



POLICY AND RESOURCES SCRUTINY COMMITTEE

10.00 am THURSDAY, 18 FEBRUARY 2016

COMMITTEE ROOMS 1/2 - PORT TALBOT CIVIC CENTRE

PART 1

1. To receive any declarations of interest from Members
2. To receive the Minutes of the Policy and Resources Scrutiny Committee held on 7 January 2016 (*Pages 5 - 16*)

To scrutinise information and monitoring issues being reported by:

Report of the Head of Human Resources

3. Human Resources Division Report Cards 2015/2016 - Human Resources, Health and Safety and Joint Resilience Unit (*Pages 17 - 34*)
4. Sickness Absence Monitoring Report (*Pages 35 - 52*)
5. To receive the Scrutiny Forward Work Programme 2014/15 (*Pages 53 - 54*)
6. To select appropriate items from the Cabinet Board Agenda for pre-scrutiny (Cabinet Board reports enclosed for Scrutiny Members)

Please note that quarter three performance monitoring reports are included within the Cabinet Board papers and should be subject to scrutiny

7. Any urgent items (whether public or exempt) at the discretion of the Chairman pursuant to Section 100B (4) (b) of the Local Government Act 1972
8. Access to Meetings to resolve to exclude the public for the following item(s) pursuant to Section 100A(4) and (5) of the Local Government Act 1972 and the relevant exempt paragraphs of Part 4 of Schedule 12A to the above Act

PART 2

9. To select appropriate private items from the Cabinet Board Agenda for pre-scrutiny (Cabinet Board Reports enclosed for Scrutiny Members)

S.Phillips
Chief Executive

Civic Centre
Port Talbot

Thursday, 11 February 2016

Committee Membership:

Chairperson: **Councillor D.W.Davies**

Vice Chairperson: **Councillor A.Jenkins**

Councillors: Mrs P.Bebell, A.Carter, Ms.C.Clement-Williams, M.Harvey, Mrs.L.H.James, Mrs.D.Jones, A.Llewelyn, A.R.Lockyer, Mrs.K.Pearson, L.M.Purcell, A.J.Siddley, J.Warman, I.D.Williams and Mrs.A.Wingrave

Notes:

- (1) If Committee Members or non-Committee Members wish to have relevant items put on the agenda for future meetings, then please notify the Chief Executive/Chair eight days before the meeting.*
- (2) If non-Committee Members wish to attend for an item of interest, then prior notification needs to be given (by 12.00 noon on the day before the meeting). Non-Committee Members may speak but not vote, or move or second any motion.*
- (3) For pre scrutiny arrangements, the Chair will normally recommend forthcoming executive items for discussion/challenge. It is also open to Committee Members to request items to be raised - though Members are asked to be selective here in regard to important issues.*
- (4) The relevant Cabinet Board Members will also be invited to be present at the meeting for Scrutiny/ Consultation purposes.*
- (5) Would the Scrutiny Committee Members please bring the Cabinet Board papers with them to the meeting.*

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POLICY AND RESOURCES SCRUTINY COMMITTEE

(Committee Rooms 1/2 - Port Talbot Civic Centre)

Members Present:

7 January 2016

Chairperson: Councillor D.W.Davies

Vice Chairperson: Councillor A.Jenkins

Councillors: A.Carter, M.Harvey, Mrs.L.H.James, Mrs.D.Jones, A.Llewelyn, A.R.Lockyer, Mrs.K.Pearson, L.M.Purcell, J.Warman, I.D.Williams and Mrs.A.Wingrave

Officers In Attendance Mrs.K.Jones, S.John, D.Rees, Mrs.J.Banfield, S.Brennan, Ms.C.Furlow, I.John, J. Chapman, Ms.R.Gadd and Ms.C.Gadd

Cabinet Invitees: Councillors P.A.Rees and A.N.Woolcock

Observers S.Barry and Mrs.S.Clements

1. **DECLARATIONS OF INTEREST FROM MEMBERS**

The following Members made declarations of interest at the commencement of the meeting.

Councillor M.Harvey Report of the Head of Corporate Strategy and Democratic Services re: CCTV Appraisal – Consultation Outcome, as he is employed by South Wales Police.

Councillor A.R.Lockyer Report of the Director of Finance and Corporate Services re: Welsh Church Act Funds Applications, as he is a trustee of Llewellyn Almshouses.

Councillor J.Warman Report of the Director of Finance and Corporate Services re: Welsh Church

Act Funds Applications, as he is a trustee of Llewellyn Almshouses.

2. **MINUTES OF THE SPECIAL POLICY AND RESOURCES SCRUTINY COMMITTEE HELD ON 19 NOVEMBER 2015**

The Minutes were noted by the Committee.

3. **MINUTES OF THE SPECIAL POLICY AND RESOURCES SCRUTINY COMMITTEE HELD ON 3 DECEMBER 2015**

The Minutes were noted by the Committee.

4. **SCRUTINY FORWARD WORK PROGRAMME 2014/15**

The Forward Work Programme was noted by the Committee.

5. **CORPORATE PROCUREMENT UPDATE**

The Committee received the report on the current work programme and continued developments within the Corporate Procurement Service, as detailed within the circulated report.

Members were informed that there had been some upheaval in the Procurement team with the departure of a number of senior staff and a small restructure had been required with a realignment of responsibilities. Officers reassured Members that there was sufficient experience in the team to continue delivering the standard of work required. Senior management would be ensuring that the team were not overburdened and that capacity of the team could meet demand.

It was highlighted that the team had engaged with various collaborative bodies including the National Procurement Service (NPS). It was noted that the NPS had identified that by using the frameworks put in place the Council had realised almost £80k of cash savings for the 2014/15 financial year. However, officers had been unable to reconcile the figures and had requested a breakdown from the NPS but the breakdown had not been received. Members expressed concerns that the NPS had not provided a breakdown of figures. Members recommended that the Chairperson write to the

NPS, on behalf of the Committee, and invited them to a future meeting to provide a clear explanation.

Members queried whether previous contracts with the Welsh Purchasing Consortium would be transferred over to the NPS and how those savings could be measured. Officers confirmed that the existing frameworks had been transferred and the savings would remain the same. In addition, the reports that had been requested for the breakdown of savings should outline this information. Members highlighted that there was a membership fee for the consortium and a levy with the NPS and it was queried whether there was a difference in costs. It was confirmed that the levy for the NPS was charged to suppliers and that this levy was not to be passed on to local authorities. It was asked if all local authorities in Wales had signed up to the NPS. It was explained that at some level all local authorities had and there were mechanisms for opting out but each organisation had to be clear about this from the start. It was noted that it would be difficult to know if local authorities did not use the frameworks in purchasing goods.

It was noted that the NPS was expected to undertake an all Wales approach regarding the bulk of collaborative procurement, which should reduce the amount of associated work currently met by the team, allowing them to concentrate on more complex work.

Members queried whether in the procurement processes, for example the outsourcing of care services, the Council's in house services were put in contention. Officers explained that if local authorities had sufficient provision in house they would not look outside. It was also noted that local suppliers should be used where possible. It was highlighted that local businesses were encouraged to put themselves forward and recognised that some required assistance in competing at a higher level, for example with the paperwork.

It was highlighted that the Team had been implementing a Purchase to Pay system (Oracle iProcurement) over the last 12 months. The system was currently being rolled out to all outstanding departments. It was explained that a new reporting system was being developed which would provide improved analysis of the procurement and payment processes. It would allow greater degree of clarity and understanding for departments of where their budgets were being spent.

Members were provided with a demonstration of the system. The level of information that could be obtained was outlined and that personal dashboards could be created for managers so the exact budget situation could be seen in real time. It was noted that top suppliers and the highest spend could be easily identified and the system could drill down to payment status. Members asked if it was compatible with the systems used by neighbouring local authorities. It was confirmed that the City and County of Swansea used the same financial system and they were very interested in the Neath Port Talbot development. Members queried if a section overspent their budget were there processes in place to flag this and would they be prevented from spending more money. It was explained that the system provided real time data and it would be flagged to the relevant managers if there was a concern.

Following scrutiny, it was agreed the report be noted. The recommendation to invite the National Procurement Service to a future meeting of the Committee to explain the savings figures was supported and agreed by the Committee.

6. **PRE-SCRUTINY**

The Committee scrutinised the following matters:

Cabinet Board Proposals

(i) Welsh Audit Office – Performance Management Arrangements

The Committee received the report by the Welsh Audit Office (WAO) on the findings of the follow up of the Council's performance management arrangements, as detailed within the circulated report.

Members were reminded that the outcome of Corporate Assessment of the Council, which identified the need to strengthen the performance management framework. It had been acknowledged that the Council had already recognised this and was addressing it. It was highlighted that during the summer of 2015 the WAO undertook a follow up review to assess the Council's progress in implementing its new performance management arrangements. It was noted that Social Services was not included in the Assessment as Children and Young People Services were coming out of the Care and

Social Services Inspectorate Wales (CSSIW) Serious Concerns Protocol.

It was highlighted that the WAO follow up review had found that the Council had improved the corporate performance framework and managers were committed to using the new processes. Members had a better picture of performance and reporting arrangements had improved. There was evidence of strong support by the corporate team and they had not been too prescriptive in their approach.

Members asked who was responsible in ensuring that each directorate included mandatory corporate measures in business plans and was this being checked. It was explained that the Chief Executive was clear when setting objectives for Directors that mandatory measures were included and this would be fed down to Heads of Service who would take responsibility for their areas. Members also played a role in assisting with this through the scrutiny process. Members queried how they could ensure that underperformance was reported so it could be addressed. It was explained that officers would address this through the business planning guidance and support. It was explained that examples of good practice would be referenced in guidance. Members queried when the results from the proposals for improvement to further refine report cards would be reported back to the Committee. Officers informed them that they were in the process of undertaking an audit, which was anticipated would be completed by the end of January and the results would be reported to Members following the analysis of this work. Members highlighted that there were inconsistencies in report cards and it was queried if all sections followed the same framework. It was confirmed that the same framework was used and officers recognised this issue and explained that support from the Corporate Strategy team would be tailored and targeted to suit need. It was noted that in developing a new style of presenting information it took time to implement consistently. Members highlighted that the report card for Customer Services had been a good example and suggested it could be used as a template by other services.

The Welsh Audit Office highlighted the example of Public Protection having low compliance with corporate guidance but had embedded business planning arrangements and were described as positive practice on which the Council could build.

It was asked which was more important. It was explained that it was a question of balance and the team had a positive approach but there was a gap that needed to be addressed.

Members queried that in developing a clearer connection between priorities, actions and measures how it would be known that the alignment between the three components was being adhered to. Officers explained that report cards included information on staffing, financial resources, experience of service users and efficiencies. This information would assist officers and Members in ensuring that there was alignment, as well as assessing impact.

Members asked when report cards were available to the public and what happens to enquiries regarding them. Members were informed that report cards were available on the Performance Hub on the intranet. Members had access to this hub and reports card would be in the public domain when they were reported to Scrutiny Committees. Officers would consider making the performance hub public through the internet to make it easier for the public to view them.

Members recommended that training on report cards and performance management was made available to Elected Members. It was highlighted that the WAO and internal officers could deliver training in this area.

Following scrutiny, the Committee was supportive of the proposals to be considered by the Cabinet Board. Including the additional recommendation that training on report cards and performance management was made available to Elected Members.

(ii) Proposed National Indicators Future Generations (Wales) Act 2015

The Committee received the report on the Council's formal response to the Welsh Government consultation on the proposed national well-being indicators for Wales, as detailed within the circulated report.

Members were informed that the Future Generations (Wales) Act was passed in 2015 and included seven wellbeing goals. The Welsh Government had issued the public consultation on a

set of 40 proposed national indicators and the Council's draft response was put forward for consideration by Members. The response identified indicators that were supported, indicators that were not and additional indicators for inclusion. Officers highlighted that the response recommended that Welsh Government undertook further development work in some areas. For example, some indicators would be hard to measure and there were inconsistencies with which groups of the population would be included in measuring the indicators.

Members queried why the Council was not supporting indicator 17 – People feel involved in local decision making. Members gave examples of being involved in local decision making had improved the well-being of individuals and motivated them to go into politics, in addition the public being involved added value to the work of the Council. Officers recognised the points raised and explained that the difficulty with the indicator was it was not easily measured. It was agreed that the consultation response could better reflect this.

Members highlighted Indicator 18 – People who volunteer. It was agreed that the term 'volunteer' was too broad, however, it was felt that it was an important indicator and was related to indicator 21 – people feeling lonely. Members also felt that Indicators 28 – looking after our cultural heritage and 29 – properties at risk of flooding could have an impact on well-being. Officers took on board the comments and suggested clarity was required on what was being proposed and how it would be measured. Members agreed that for an indicator to add value it had to be measurable and in addition if something was measurable it did not necessarily result in it adding value.

Members asked where these indicators were likely to fit in with existing indicators and what was value added. Officers agreed that these were good points and outlined that the consultation response suggested further development was required, especially with areas moving from Local Service Boards to Public Service Boards and the associated changes. It was highlighted that the focus of the indicators were long term and would not have much of an impact at a local level in the short term.

In regards to the proposed additional measure put forward by the Council – people feel safe and are safe, it was explained

that both reported crime and perception of crime would be measured and correlated. Members suggested that the indicators should include the percentage of people being paid the living wage, as this would improve well-being and would be goal to work towards. Members highlighted that there were no indicators on contentment as this could indicate how people felt. However, it was recognised that this would be subjective. It was noted that there had been a happiness index trialled in England; it was not known how successful it had been.

Following scrutiny, the Committee was supportive of the proposals to be considered by the Cabinet Board subject to the wording of the consultation response was amended to reflect the points raised during the discussion.

(iii) CCTV Appraisal – Consultation Outcome

Cllr.M.Harvey reaffirmed his interest and left the meeting for this item.

The Committee received the final recommendation regarding the short and medium term options for sustaining CCTV public space provision across the county borough whilst delivering the savings targets identified for the Service in the Forward Financial Plan, as detailed within the circulated report.

Members were informed of the background of the report and that a further period of public consultation on options for the future of public space CCTV had been agreed in October 2015. Twenty eight responses had been received and further dialogue was undertaken with key partners and staff. Members were provided with a summary of the consultation activity. It was highlighted that the number of cameras had to be reduced to comply with the Protection of Freedoms Act 2012 and the guiding principles of the Surveillance Camera Commissioner. It was recognised that the Service had to be demand lead.

Members were supportive of the planned feasibility exercise with the City and County of Swansea to develop a full business case to test the benefits of establishing a joint CCTV Service. Officers highlighted that a joint service may result in an increased service but in the interim changes needed to be made to the existing Service. A further report on the potential of

a joint service would be brought to the Committee at a future meeting. It was noted that the Police Crime Commissioner for South Wales had sent a specific response stating that the future of CCTV services should be on the basis of a collaborative approach with neighbouring authorities in the short term with a view to a wider collaboration covering the whole of the South Wales Police Area in the longer term. Members asked if it was recorded how CCTV contributed to crime prevention and it was confirmed that this information was not currently recorded.

Officers highlighted that there was little value for money in having a monitored service during the week and it had to be needs based. Members had requested, in a previous meeting, a response as to whether or not the security guards and concierge in Council buildings could be utilised in providing an elements of the CCTV service. Officers informed them that efficiencies were being made in this area and the concierge had already moved towards a single shift and they overlapped into providing different functions so this option was not viable.

Members queried whether the CCTV cameras that were no longer going to be in use would remain in situ and could they be used again in the future if crime figures identified a negative impact from the service being removed from an area. Officers informed them that the Surveillance Commissioner guidance did not allow for non-working cameras to remain in place. Members queried whether the two decommissioned cameras in valleys areas could remain in situ for a trial period until the impact had been determined. Officers would seek advice from the Surveillance Commissioner on this matter. It was also highlighted that the cameras being there may still be a deterrent as it would not be known that they were decommissioned. It was noted that Community Councils were unwilling to contribute to the costs of CCTV Services in their areas.

Members highlighted that reducing the number of cameras could add extra pressure to the Police. Officers informed them that they were in discussions with the Police about having a direct feed to them during times that the cameras were not monitored. It was queried if the Police paid for footage that was used in prosecutions and it was noted that this was not possible as it would be an obstruction to them obtaining evidence. However, if the link was feed directly to them they could copy what they needed directly.

It was highlighted that when monitoring of CCTV during the day was removed, the stores in Neath also simultaneously withdrew their security. There had been an increase in shop lifting at this time, however, it would be difficult to identify what impact the removal of CCTV monitoring had. It was noted that the Police and local businesses were not prepared to make a financial contribution to CCTV services. It was highlighted that stores had to take responsibility for securing their own stock and retail made adjustments in prices for losses. It was noted that the Committee would be receiving an update report on the Community Safety Partnership and it was suggested that shoplifting could be considered as part of this report.

Officers noted that the proposals were the lower risk option and the development of a possible joint service with Swansea would offer opportunities to provide an increased service in the future. Members recognised that the matter had been considered in depth and the most viable options had been put forward.

Following scrutiny, the Committee was supportive of the proposals to be considered by the Cabinet Board, with the caveat that officers investigated whether or not decommissioned cameras could remain in situ during the transition period until the impact had been determined.

7. **ACCESS TO MEETINGS**

Resolved: that pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in paragraph 12 and 14 of Part 4 of Schedule 12A to the above Act.

8. **PRE-SCRUTINY**

The Committee scrutinised the following matters:

Cabinet Board Proposals

(i) Valley Loans

The Committee received the report detailing the sundry debtors invoices write offs in relation to Valley Loans, as detailed within the circulated report.

Members queried if financial checks were made before the loan was agreed. Officers confirmed that financial checks were part of the application and approval process.

Following scrutiny, the Committee was supportive of the proposal to be considered by the Cabinet Board.

(ii) Write Off of Council Tax

The Committee received the report outlining Council Tax write offs, as detailed within the circulated report.

Members queried what an attachment of benefit was. It was clarified that attachments could be made to earnings and benefits to pay back Council Tax. However, it was noted that these tend to be relatively small amounts.

Following scrutiny, the Committee was supportive of the proposal to be considered by the Cabinet Board.

CHAIRPERSON

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NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

POLICY AND RESOURCES SCRUTINY COMMITTEE

18 FEBRUARY 2016

REPORT OF THE HEAD OF HUMAN RESOURCES – SHEENAGH REES

MATTER FOR MONITORING

WARDS AFFECTED: All Wards

Human Resources Division Report Cards 2015/2016 – Human Resources, Health and Safety and Joint Resilience Unit

Purpose of Report

To provide Members of the Scrutiny Committee with information to assist them in scrutinising the performance of Human Resources, Health & Safety and the Joint Resilience Unit which sit within the portfolio of the Head of Human Resources.

Background

The Council introduced a revised Performance Management Framework in 2014 / 2015. One of the requirements within that framework is the production of service report cards by service managers which will enable members to scrutinise the performance of all services within their remit.

Report Cards

Priorities for services are developed in the business planning process, as well as actions to deliver priorities. Report cards then set out measures to determine the performance of services, referencing the priority actions set out in the business plan.

The report card is not intended to give a full view of all work being undertaken but will detail how the Division is performing in relation to specific criteria.

The HR Division comprises of the following services:

- Human Resources
- Health & Safety
- Occupational Health Unit
- Joint Resilience Unit
- Learning, Training and Development

Report cards for Human Resources, Health & Safety and the Joint Resilience Unit are attached in the appendices to this report. The Principal HR Manager and the Occupational Health & Safety and Joint Resilience Manager will attend committee to present these report cards.

The report cards relating to the Occupational Health Unit and the Learning, Training & Development team will be provided to Members at the March meeting of this committee.

Financial Impact

There is no financial impact arising from this report.

Equality Impact Assessment

There is no requirement for an equality impact assessment.

Workforce Impacts

There are no workforce impacts arising from this report.

Legal Impacts

There are no legal impacts arising from this report.

Risk Management

There are no risk management issues arising from this report.

Consultation

There is no requirement under the Constitution for external consultation on this item.

Recommendation

Item for monitoring only.

Reasons for Proposed Decision

N/A

Implementation of Decision

N/A

Appendices:

- 1 Human Resources Team Report Card
- 2 Health & Safety Team Report Card
- 3 Joint Resilience Unit Report Card

List of Background Papers:

HR Division Business Plan 2015 / 2016 – Personnel Committee 20th July 2015

Officer Contact

Mrs Sheenagh Rees, Head of HR

Tel: 01639 763315 or email s.rees5@npt.gov.uk

Mrs Diane Hopkins, Principal HR Manager

Tel: 01639 763012 or email d.b.hopkins@npt.gov.uk

Mr Shaun Burgess, Occupational Health & Safety / Joint Resilience Manager

Tel: 01639 683955 or email s.a.burgess@npt.gov.uk

Human Resources

REPORT CARD – JUNE 2015

Brief Description of the Service	Key Priorities for 2015/16
<p>The HR team provide a range of services including recruitment, employment contract administration, managing the Council's employment database, pre-employment checks, including Safe Recruitment checks for those working with children and adults, as well as professional, specialist support. This includes putting in place the necessary employment framework, e.g. policies, procedures, etc to ensure the Council is legally compliant.</p> <p>The team have a key role to play in managing change by supporting managers in consulting with their staff in relation to change initiatives, including redundancy.</p> <p>The team support managers in dealing with the most complex and difficult aspects of managing people and have a key role to play in maintaining employee relations, consultation and negotiating arrangements with trade unions.</p> <p>The unification of the HR function in 2009 has ensured that the team is sufficiently flexible to respond to demands put on it by senior management teams to address their priorities going forward, whilst maintaining service specific knowledge within each Team.</p>	<p>HRP1 - Improve customer access to services, and improve efficiency.</p> <p>HRP3 - Develop strategy to effectively manage long term sickness absence.</p> <p>HRP5 - Support the Council to fully implement the performance management framework</p> <p>HRP6 – Minimise the risk of legal challenge to strategies outlined in the FFP and CIP.</p> <p>HRP9 - Improved provision of workforce information to support Workforce Planning</p> <p>HRP10 - Support the improved performance of CYP</p> <p>HRP11 – Support SSIP management of change programme</p> <p>HRP12 - Support Maximising Choice / Independence management of change programme</p> <p>HRP3/6/7 - Delivery of Service Level Agreements for provision of HR support to Primary and Secondary Schools as agreed with LLAN / NAASH</p>

How Are We Doing

Corporate Measures:

Measure	Q3 14/15	14/15 TOTAL	Q3 15/16
% FFP savings at risk	0%	0%	0%
% revenue expenditure within budget	100%	100%	100%
% savings solutions identified for future year targets	100%	100%	100%
Average days lost due to sickness / FTE	6.4	6.91	9.3
Council FTE days lost per employee	6.7	9.4	6.8
% of staff who have received a PDR/EDR in the last 12 months	100%	100%	100%
Employee turnover rate due to unplanned departures	0	0	2.94%

Story Behind the Performance:

The HR Team's Key Priorities are established in line with the Council's key priorities, discussions with Directorate senior management teams and legislative changes.

- An example of this is the development and agreement with trade unions and delivery of a Council wide Voluntary Redundancy Scheme with 241 employees exiting employment through the scheme in 2014 / 15, a key strategy in preventing compulsory redundancy and supporting services to realise savings. The HR team had to prioritise the VR work (911 Expressions of Interest received) over other operational work to ensure that the Council met its savings targets. This work continues in 2015 / 2016 with the introduction of the 50 week ER/VR/CR Scheme introduced as part of the Council's FFP programme of savings to minimise compulsory redundancies.
- The HR Team has also deployed two dedicated HR Officers to Childrens' Services in order to deliver the Children's' Services Strategic Improvement Workforce Action Plan 2015 / 2016. The CSSIW, in its inspection report in April 2015 stated that support from the dedicated HR staff had been crucial to the stability in the workforce which had been sustained and built on since the last inspection and had contributed to a much more cohesive service. There was more continuity for families children and young people and workers were able to access more consistent guidance and support for their work.
- In addition to this, since August 2015, the HR team has also deployed a further two HR Officers to the Adult Services Team of Social Services, Health and Housing to provide dedicated support to the teams in Cimla Hospital and Tregelles Court. It is anticipated that this support will assist the service as it has already done in CYPS.
- The HR Team will continue to assist services respond to the challenges they face going forward, within the resources available. In line with the Council's Forward Financial Plan the HR Division as a whole has met year on year saving targets, mainly through reductions in staff numbers. The HR team has reduced by 40% since 2009. Ensuring services are as efficient as possible, and focused on what matters most to our customers is therefore a key priority. The HR Intranet has been re-designed to provide more accessible information and guidance in relation to workforce matters. The team launched the DBS E Bulk On Line service in April 2015, and this has reduced the average turn-around time for DBS checks from 2 weeks to 2 days. In preparation for further reductions in head count numbers, the Recruitment and Resourcing teams have merged into one team, and team members have learnt dual roles to ensure the resources available are as flexible as possible. Infrastructure has

been put in place to move the service to a digital service, launching in April 2016.

- The Long Term Sickness Absence Taskforce developed the Early Intervention and Communication Strategy, with pilot phases rolled out in 2015 to Environment, ELLL (excluding schools) and SSHH. Over the pilot periods a 7% reduction in days lost to long term absence was achieved in the pilot services. On this basis, the Taskforce have extended funding to continue to December 2016.
- A revised Performance Appraisal Policy has been developed and piloted in two services. Consultation and agreement has been reached with recognised trade unions, and should Members approve this policy in February 2016, a communications and implementation plan will be put in place in March to ensure that it is operational from April.
- HR have developed a template for Workforce Planning which will be incorporated into the Business Plan process from April 2016. To support Heads of Service with workforce planning, the HR Workforce Information Team have developed Head of Service Workforce Information Data Sets and launched a Workforce Planning Organisational Charter.
- Following case law in November 2014, which requires employers to include regular payments in addition to basic salary in holiday pay, discussions have been taking place with recognised trade unions in how to respond to this, and the potential back pay liability, with the aim of avoiding employment tribunal litigation. Agreement in principal has now been reached, subject to Member approval at Personnel Committee in February 2016. NPT will be the first Council in Wales to reach an agreement with trade unions on this matter and ensure that legal liabilities are addressed.
- The HR team has continued to support change management across the Council, from the relatively straightforward changes to working practices, to the more complex job reductions and whole scale service delivery change. The role of HR is to ensure that policies and processes support the change process and ensure legality in processes, and that managers are guided and advised as they apply policies. Supporting employee relations and partnership working with the trade unions has been key to this. This cuts across every service within the Council, and the Corporate Improvement Plan, supporting the maximising choice / independence management of change programme, the continued performance improvement within CYP, and the Strategic Schools Improvement Programme, as well as FFP related change measures.

Key Actions For 2015/2016

Alongside higher overarching Key Priorities, we as a Team propose to:	Who	Percentage Complete	By When
HRP1 - Improve customer access to services, and improve efficiency.	PHRM	70%	April 2016
HRP3 - Develop strategy to effectively manage long term sickness absence. Long term sickness taskforce has funding to December 2016	HRM/HROs	100%	December 2016
HRP5 - Support the Council to fully implement the performance management framework Report going to Personnel Committee on 22 nd February 2016 for approval of Performance Appraisal Policy.	HHR/PHRM/HRO	90%	March 2016
HRP6 – Minimise the risk of legal challenge to strategies outlined in the FFP and CIP.	All	100%	March 2016
HRP9 - Improved provision of workforce information to support Workforce Planning Workforce Planning Organisational Charter developed and Workforce Planning template developed for roll out in February 2016	HHR/PHRM/WIT	100%	March 2016
HRP10 - Support the improved performance of CYP	All	100%	Ongoing
HRP11 – Support SSIP management of change programme	All	80%	Ongoing

	Who	Percentage Complete	By When
HRP12 - Support Maximising Choice / Independence management of change programme	All	50%	Ongoing
HRP3/6/7 - Delivery of Service Level Agreements for provision of HR support to Primary and Secondary Schools as agreed with LLAN / NAASH	HHR/HRM	100%	Ongoing

Corporate Health and Safety Section

REPORT CARD – JUNE 2015

Brief Description of the Service	Key Priorities for 2015/16
<p data-bbox="91 341 1151 507">The Corporate Health and Safety Section (CHSS) is part of the Human Resources Division. We provide advice and guidance to Council Services and employees on all aspects of Corporate Health, Safety and Welfare issues, such as:-</p> <ul data-bbox="143 560 819 943" style="list-style-type: none">• Risk Assessments;• Office and Display Screen Equipment;• Manual Handling;• Lone Working;• Work Related Ill-Health.• Health & Safety Induction;• COSHH;• Toolbox Talks. <p data-bbox="91 1038 1122 1204">The staffing structure of the Council's CHSS currently consists of the Corporate Health and Safety Manager, Lead Health and Safety Officer, five qualified Health and Safety Officers, a Manual Handling Advisor and 1.5 administrative staff.</p> <p data-bbox="91 1254 1106 1374">The Occupational Health Unit (OHU) is integrated with the Health and Safety team (a separate report card applies to the OHU).</p>	<p data-bbox="1272 427 2107 560">HR 20 - Delivery of incident/ accident investigation process in support of sickness absence and accident reduction.</p> <p data-bbox="1272 627 2092 711">HR 21- Delivery of Health and Safety operational risk management activities.</p> <p data-bbox="1272 775 2078 815">HR 22 - Delivery of COSHH legislative changes</p> <p data-bbox="1272 850 2029 935">HR 23 - Delivery of Construction, Design and Management legislative changes</p>

How Are We Doing

Corporate Measures:						
Measure	13/14 TOTAL	Q2 14/15	Q3 14/15	14/15 TOTAL	Q2 15/16	Q3 15/16
Financial:						
% FFP savings at risk	0%	0%	0%	0%	0%	0%
% revenue expenditure within budget	100%	100%	100%	100%	100%	100%
% savings solutions identified for future year targets	100%	100%	100%	100%	100%	100%
Employees:						
Average days lost due to sickness / FTE	10.1	4.6	6.6	9.4	5.0	11.0
FTE Days lost per employee	1.3	0.5	0.7	1.1	0.5	1.1
% of staff who have received a PDR/EDR in the last 12 months	100%	100%	100%	100%	100%	100%
Employee turnover rate due to unplanned departures	nil	nil	nil	nil	nil	nil

Story Behind the Performance:

The CHSS's key priorities are determined in line with the Council's key priorities and from discussion with Directorate Senior Management Teams. The Corporate Health and Safety Section is sufficiently capable and adaptable to be able to respond to the demands set by the Directorate Senior Management Teams in order to address their priorities.

The introduction of Health and Safety Legislation also must influence key priorities for the section. The recent introduction of the classification, labelling and packaging regulations was due to the introduction of the European Regulation which was formally agreed at European Union Level, and therefore directly applicable to all E.U member states including the UK. This led to a review of the Control of Substances Hazardous to Health Classification (COSHH), Labelling and Packaging procedures within Neath Port Talbot County Borough Council.

The Health and Safety Executive (HSE) have made another change to the CDM Regulations 2007, following a 10 week consultation which will come into force on the 6th April 2015. These amendments have had a significant impact on both the Corporate Health and Safety Section and other sections throughout the Council who are responsible for construction work. The role of the CHSS, following the changes to the CDM Regulations, is to provide support as necessary to all sections in relation to the new regulations and to continue to provide advice and guidance to all sections who manage construction work. This includes carrying out site visits and audits of construction projects and maintenance and review of the CDM Database in order to ensure legal compliance, good standards of health, safety and welfare and to ensure continual improvement.

As an overview, the CHSS dealt with a total of 1,641 incident and accident reports during the 2014/15 period. This comprises of incidents and accidents to members of the public, school pupils, service users, contractors and Council employees.

In comparison to 2013/14, there has again been a decrease in the total number of accidents to Authority employees, with a 9.9% reduction. Additionally the number of lost time and RIDDOR Reportable accidents have also seen a decrease of 12.1% and 20.8%.

Incident/accident reporting as always, has also been a focus for the CHSS during 2014/15. Advice and support is provided to managers ensuring accidents are investigated by CHSS. Since the introduction of the Online Accident Reporting System

(OARS) in 2010, the way in which incidents and accidents are reported to the CHSS has improved significantly. As part of the CHSS commitment to continuous improvement, a comprehensive review of the OARS took place in 2014, resulting in the introduction of a number of changes and improvements benefitting both the user and the CHSS in terms of compiling more advanced statistical data on NPTCBC's accident trends. The majority of the accidents reported through to the CHSS are investigated by the H&S officers as part of their duties. The purpose of these investigations is to highlight why and how the accident/incident occurred in the first place.

The Council's IT Division has provided first class support throughout this process. The CHSS will continue to build on the excellent working relationship held with the in-house Software Development Team, who for many years have provided CHSS with solutions exactly meeting service needs.

In 2015 / 2016, the CHSS will continue to respond to the challenges within the resources available to them. In line with the Council's Forward Financial Plan the HR Division as a whole has met year on year savings targets, mainly through reductions in staff numbers. Since 2009, the CHSS's staffing has been reduced by approximately a third. It is vital that a key priority for the team is to ensure that service delivery is maintained to the high standard that has been expected by the Council's services.

Service Priorities For 2015/2016

	Who	Percentage Complete	By When
HR 20 - Delivery of incident/ accident investigation process in support of sickness absence and accident reduction.	CHSS	90%	Ongoing
HR 21 - Delivery of Health and Safety operational risk management activities.	CHSS	90%	Ongoing
HR 22 - Delivery of COSHH legislative changes (* This will be an ongoing objective into 2016/2017 as all sections within NPTCBC have to review the COSHH assessments applicable to the activities undertaken.	CHSS	40%(*)	Ongoing
HR 23 - Delivery of Construction, Design and Management legislative changes	CHSS	100%	March 2016

Joint Resilience Unit

REPORT CARD – JUNE 2015

Brief Description of the Service	Key Priorities for 2015/16
<p>The Joint Resilience Unit help to support the emergency services and other organisations with their emergency response in a number of ways, including:</p> <ul style="list-style-type: none">• arranging emergency accommodation should members of the public be evacuated from their homes• providing emergency transport to move members of the public from the scene of an emergency to a safe location• Co-ordinating services that the County Council provides that are required as part of the emergency response• providing emergency information to the public <p>To prepare for possible emergencies across both Councils the Joint Resilience Unit:</p> <ul style="list-style-type: none">• Assess local risks in order to identify what we need to plan for• Write and review emergency plans• Work with other key organisations to enhance the management of an emergency• Ensure that Swansea and Neath Port Talbot have plans in place to deliver important services to the public during an emergency• Share important information with local organisations to enhance emergency preparedness	<p>HR 15 - Delivery of City and County of Swansea's City Evacuation</p> <p>HR 16 - Delivery of Emergency Response plans</p> <p>HR 17 - Delivery of localised flooding arrangements</p> <p>HR 18 - Delivery of Compliance with the COMAH Regulations</p> <p>HR 19 - Delivery of Business Continuity life cycle – plans</p>

- Provide an effective 24 hour, 365 days a year service to help in the management of a major emergency.
The JRU consists of the Occupational Health & Safety / Joint Resilience Unit Manager and 3.4 Officers.

How Are We Doing

Corporate Measures:

Measure	13/14 TOTAL	Q2 14/15	Q3 14/15	14/15 TOTAL	Q2 15/16	Q3 15/16
Financial:						
% FFP savings at risk	0%	0%	0%	0%	0%	0%
% revenue expenditure within budget	100%	100%	100%	100%	100%	100%
% savings solutions identified for future year targets	100%	100%	100%	100%	100%	100%
Employees:						
Average days lost due to sickness / FTE	N/A (CCoS)	N/A (CCoS)	N/A (CCoS)	N/A (CCoS)	N/A (CCoS)	N/A (CCoS)
FTE Days lost per employee	N/A (CCoS)	N/A (CCoS)	N/A (CCoS)	N/A (CCoS)	N/A (CCoS)	N/A (CCoS)
% of staff who have received a PDR/EDR in the last 12 months	100%	100%	100%	100%	100%	100%
Employee turnover rate due to unplanned departures	nil	nil	nil	nil	nil	nil

Story Behind the Performance:

The Joint Resilience Unit (JRU) is responsible for ensuring, on behalf of Neath Port Talbot County Borough Council (NPT) and the City & County of Swansea (CCoS), that the impact of any major emergency that could affecting communities is greatly reduced, so increasing the safety of their residents and visitors.

The unit has a team of 3.4 officers, carrying out their duties on behalf of the two councils.

The JRU's key priorities are determined in line with both NPT and CCoS's key priorities and from discussion with Directorate Senior Management Teams as well as legislative changes that are introduced. The JRU is committed to providing an efficient service to be able to respond to the demands set by the Directorate Senior Management Teams and the surrounding communities in order to address their priorities.

The task of reviewing and updating work previously undertaken by the JRU in relation to the City Evacuation Plan is underway. A new approach is being taken and the plan is being tailored to the City of Swansea and thereby introducing a more bespoke methodology to its delivery. It is the aim of the JRU to enhance and build upon a growing reputation that it currently possesses. The plan is being devised to ensure those that work, invest or live within the heart of the city centre of Swansea are considered in the event of an emergency.

To date, all critical services for NPT have been identified and plans have been completed and uploaded onto DRAGON with assistance from the JRU. The majority of CCoS's critical services have been identified and nominated authors are in the process of writing their plans in readiness to upload onto DRAGON. The intention is to identify all critical services and produce the relevant electronic plans by the end of 2015.

It can be reported that good progress has been made on the Local Authority Flooding arrangements throughout the year. During this year, the JRU reviewed all of their major flooding response plans and procedures to ensure they remain fit for purpose. Plans reviewed during this year include the NPT and CCoS Flooding Response Plans, and the site specific Canalside and the Lower Swansea Valley Flood Response Plans. Throughout the year, the NPT / CCoS Multi-agency Flood Group has continued to meet regularly to discuss local flood risk mitigation and emergency response.

A new directive, called Seveso 3, was introduced by the European Union and has updated the existing COMAH regulations which has placed a greater emphasis on public accessibility to information as well as public consultation and inclusion in how plans are written and prepared. The JRU has captured the limited information currently available and is therefore incorporating what is widely believed to be necessary and vital work.

During 2014/15, the JRU arranged and facilitated two major exercises as part of their statutory duties under the Control of Major Accident Hazard Regulations (COMAH) 1999. The exercises scheduled this year were with two local top-tier COMAH Sites; Tata Steel, Port Talbot and Calor Gas, Aberdulais. Both exercises examined how serious incidents at these sites would impact on the local community and provided an opportunity rehearse emergency response procedures. Both exercises required considerable planning and were deemed to have met their objectives.

In Spring 2012 the JRU's DRAGON (Disaster Response and GIS Operational Network) secure online emergency response application was launched in order to deliver improvements in dealing with civil emergencies in the Neath Port Talbot and Swansea areas. Initially, DRAGON was a tool used solely by the JRU but over time has grown to a position where it is being used by both NPT and CCoS as well as the following Councils: Pembrokeshire, Carmarthen, Ceredigion, Powys, Dyfed and Rhondda Cynon Taf. It continues to gather momentum as more partners look to access the system.

With regards to business continuity plans, it was decided that the first phase would be to develop a slim line Business Impact Analysis (based on a traffic light system) and risk assessment process together with a new Business Continuity plan template. This document, now known as the Business Continuity Management (BCM) Toolkit, was completed in August 2014 and 'rolled out' within the two local authorities. The second phase was to meet with Heads of Service to review all critical services for the aforementioned local authorities and, to nominate authors to complete the BCM Toolkit electronically by uploading it onto the DRAGON system.

Additionally, as part of the JRU's statutory duties under the Civil Contingencies Act 2004 Officers have provided business continuity advice to Gwalia Housing, NPT Homes and domiciliary care providers across the region.

Service Priorities for 2015/16

	Who	Percentage Complete	By When
HR 15 - Delivery of City and County of Swansea's City Evacuation	JRU	50%	Ongoing
HR 16 - Delivery of Emergency Response plans	JRU	85%	Ongoing
HR 17 - Delivery of localised flooding arrangements	JRU	70%	Ongoing
HR 18 - Delivery of Compliance with the COMAH Regulations	JRU	75%	Ongoing
HR 19 - Delivery of Business Continuity life cycle – plans	JRU	70%	Ongoing

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

POLICY AND RESOURCES SCRUTINY COMMITTEE

18 February 2016

Report of the Head of Human Resources – Sheenagh Rees

Matter for Monitoring

Wards Affected: All Wards

SICKNESS ABSENCE MONITORING REPORT

Purpose of Report

1. The purpose of this report is to provide Member's with information in relation to sickness absence to inform Member scrutiny of the management of sickness absence across the Council.

Monitoring Data

2. In November, Members at this Committee received historical data, as well as data on a national, Council wide and service level. It was agreed with Members that on an on-going basis quarterly monitoring reports would be presented to this committee. Today's report therefore focuses on Quarter 3 sickness data for 2015 / 2016, for the period April to December 2015, with data provided in Appendix 1.
3. For ease of reference I have included two tables in Appendix 1 which were also previously included in the November report. **Table 1** provides Members with the all Wales benchmarking figures for 2014 / 2015, and **Table 2** sets out the average FTE sick days in 2014 / 2015 for each service, measured against the Council average for the period (9.4 days) and the 2015 / 2016 target of 8.7 days. I have included these tables again to help Members benchmark against last year's performance.

4. **Table 3** provides Members with an overview of the Council's absence pattern and the ratio of days lost to short term and long term absence in Quarter 3 2015 / 2016. The data for 2014 / 2015 is also provided, and Members can see that whilst the overall numbers of days lost has reduced, the ratios remain consistent.
5. **Table 4** provides an overview of the Council average working days lost per FTE employee in Quarter 3 each year from 2009 / 2010 to 2015 / 2016.
6. **Table 5** provides the Quarter 3 monitoring data for 2015 / 2016 for each service, compared with the Quarter 3 monitoring data for 2014 / 2015 (2014 / 2015 is the left hand column, 2015 / 2016 is the right hand column).
7. Whilst minor fluctuations can be expected, some services showed significant increases or decreases in absence rates in Quarter 3. So, for example, Corporate Strategy and Democratic Services show a 61% decrease in absence rates. Transformation, whilst sickness rates remain the third highest in the Council, show a decrease in the Quarter of 34%. Human Resources show an increase in absence rates of 24% and Business Strategy of 19%, but Members should note that both services still remain below the Council average.
8. **Table 6** provides Members with head count and full time equivalent figures for each service. Members requested this information at the November meeting, in order to help Members understand how sickness data compares with the number of employees employed within each service. Members should note that these figures are subject to change, particularly where cross-directorate change takes place.
9. **Table 7** sets out the number of employees who were absent on 3 or more occasions in each service during Quarters 1 to 3 of 2015 / 2016, and **Table 8** sets out the number of working days lost by these employees.
10. **Table 9** then sets out the number of employees who were absent for 28 consecutive days or more in each service during Quarters 1 to 3 of 2015 / 2016, and **Table 10** sets out the number of working days lost by these employees.

11. **Table 11** provides Members with information in relation to why employees were absent from work in 2014 / 2015. Members can compare this with the top ten reasons for absence in 2015 / 2016, set out in **Table 12**. Cancer related absence increased significantly by 53% compared with last year and absence related to bereavement increased by 58%. Stress related absence increased by 21%, and back pain related absence, by 24%. This information will help inform targeted strategies in relation to managing absence and promoting health and well-being.
12. To help Members understand how the reasons for absence relate to patterns of absence, **Table 13** then sets out the top ten reasons for short term absence in 2015 / 2016, and **Table 14**, sets out the top ten reasons for long term absence. Members will be interested to note that this is the first time that Arthritis has appeared in the top ten reasons for long term absence. As can be expected with an increasingly aging workforce, associated health conditions will have an impact on the patterns we can expect to see in absence.
13. **Table 15** provides data in relation to employees leaving employment as a result of ill health. 32 employees left the Council's employment in 2014 / 2015 as a result of ill health and in the current year to December 2015, 30 employees have left the Council's employment for ill health reasons.
14. Finally, and sadly, Members are advised that during Quarters 1 to 3 of 2015 / 2016, 5 employees died in service following periods of ill health.

Ongoing scrutiny

15. Members will continue to receive sickness monitoring information on a quarterly basis. This will enable Members, over time, to monitor absence rates and patterns across the Council.
16. The data presented in this report will raise questions for Members, so for example, whether Members see fluctuations in sickness absence levels in particular services, they may want to take the opportunity to refer this to the relevant scrutiny committee for further investigation.

Recommendation

17. It is RECOMMENDED that Members NOTE the sickness absence monitoring report and continue to receive further monitoring reports on a quarterly basis.

Equality impact assessment

18. There is no requirement for an equality impact assessment.

Workforce impacts

19. This report will be shared with recognised trade unions in respective consultative forums for discussion and consideration.

Legal impacts

20. There are no legal impacts arising from this report.

Risk management

21. Sickness absence must continue to be managed effectively or there is the risk that sickness rates will increase with associated loss of productivity and budgetary impact.

Consultation

22. There is no requirement under the Constitution for external consultation on this item.

Appendices

Appendix 1 – Sickness absence Quarter 3 2015/2016 Monitoring Data

Background Papers

The Maximising Attendance Policy and Procedure.

Officer Contact

Sheenagh Rees, Head of Human Resources on Ext. 3315 or e-mail s.rees5@npt.gov.uk

APPENDIX 1 – SICKNESS ABSENCE QUARTER 3 2015 / 2016 MONITORING DATA

TABLE 1

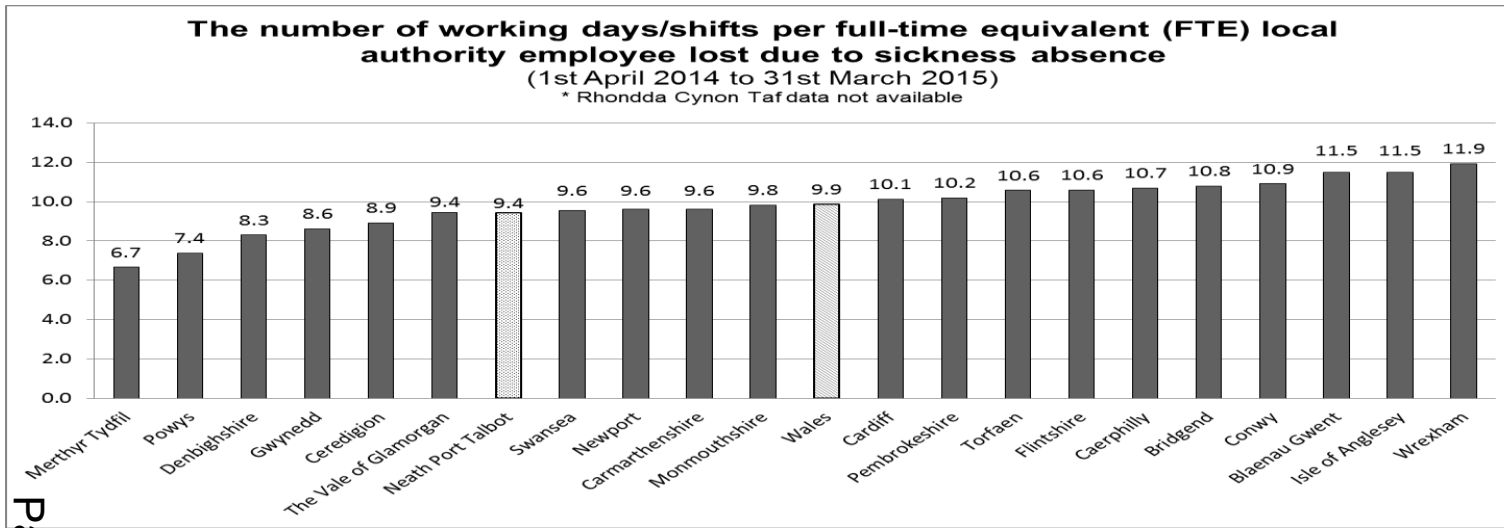
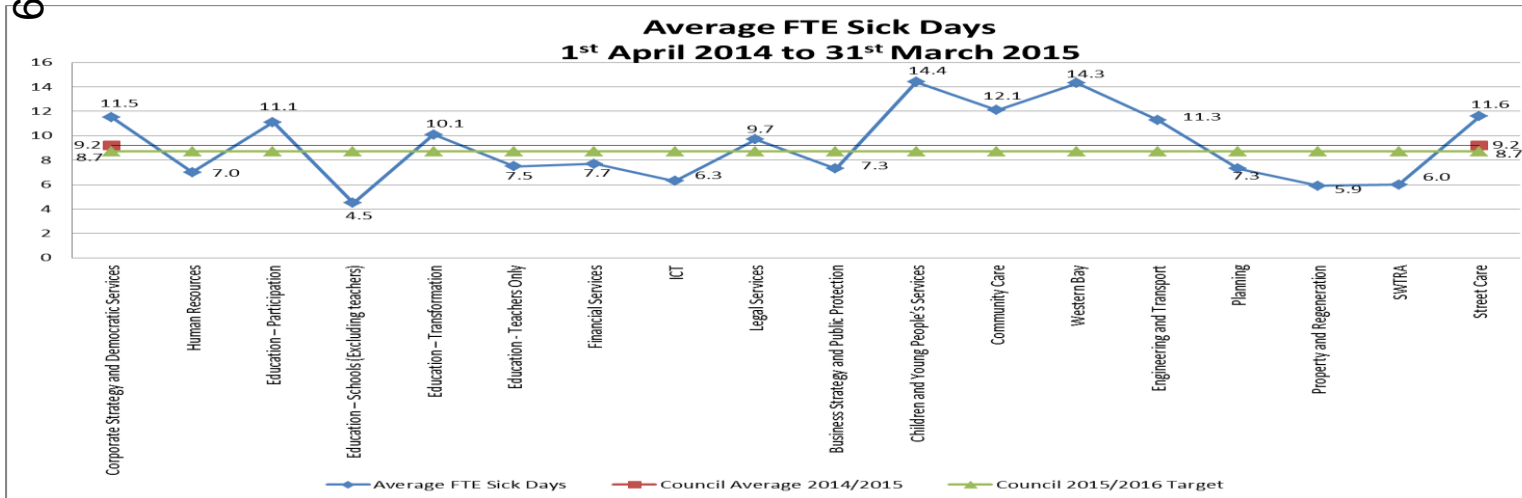
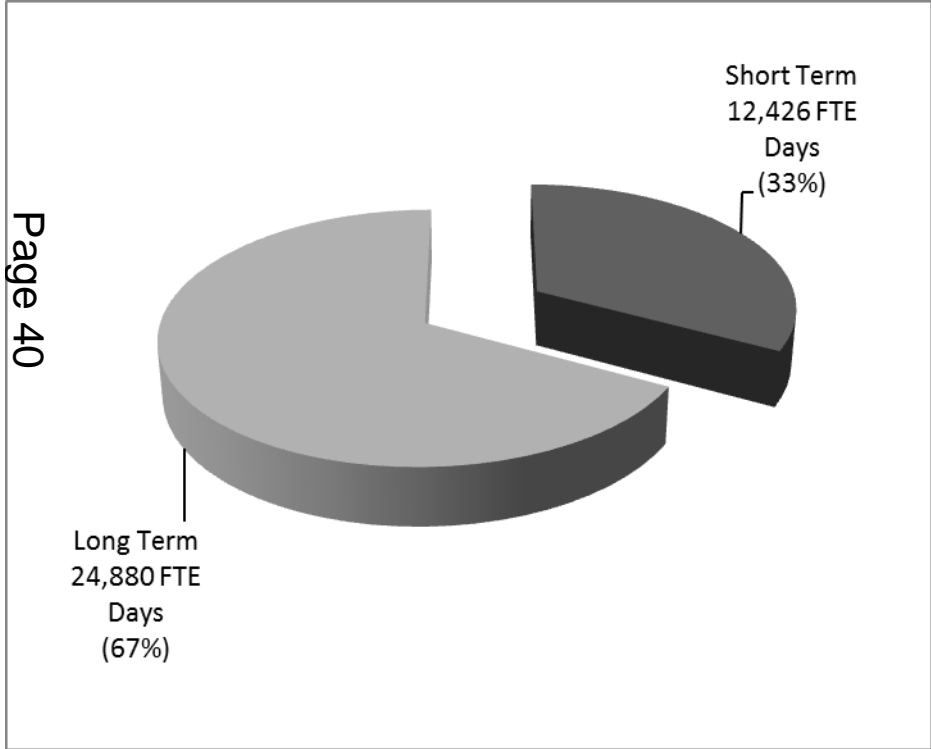


TABLE 2

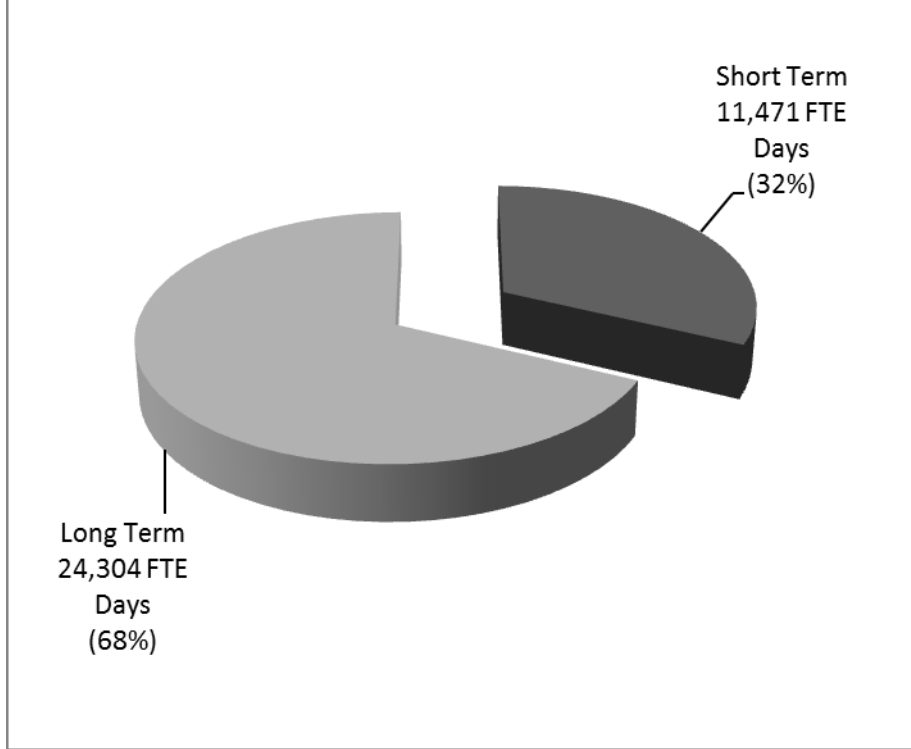


**Ratio of short and long term sickness – number of FTE days lost
(including teachers)**

1st April 2014 to 31st December 2014



1st April 2015 to 31st December 2015



Quarter 3 Average Sickness Rates

Overall Sickness (Including Teachers)	Quarter 3 2009/10	Quarter 3 2010/11	Quarter 3 2011/12	Quarter 3 2012/13	Quarter 3 2013/14	Quarter 3 2014/15	Quarter 3 2015/16
The number of working days/shifts per full time equivalent (FTE) local authority employee lost due to sickness absence.	8.4	7.0	7.3	7.1	6.6	6.7	6.8

TABLE 5

Average number of Working Days/Shifts Lost per Full-Time Equivalent Employee

(1st April to 31st December 2014 and 1st April to 31st December 2015)

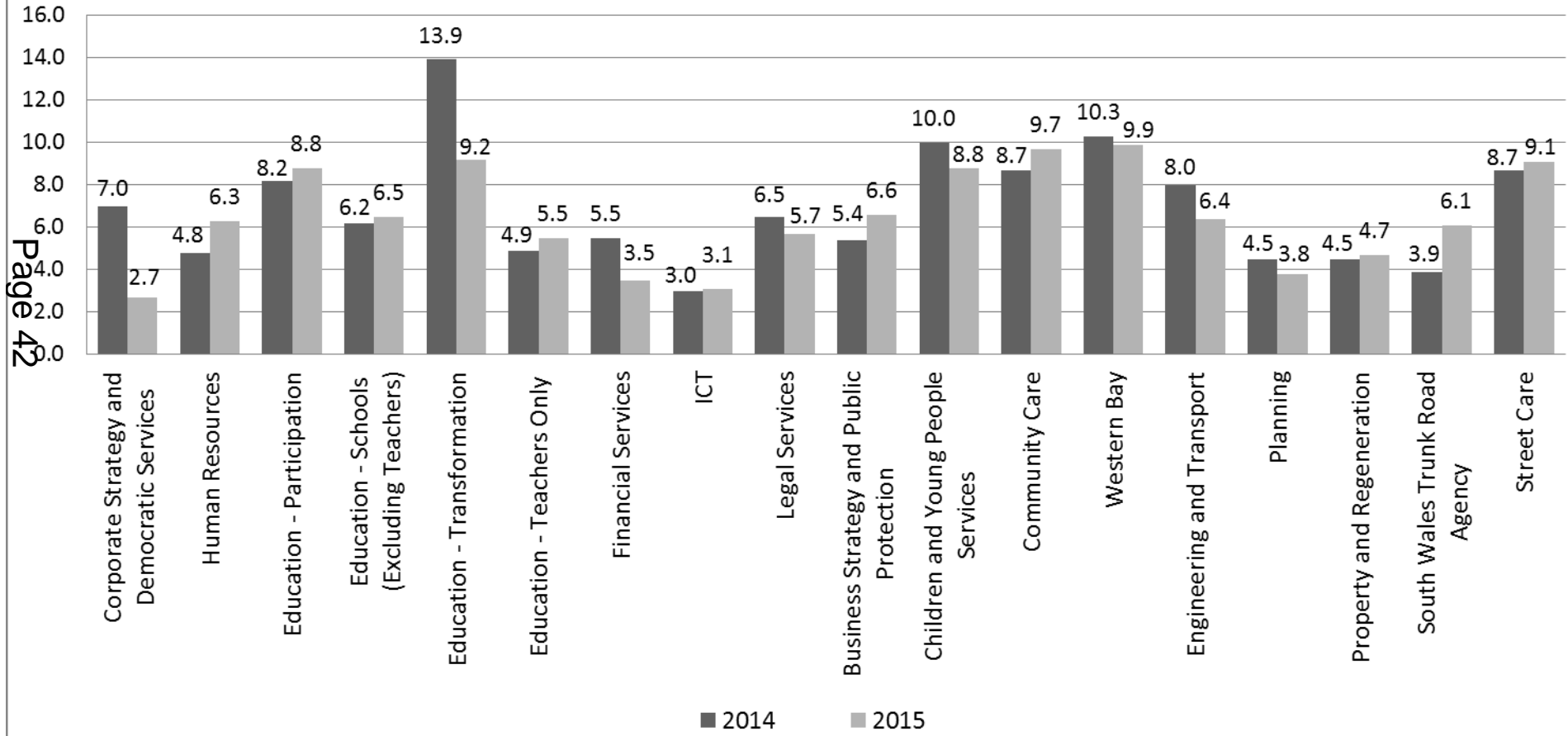


TABLE 6

NUMBERS OF EMPLOYEES EMPLOYED IN EACH SERVICE (JANUARY 2016)

SERVICE	HEAD COUNT	FULL TIME EQUIVALENT
HUMAN RESOURCES	79	69
CORPORATE STRATEGY AND DEMOCRATIC SERVICES	91	77
FINANCE	185	164
ICT	99	97
LEGAL SERVICES	81	69
CHILDREN & YOUNG PEOPLE	316	287
BUSINESS STRATEGY	251	229
COMMUNITY CARE	737	539
ENGINEERING & TRANSPORT	167	133
PLANNING	55	54
PROPERTY & REGENERATION	148	101
STREETCARE	457	450
SWTRA	103	101
PARTICIPATION	1024	429
TRANSFORMATION	121	100
SCHOOLS (EXCLUDING TEACHERS)	1836	991
TEACHERS	1260	1167
TOTAL	7010	5057

TABLE 7

Number of Employees (Posts) with three or more instances of sickness (1st April to 31st December 2014 and 1st April to 31st December 2015)

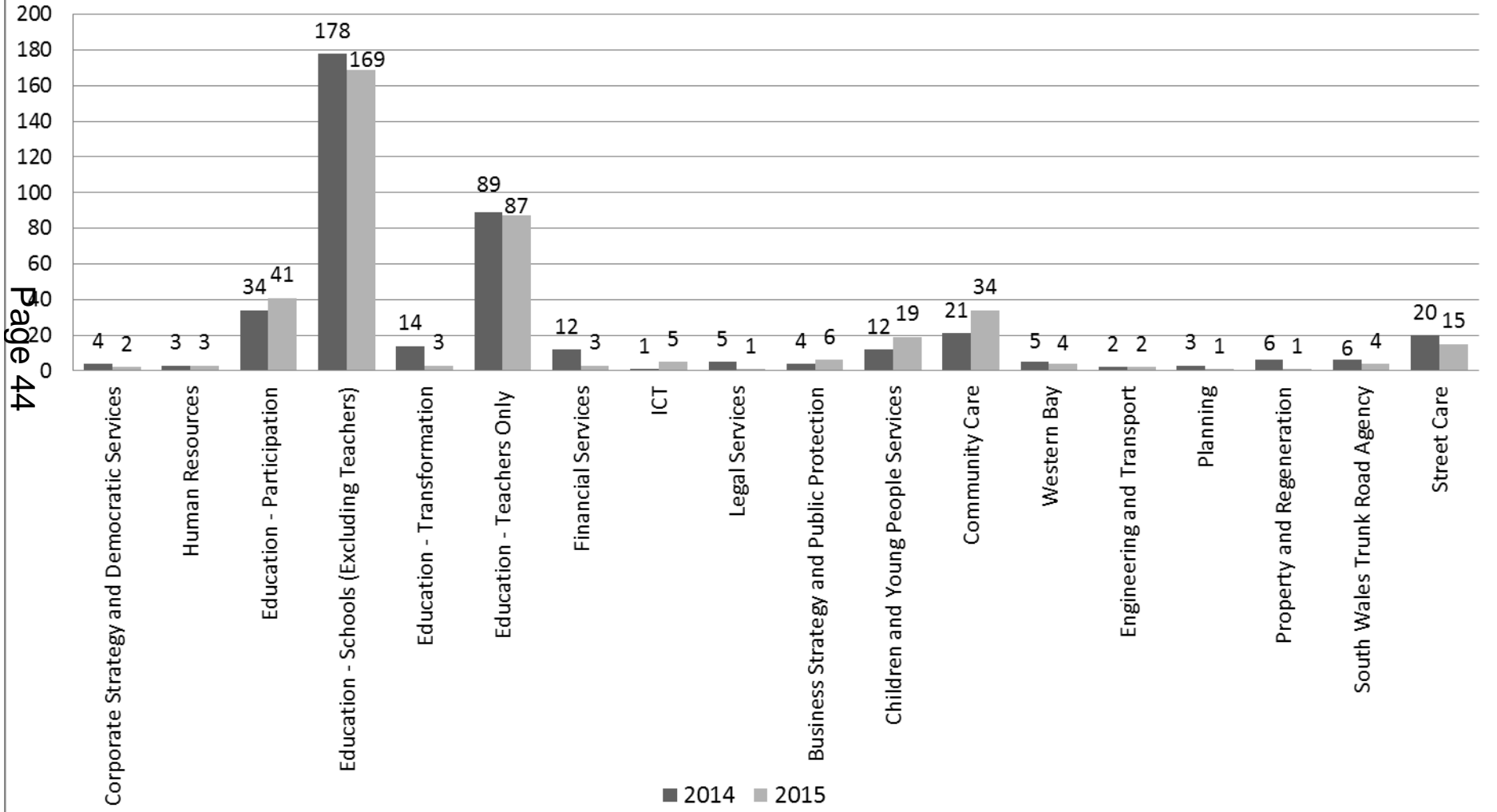


TABLE 8

Number of Working Days Lost for Employees with three or more instances of sickness

(1st April to 31st December 2014 and 1st April to 31st December 2015)

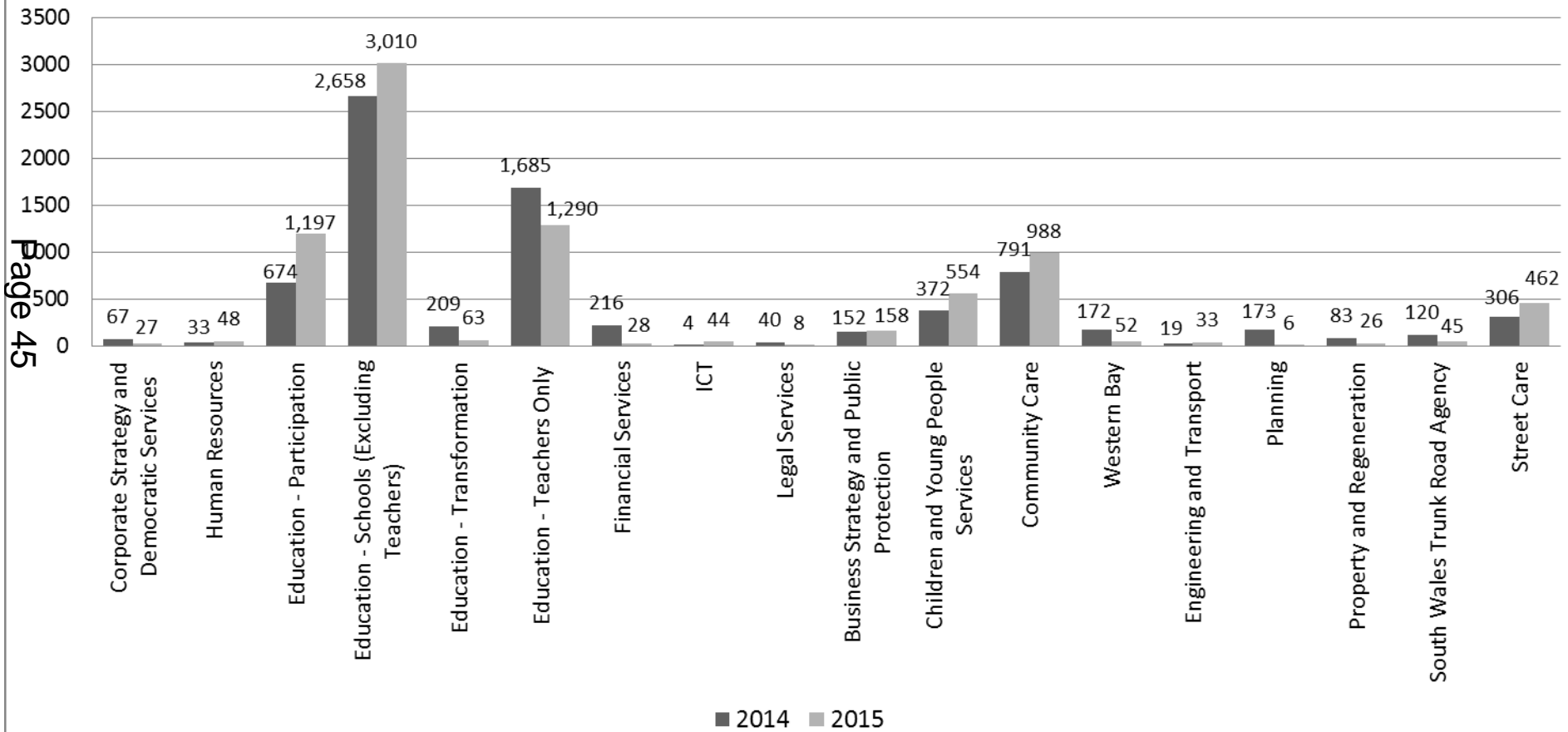


TABLE 9

Number of Employees (Posts) consecutively sick for 28 Calendar Days or more
 (1st April to 31st December 2014 and 1st April to 31st December 2015)

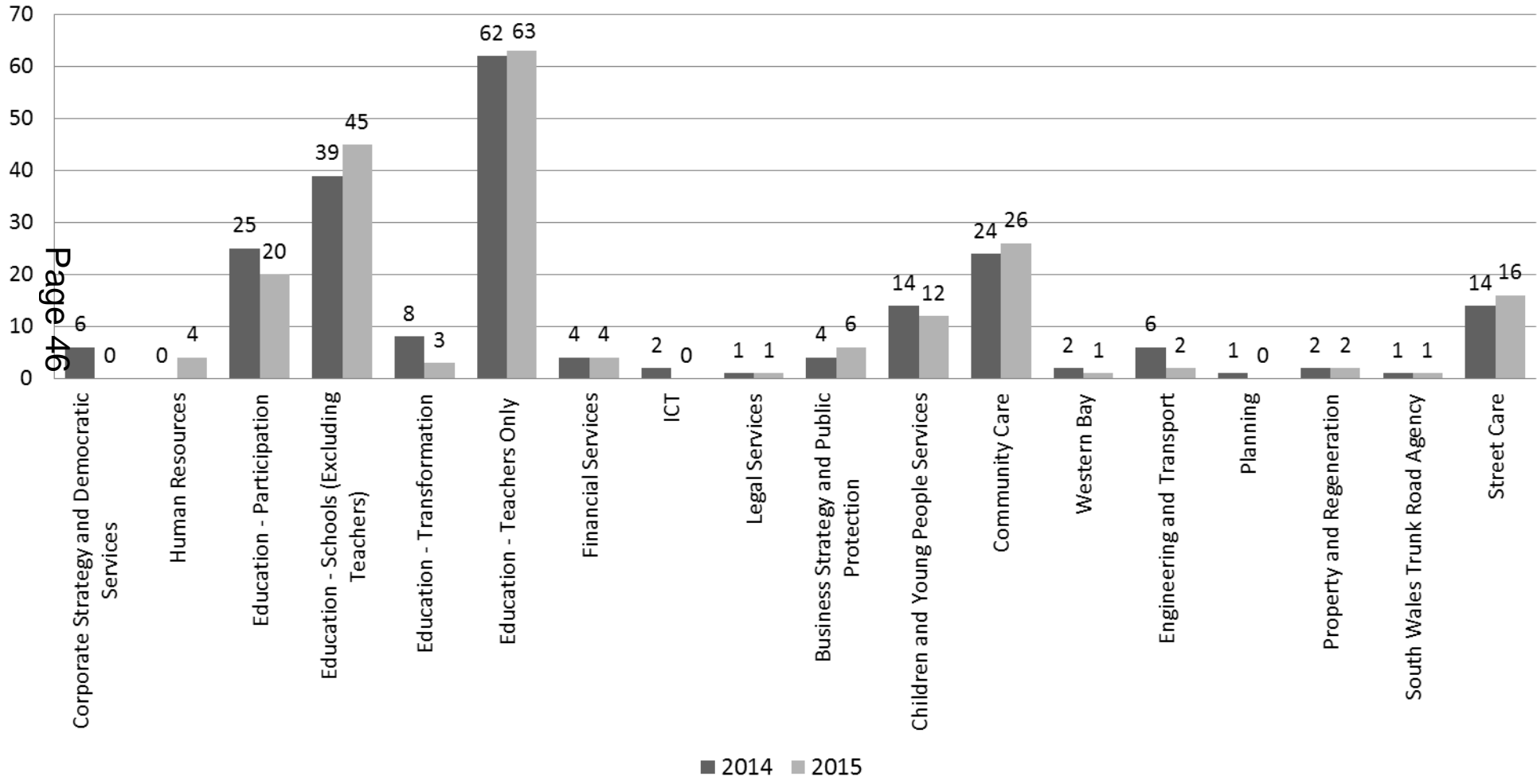
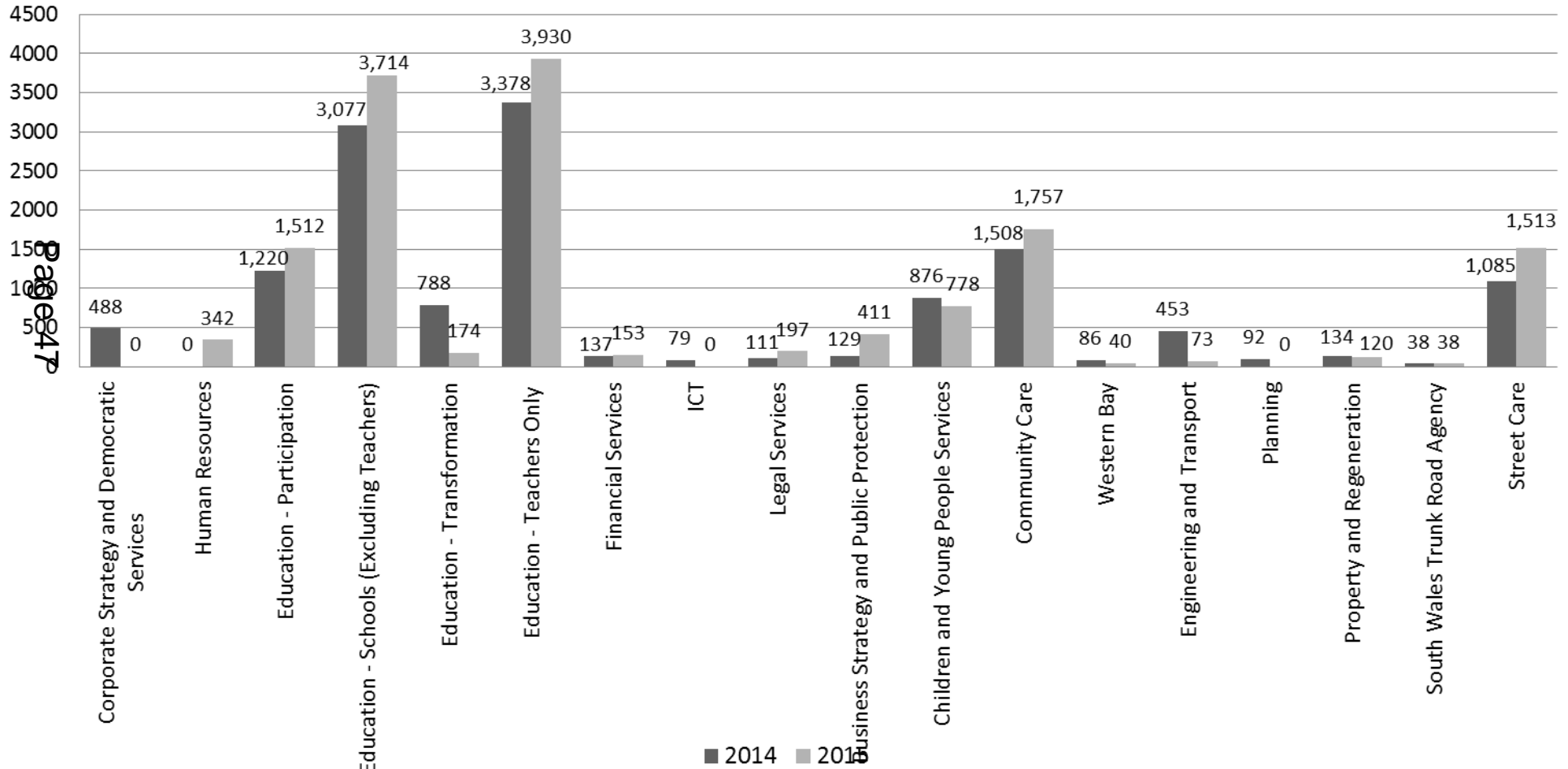
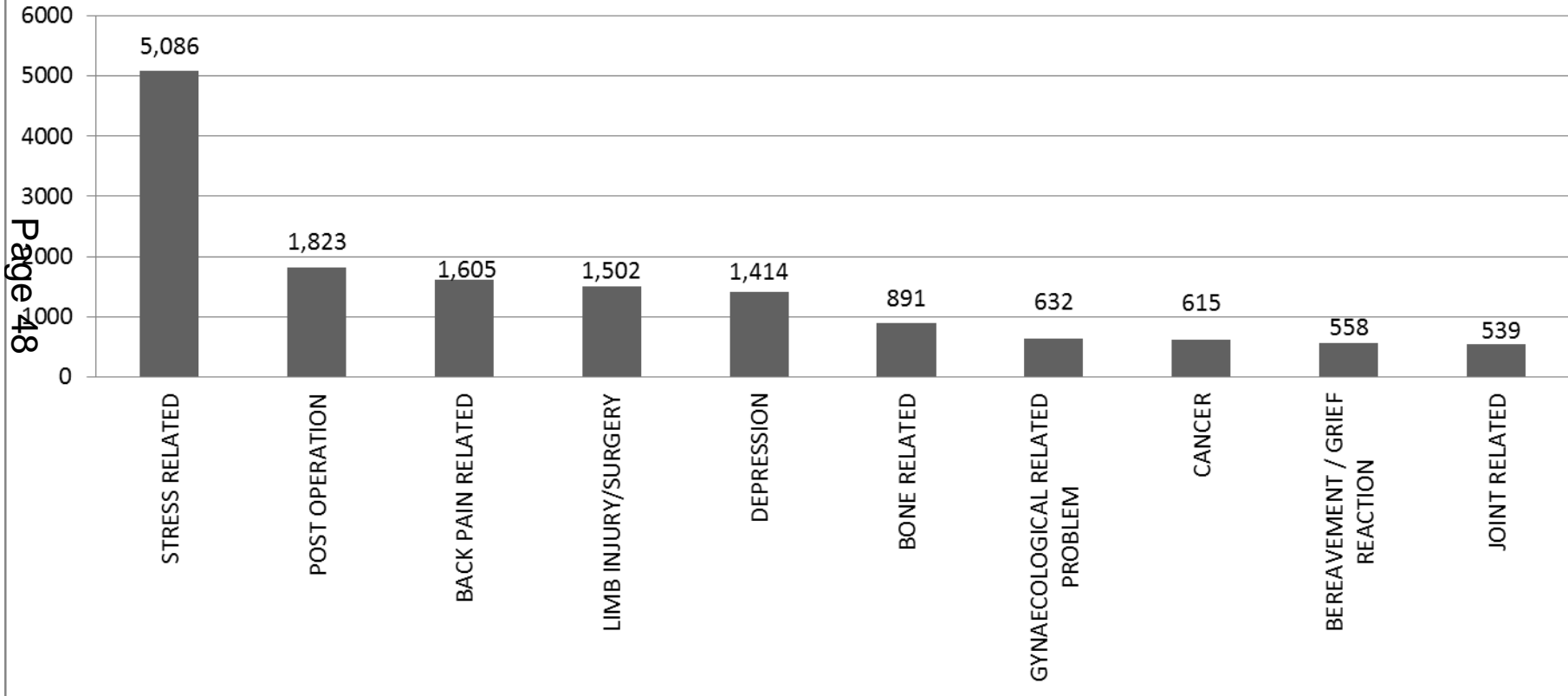


TABLE 10

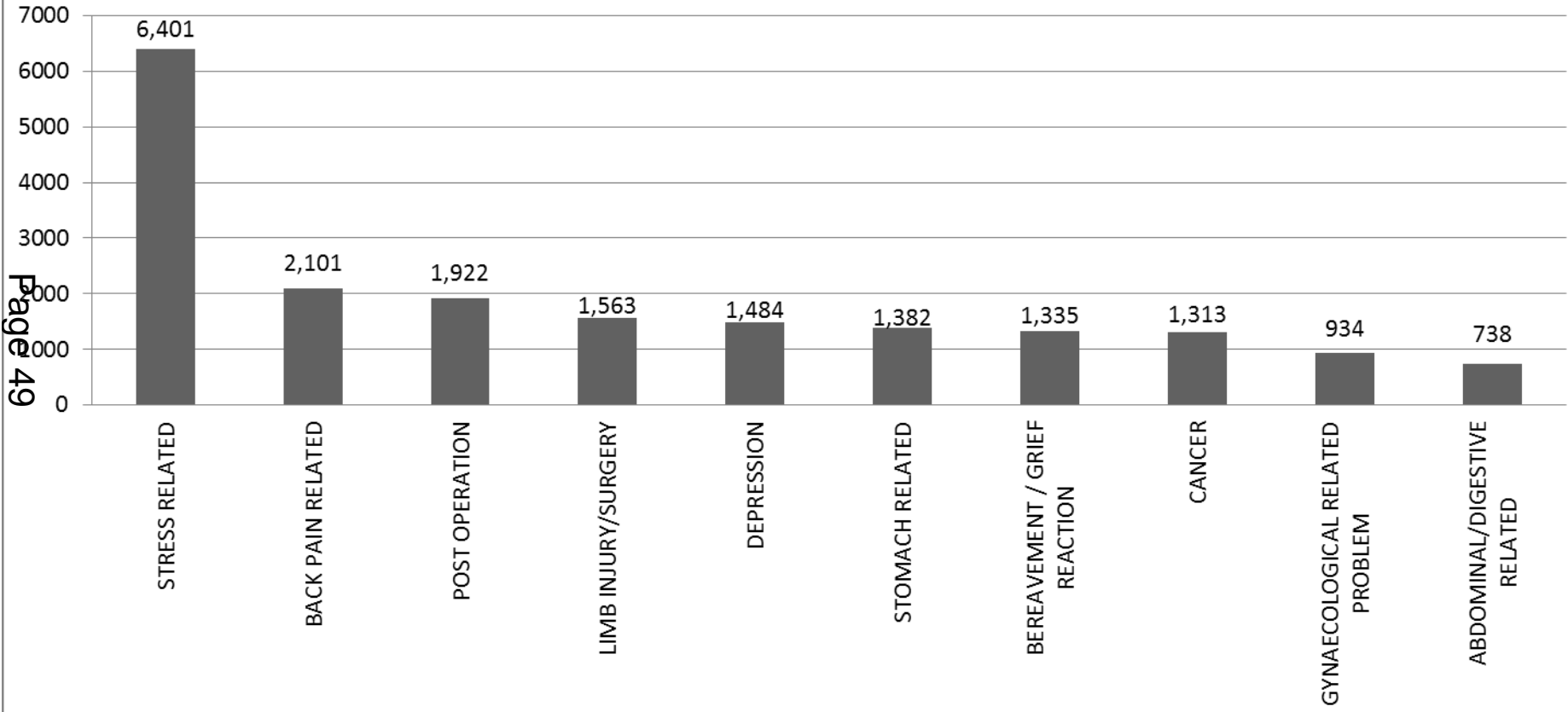
Number of Working Days/Shifts lost for those employees who are consecutively sick for 28 Calendar Days or more
 (1st April to 31st December 2014 and 1st April to 31st December 2015)



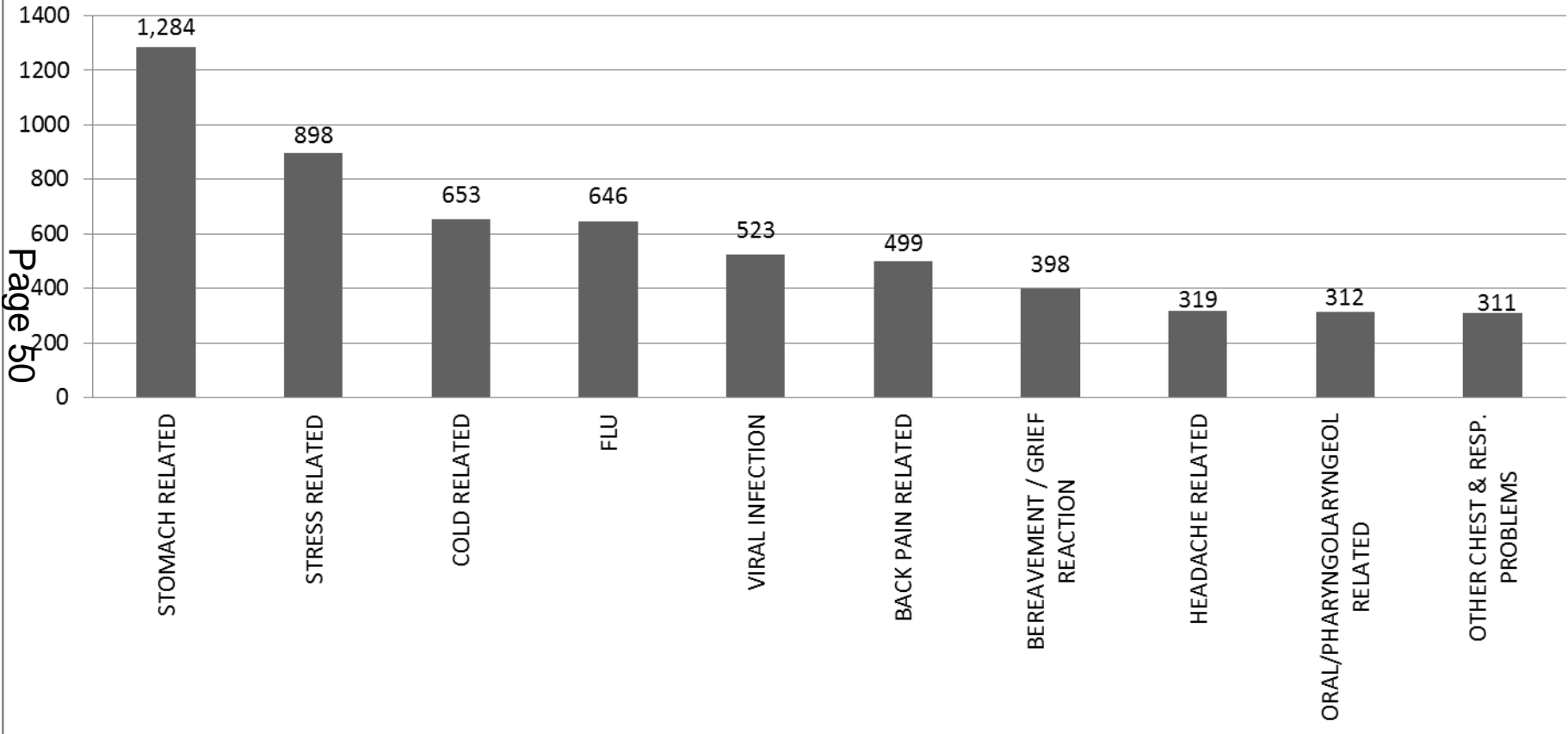
NPTCBC Long Term Sickness - Number of FTE Days Lost (Including Teachers) (1st April to 31st December 2014)



NPTCBC All Sickness Absence - Number of FTE Days Lost (Including Teachers) (1st April 2015 to 31st December 2015)



**NPTCBC Short Term Sickness Absence - Number of FTE Days Lost
(Including Teachers)**
(1st April 2015 to 31st December 2015)



NPTCBC Long Term Sickness Absence - Number of FTE Days Lost (Including Teachers) (1st April 2015 to 31st December 2015)

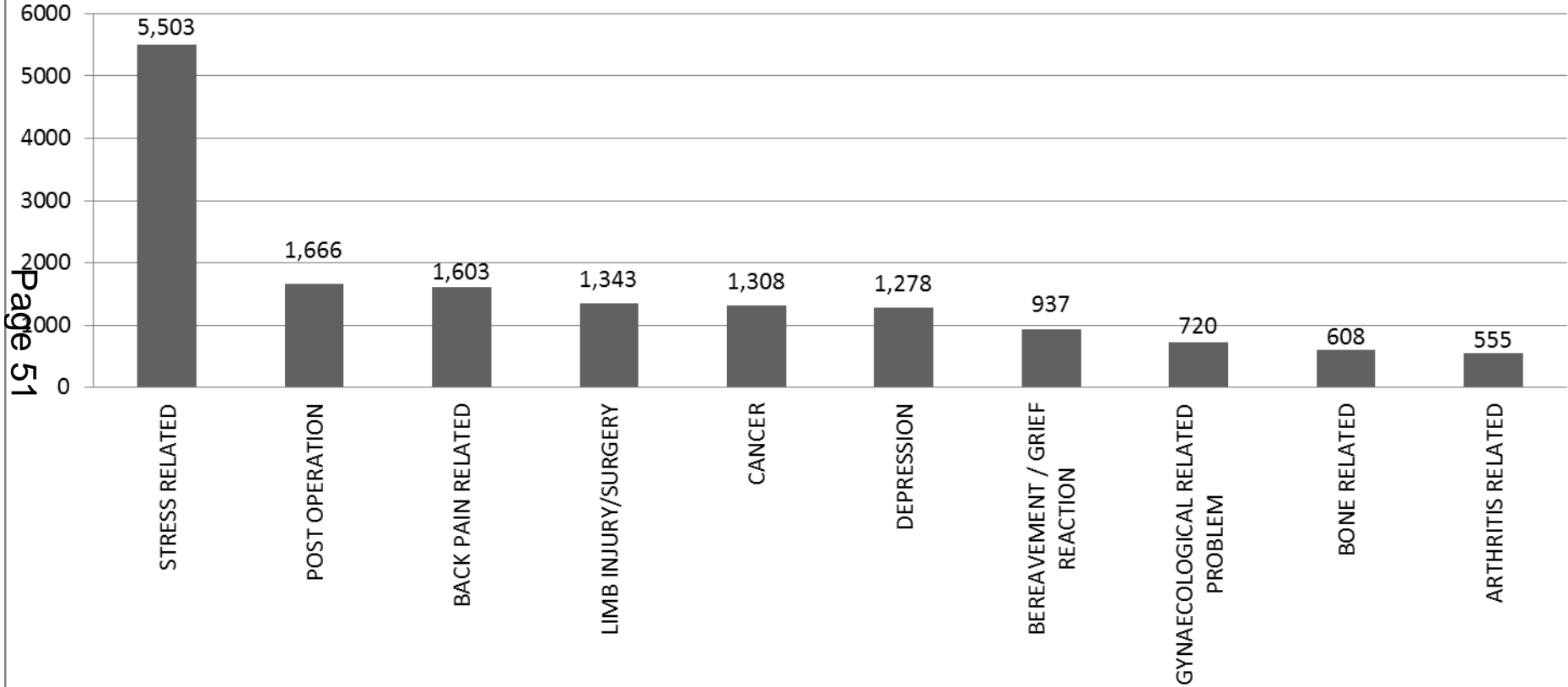


TABLE 15

Ill health leavers 2014 / 2015 (April to March)

Directorate	Resignation (Health Reasons)	Ill Health Retirement Tier 1	Ill Health Retirement Tier 2	Ill Health Retirement Tier 3	Dismissal – inability to attend work on a regular basis
ELLL	1	3	0	1	1
SCHOOLS	1	5	0	0	4
SSHH	1	6	0	0	4
ENV	1	2	0	0	2
FCS	0	0	0	0	0
Totals	4	16	0	1	11

Ill health leavers 2015 / 2016 (April to December)

Directorate	Resignation (Health Reasons)	Ill Health Retirement Tier 1	Ill Health Retirement Tier 2	Ill Health Retirement Tier 3	Dismissal – inability to attend work on a regular basis
ELLL	4	1			3
SCHOOLS	3		1		4
SSHH		1	1	2	3
ENV		5			1
FCS		1			
Totals	7	8	2	2	11

**Policy and Resources Scrutiny Committee
Forward Work Programme**

Date of Meeting	Agenda Item
18 th February 2016	Report Cards – Human Resources, Corporate Health and Safety and Joint Resilience
	Sickness Absence Quarterly Reporting
	Pre-scrutiny - Cabinet Board Items
	Quarterly Performance Reporting
31 st March 2016	National Procurement Service Update
	Legal Services Report Card
	Report Cards - Occupational Health Unit and Learning, Training and Development
	Pre-scrutiny - Cabinet Board Items
22 nd April 2016	Community Safety Report Card

(Special)	
	Community Safety Partnership
19 th May 2016	Report Cards- Overall Review
	Pre-scrutiny - Cabinet Board Items