORGANISATIONAL DEVELOPMENT UPDATE

The Head of People and Organisational Development presented a report which provided a general update on Human Resource issues.

A review of the core organisational values, associated behaviours and the employee recognition scheme had been commissioned by the Leader of the Council and the Chief Executive to ensure that the Council's core values reflected what mattered most and provided a strong and enduring foundation for future success. The core organisational values had been discussed at the recent staff roadshows.

A series of conferences had taken place for Middle Managers led by the Leader, Chief Executive and Director for Strategic Commissioning. The future direction and priorities of the Council were discussed along with how the role of middle managers could help achieve success.

The Council had embarked on an accredited 'Coaching for innovation, change and performance' development programme, which was being led by PB Coaching. The programme would be piloted between April and August 2014 and following evaluation of the pilot would be offered across the organisation.

As part of Phase 1 & 2 management review, 120 senior managers had been placed on to performance related pay. A Senior Management Pay and Reward Policy had been drafted and would be subject to formal approval by Cabinet. The Policy supported the Council's new Senior Management Pay Structure and was in line with the 2014 Pay Policy Statement.

Council, at its meeting on 10 April 2014, was being asked to establish an Appraisal Board for Corporate Leadership Board members and delegate the arrangements for establishing and running the Board to the Staffing Committee. It was agreed that a further meeting of the Staffing Committee would be held on 24 April 2014 to discuss the arrangements for the Appraisal Board.

Following the submission of a Notice of Motion to Council requesting a review of the Staffing Committee's Terms of Reference, the Constitution Working Group had been looking at widening the remit of the Committee to encompass matters such as corporate culture, employee relations, senior appointments, disciplinary matters and management structures. The revised Terms of Reference would be going to the Constitution Committee on 1 May 2014 and then to Council on 14 May 2014 for approval. It was agreed that the Terms of Reference should be brought to the meeting of Staffing Committee on 24 April 2014 so that Staffing Committee members could comment on them.

With effect from 1 April 2014 the Local Government Pension scheme would become a Career Average Re-Valued Earnings scheme rather than a Final Salary Scheme, which meant that the pension would be accrued based on earnings for each year the employee was eligible to contribute to the scheme. In addition employee contributions were changing with those earning above £43k would see increases in their contribution rates.

RESOLVED: That

- (1) the report be noted; and
- (2) a meeting of the Staffing Committee be held on 24 April 2014 to consider the Corporate Leadership Board Appraisal Board and Staffing Committee Terms of Reference.

The meeting commenced at 2.00 pm and concluded at 3.25 pm

Councillor R M Domleo (Chairman)

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CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Committee**
held on Thursday, 24th April, 2014 at Committee Suite 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor R Domleo (Chairman)

Councillors D Flude (Substitute for Cllr J Jackson), F Keegan (Substitute for Cllr H Murray), D Marren, B Moran (Substitute for Cllr M Jones), D Newton and L Smetham (Substitute for Cllr D Brown)

Officers

Anita Bradley, Head of Legal and Monitoring Officer

Julie Davies, Head of People and Organisational Development

Sally Gold, Legal Services

Rachel Graves, Democratic Services

56 APOLOGIES FOR ABSENCE

Apologies were received from Councillors D Brown, J Jackson, M Jones, B Murphy and H Murray.

57 DECLARATIONS OF INTEREST

Councillor D Flude declared she was a retired member of UNISON.

58 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

59 CORPORATE LEADERSHIP BOARD - PERFORMANCE MANAGEMENT

The Committee considered a report on the establishment and running of the Corporate Leadership Board Appraisal Board.

Council, at its meeting on 10 April 2014, had agreed to delegate responsibility for the establishment of a Corporate Leadership Board Appraisal Board to the Staffing Committee.

The Staffing Committee would be required to take a lead role in developing and implementing a challenging and robust approach to managing and accessing the performance of the Council's senior leadership team, which could then be used to underpin the approach to, and payment of, performance related pay.

With the exception of the Chief Executive who reported directly to the Leader, it was proposed that the Corporate Leadership Board (CLB) appraisals would continue to mirror the existing PDR system with the involvement of a 'parent manager' i.e. the immediate line manager of the CLB member, with the Appraisal Board taking the place of the 'grandfather' manager in the process.

The Committee discussed the proposals for the membership of the Appraisal Board and proposed that the membership should be all the members of the Staffing Committee and that there should be named substitutes to ensure consistency in the processes.

It was proposed that three person sub panels carry out the Appraisal Board role for CLB members with the exception of the Chief Executive's appraisal which would be carried out entirely by the Appraisal Board, with input from the Leader. The sub panels would have the authority to make the final decisions in the appraisal process.

RESOLVED: That

- (1) the membership of the Corporate Leadership Board Appraisal Board be all members of the Staffing Committee, with named substitutes.
- (2) the Appraisal for the Chief Executive be carried out by the entire Appraisal Board
- (4) sub groups of three members to carry out the appraisals for Corporate Leadership Board members with the exception of the Chief Executive .

60 STAFFING COMMITTEE TERMS OF REFERENCE REVIEW

The Committee considered a report on the review of the Staffing Committee's Terms of Reference.

A Notice of Motion had been submitted to Council on 18 July 2013 which had requested a review of the Staffing Committee's Terms of Reference with a view to widening its remit to encompass matters that were normally entailed in the work of a Staffing Committee, such as corporate culture, employee relations and communications, senior appointments, disciplinary matters and management structures.

The Motion has been referred to the Constitution Committee for consideration, which subsequently referred it to the Constitution Members Working Group, who in consultation with the Chairman of Staffing Committee, had reviewed the terms of reference and prepared new draft terms of reference.

The Committee considered the draft terms of reference and following discussion, it was agreed that the Constitution Committee should be advised that the Staffing Committee supported the Terms of Reference as set out below.

RESOLVED:

That the Constitution Committee recommend to Council that the following terms of reference for the Staffing Committee be adopted:

Draft Terms of Reference for Staffing Committee

Statement of Purpose

- 1 The Staffing Committee is a key component of Cheshire East's corporate governance. It provides an independent and high level focus on the Human Resources, Organisational Development and Health & Safety matters affecting Council.
- 2 The purpose of the Staffing Committee is to provide independent assurance to the members of the adequacy of the HR service and staffing related matters.

Functions of the Committee

Recruitment and Selection

- 3 To undertake the recruitment and selection for the appointment of all members of the Corporate Leadership Board and formulating recommendations to the Council regarding the appointment and dismissal of the Head of Paid Service, Monitoring Officer and Chief Finance Officer.
- 4 To approve the designation of an officer to act as Monitoring Officer and Chief Finance Officer, in accordance with legislation and the appropriate procedures set out in the Staff Employment Procedure Rules.

HR Policies

- 5 To have the opportunity to review the Council's HR Policies and Procedures as required and to make recommendations to the Portfolio Holder. It is noted that the authority to approve HR Policies remains with the Executive

Appeals

- 6 For a Staffing Appeals Sub Committee to consider appeals from Staff in the following circumstances:

- Appeals against dismissal
- Appeals against grievance
- Appeals against policy (but only the first appeal where the appeals are based on the same issues/circumstances)
- Group appeals covering more than one Department
- Appeals which have initially been heard by the Chief Executive, e.g. appeals raised by members of the Senior Management Team
- Exceptionally where both sides agree referral to Members is appropriate

Corporate Leadership Board Appraisal Board

- 7 To establish and oversee an Appraisal Board for all members of the Corporate Leadership Board.

HR Performance

- 8 To receive HR and Health & Safety performance measures, as detailed below, on a quarterly basis in order to assess the effectiveness of current HR and Health & Safety arrangements.
- Headcount Data
 - Sickness Absence
 - Turnover
 - HR Casework (including disciplinary, grievance and capability)
 - Health and Safety Accidents Records
 - Health and Safety Training

The meeting commenced at 10.00 am and concluded at 11.30 am

Councillor R Domleo (Chairman)

CHESHIRE EAST COUNCIL

Staffing Committee

Date of Meeting: 24th July 2014
Report of: Julie S Davies, Head of People and OD
Subject/Title: HR and Organisational Development

1.0 Report Summary

- 1.1 To update the Committee on progress with Human Resource and Organisational Development (OD) items. Also, in line with the Staffing Committee's new terms of reference, this report includes two HR Policies currently under review together with some quarterly information relating to Headcount data, sickness absence figures, turnover and HR Casework.

2.0 Recommendation

- 2.1 To note the report and confirm whether it meets Members requirements under the new terms of reference, which can be found in the minutes of the previous Committee.
- 2.2 To provide feedback on the HR Policies enclosed.

3.0 Reasons for Recommendations

- 3.1 To ensure Members are kept up to date with HR and OD developments and that the newly adopted terms of reference are followed.

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 The Committee is requested to review and provide feedback on proposed HR policy updates which can be found under section 12. These policies are currently in consultation with the joint trade unions and are subject to final approval by Cabinet.

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 ORGANISATIONAL DEVELOPMENT

10.1 Staff survey – answers into action

Over recent weeks the key findings from the staff survey run earlier in the year have been shared with managers and staff. We had a good response rate to the survey, and the feedback received has given us valuable insights into how staff feel about working for the Council. The results have revealed areas of strength which we must build upon, and also areas of challenge which require focus and committed action to improve.

Recognising the scale and pace of change we are navigating through, coupled with massive internal and external turbulence will cause doubt and uncertainty. Managers are currently talking to their teams about the results and providing the opportunity to explore further and discuss ideas about what actions can be taken at a local level or corporately to turn answers into action. Further information on this will be shared in the coming months.

10.2 Putting Residents First - Our values

As previously outlined, the Leader and Chief Executive commissioned a review of our core values earlier in the year, to ensure that our organisational values reflect what matters most in our changing world and to provide a firm foundation for success. Following a comprehensive review, which has involved almost half of our workforce, our revised values have recently been launched.

Our revised values start with “Putting Residents First”. This is our promise to the residents and communities of Cheshire East, which we will deliver by consistently living our five core values which we believe, underpin success:



Living Our Values so that they truly shape the way we work together and deliver for Cheshire East is at the heart of our success. It is through our conviction and real-world application that we can make these generic principles our own, so that they truly become Our Values, unique to Cheshire East Council, truly shaping the way we work and improving our performance. You will hear more about our values over the coming months as we start to build them into everything that we do. For example we are currently reviewing our 'Behaviours for Success' – an important aspect of all our PDRs - so that they fit in with our revised values.

As part of the launch campaign we are asking colleagues across the Council to make a values in action pledge – one small thing that will help an individual or team to really live the values. Our goal is have at least a **1000 individual or team pledges** and so it would be great if Staffing Committee members could make a [pledge](#) so that when people hit the website they will see examples which will hopefully inspire others to do the same.

10.3 **Making a difference – employee recognition**

In conjunction with the review of our core values we have also taken the opportunity to review the Council's employee recognition scheme. Drawing on feedback from colleagues across the Council, the Cheshire East "Making a Difference" was launched on 1st July. Building from the aspire4excellence scheme, this revised approach includes:

- **'Made my Day' Instant Recognition** – If a colleague at the Council has 'Made your Day', let them know! **'Made my Day'** is an instant way to acknowledge and thank someone for making a difference to your day.
- **'Making a Difference' Employee / Team of the month** –Nominate a colleague or a team whose actions have resulted in a significant positive impact for customers and/or communities. All nominations will be considered by a panel and the Employee / Team of the month will be awarded.
- **'Making a Difference' Employee / Manager / Team of the year** – Recognising colleagues who have made a sustained and substantial

positive contribution to customers and communities. All nominations will be considered by a panel and the Employee / Team of the Year will be awarded at a celebration event at the end of the year.

The staff survey results indicated that colleagues do not always feel valued for the contributions they make – this scheme aims to start to re-address some of those concerns.



11.0 Workforce Development & Apprenticeships

The A-Team Apprentice of the Year Awards ceremony took place on Thursday 10th July at Sandbach Town Hall. Around 80 staff attended the event to watch Cllr Barry Moran present the A-Team of the Year Award to Dean Burrows, Social Media Apprentice working within the Connecting Cheshire Partnership. The two runner-up awards were presented to Aaron Green, Business Admin apprentice working in Procurement and to Chloe Griffiths, Social Media Apprentice working in Workforce Development.

There were two further awards – A-Team Placement of the Year – giving apprentices the opportunity to acknowledge their team for supporting them and this was awarded to Monks Coppenhall Children's Centre. The other additional award celebrated 'Significant Achievement' open to any apprentice even if they had not been nominated. This award was presented to Megan Walley, Business Admin apprentice working with Children and Families.

The event was very well received with many emails of appreciation received following the event.

12.0 HR Policy Review - overview

The HR Strategy and Policy Team produce and oversee the implementation of all HR policies and procedures. Reviews and amendments to existing policies and procedures happens periodically due to changes in legislation or recognised practice within the HR profession or Local Government. Occasionally the need arises to introduce brand new policies and procedures but this is less frequent. In addition, policies and procedures may require updating to ensure they underpin the objectives of the organisation.

In general terms, the approach to policies in relation to HR issues is that policy documents be kept relatively short and succinct, outlining a general approach to the area / topic. The procedure document outlines how the

policy should be implemented in more practical terms and goes into more detail. It may also be relevant to produce guidance notes for managers and/or staff to further elaborate on any aspect of the policy or procedure.

In the new Staffing Committee Terms of Reference, the Committee will have the opportunity to review the Council's HR policies and procedures are required and to make recommendations to the Portfolio Holder. In order to fulfil this requirement, it is recommended that Staffing Committee be included as part of the initial consultation in relation to the content of policies and procedures, i.e. initial drafts are shared with Staffing Committee, CLB and the Trade Unions at around the same time. Amendments would be collated to the same deadline. Any amendments proposed will be considered by HR, but final agreement will always remain with Cabinet.

It is further recommended that very minor change to policy/ procedure (for example a required change to wording to clarify a point, which may occur as a consequence of putting the policy/ procedure into practice or a change in legal definition) does not require consultation with, or approval from Staffing Committee, CLB, Trade Unions or Cabinet. This will only be applicable where changes are minor and do not materially change the content of the document. Amended copies of documents subject to minor change may be forwarded for information purposes only.

12.1 Right to apply to work flexibly – Policy Review

The proposed updated policy is attached at Appendix 1. This policy has been updated to reflect the change in legislation regarding the relaxing of the rules for employees to request time off. It has been shared with the joint Trade Unions and no concerns or issues have been raised.

From the 30th June 2014 the Children and Families Act allows all employees with 26 weeks continuous service to have the right to request working regardless of the reason. The legislation allows for the employee to request flexible working, and for the employer to consider the request in a reasonable manner. There is no right for the employee to work flexibly and the employer needs to assess if they can support the request.

There are significant benefits of Flexible working as it helps employees achieve a better work life balance, which the employer can benefit from enhanced engagement, loyalty and reduced staff turnover. Flexible working also enhances the organisations employer brand in the employment market and can act as a powerful recruit and retention tool.

Prior to 30th June the right to request flexible working was much narrower as flexible working request were only available to employees that had caring responsibilities for either a child or adult in need of care.

The changes to the Cheshire East right to apply to work flexibly policy and procedure reflect that all employees now have to right to request flexible working regardless of their reasons, as long if they have at least 26 weeks

service and have not made a previous application in the last 12 months. Managers are then under a duty to consider the request in a reasonable manner.

13.0 CLB Staffing Committee Appraisal Board

The Staffing committee met in full on the 23rd June to review the 2014/15 objectives of the chief Executive, Chief Operating Officer and Strategic Director of Commissioning. These are to be agreed and finalised shortly.

Smaller sub groups of the Committee (3 members) have also met to review the 2014/15 objectives of the other members of the Corporate Leadership Board and these are to be finalised by the end of July.

Mid- year reviews with each member of CLB are to be set up for October 2014 followed by end of year assessments during March / April 2015.

14.0 HR Performance Data

Headcount and Establishment (including ASDV summary)

Headcount and FTE figures:

FTE by directorate:

Directorate	Apr-13	May-13	Jun-13	Apr-14	May-14	Jun-14
Former Places & Organisational Capacity	1475.84	1477.35	1468.68	1002.9	818.92	807.77
Adults Services (inc Public Health)	1024.63	1026.47	1019.87	984.1	981.17	995.28
Children & Families	814.34	800.48	795.64	751.0	752.72	751.94
Finance & Business Services	237.99	238.39	235.82	225.7	226.38	225.84
Shared Services	139.73	136.20	135.20	105.4	13.89	14.69
Legal & Democratic Services	86.74	86.35	85.21	79.5	79.46	80.46
Apprentices and Graduates	56.41	55.41	49.97	47.1	44.15	41.40
HR&OD	45.06	43.06	41.67	36.94	35.13	35.13
Cheshire East Council Total	3880.7	3863.72	3832.08	3,232.7	2,951.8	2,952.5

Headcount trend (whole Council - excluding schools):

Date	Headcount	% change from previous year	FTE	% change from previous year
30 Apr 2009	6,522	n/a	4891.5	n/a
30 Apr 2010	6,155	-5.63	4582.8	-6.31
30 Apr 2011	5,860	-4.79	4385.4	-4.31
30 Apr 2012	5,449	-7.01	4080.2	-6.96
30 Apr 2013	5,103	-6.35	3880.7	-4.89
30 Apr 2014	4,403	-13.72	3232.7	-16.70
Date	Headcount	% change from previous month	FTE	% change from previous month
28 Feb 2014	4,853	n/a	3652.1	n/a
31 Mar 2014	4,828	-0.52	3631.4	-0.57
30 Apr 2014	4,403	-8.80	3232.7	-10.98
31 May 2014	3,960	-10.06	2,951.8	-8.69
30 Jun 2014	3,960	0.00	2,952.5	0.02

Between April 2009 and April 2014 the Cheshire East Headcount has reduced by 32.49%, the largest reduction in headcount occurred between April 2013 and 2014 when the Cheshire East headcount reduced by 13.72% (equivalent to a 16.7% reduction in FTE). This is largely attributable to the TUPE transfer of staff to ASDV's as detailed below.

On 1st April 2014, 351 employees (334 FTE) TUPE transferred to ANSA and 24 employees (23.8 FTE) TUPE transferred to Orbitas. On 1st May 2014, 693 employees (193.3 FTE), including casuals, TUPE transferred to ESAR and 106 employees (100.7 FTE) TUPE transferred to CoSocius.

Turnover**Leavers – April 14 to June 2014**

Leaving Reason	Head of Leavers	FTE Leavers
TUPE Transfer	445	287.84
Resignation	64	45.65
Retirement (Normal Retirement – 60/65, Early Retirement, Ill Health Retirement with Benefits)	18	13.08
Voluntary Redundancy	10	10.00
Contract Terminated	6	0.20
Mutual Termination	4	2.64
End of fixed term/training contract	4	1.18
Unsatisfactory Probation	1	1.00
Grand Total	552	361.59

Excluding TUPE transfer staff, the Cheshire East staff turnover between April and June 2014 was 2.7% (107 leavers divided by 3960 employees (headcount)); in terms of FTE the turnover between April and June 2014 was 2.5%. These turnover percentages are for Q1 (Apr-May-Jun 2014) only and do not represent an annualised/12 month turnover figure.

Working days lost due to sickness absence

Figures for absence are (*calculated*) days lost per FTE employee.

Cumulative Absence – Year to Date Figure:

Directorate	Apr-13	May-13	Jun-13	Apr-14	May-14	Jun-14
<i>Former Places & Organisational Capacity</i>	0.89	1.75	2.41	0.82	1.75	2.42
<i>Adults (inc. Public Health)</i>	1.24	2.27	3.32	1.42	2.57	3.69
Children & Families	0.63	1.48	2.36	1.09	2.04	2.97
Finance & Business Services	0.89	1.5	2.02	0.33	1.06	1.55
HR & OD	0.54	1.03	1.49	0.98	2.18	2.56
Legal & Democratic Services	1.27	1.69	2.27	0.92	1.2	1.8
Cheshire East Council Total (excluding schools)	0.93	1.8	2.59	1.02	1.62	2.91

Absence within Month:

Directorate	Apr-13	May-13	Jun-13	Apr-14	May-14	Jun-14
<i>Former Places & Organisational Capacity</i>	0.89	0.93	0.73	0.82	0.84	0.81
<i>Adults (inc. Public Health)</i>	1.24	1.1	1.08	1.42	1.27	1.21
Children & Families	0.63	0.85	0.87	1.09	0.96	0.97
Finance & Business Services	0.89	0.73	0.58	0.33	0.64	0.61
HR & OD	0.54	0.48	0.43	0.98	1.18	0.57
Legal & Democratic Services	1.27	0.89	0.54	0.92	0.57	0.53
Cheshire East Council Total (excluding schools)	0.69	0.76	0.69	1.02	1	0.96

Comparative figures for the 2013/2014 year from other Authorities are expected to be released on 15 July and will be reviewed against those for CEC. The Council continues to proactively manage down sickness absence rates and positively improve the health and wellbeing of staff.

HR Casework**HR Delivery Case-work Summary 1 April - 30 June 2014 (excluding schools)**

	Capability	Disciplinary	Grievance	Dignity at Work
Ongoing cases in progress continued from previous quarter	2	8		1
New cases opened this quarter and in progress	1	10	1	0
Cases closed this quarter	2	7		3

Notes;

Capability – as managers may start this process independently HR may not have every case recorded, unless there are complexities/sensitivities.

15.0 Establishment

The Council has a number of arrangements in place to monitor staff headcount, vacancies and recruitment.

At the end of the financial year 2013/14, a thorough and wide reaching exercise was undertaken by Finance in conjunction with Heads of Services, to detail all posts in their structures and match to the budget. This provided a baseline position at the start of the year and a breakdown of all staffing spend by service.

In addition, structure charts have been produced to show senior managers appointed following the senior management review under the Council's new Commissioning structure. It is the Council's intention to roll out the same structure charts to all levels of the organisation.

The Council is also seeking to introduce a new tool that will help managers manage their structures through interactive organisation charts that draw down on information available in Oracle. This is a very powerful tool that has proven to be very effective in other authorities in terms of ensuring organisation wide consistency of organisation charts, stronger management controls through the management dashboard and provide a suite of meaningful management reports which will enable managers to not only manage staffing expenditure but also workforce planning and service reviews. Staffing Committee will be kept up to date with the progress of this.

Finally, in terms of recruitment and vacancy management, the council continues to operate strong controls through a Recruitment Watch panel. Recruiting managers must seek approval from the Recruitment Watch panel prior to recruiting and no advert can be placed or job offer made without a recruitment watch number. These tight controls will remain in place.

16 Access to Information

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

Name: Julie S Davies

Designation: Head of People and Organisational Development

Tel No: 01270 686328

Email: Julie.s.davies@cheshireeast.gov.uk



HUMAN RESOURCES POLICY

THE RIGHT TO APPLY TO WORK FLEXIBLY POLICY

SCOPE

This policy is applicable to all employees of Cheshire East except for school based employees. There are specific policies for schools employees which can be accessed via the Schools Intranet Site (link below). This policy applies to all pregnant employees, regardless of the number of hours they work.

<http://www/Services/Corporate/Personnel/Education/CSPIS/index.htm>

ELIGIBILITY

The Law grants employees who have a minimum of 26 weeks continuous the right to request flexible working and to have their request considered.

This policy includes the right to ask for changes to one or more of the following in order to undertake their request:

- The number of hours worked e.g. part time, term time only, job share
- The times of work e.g. changes to start and finish times
- The place of work e.g. home working etc

Further details surround the eligibility can be found in the Right to Apply to Work Flexibly procedure.

AIMS

Cheshire East Council believes that flexible working can increase staff motivation, promote work-life balance, reduce employee stress and improve performance and productivity.

To set out the statutory rights & responsibilities of employees who wish to apply for the right to request flexible working.

POLICY STATEMENT

The Council recognises that employees may have questions or concerns relating to their right to apply to request to work flexibly. It is the Council's policy to encourage open discussions with employees to ensure that questions can be answered as quickly as possible.

The Council will ensure that all employees are afforded their full statutory rights and to make their request as stress free as possible.

PRINCIPLES

When an employee applies to work flexibly Cheshire East Council (CEC) will apply this policy in a fair and consistent manner.

Managers are responsible for:

- Giving all requests serious consideration
- Being flexible in their approach to requests
- Seeking advice and guidance from HR where necessary
- Considering operational needs against personal circumstances of the employee
- Considering the impact on the rest of the team and the provision of the service
- Suggesting alternative solutions
- Explaining and communicating decisions and confirming them in writing within the correct time scales

Employees are responsible for:

- Submitting their dated request in writing and including all the statutory information
- Considering the impact on colleagues and the provision of the service and suggest solutions
- Including a proposed start date for the change giving the manager reasonable time to implement any changes. N.B. it may take up to 3 months to consider and implement a request and possibly longer where difficulties arise
- Stating whether they have made a previous application and if so, state the date of when the application was made
- Being willing to consider alternative flexible working proposals

EQUALITY

Cheshire East Council will ensure that, when implementing the Right to Request Flexible Working Policy that no employee will be disadvantaged on the basis of their gender or transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the Policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary

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MONITORING & REVIEW

This Policy will be reviewed in the light of operating experience and/or changes in legislation.

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Useful Links:	Paternity Policy
	Parental Leave Policy
	Flexible Working Policy
	Childcare Vouchers
	Adoption Policy
	Time off for dependants
	Annual Leave Policy
	New and Expectant Mothers at Work Policy

Prepared by:	HR Policy and Strategy Team
Date :	8.2.11
Revisions and reasons:	01/06/2014 – Right to request legislation change
	30.06.2014
Review Date:	01/06/2015

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FLEXIBLE WORKING APPLICATION FORM

Note to the employee

You can use this form to make an application to work flexibly under the right provided in law. Before completing this form, you should first read the [Right to Apply to Work Flexibly Policy](#) on the right to request flexible working, and check that you are eligible to make a request. You should note that under the right it may take up to 3 months to consider a request before it can be implemented and possibly longer where difficulties arise. You should therefore ensure that you submit your application to your Manager well in advance of the date you wish the request to take effect. Please note that any change requested will be a permanent change to your terms and conditions.

You should provide as much information as you can about your desired working pattern. It is important that you complete all the questions as otherwise your application may not be valid. Once you have completed the form, you should forward it to your Manager. Your Manager will then have 15 days after the day your application is received in which to discuss your request.

Note to the Manager

This is a formal application made under the legal right to apply for flexible working and the duty on employers to consider applications seriously. You have 15 days after the day you received this application in which to either agree to the request or arrange a meeting with your employee to discuss their request.

You should confirm receipt of this application using the attached [confirmation slip](#).

EMPLOYEE NAME:	_____
EMPLOYEE NO:	_____
JOB TITLE:	_____
DEPARTMENT:	_____
DATE OF PREVIOUS APPLICATION (IF APPLICABLE):	_____

FLEXIBLE WORKING REQUEST

I would like to apply to work a flexible working pattern that is different to my current working pattern under my right provided by law. I confirm I meet each of the following eligibility criteria.

- I have worked continuously as an employee of the organisation for the last 26 weeks [☐]
- I have not made a request to work flexibly under this right during the past 12 months [☐]

If you are unable to tick all of the relevant boxes then you do not qualify to make a request to work flexibly under the [Right to Apply to Work Flexibly Policy](#). This does not mean that your request may not be considered, but you will have to explore this separately with your Manager.

WORKING ARRANGEMENTS

Describe the working pattern you would like to work in future (days/hours/times worked):

I would like this working pattern to commence from:

Date:



I think this change in my working pattern will affect my department as follows:

My ideas for how the changes I have proposed could be accommodated are:

ADDITIONAL COMMENTS

Please provide any additional information or support for your application:

I have read the [Right to Apply to Work Flexibly Policy](#) and understand that this will be a permanent change to my terms and conditions and that I have no right in law to revert back to my previous working pattern. If at any stage I wish to withdraw my application I understand that I must do this in writing. Once I have withdrawn my application I understand that I will not be able to make another application until 12 months from the date of my original application.

SIGNED: _____

DATE: _____

Please forward a copy of this request to your Manager

Note to the Manager

Detach this slip and return it to your employee in order to confirm your receipt of their application

Employer's Confirmation of Receipt *(to be completed and returned to employee)*

Dear:

I confirm that I received your request to change your work pattern on:

Date:

I shall be arranging a meeting to discuss your application within 15 days following this date. In the meantime, you might want to consider whether you would like a colleague to accompany you to the meeting.

From: (Manager)

DRAFT



HUMAN RESOURCES PROCEDURE

THE RIGHT TO REQUEST TO WORK FLEXIBLY PROCEDURE

SCOPE

This procedure is applicable to all employees of Cheshire East except for school based staff. There are specific procedures for schools staff which can be accessed via the Schools Intranet Site (link below).

<http://www/Services/Corporate/Personnel/Education/CSPIIS/index.htm>

Cheshire East Council believes that flexible working can increase staff motivation, promote work-life balance, reduce employee stress and improve performance and productivity.

This procedure applies to all employees for the right to ask for changes to one or more of the following for any reason.

- The number of hours worked e.g. part time, term time only, job share
- The times of work e.g. changes to start and finish times
- The place of work e.g. home working etc

AIMS

To set out the statutory rights & responsibilities of employees who wish to apply for the right to request flexible working for all employees who have a minimum of 26 weeks service.

Eligibility

From 30th June 2014 the Law grants employees who have a minimum of 26 weeks continuous service the right to request flexible working for any reason and to have their request considered in a reasonable manner.

Employees who make a request to work flexibly before 30 June 2014 must do so under the previous right to request flexible working policy and procedure.

The employee must have not made another application to work flexibly under this right in the last 12 months.

The Process

Stage One

In order for an employees request to be valid it must be in writing (email is acceptable) and must stipulate

- The date of the application
- Whether the employee has made a previous application for flexible working and if so when
- The change they wish to apply for i.e. pattern of work
- The date of which the employee wants the change to take effect
- The effects that the employee envisages the changes requested will have on the employer and
- How such effects might be dealt with
- State that the application is being made under the statutory right to make a flexible working request.
- **Confirm the reason for the request (ACAS to confirm)**

NB any request that is not in writing and does not contain the required information above need not be dealt with under the statutory procedure. In order to ensure the employee fulfils the requirement it is recommended that they complete a [Flexible Working Application Form](#) and give this to their manager.

Stage Two

Requests are not automatically agreed, however, if the manager feels that the request can be implemented they will write to the employee as soon as possible confirming their agreement and the changes to working patterns.

The manager must then notify the Payroll provider - CoSocius of the changes via the [Change to Contractual Details form/ Managers dashboard](#).

All requests, including any appeals, must be considered and decided on within a period of **three months from first receipt**, unless an extension has been agreed with the with the employee.

If the manager feels the request needs further discussion they must arrange to meet with the employee to discuss the request and explore how it can be accommodated or discuss alternative solutions. This meeting should be held **within 15 working days** of the original request and the employee has the right to be accompanied by a work colleague or Trade Union representative.

Within **10 working days** of the meeting the manager will write to the employee to either confirm the new work pattern or start date or to provide them with a clear business and explanation as to the reason why the application cannot be accepted.

Whilst every effort should be made to agree a working pattern, there will be instances where this is not possible. In considering the request the manager will consider the following factors:

- Burden of additional costs to both the service and the individual
- Ability to meet customer demands
- Ability to reorganise work among existing staff
- Impact on quality and/or performance
- Ability to recruit additional staff
- Insufficiency of work during the period that the employee proposes to work
- Planned structural changes

Stage Three

If the employee is not happy with the decision they can appeal to the Head of Service. The appeal must be in writing and be submitted within 10 working days of receiving the letter of notification from their manager. The letter must set out the grounds of the appeal and be signed and dated.

A further meeting will be held within 10 working days of the appeal letter being received and will be held with the employee, work colleague/Trade Union representative and the Head of Service to discuss the request and the reasons for it being turned down by the manager..

The Head of Service will reconsider the application and make a decision which must be confirmed in writing within 10 working days of the meeting. If a flexible working pattern has been agreed the letter will confirm the new arrangement and start date. Where the request has been turned down the letter must provide a clear reason why the application cannot be agreed.

There is no other right of appeal.

Time Scales

All requests, including any appeals, must be considered and decided on within a period of **three months from first receipt**, unless an extension has been agreed with the with the manager, the employee and his/her representative. This agreement should be recorded in writing and a copy sent to the employee.

Changes to Terms & Conditions of Employment

Any changes made as a result of the right to request to work flexibly will be a permanent change to the employee's contract and therefore both manager

and employee should ensure they are happy and in agreement with the changes. However, all arrangements may be reviewed in the event that circumstances change. Changes to working patterns/hours will result in a change in salary and if the employee is in the pension scheme it will also affect their pension.

All changes to contractual details must be notified to Payroll, via the [Changes to Contractual Details form/ Managers Dashboard](#)

Trial Periods

It is possible to change working arrangements for a trial period during which the manager and the employee can assess the impact of the flexible working. This trial period should last at least 12 weeks. In order to do this, the employer and the employee must agree to extend the 10 day time period during which the manager would normally reach a decision about the flexible working request. In these circumstances the manager should write to the employee stating:

- that their agreement to the employee's request for flexible working is subject to the outcome of the trial period
- the length of the trial period, (i.e. the start and end dates)
- that the change to the employee's terms and conditions of employment during the trial period is for a temporary period
- the nature of the change to the employee's terms and conditions of employment
- the date that the employee will revert back to their previous terms and conditions of employment if the manager refuses their request for flexible working.

The working arrangements should be reviewed regularly during the trial period to assess the success of the change to the working pattern and/or address any problems that may have arisen.

EQUALITY

Cheshire East Council will ensure that, when implementing the Right to Request Flexible Working Procedure that no employee will be disadvantaged on the basis of their gender or transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility. This means that the Procedure may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary

MONITORING & REVIEW

This procedure will be reviewed in the light of operating experience and/or changes in legislation.

Useful Links:

- Paternity Policy
- Parental Leave Policy
- Flexible Working Policy
- Childcare Vouchers
- Adoption Policy
- Time off for dependants
- Annual Leave Policy
- New and Expectant Mothers at Work Policy

Prepared by: HR Policy and Strategy Team
Date : 8.2.11
Revisions and reasons: 12 May 2014 – Right to apply for all employees that have 26 weeks or more service regardless of reason.
Review Date: 01/06/2015

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CHESHIRE EAST COUNCIL

Staffing Committee

Date of Meeting: 24 July 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 4: 01.04.14 – 31.03.14**

10.1.1 Five courses have been delivered to 43 CEC officers (16 Corporate and 27 Schools colleagues):

NO. OF COURSES	COURSE	ATTENDEES
1	First Aid at Work – 3 days	10 8 Corporate 2 Schools
1	First Aid Re-qualification – 2 days	7 3 Corporate 4 Schools
1	IOSH Managing Safely – 4 days	1 Corporate
1	Emergency First Aid at Work – 1 day	12 4 Corporate 8 Schools
1	Manual Handling – half day	13 13 Schools
5	TOTALS	43 16 Corporate 27 schools

10.1.2 Other training delivered included 1 course to ANSA employees and 1 annual defibrillator update:

NO. OF COURSES	COURSE	ATTENDEES
1	IOSH Managing Safely – 4 Days	5 ANSA
1	Defibrillator annual update	8 First Aiders
1	Managing Safety Course for Schools staff (delivered by Schools team)	18
2	TOTALS	13

10.2 ROSPA RECOGNITION AWARD 2014 – OUTCOME

10.2.1 CEC has been awarded a second (consecutive) Gold RoSPA Recognition Award – which was prepared using contributions from service across the Council. The certificate was presented at a RoSPA ceremony on 14.05.14 and will be displayed in the foyer at Westfields.

10.3 WORKING TOWARDS THE PREPARATION OF ALTERNATIVE SERVICE DELIVERY VEHICLES (ASDV's)

10.3.1 Senior Corporate Health & Safety Advisers have been embedding new health and safety systems for ANSA, ORBITAS and ESAR. Arrangements include:

- finalising specific Health & Safety Policies and accompanying documentation (Safety Committee constitutions etc.)
- attending ASDV Board meetings and regular safety meetings
- preparing for the arrival of a new ASDV i.e.: TSSL (Transport Service Solutions Ltd)

10.4 LIVE FOR WORK (EXTERNAL TRAINING PROVIDER)

10.4.1 Live For Work trainers have been successfully delivering various health & safety courses since January 2014 and feedback received following each course (ranging from half a day to 4 days) has been excellent. Particularly of note has been their flexibility in accommodating extra unplanned course requests (mainly from schools).

10.4.2 The current contract is in place until December 2014, with an optional extension of 12 months.

10.5 CORPORATE ACCIDENT & INCIDENT STATISTICS - QUARTER 4: 01.01.14 - 31.03.14

10.5.1 Quarter 4 statistics (01.01.14 - 31.03.14), shows that **1454** accidents and **293** incident* reports were entered onto PRIME (totalling **1747**), of which **19** 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
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	1840	17
Q4 2013 – 2014	1747	19
Total	6409	113

Quarter 4 RIDDOR Type (19)	
Members of Staff	6
Members of the Public	13

Quarter 4 Accident / Incident Numbers (1747)	
Members of Staff	191
Members of the Public	1263
Incidents (no injury)	293

10.5.2 Care4CE reported 662 accidents and incidents (38% of the total) – of which 4 accident was RIDDOR Reportable. One involved the death of a service user shortly after sustaining a head injury. An inquiry has been opened and adjourned into this matter.

298 slips, trips and falls involving Service users continue to account for the highest cause of reports - which often occur when customers fall out of bed or off the toilet (17% of the total) and 79 assaults of staff were the second highest event reported (4.5% of the total).

10.5.3 Schools reported 775 accidents and 17 incidents (44% of the total), of which 12 were RIDDOR reportable. RIDDOR events occurred in the following areas: sports injuries = 4, slips / trips / falls = 5, Injured whilst handling / lifting / carrying = 1, fall from a height = 1 and injured during a curriculum activity = 1.

10.5.4 Leisure Facilities reported 263 accidents and 13 incidents (15% of the total) of which 2 were RIDDOR reportable. One was a fractured wrist sustained from a fall whilst roller skating and the other who fell down stairs whilst mopping a floor.

10.5.5 Tatton Park reported 14 accidents and 2 incidents (1% of the total) – None of which were RIDDOR reportable.

Further details are shown in the following Appendices:

- RIDDOR accidents / incidents reported by Directorate and Location – Appendix 1
- RIDDOR accidents / incidents reported by Directorate and Accident Type – Appendix 2
- All Incident Outcomes by Type (Injury, Ill Health etc) – Appendix 3
- Incident Outcomes by Type (Ill health, near misses etc) – Appendix 4

10.6 CORPORATE ACCIDENT & INCIDENT STATISTICS - QUARTER 1: 01.04.14 - 30.06.14

10.6.1 Quarter 1 statistics (01.04.14 - 30.06.14), shows that **1138** accidents and **258** incident* reports were entered onto PRIME (totalling **1396**), of which **10** 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
Q1– Q4: 2011- 2012	6528	322
Q1– Q4: 2012- 2013	5956	151
Q1– Q4: 2013- 2014	6409	113
Q1 2014 – 2015	1396	10

Quarter 4 RIDDOR Type	
Members of Staff	2
Members of the Public	8

Quarter 4 Accident / Incident Numbers	
Members of Staff	145
Members of the Public	993
Incidents (no injury)	258

10.6.2 It is acknowledged that the format of accident / incident statistics which the Staffing Committee receive every quarter, should be updated. After discussion with Cllr Marren, it has been agreed, from Quarter 2 (01.07.14 – 30.09.14) onwards, that the following report format changes will be made:

- Removal of statistics relating to ASDVs
- Separation of schools data – to be presented separately to the corporate statistics
- Comparisons to be made between quarterly figures on an annual basis (year on year)
- Condensing of Appendices 3 - All Incident Outcomes by Type (Injury, Ill Health etc) and 4 - Incident Outcomes by Type (Ill health, near misses etc)

To assist with development of these changes and to significantly reduce the time taken to prepare quarterly accident data (currently approx. 3 days per report) various actions will be undertaken, including:

- A restructuring of the reports available via PRIME to be undertaken in conjunction with the software designers – these were last updated in 2011 (with anticipated completion by 31.12.14)
- Monthly reports to be run – to enable easier data handling and more timely availability of updated statistics (including running totals). So when only interim data is available (due to the early date by which the report is required), the outstanding data can be easily attached to the interim report at the next quarter. It is anticipated that the first monthly spreadsheet will be available (for 01.07.14 – 31.07.14) week commencing 11.08.14
- Building a spreadsheet which filters out unnecessary detail (e.g.: ASDV figures) to provide only the condensed information which the Staffing Committee requires

For the purposes of this report, the nature of the following discussions will remain in the current format:

10.6.3 Care4CE reported 585 accidents and incidents (42% of the total) – of which 3 accidents was RIDDOR Reportable.

255 slips, trips and falls involving Service users continue to account for the highest cause of reports - which often occur when customers fall out of bed or off the toilet (18% of the total) and 75 assaults of staff were the second highest event reported (5% of the total).

10.6.4 Schools reported 558 accidents and 7 incidents (41% of the total), of which 6 were RIDDOR reportable. RIDDOR events occurred in the following areas: sports injuries = 1, slips / trips / falls = 3, assaulted by a person = 1 and injured during a curriculum activity = 1.

10.6.5 Leisure Facilities reported 170 accidents and 3 incidents (12% of the total) of which none were RIDDOR reportable.

10.6.6 Tatton Park reported 32 accidents and 6 incidents (3% of the total) – None of which were RIDDOR reportable.

Further details are shown in the following Appendices:

- RIDDOR accidents / incidents reported by Directorate and Location – Appendix 5
- RIDDOR accidents / incidents reported by Directorate and Accident Type – Appendix 6
- All Incident Outcomes by Type (Injury, Ill Health etc) – Appendix 7
- Incident Outcomes by Type (Ill health, near misses etc) – Appendix 8

APPENDIX 1

**TOTAL RIDDOR ACCIDENTS / INCIDENTS BY DIRECTORATE AND LOCATION
QUARTER 4: 01.01.14 – 31.03.14 (19)**

BUSINESS	SITE	TOTAL
ADULTS, COMMUNITY, LEISURE SERVICES	Alsager Leisure Centre	1
	Lincoln House Community Support Centre	1
	Macclesfield Leisure Centre	1
	Mountview Community Support Centre	1
	Sub Total	4
CHILDREN AND FAMILIES – NON SCHOOLS	113 Broad Street, Crewe	
	Sub Total	1
CHILDREN AND FAMILIES – SCHOOLS	Black Firs Primary School	1
	Haslington Primary School	1
	Havannah Primary School	1
	Malbank High School	1
	Marton and District Church of England Primary School	1
	Parkroyal Primary School	1
	St Marys Catholic Primary School (Crewe)	1
	Wheelock Primary School	1
	Wilmslow High School	3
	Wistaston Church Lane Primary School	1
	Sub Total	12
PLACES		
	Sub Total	0
NOT ON SITE	16 Crown Street West Macclesfield	1
	Ullswater Road Congleton	1
	Sub Total	2
TOTAL:		19

END OF APPENDIX 1

APPENDIX 2

**TOTAL RIDDOR ACCIDENTS / INCIDENTS REPORTED BY DIRECTORATE AND
ACCIDENT TYPE - QUARTER 4: 01.01.14 – 31.03.14 (19)**

	PEOPLE		CORPORATE SUPPORT SERVICES	PLACES	TOTALS
	Adults, Community Leisure	Children & Families			
Fall From Height	1	2	-	-	3
Injured by an animal	-	-	-	1	1
Injured while handling / lifting / carrying	-	1	-	1	2
Slipped/Tripped/Fell on the same level	3	5	-	-	8
Sports Injury	4	-	-	-	4
Unknown Cause	-	1	-	-	1
TOTALS	8	9	0	2	19

END OF APPENDIX 2

APPENDIX 3

**ALL ACCIDENT OUTCOMES BY TYPE (INJURY, ILL HEALTH etc.)
QUARTER 4 - 01.01.14 – 31.03.14 (1263)**

Accident Outcomes - Injuries			
	Total	%	RIDDOR
Minor Injuries ¹	987	67.8	6
Fracture, Suspected fracture & Dislocation	74	5.4	12
Bite by Human, Animal or Insect	7	0.7	1
Irritation/Chemical/Grit	4	0.4	0
Burn/Scald	11	0.7	0
Crush	3	0.1	0
Penetrating Injury ²	3	0.1	0
Electric Shock ³	1	0.1	0
Total	1090	75.1	19

Accident Outcomes - Health Related			
	Total	%	RIDDOR
Faint / Loss of Consciousness	12	0.8	0
Seizure	13	0.9	0
Acute Illness Requiring Medical Treatment	4	0.2	0
Choking ⁴	2	0.1	0
Total	31	2.0	0

Accident Outcomes - No Apparent Injury			
	Total	%	RIDDOR
No Apparent Injury	291	20.0	0

¹ **Minor injuries (987):** Knock (382); Cut / Laceration / Grazing (286); Bruise (82); Pain (53); Sprain (36); Swelling (59); Nose Bleed (19); Scratches (37); Strain (16); Twist (8); Pinch (2); Trap / Nip (7)

² **Penetrating injury (3):** All 3 accidents happened in schools, including a member of staff who received a needle stick injury administering insulin to a diabetic pupil

³ **Electric shock (1):** A school pupil was working with a disassembled radio and received a mild electric shock

⁴ **Choking (2):** Both incidents occurred in schools – 1 involving a pupil choking on their food and a teacher administering back slaps – the second involved a pupil assaulted another, choking them until other pupils intervened.

Accident Outcomes - Other			
	Total	%	RIDDOR
Other ⁵	42	2.9	1

END OF APPENDIX 3

⁵ **Other (42):** Assault (10); Self Harm (1); Fall from Height (4); Unknown (7); Slip / Trip / Fall (9); Non Accidental (2); Near Miss (2); Hit by Moving / Flying Object (3); Hit by Fixed / Stationary Object (1); Moving & Handling (2); Attempted Suicide (1)

APPENDIX 4

**ALL INCIDENT OUTCOMES BY TYPE (INJURY, ILL HEALTH etc.)
QUARTER 4 - 01.01.14 – 31.03.14 (293)**

All Incidents (excluding Health Related & Self Harming)			
	Total	%	RIDDOR
Aggressive Behaviour / Assaults / Verbal Abuse / Physical Interventions	175	60.1	0
Near Miss	41	13.9	0
Suspicious Behaviour	4	1.4	0
Rape / Sexual Assault / Indecent Exposure	4	1.3	0
Failure Of Plant/Equipment / Buildings Incident	3	1	0
Property Loss/ Damage / Theft / Attempted Robbery	8	2.7	0
Sports Related Injury	2	0.7	0
Vehicle Collision / Transport Incident	2	0.6	0
	239	81.7	0

Incidents - Health Related			
	Total	%	RIDDOR
Ill Health	19	6.4	0

Incidents – Self Harming			
	Total	%	RIDDOR
Self Harming Incident	35	11.8	0

END OF APPENDIX 4

APPENDIX 5

**TOTAL RIDDOR ACCIDENTS / INCIDENTS BY DIRECTORATE AND LOCATION
QUARTER 1: 01.04.14 – 30.06.14 (10)**

BUSINESS	SITE	TOTAL
ADULTS, COMMUNITY, HEALTH AND WELLBEING	4B East Terrace	1
	Lincoln House Community Support Centre	1
	87 Fairburn Avenue	1
	Sub Total	3
CHILDREN AND FAMILIES – NON SCHOOLS		
	Sub Total	0
CHILDREN AND FAMILIES – SCHOOLS	Lostock Hall Primary School	1
	Shavington Primary School	1
	Springfields Special School	1
	St Albans Catholic Primary School	1
	Underwood West Primary School	1
	Wilmslow High School	1
	Sub Total	6
PLACES	Queens Park	1
	Sub Total	1
TOTAL:		10

END OF APPENDIX 5

APPENDIX 6

**TOTAL RIDDOR ACCIDENTS / INCIDENTS REPORTED BY DIRECTORATE AND
ACCIDENT TYPE - QUARTER 1: 01.04.14 – 31.06.14 (10)**

	PEOPLE		CORPORATE SUPPORT SERVICES	PLACES	TOTALS
	Adults, Community Health & Wellbeing	Children & Families			
Injured in a Curriculum Activity	-	1	-	-	1
Assaulted by a Person	-	1	-	-	1
Injured while handling / lifting / carrying	2	-	-	-	2
Slipped/Tripped/Fell on the same level	1	3	-	1	5
Sports Injury	-	1	-	-	1
TOTALS	3	6	0	1	10

END OF APPENDIX 6

APPENDIX 7

**ALL ACCIDENT OUTCOMES BY TYPE (INJURY, ILL HEALTH etc)
QUARTER 1 - 01.06.14 – 31.06.14 (1,396)**

Accidents Outcomes - Injuries			
	Total	%	RIDDOR
Minor Injuries ⁶	796	70	7
Fracture	45	4	1
Suspected fracture	14	1.2	1
Bite by Human	12	1.1	0
Irritation/Chemical/Grit	11	1	0
Burn/Scald	10	0.9	0
Crush	6	0.5	0
Dislocation	5	0.4	0
Penetrating Injury	5	0.4	0
Bite by Animal or Insect	3	0.3	0
Loss of Sight	1	0.1	0
	908	80	9

Accident Outcomes - Health Related			
	Total	%	RIDDOR
Faint/Loss of Consciousness	17	1.2	1
Seizure/Absence	13	1.1	0
Acute Illness Requiring Medical Treatment	3	0.1	0
Choking ⁷	1	0.1	0
Total	34	2.5	1

Accident Outcomes - No Apparent Injury			
	Total	%	RIDDOR
No Apparent Injury	145	13	0

¹ **Minor injuries (796):** Knock (381); Cut/Laceration/Grazing (176); (Bruise (75); Pain (43); Sprain (18); Swelling (15); Nose Bleed (13); Scratches (27); Strain (19); Twist (7) Pinch (8); Trap / Nip (14)

⁷ **Choking (1):** Involved a service user choking on their food and a carer administering backslaps. The incident was not RIDDOR reportable

Accident Outcomes - Other			
	Total	%	RIDDOR
Other ⁸	51	4.5	0

END OF APPENDIX 7

⁸ **Other (51):** Assault (12); Self Harm (3); Fall from Height (4); Unknown (5); Slip / Trip / Fall (6); Non Accidental (2); Near Miss (4); Hit by Moving / Flying Object (6); Hit by Fixed / Stationary Object (5); Moving & Handling (4)

APPENDIX 8

**ALL INCIDENT OUTCOMES BY TYPE (INJURY, ILL HEALTH etc)
QUARTER 1 - 01.04.14 – 30.07.14 (258)**

All Incidents (excluding Health Related & Self Harming)			
	Total	%	RIDDOR
Aggressive behaviour / Assaults / Verbal abuse / Threats	205	79.6	0
Near Miss	18	7	0
Failure of Plant / Equipment / Buildings Incident	3	1.2	0
Property Loss / Damage / Attempted Robbery	4	1.6	0
Suspicious Behaviour	2	0.8	0
Stung by an insect	1	0.4	0
Indecent Exposure	1	0.4	0
Vehicle Collision /Transport Incident	4	1.6	0
	237	92.6	0

All Incidents - Self Harming			
	Total	%	RIDDOR
Self Harming Incident	13	5	0

All Incidents - Health Related			
	Total	%	RIDDOR
Ill Health	8	2.7	0

END OF APPENDIX 8

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