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Wednesday 2 November 2022

To: Chair – Councillor William Jackson-Wood
Vice-Chair – Councillor Sally Ann Hart
Members of the Employment and Staffing Committee – Councillors
Anna Bradnam, Sunita Hansraj, Mark Howell, Richard Stobart and
John Williams

Quorum: 3

Substitutes: Councillors Heather Williams, Sue Ellington, Graham Cone, Bunty Waters,
Dr. Shrobona Bhattacharya, Peter Fane, Ariel Cahn and
Dr. Aidan Van de Weyer

Dear Councillor

You are invited to attend the next meeting of **Employment and Staffing Committee**, which will be held in **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Thursday, 10 November 2022** at **10.00 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution ***in advance of*** the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
Liz Watts
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

Agenda		Pages
1.	Apologies for Absence To receive Apologies for Absence from Committee members.	
2.	Declarations of Interest	
3.	Minutes of Previous Meeting	1 - 2
4.	Update on progress planning for Four Day week (4DW) trial	3 - 8
5.	Retention and Turnover: Q2 (1 July - 30 September 2022)	9 - 24

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Guidance For Visitors to South Cambridgeshire Hall

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- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

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Toilets

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Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

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Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Employment and Staffing Committee held on
Thursday, 8 September 2022 at 10.00 a.m.

PRESENT: Councillor William Jackson-Wood – Chair
Councillor Sally Ann Hart – Vice-Chair

Councillors: Anna Bradnam Mark Howell
Richard Stobart Peter Fane

Officers: Laurence Damary-Homan Democratic Services Officer
Clare Lomer-Hill HR Advisor
Donya Taylor HR Advisor
Liz Watts Chief Executive

Councillor Heather Williams was in attendance.

Councillor Sunita Hansraj was in attendance remotely.

The Chair briefly adjourned the meeting. After resumption of the meeting, the Chair adjourned the meeting to a later date. The meeting ended at 10.40 a.m.

The Committee met, to discuss the agenda for the meeting held on 08 September 2022, on 29 September 2022. The following reflects the discussions, of the agenda from 08 September 2022, from the meeting held on 29 September 2022 that started at 2.00 p.m.

1. Apologies for Absence

Councillor John Williams sent Apologies for Absence and Councillor Peter Fane was present as his substitute.

2. Declarations of Interest

There were no Declarations of Interest.

3. Minutes of Previous Meeting

By affirmation, the Committee authorised the Chair to sign the Minutes of the meeting held on 9 June 2022 as a correct record.

4. Retention and Turnover Report: Quarter 1 (Q1) 1st April 2022 - 30th June 2022

The Chief Executive Officer presented a verbal update on a Retention and Turnover strategy, the 4-day working week. Members discussed:

- Use of data from other examples of the 4-day week, both in the public and private

sector, to inform the trial

- Data monitoring, both on wellbeing and productivity- a request to differentiate the data from those on the trial and agency/other staff, who were not part of the trial, was raised in order to allow for comparison
- Productivity strategies to ensure standards of service did not drop
- Availability of officers and how this is communicated to customers
- Provision of information to staff and the public- it was noted that feedback could be provided by the public through the Council's website
- Management of workloads and ensuring that staff do not end up working longer hours over 4 days
- Flexibility in working practices, including opting-out of the trial and the prospect of working 5 shorter days
- Manual workers and the trial at the depot

The HR Advisor, Clare Lomer-Hill, presented the report. Members discussed apprenticeships and the challenges of recruitment to these roles. Officers informed the Committee of the range of apprenticeships on offer and the Golden Hello recruitment strategy. It was noted that timings in the school year impact apprenticeship recruitment and Members were supportive of the engagement with local charities, schools and recruitment fairs that officers detailed. Members also questioned how the challenges of induction of new staff was managed in a hybrid working environment. Officers responded to questions on the levels of agency staff and the details of how the casual worker bank scheme work. It was requested that officers monitor the numbers of staff moving from direct employment with the Council to working for the Council via an agency.

The Committee **noted** the report.

5. **Sickness Absence Report Quarter 1 (Q1)**

The HR Advisor, Donya Taylor, presented the report and offered a clarification over the meaning of VBPI in response to a question. Members requested that abbreviations be listed in full the first time they are used in a report. Members discussed the possibility of people continuing to work from home whilst unwell. Officers assured the Committee that staff were encouraged to take sickness leave when required and not force themselves to work when inappropriate due to health issues. Members were informed that the positive culture and consistent messaging around wellbeing ensured suggested that levels of non-absence for staff who were sick remained low. It was noted that working from home would allow some staff to continue to work with sicknesses, such as colds, that did not inhibit individual's ability to work, and that absence may have arisen with these types of illnesses if staff could only work in the office.

The Committee **noted** the report.

The Meeting ended at 3.20 p.m.

Agenda Item 4



**South
Cambridgeshire
District Council**

Report to:	Employment and Staffing Committee (SCDC) 10 November 2022 Strategy and Resources Committee (CCC) (by e-mail)
Lead Cabinet Member:	Cllr John Williams – Lead Cabinet Member for Resources
Lead Officer:	Liz Watts – Chief Executive

Update on progress planning for the Four Day week (4DW) trial

Executive Summary

1. The first (desk-based) 4DW trial is still on track to take place between January and March 2023. This report provides a brief summary of the planning process that is taking place to prepare for the trial.

Key Decision

2. No

Recommendations

3. It is recommended that committee note the report.

Reasons for Recommendations

4. Councillors from both councils have asked for regular updates on the 4DW.

Details

Progress since announcement of trial

5. Following the approval of the Four Day Week (4DW) trial for desk-based colleagues at SCDC (including the Shared Planning service), it was agreed that reports on progress would be presented to the Employment & Staffing Committee at South Cambridgeshire District Council and Strategy & Resources Scrutiny Committee at Cambridge City Council.

Timings of Committees

6. Due to the timings of committees, reports will be forwarded by email to one or other committee, to ensure each actual committee meeting receives up-to-date information. The report cycles and whether a report will be presented in person to the committee or by email is set out below. Each report will be shared with each committee (either in person or by email), meaning there will be four reports delivered between November 2022 and March 2023.

Committee	SCDC E&S*	CCC S&RS**
10 November E&S	Report in person	Report by email
30 January S&RS	Report by email	Report in person
23 February E&S	Report in person	Report by email
27 March S&RS	Report by email	Report in person

*Employment & Staffing Committee (SCDC)

** Strategy & Resources Scrutiny Committee (CCC)

Project Team

7. A project team has been set up, led by colleagues in SCDC Transformation team, and attended by the Head of HR from the City Council and union representatives. Key activities completed to date include:

- Creation of a data hub on Insite to store everything related to the 4DW (FAQs, training resources, etc)
- Collation of data through a tool called 'Red Teams' to understand concerns/ideas/solutions from across the Council (attended by just over 100 colleagues including approximately 20 managers)
- Creation of a weekly snapshot survey to gauge how colleagues are feeling about the 4DW and preparations (results from weeks 1-2 set out in Appendix 1)
- Establishment of a group of 'Champions' from all service areas, to be the key interlocutors between the project team and services
- Early guidance on some key ways of working that we expect to apply to everyone in the first trial
- Planning within each service area to work through how they intend to undertake the trial in their area
- HR drop-in sessions open to all colleagues in the trial
- A two-hour training workshop (delivered free) by Alex Soojung-Kim Pang, a leading trainer in the 4DW on how to implement a 4DW; this was open to all service managers, and champions
- A feedback form on the website that members of the public can use to ask questions or make comments about the trial: [Four-day working week trial - South Cambs District Council \(scamb.gov.uk\)](https://www.scamb.gov.uk)
- Regular responses to media enquiries and an article in South Cambs magazine about the 4DW trial
- Collation of a list of interested councils, for whom we have promised to deliver a briefing once we have data from the trial and lessons to share

Second Trial for Shared Waste Service

8. At the same time, colleagues in the Shared Waste Service are undertaking some early data collation and preliminary analysis / scenarios setting to prepare for the second trial.

Media interest

9. There has continued to be media interest around the trial, and it was mentioned in the House of Commons when Labour MP (Bootle) Peter Dodd tabled a motion for leave to bring in a Bill to reduce working hours ([Working Time Regulations \(Amendment\) - Hansard - UK Parliament](#)). The second reading of the Bill will be on 9 December. (For the avoidance of doubt, since the question was raised by some colleagues) this bill will in no way prevent the continuation of our own trial).

Four Day Week Global Pilot

10. The pilot programme in the UK being run by Four Day Week Global has published early data from the halfway point of the trials they are running in 70 organisations in the UK, which can be found here: [At the halfway point of a UK 6-month trial of a day 4 week pilot programme feedback is flowing in. — 4 Day Week Global](#)

Implications

11. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Financial

12. There are no financial implications for the trial.

Legal

13. There are no legal implications for the trial.

Staffing

14. All colleagues have had opportunities to get involved in the planning process and we are working collaboratively to ensure we provide support, address concerns, make use of good ideas, etc as the planning period proceeds.

Equality and Diversity

15. There are no E&D issues related to the trial. If the trial is extended a full EQiA will be undertaken.

Health & Wellbeing

16. The Health & Wellbeing of colleagues is one of the key metrics that will be tested after the trial.

Alignment with Council Priority Areas

A modern and caring Council

17. A trial will be a significant exercise in understanding whether we can achieve the benefits of a 4DW, thus maintaining services to residents and improving the health and wellbeing of employees.

Background Papers

SCDC: [Trialling a four-day week at the Council - Report for Cabinet.pdf \(moderngov.co.uk\)](#)

CCC: [220914 SR 10 October 4 day week.pdf \(cambridge.gov.uk\)](#)

Appendices

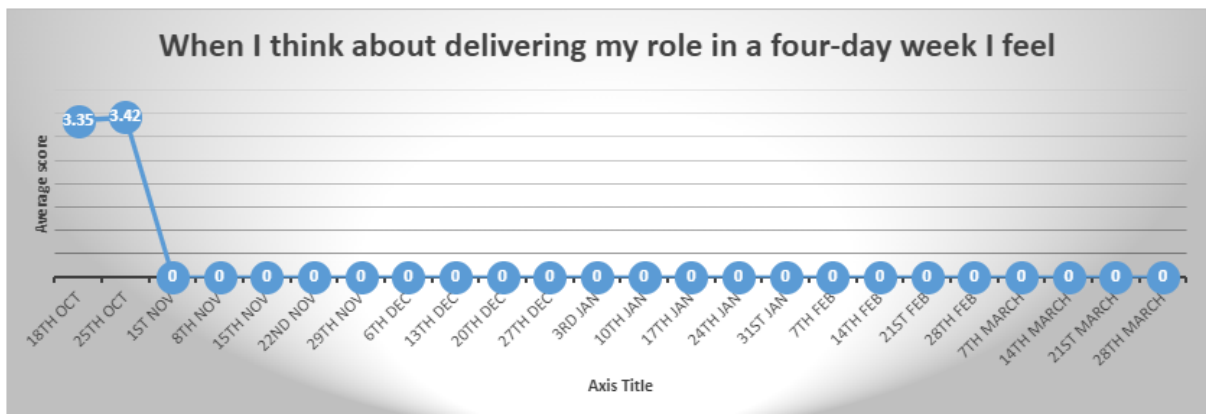
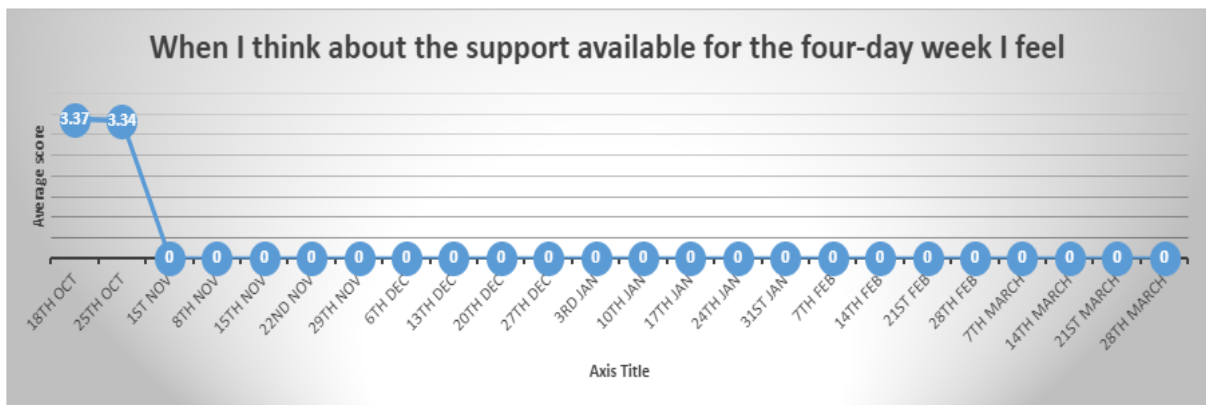
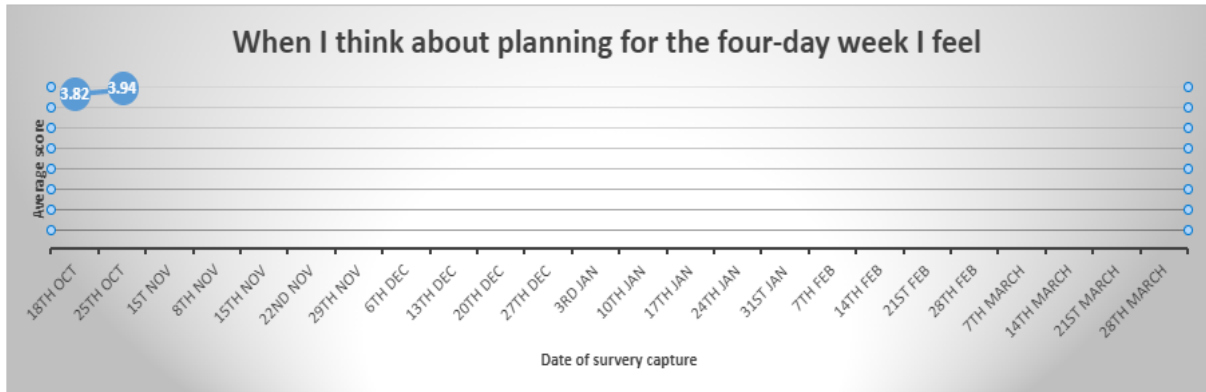
Appendix A: Snapshot data

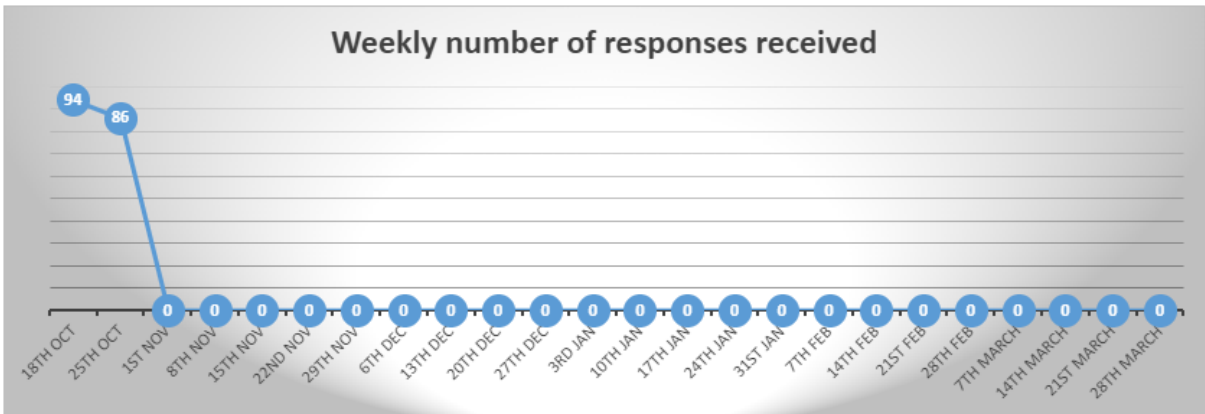
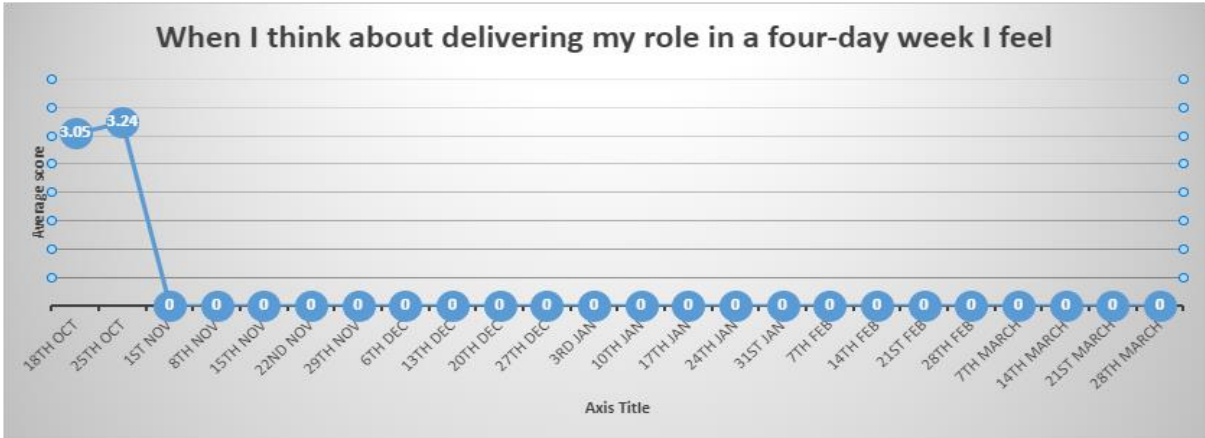
Report Author:

Liz Watts – Chief Executive
Cat Quy – Programme Manager

Appendix 1

On a scale of 1-5 (1= very concerned, 2 = concerned, 3 = not sure, 4 = positive, 5 = very positive)





Agenda Item 5



Report to:	Employment and Staffing Committee 10 November 2022
Lead Cabinet Member:	John Williams
Lead Officer:	Jeff Membery

RETENTION AND TURNOVER REPORT: QUARTER 2 (Q2) 1st July 2022 – 30th September 2022

Executive Summary

1. This report provides an analysis of the turnover of staff between 1st July 2022 and 30th September 2022. The reason for this report is to highlight trends, inform recruitment decisions and enable SCDC to develop a resource strategy, drive change in a team or area of the business and to ensure the achievement of the organisation's goals.

Key Decision

2. No

Recommendations

3. It is recommended that the Employment and Staffing Committee note this report.

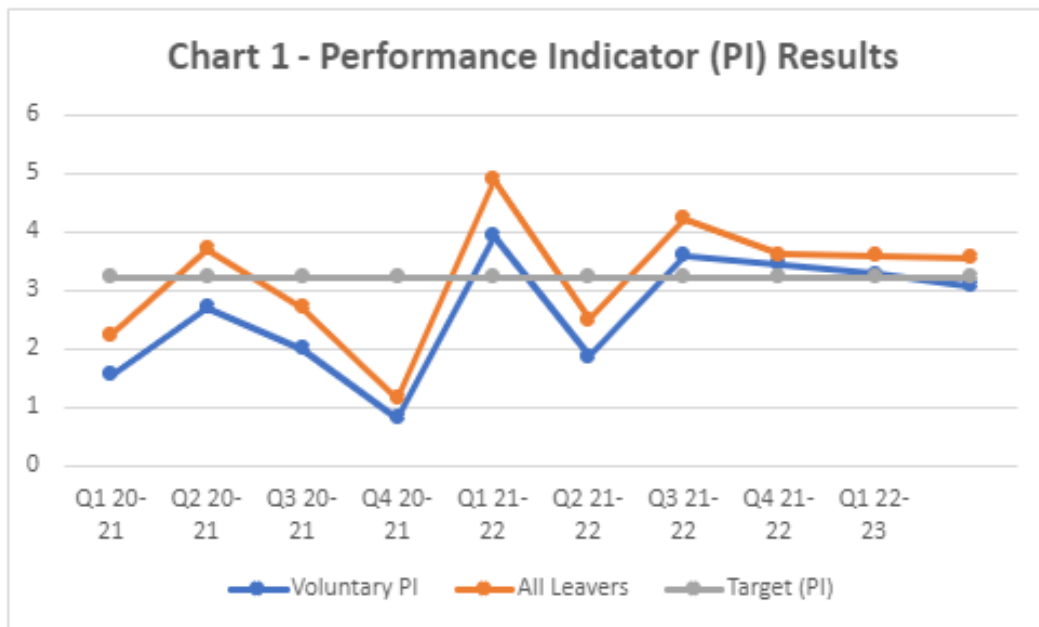
Reasons for Recommendations

4. This information report forms part of the Employment and Staffing Committee framework for monitoring the Council's staffing resource.

Details

Turnover

- The Performance Indicator (PI) value for Q2 1st July – 30th September 2022 is 3.57% (based on an average headcount of 645). This equates to a combined total of 23 leavers: 16 voluntary and 7 involuntary leavers. In Q1 1st April 2022 – 30th June 2022 the PI value was 3.60% (based on an average headcount of 642). The quarterly target for voluntary leavers* is 3.25%¹.



- Detailed information about the breakdown of Joiners, Leavers and Turnover by Service Area can be found in the new Workforce Analytics package for Q2. This includes separate figures for Environment and Shared Waste.

Recruitment

- Please see **Charts 2, 3 and 4** below for Recruitment information. The number of roles advertised increased to 78 which was an increase from 69 in Q1 but still below the peak of 103 in Q4 of the previous year.
- In Q2 9 posts were re-advertised after unsuccessful recruitment campaigns.
- For Q1 and Q2, the number of temporary workers (agency) in each department was as follows:

¹ Voluntary leavers do not include redundancies, ill health retirements, and ending of fixed term contracts or internal transfers. Voluntary leavers do include individuals who are leaving to access their pension (retirees).

Service Area	Q1 (71) (% of total agency workers)	Q2 (69) (% of total agency workers)
GCSPS	16 (23%)	15 (22%)
Transformation	4 (6%)	6 (9%)
Finance	2 (3%)	1 (1%)
Housing	1 (1%)	1 (1%)
SW&E (excl GCSWS)	2 (3 %)	2 (3%)
GCSWS	46 (65%)	44 (64%)
Economic Development & Investment	0 (0%)	0 (0%)

Wider Context

10. The most recent CIPD Labour Market Report² was published in the summer of 2022. 47% of employers have hard-to-fill vacancies and so are focusing on recruitment and retention. This suggests the current recruitment issues that the Council have been experiencing are common across all sectors of the economy. The report recommends three actions for employers. The first is to focus on the existing workforce by offering training to upskill or reskill staff to support employee engagement and retention. The second is to take time to review the employee value proposition to ensure the benefits offered are relevant to applicants and that these are clearly communicated. The third is to be flexible in developing or revising reward packages. The recent recruitment of a new Learning and Development Officer will help to achieve the goal of reviewing employee training needs. Further, the Council's proposal to begin a 4-day week trial in January 2023 offers prospective employees a unique benefit which aligns with the other suggestions.

² [Labour Market Outlook Summer 2022](#)

Conclusion

11. The turnover rate has only increased marginally since the previous quarter. This reflects a continuation of the stable trend seen over the last few quarters. The most notable difference is an increase in the percentage of people accepting new jobs within the private sector compared to the public sector. This is an early indication that the benefits of working in the private sector may have become more attractive compared to the public sector in recent months. This will need to be monitored to determine if this is the start of a trend. Further, given one of the other most cited reasons for leaving is achieving a better work-life balance, exploring new methods for improving retention at the Council might have significant benefits.

Options

12. That the Employment and Staffing Committee either notes the report as presented or note it with the addition of appropriate comments.

Implications

13. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Financial

14. There are financial implications in terms of the costs of advertising and recruitment of replacement staff. There are also financial implications in respect of using temporary staff to cover work if standards of service are to be maintained.

Staffing

15. A certain level of turnover is healthy for an organisation as it enables new ideas and skills to be brought into the organisation. There will always be a natural number of leavers, and this creates opportunities for reviewing job purpose and the skills and attributes that an organisation needs for the future.

Risks/Opportunities

16. The council will seek to mitigate and eliminate risks associated with employment relations matters for example, change management, case management and involuntary leavers.

17. Current identified risks in relation to recruitment challenges are included on the risk register. The council continually reviews measures to mitigate this risk.
18. Proposed changes to the Local Government Pension Scheme (LGPS) and caps on Public Sector exit payments mean we will need to be mindful when dealing with succession planning and change management.

Alignment with Council Priority Areas

A modern and caring Council

19. By monitoring Retention and Turnover levels, and making any necessary recommendations, we can ensure that the Council is structured and appropriately resourced to deliver the ambitions of our communities.

Appendices

Appendix A: Q2 22-23 Turnover Charts

Report Author:

Jonathan Corbett – HR Advisor
Telephone: (01954) 713244

Appendix A: Q2 22-23 Turnover Charts

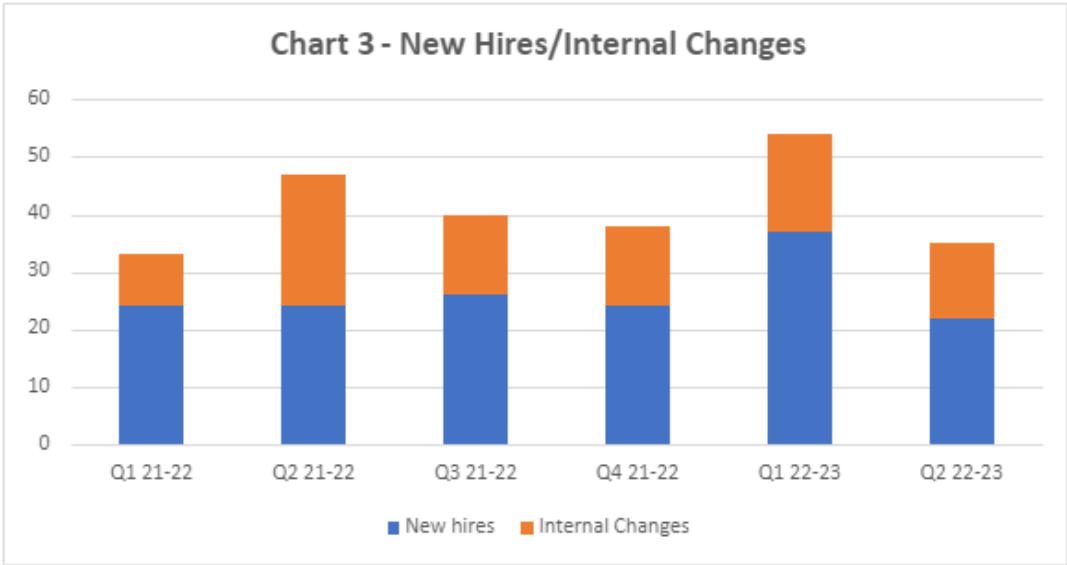
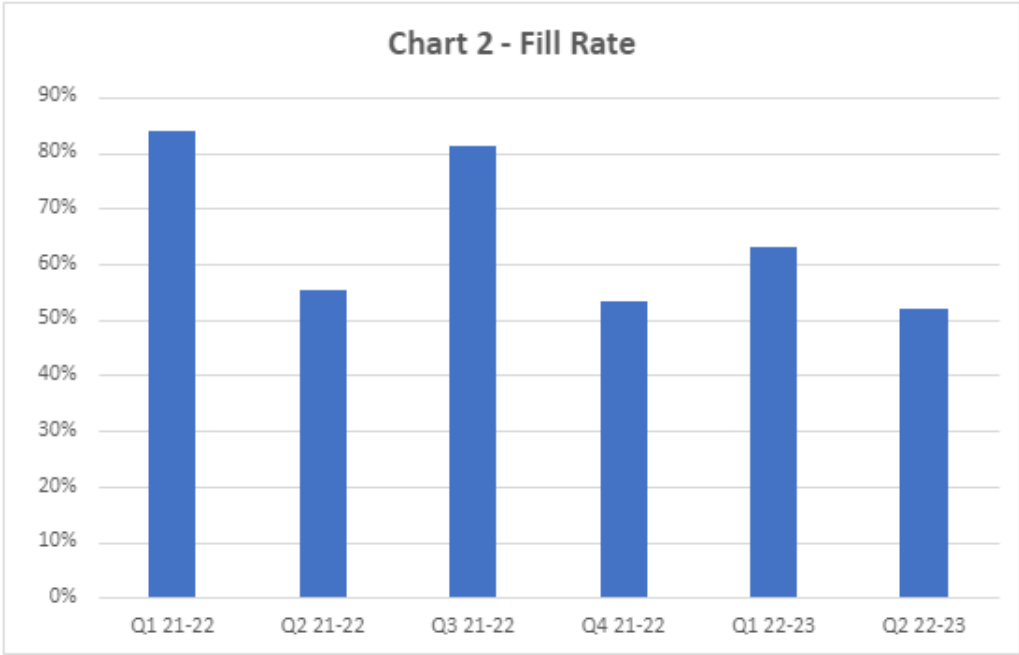
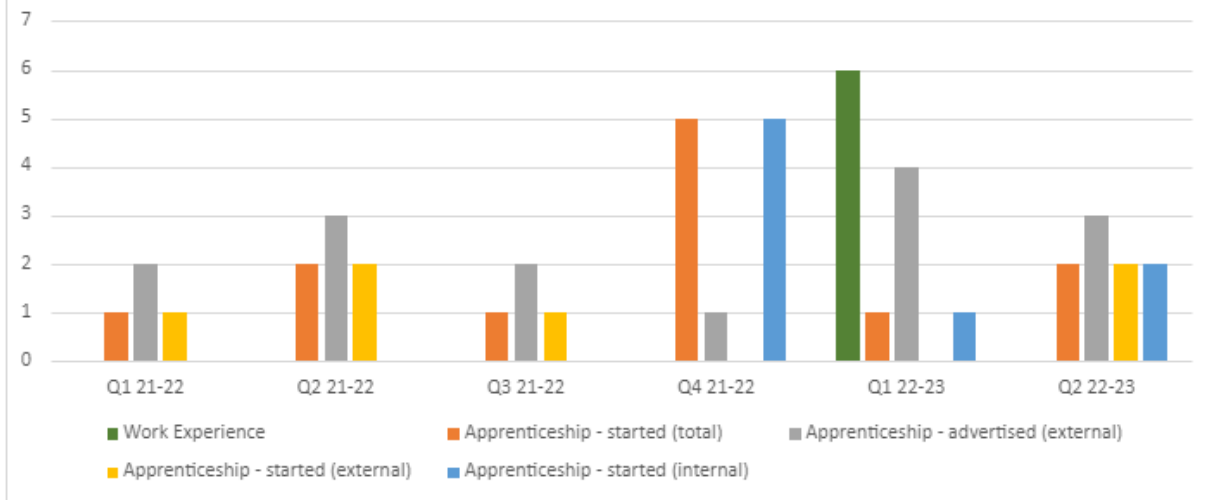


Chart 4 - Work Experience/Apprenticeships



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Workforce Analytics : September 2022

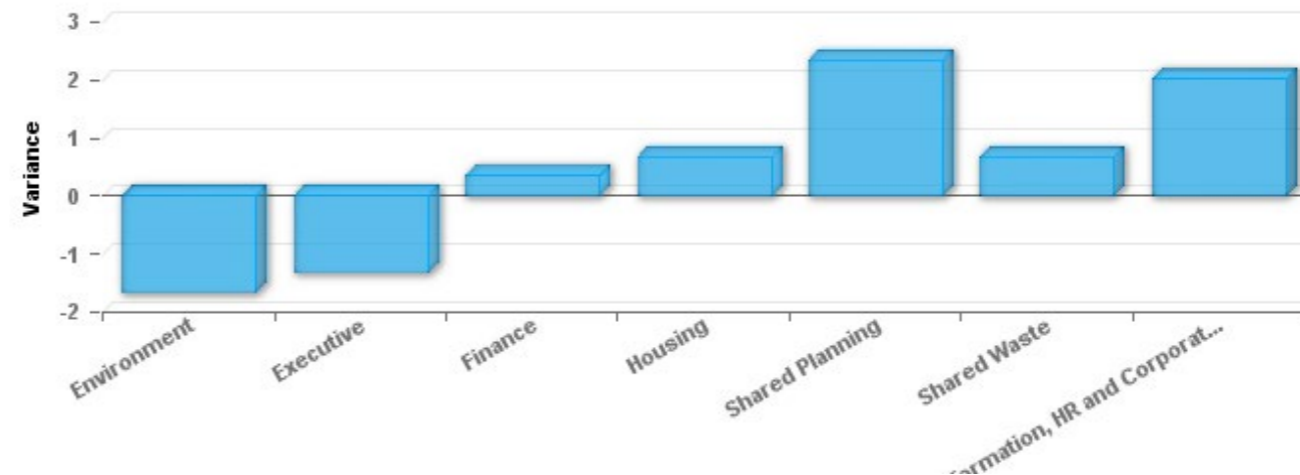
Workforce by Organisation Structure

Level2: All Level3: Environment;Executive;Finance;Housing;Shared Planning;Shared Waste;Transformation, HR and Corporate Services Level4: Advice and Options;Anti-fraud Risk Team;Benefits;Built and Natural Environment;Business Operations;Business Support - Economic Development;Commercial Development and Investment;Communications;Communications and Communities;Contact Centre;Covid;Delivery;Democratic Services;Economic Development and Investment;Elections;Environment - Commercial;Environment - People and Protection;Environment - Planning;Environment - Street Cleansing;Environment - Watercourses;Ermine Street;Executive;Executive Office;Facilities Management;Finance Team;Health and Safety;Housing;Housing Strategy;HR and OD Team;Licensing;Licensing and Commercial;Neighbourhood Services;New Build;People Protection Planning;Performance Policy;Policy and Communication;Policy and Communication - Climate;Procurement;Property Services;Revenues;Shared Planning;Shared Waste;Shared Waste - BD & Spare;Shared Waste - Domestic;Shared Waste - Operational;Shared Waste - Organic;Shared Waste - Recycling;Shared Waste - Trade;Strategy and Economy;Streets - Enforcement;Streets - Streetlighting;Sustainable Communities;Trade and Support;Transformation, HR and Corporate Services Level5: All Category: Employee;TUPE Employee Basis: All Type: All Job Family: All

Org Structure	Ave Headcount Previous Qtr	Ave Headcount Current Qtr	Ave FTE Previous Qtr	Ave FTE Current Qtr	Joiners in Period Previous Qtr	Joiners in Period Current Qtr	Leavers in Period Previous Qtr	Leavers in Period Current Qtr	Turnover Previous Qtr	Turnover Current Qtr	Salary Cost Previous Qtr	Salary Cost Current Qtr
Environment	55.33333333	53.66666667	51.963964	50.42342342	1	1	3	1	11.11%	1.85%	£438,650.29	£420,688.90
Executive	20.66666667	19.33333333	19.8774775	18.67747748	0	0	0	1	0.00%	5.00%	£235,932.17	£226,711.45
Finance	75	75.33333333	69.2675676	69.45495495	1	1	0	1	0.00%	1.33%	£635,425.74	£638,542.15
Housing	124.3333333	125	109.927928	110.8648649	2	4	1	3	0.79%	2.39%	£1,018,075.54	£1,027,389.11
Shared Planning	119.6666667	122	110.835932	113.9227304	6	4	6	4	4.98%	3.28%	£1,073,830.41	£1,090,344.73
Shared Waste	157.6666667	158.3333333	156.193694	156.8603604	10	7	6	9	3.25%	5.71%	£1,091,263.27	£1,106,007.62
Transformation, HR and Corporate Services	89.33333333	91.33333333	84.2414414	85.51171171	4	4	6	4	6.63%	4.30%	£752,589.00	£762,068.24
Total	642	645	602.308004	605.7155232	24	21	22	23	3.42%	3.55%	£5,245,766.42	£5,271,752.20

Headcount Current vs Previous Qtr

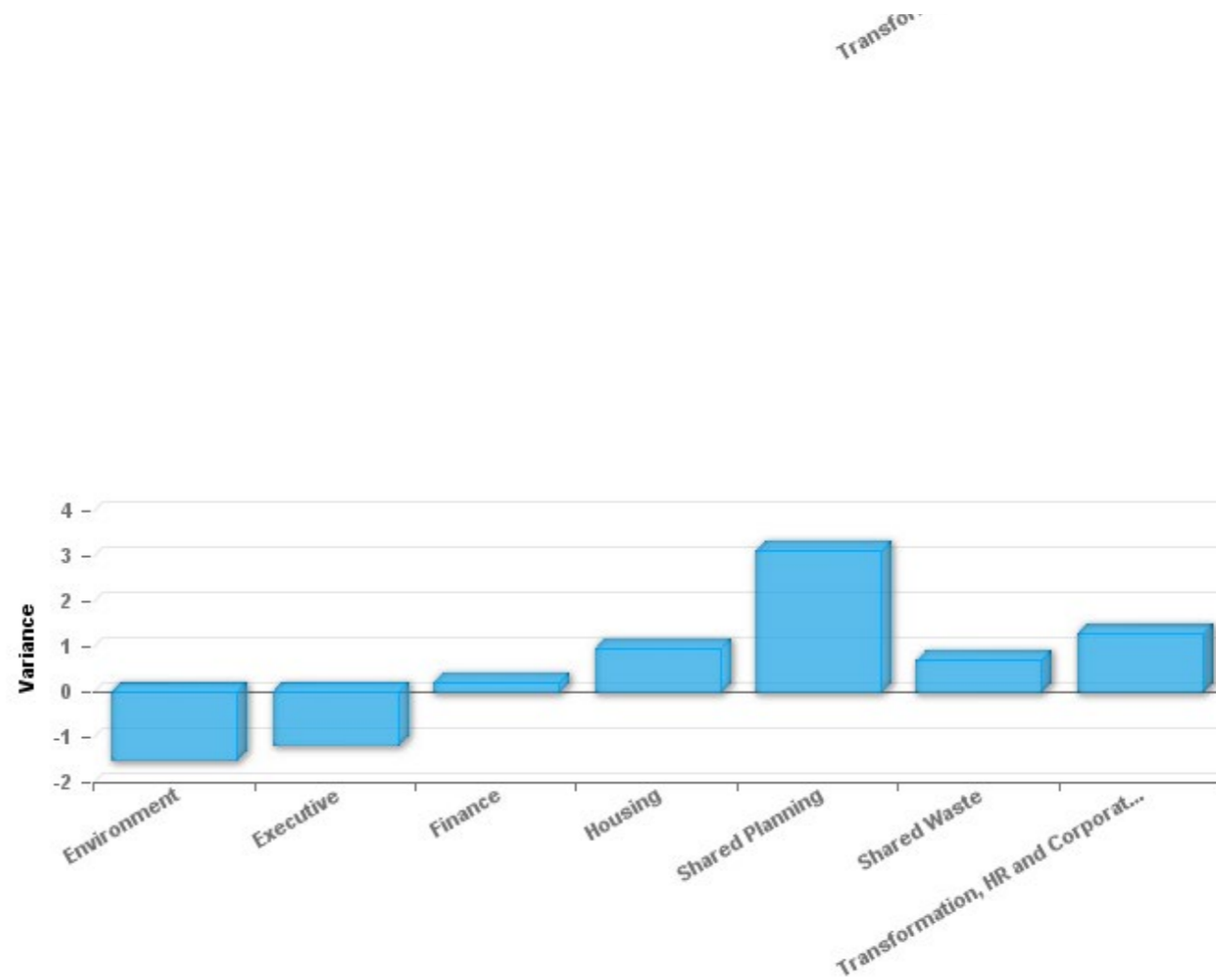
Org Structure	Ave Headcount Previous Qtr	Ave Headcount Current Qtr	Variance
Environment	55.33333333	53.66666667	-1.66666667
Executive	20.66666667	19.33333333	-1.33333333
Finance	75	75.33333333	0.33333333
Housing	124.3333333	125	0.66666667



Shared Planning	119.6666667	122	2.333333333
Shared Waste	157.6666667	158.3333333	0.666666667
Transformation, HR and Corporate Services	89.33333333	91.33333333	2
Total	642	645	3

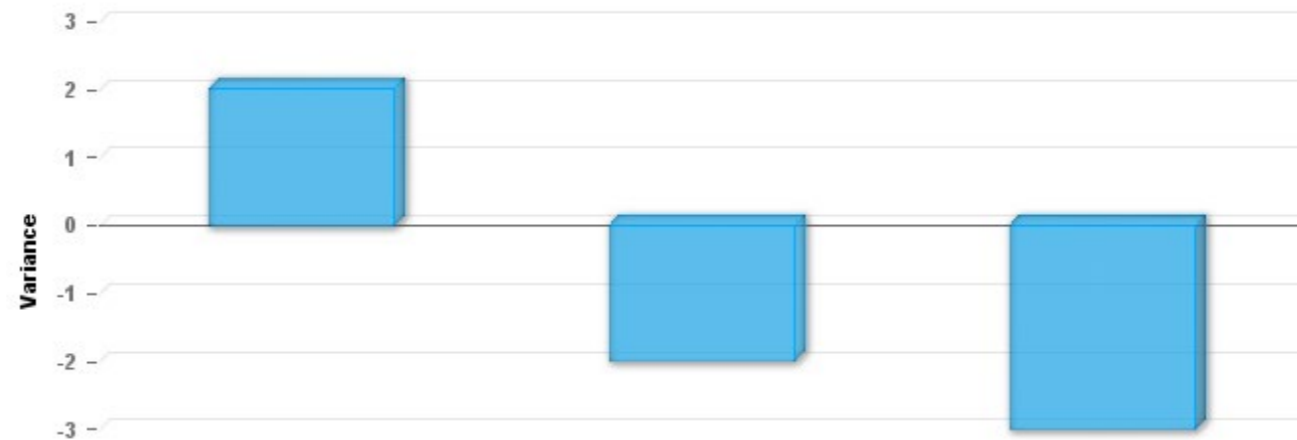
FTE Headcount Current vs Previous Qtr

Org Structure	Ave FTE Previous Qtr	Ave FTE Current Qtr	Variance
Environment	51.96396396	50.42342342	-1.540540541
Executive	19.87747748	18.67747748	-1.2
Finance	69.26756757	69.45495495	0.187387387
Housing	109.9279279	110.8648649	0.936936937
Shared Planning	110.8359321	113.9227304	3.086798337
Shared Waste	156.1936937	156.8603604	0.666666667
Transformation, HR and Corporate Services	84.24144144	85.51171171	1.27027027
Total	602.3080042	605.7155232	3.407519058



Joiners Current vs Previous Qtr

Org Structure	Joiners in Period Previous Qtr	Joiners in Period Current Qtr	Variance
Environment	1	1	0
Executive	0	0	0
Finance	1	1	0
Housing	2	4	2
Shared Planning	6	4	-2

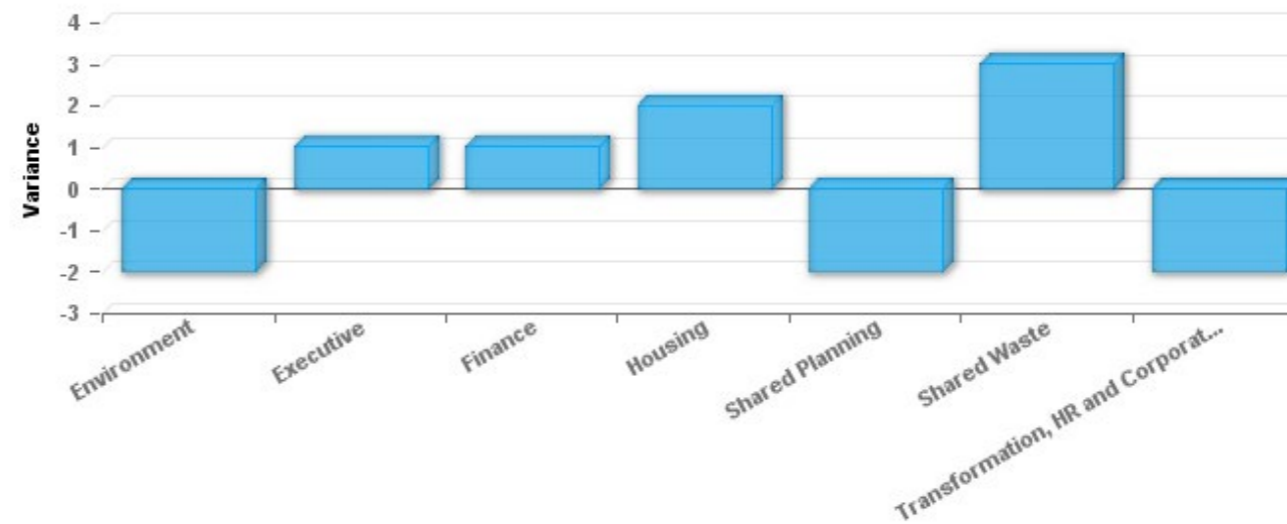


Shared Waste	10	7	-3
Transformation, HR and Corporate Services	4	4	0
Total	24	21	-3



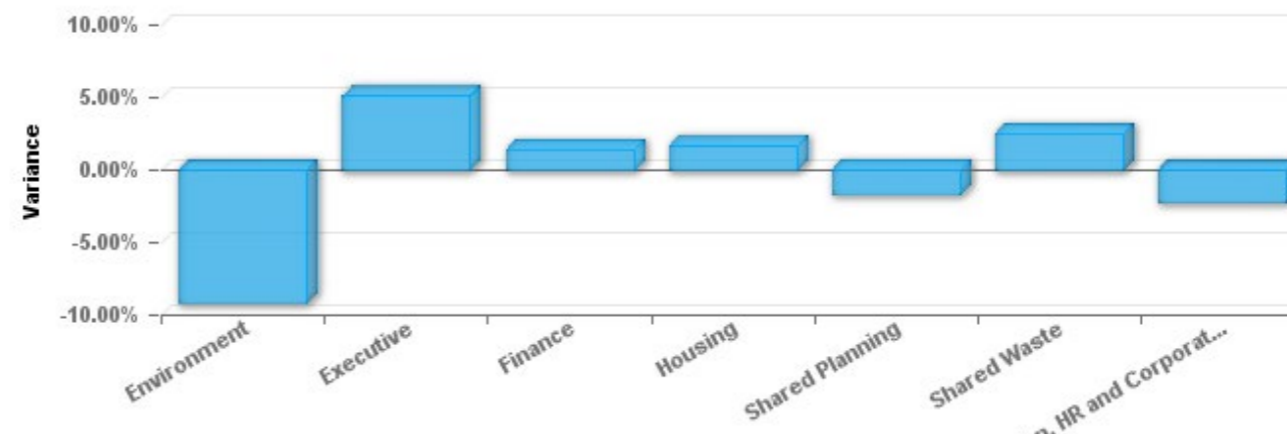
Leavers Current vs Previous Qtr

Org Structure	Leavers in Period Previous Qtr	Leavers in Period Current Qtr	Variance
Environment	3	1	-2
Executive	0	1	1
Finance	0	1	1
Housing	1	3	2
Shared Planning	6	4	-2
Shared Waste	6	9	3
Transformation, HR and Corporate Services	6	4	-2
Total	22	23	1



Turnover Current vs Previous Qtr

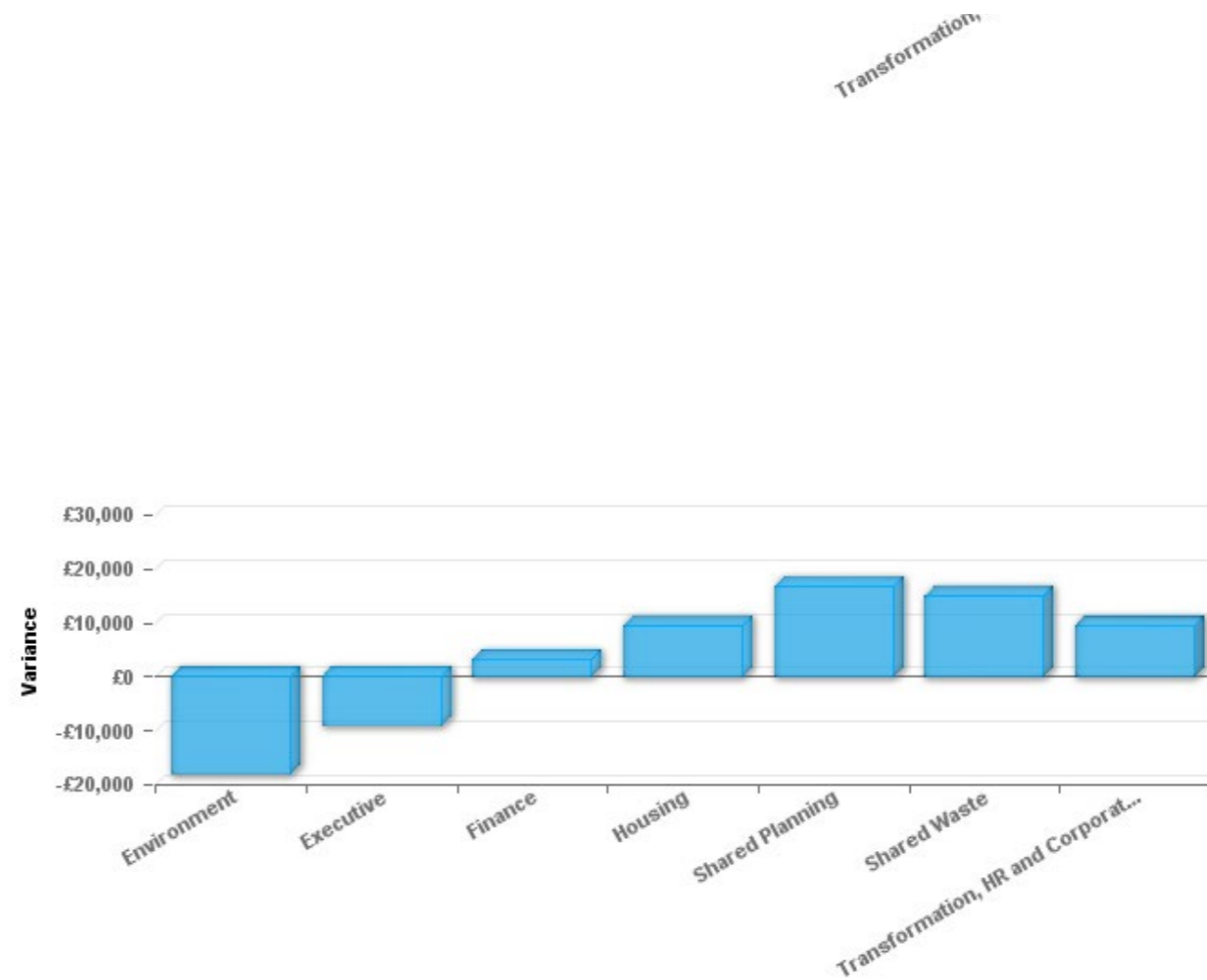
Org Structure	Turnover Previous Qtr	Turnover Current Qtr	Variance
Environment	11.11%	1.85%	-9.26%
Executive	0.00%	5.00%	5.00%
Finance	0.00%	1.33%	1.33%
Housing	0.79%	2.39%	1.60%
Shared Planning	4.98%	3.28%	-1.70%



Shared Waste	3.25%	5.71%	2.46%
Transformation, HR and Corporate Services	6.63%	4.30%	-2.33%
Total	3.42%	3.55%	0.13%

Salary Cost Current vs Previous Qtr

Org Structure	Salary Cost Previous Qtr	Salary Cost Current Qtr	Variance
Environment	£438,650	£420,689	-£17,961
Executive	£235,932	£226,711	-£9,221
Finance	£635,426	£638,542	£3,116
Housing	£1,018,076	£1,027,389	£9,314
Shared Planning	£1,073,830	£1,090,345	£16,514
Shared Waste	£1,091,263	£1,106,008	£14,744
Transformation, HR and Corporate Services	£752,589	£762,068	£9,479
Total	£5,245,766	£5,271,752	£25,986





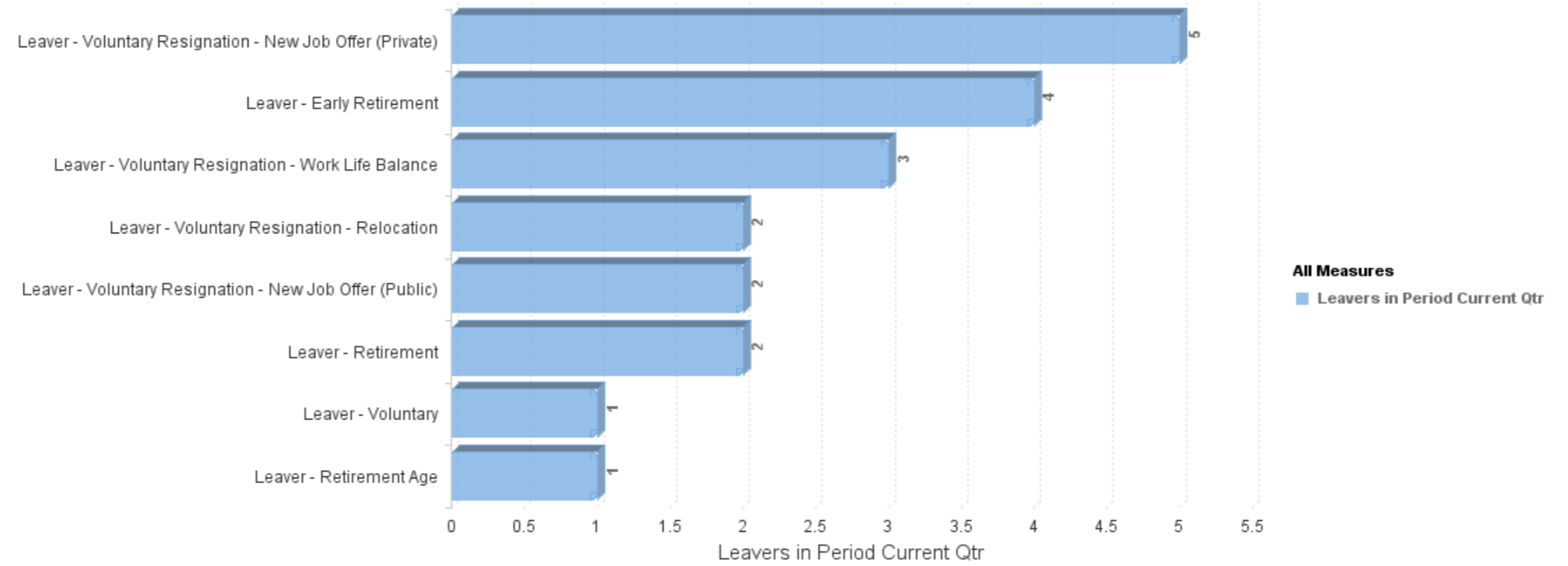
Workforce Analytics September 2022

Leaver Analysis - 12 Months

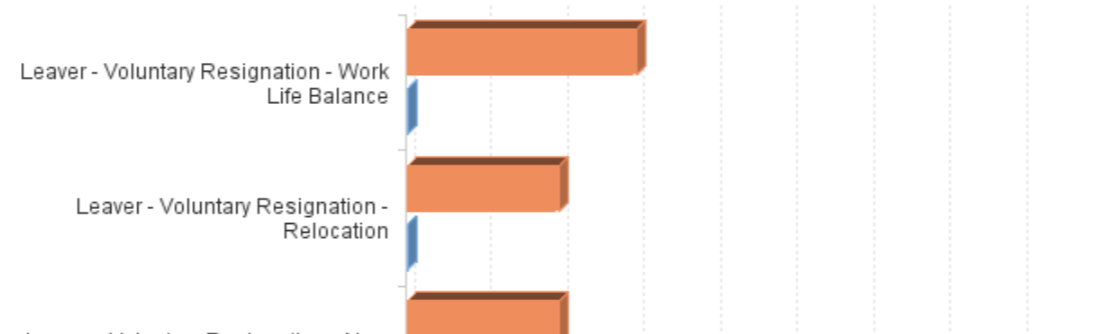
Level2: All Level3: Environment;Executive;Finance;Housing;Shared Planning;Shared Waste;Transformation, HR and Corporate Services Leve

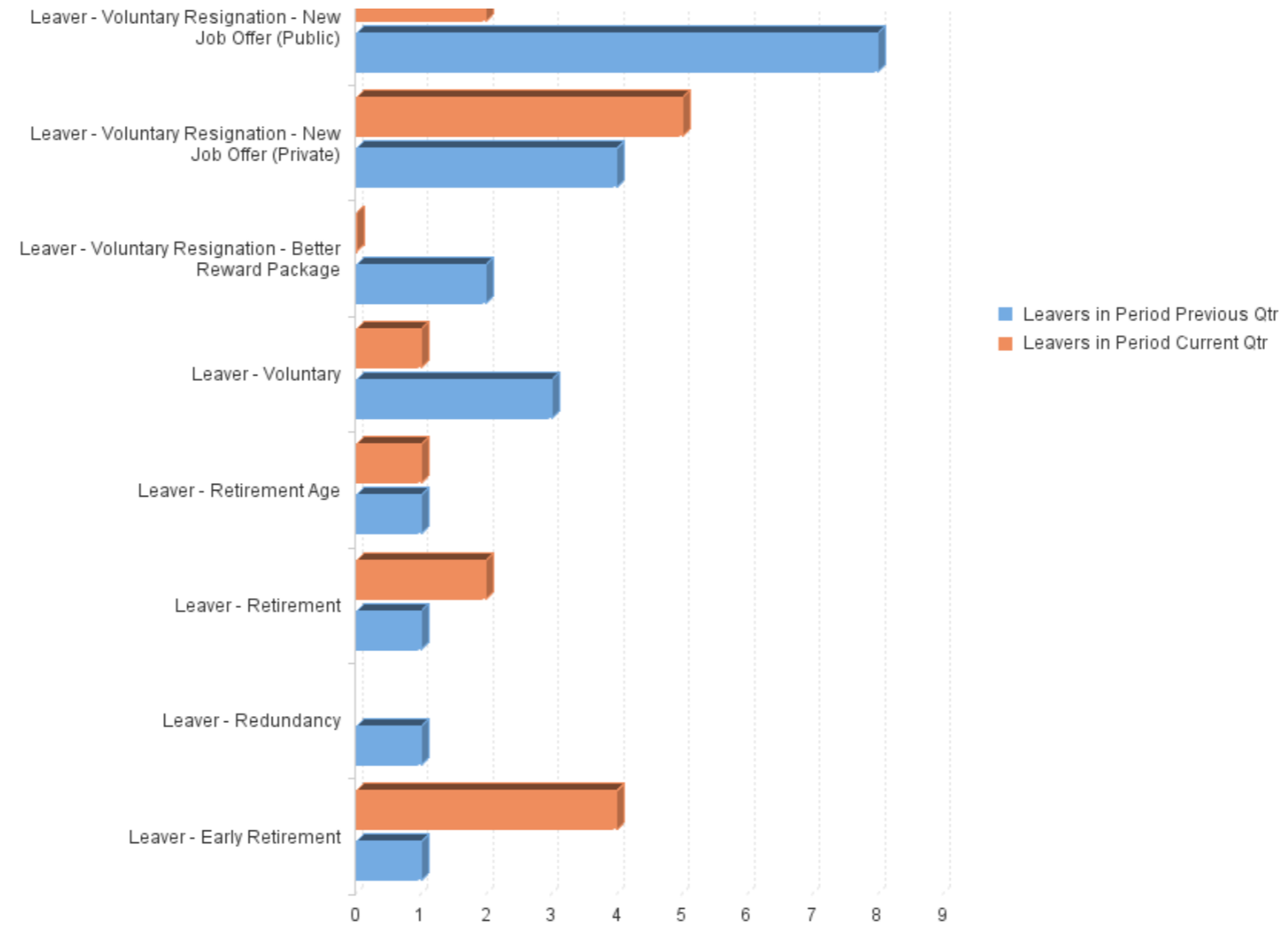
Month	Leavers
Aug - 21	5
Sep - 21	4
Oct - 21	7
Nov - 21	10
Dec - 21	6
Jan - 22	7
Feb - 22	7
Mar - 22	8
Apr - 22	7
May - 22	8
Jun - 22	6
Jul - 22	6
Aug - 22	9
Sep - 22	5
Total	95

Leaver reason by Qtr



Leavers in Period Previous Qtr and Leavers in Period Current Qtr by Leaving Reason







Workforce Analytics September 2022

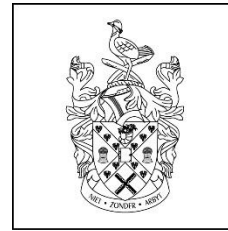
Glossary and Support Information

This page describes the objects used in the Workforce Pack, and contains a link allowing you to raise a case.

Object	Description
Headcount	Number of Occupied Positions, taken at the end of each period
FTE	Ratio of Contractual Hours and Annual Weeks worked to those of a full time employee
Joiners	Number of New Starters within the Organisation for each period. A new starter is defined as someone without previous local government service.
Leavers	Number of Leavers from the Organisation for each period
Voluntary/Involuntary	Reasons for leaving are categorised as voluntary or involuntary. This is configured when the pack is installed.
Turnover	The number of staff leaving the organisation as a percentage of the average headcount
Voluntary Turnover	As above, but only including staff who left voluntarily
Salary	The Total Actual Salary, based on Rate of Pay or Scalepoint Values multiplied by each employees' FTE value
EMAIL SUPPORT:	Log Support Case

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Agenda Item 6



**South
Cambridgeshire
District Council**

Report to:	Employment and Staffing Committee 10 November 2022
Lead Cabinet Member:	John Williams
Lead Officer:	Jeff Membro

Sickness Absence Q2 2022-23

Executive Summary

1. The Sickness Absence rates (BVPI) for Q2 2022-2023 (see tab A Absence Analysis by Structure) were under target as follows:
 - Depot – 2.97 days per FTE (target – 3 days)
 - Rest of the Council excluding Depot – 1.59 days per FTE (target 1.95)

The top 3 reasons for absence were:

- Stress, Anxiety, and depression
- Covid- 19
- Cancer

We are continuing to focus on mental wellbeing initiatives, and for employees who are absent from work for mental health reasons, the manager is allocated an HR Advisor or BP. This is to ensure we are offering as much support as possible, at an early stage.

Key Decision

2. No.

Recommendations

3. It is recommended that the Employment and Staffing Committee note this report.

Reasons for Recommendations

4. This information report forms part of the Employment and Staffing Committee framework for monitoring the Council's staffing resource.

Details

Actions/training taken place –

5. Links to further information and support have been sent to all colleagues via e-mail , monthly HR Newsletters, raised in Chief Executive's weekly Vlog, and is available on [Insite](#). Information and support are also being shared at the Depot via manager's and notice boards .

These include:

- Employee Assistance Programme (EAP) – the majority of those using it accessed the self-help workbooks online through Vivup, followed by using the Telephone helpline.
- Able Futures - the Access to Work Mental Health Support Service
- Mental Health First Aiders.
- One to one counselling via Vivup (Telephone) and Evolve (Video)
- Wellness Action Plans
- MyMindPal app

Macmillan recently delivered an in-house training session for line managers and HR colleagues so we can support individuals who are affected by cancer.

In addition to the existing Menopause policy, HR have been putting in place further support including awareness training for both managers and colleagues as well as monthly (currently virtual) Menopause Café's. Further information is signposted on [Insite](#) including webinars for those unable to attend the training.

Options

6. This report is for information only.

Implications

7. There are no significant implications.

Staffing

8. The staffing implications are considered as part of this report.

Equality and Diversity

9. All Sickness Absence is managed under the Attendance Management Policy, to ensure it is applied in a fair and consistent manner. Reasonable Adjustments are considered for all employees in accordance with the Equality Act (2010). The Attendance Management Policy is currently under review, and an EQIA is in progress.

Health & Wellbeing

10. We use an external Occupational Health Provider as needed. We offer an Employee Assistance Programme (EAP), referred to earlier in this document. This provides employees with support including Counselling and CBT workbooks. DSE assessment information is included in this report.

Alignment with Council Priority Areas

A modern and caring Council

11. Through the Attendance Management Policy, the Council aims to ensure that employees maintain good health and that sickness absence is minimised by offering a safe working environment coupled with flexible working practices, family friendly policies and the positive promotion of employee wellbeing.

12. The HR team are currently reviewing the Attendance Management Policy.

Appendices

Absence analytics package Q2

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

Document is Restricted

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