

PERSONNEL COMMITTEE

20 September 2007

HUMAN RESOURCES – PERFORMANCE MONITORING – QUARTER 1 2007/08

REPORT OF THE HEAD OF ORGANISATIONAL DEVELOPMENT

Contact Officer: Alison Gavin Tel No: 01962 848233 [agavin@winchester.gov.uk](mailto:agavin@winchester.gov.uk)

RECENT REFERENCES:

PER124 - Human Resources Directorate Outturn Report - 17 July 2007

EXECUTIVE SUMMARY:

This Report sets out the outturn information related to the Business Plan for Human Resources Division setting out the Corporate Health indicators and local performance indicators covering the period 1 April 2007 to 30 June 2007.

RECOMMENDATIONS:

That the Committee raises with the Portfolio Holder any issues arising from the Performance Indicators, and considers whether any items of significance need to be drawn to the attention of Cabinet.

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### HUMAN RESOURCES – PERFORMANCE MONITORING – QUARTER 1 2007/08

#### Report of the Head of Organisational Development

#### DETAIL:

##### 1 Introduction

- 1.1 This report sets out performance information for the Human Resources Division for the first quarter and includes figures for the Corporate Health Indicators and local indicators for that period.

##### 2. Performance Indicators

- 1.1 The Corporate Health Indicators and the local performance indicators covering the period 1 April 2007 to 30 June 2007 are shown in Appendix 1. The performance indicators are shown in comparison to both outturn information and in comparison to the same period of the previous year. The agreed targets are also included. This report provides information on those indicators which show a significant change from the previous quarter or where it is appropriate to comment on progress towards the agreed target.
- 1.2 The number of ethnic minority staff and disabled staff employed in the top 5% of earners is still below the Top Quartile and the Corporate Equalities and Diversity group continues to undertake work to address this including the development of the Inclusion, Cohesion and Equality (ICE) Strategy which will meet the requirements to promote both gender and race equality and work towards the promotion of disability equality. Also undertaken was a review of the Equality Policy and Action Plan.
- 1.3 There has been one early retirement this quarter as a result of organisational development. Revised guidance received relating to pension membership and used in the calculation of outturn figures presented to this committee in July shows little effect on the quarterly figures as the numbers involved are so low. Pension membership remains approximately 86% of employees.
- 1.4 The levels of sickness absence show a reduction this quarter from an average of 9.2 days per person to 8.7 days per person, a total of 4331 days sickness absence over the 12 months to the end of June 2007. Currently the top quartile figure for district councils is an average of 8.29 days lost per employee. Research indicates a national reduction in sickness absence levels over the first quarter of the year, with statistics showing a significant difference from the same period in previous years (WCC absence level for this period last year was 9.6 days per person). One explanation is that this reduction can be attributed to the bad weather experienced this summer which has had an impact on short term

- absence i.e. an impromptu sick day is not so appealing when the skies are grey. Work has started on the action plan previously presented to this committee, with discussions taking place with each Head of Division and the publication of the sickness absence league table. A progress report will be brought to this committee in the New Year.
- 1.5 The number of staff employed who declare themselves disabled has decreased slightly from that reported at outturn from 7.8% to 6.9%. There is a significant difference between the number reported for the same quarter last year. However this relates to a change in the way in which the indicator is calculated rather than a change in the number of employees declaring a disability. A request has been sent out to all staff to use the self service access to the HR system to ensure that the details held on them are accurate, including those relating to ethnic origin and disability.
  - 1.6 The proportion of staff from ethnic backgrounds remains low at 1.48%. The difference between the figure reported in 2006/07 compared to this year again relates to a change in the way in which the indicator is calculated rather than a change in numbers of ethnic minority staff employed. The work detailed in 2.2 relates to this BVPI.
  - 1.7 The number of voluntary leavers has not been a BVPI for the last few years and therefore there is no quartile information for comparison. Turnover has been retained as a local indicator as it provides useful information on the stability of the organisation. The national average turnover level in the public sector currently stands at 14.3% an increase of nearly 3% over the last 2 years. Turnover this quarter remains high this quarter at 4.8%. If turnover levels are sustained at this level throughout the year, the turnover figure would be approximately 19%, significantly higher than the national average. However, the level of turnover for the first quarter is comparable with the same period last year which resulted in an annual turnover level for 2006/07 of just over 15%.
  - 1.8 There has been a significant drop in the number of internal transfers this quarter compared to the same period last year. Work is continued to ensure the provision of training and development opportunities and support to staff to progress their careers through internal development, including secondment opportunities and opportunities to act up into more senior roles.
  - 1.9 There have been 6 new posts assessed and graded by Job Evaluation grading panels over this quarter and 2 regrading appeals. This is an increase in number from the first quarter last year and is a result of divisions making changes to the way in which services are provided and the reallocation of resources into new roles.
2. Equal Opportunities Monitoring
    - 2.1 Appendix 2 shows the breakdown by gender, disability and race of current staff within the Council. The figures show consistency in the percentages of female (62%) and male (38%) staff employed from the last report (PER124). There has been a slight decrease in the proportion of staff declaring themselves disabled which is explained in section 2.6 above.

- 2.2 The monitoring of ethnic minority staff is done under the national classifications which allow us to make national and local comparisons. A slight increase in the number of staff employed from ethnic minority groups was reported at the end of the last quarter which was due to the revised method of calculation. The indicator remains below the ethnic profile for the local area. The implementation of the ICE strategy and further developments in recruitment and retention are aimed at increasing the proportion of ethnic minority staff employed to reflect the population profile of the district.
- 2.3 Appendix 3 also shows a breakdown by gender, disability and race of applicants received, applicants short listed and those appointed over the first quarter of 2007/08. The information shows that the volume of recruitment remains consistently high with a total of 1203 applications during the first quarter. A total of 49 appointments were made from 155 interviews carried out. It is anticipated that recruitment levels will show a significant drop during the next quarter due to the current vacancy freeze.
3. Business Plan Performance
  - 3.1 The HR Business Plan for 2007/08 was agreed by Principal Scrutiny Committee in March 2007. Appendix 3 to this report details the progress made against the Key Priorities identified in the Business Plan.
  - 3.2 There have been a number of additional key pieces of work which are being undertaken by the Human Resources Division in support of service Divisions and to support other corporate priorities. The limited resources of the Division have been allocated to support these additional tasks, which is likely to impact on the ability to deliver other business plan objectives.
4. Health & Safety
  - 4.1 Appendix 4 shows a summary of the Occupational Health and Safety activity for 2006/07. This service is managed as a client function by the Human Resources Department on behalf of the Chief Executive.
  - 7.2 The Shows the reported incidents from the previous year and the number of recorded incidents of threat or abuse. Health and Safety training has been targeted at principal risk areas such as dealing with potentially aggressive customers to ensure that staff are prepared to deal with such incidents. Specialist training has also been provided where required.
  - 7.3 An annual Health and Safety Action Plan focuses activity and resourcing requirements to key areas of need within the authority. The outline of the action plan is shown in Appendix 4. Progress on the plan will be reported regularly to Committee.

OTHER CONSIDERATIONS:

5 CORPORATE STRATEGY (RELEVANCE TO):

- 5.1 The need to make the best use of all available resources by continued clear financial planning within the City Council is an integral part of the Corporate Strategy

6 RESOURCE IMPLICATIONS:

- 6.1 These are contained in the detail of the report.

BACKGROUND DOCUMENTS:

Held in the Human Resources Division

APPENDICES:

- Appendix 1 Human Resources Performance Indicators
- Appendix 2 Equal Opportunities Monitoring – Current Staff and Recruitment
- Appendix 3 Human Resources Division Business Plan Monitoring
- Appendix 4 Occupational Health, Safety & Welfare Review 2006/7

Key Performance Indicators Quarter 1 2007/08

BVPI	Purpose	Yr -1 (06/07)	2006/07 Q1	2007/08 Qu 1	Top Quartile
2a	Equality Standard for Local Government	1	1	1	N/A
2b	Duty to promote race equality	68.5%	68.5%	68.5%	N/A
11a	5% top earners who are women	37.97%	36%	36.7%	28.93%
11b	5% top earners who are ethnic	0	0	0	1.98%
11c	5% top earners with a disability	0	0	0	N/A
12	Number of days sick per member of staff	9.2	9.4	8.6	8.29
14	Number of early retirements as a percentage of staff	0.42%	0.4%	0.44%	0%
15	Number of ill health retirements as a percentage of staff	0	0	0	0%
16a	Number of staff with disabilities within organization	7.84%	1.5%	6.9%	4.10%
17a	Number of staff from ethnic minorities within organisation	1.88%	1%	1.48%	2.5%
Local	Number of women leaving to go on maternity leave	12	5	3	n/a
Local	Number of men taking paternity leave	n/a	n/a	0	
Local	Number of grievance cases	1	0	0	n/a
Local	Number of disciplinary cases	7	1	1	n/a
Local	Number of employment tribunals	1	0	0	n/a
Local	Number of referrals to Occupational Health	18	1	7	n/a
Local	Number of long-term ill health cases (rolling 12 month period)	18	1	13	n/a

Key Performance Indicators Quarter 1 2007/08

	Purpose	Yr -1 (05/06)	2006/07 Q1	2007/08 Q1	Top quartile
Local	HR Invoices paid within 30 days	96.74%	-	98.5%	n/a
Local	Number of JE NJC Panel post reviews	19	4	8	n/a
Local	Number of JE Hay Panel post reviews	5	5	0	n/a
Local	Number of voluntary leavers as a percentage of staff (excludes early retirements on efficiency grounds)	15.32%	4.46%	4.8%	14.3% (CIPD 2006 – public sector)
Local	Number of people offered permanent contracts who declined the offer	7	3	1	n/a
Local	Percentage of employees transferring between permanent posts internally	5.26%	2.1%	0.6%	n/a
Local	Number of leavers against leaving code as percentage of total number of leavers				
	A1: Ext appointment – public sector	11	3	4	
	A2: Ext appointment – private sector	9	1	6	
	AO: External appointment – unknown	4	3	0	
	C: Retired	11	7	2	
	D: Redundant	3	2	1	
	E: Maternity	3	0	0	
	F: Moved out of area	7	2	1	
	G: College	5	0	2	
	H: Dismissal	4	0	1	
	I: Failed probation	1	0	0	
	J: Personal reasons (i.e. to travel abroad)	9	4	5	
	K: Died	0	0	0	
	L: End of contract	5	1	1	
	M: Long term Sickness	0	0	0	
	Not known(Other)	9	1	0	

**Establishment numbers**

	Establishment FTE	Headcount	Vacant FTE
Q1		577	

**Note:**

On corporate health indicators, increase in numbers of staff meeting the indicator will not always give consistent percentage increase as the denominator used changes as establishment and vacancies change.

Top Quartile – uses all other districts as comparator rather than those with similar profiles to WCC



<b>Equal Opportunities Monitoring Quarter 1 2007/08</b>			<b>PER127 Appendix 2</b>			
<b>Current Employees*</b>	571					
	<b>No.</b>	<b>%</b>				
Male	213	37%				
Female	358	63%				
Disabled	8	1.4%				
White	534	94%				
Mixed	1	0.2%				
Asian/Asian British	1	0.2%				
Other Asian background	2	0.4%				
White/Black British Caribbean	1	0.2%				
White/Black British African	1	0.2%				
Other Black background	1	0.2%				
Chinese or other ethnic group	1	0.2%				
Not given	48	8.4%				
<b>Recruitment</b>						
	<b>Applications received</b>		<b>Applicants Shortlisted</b>		<b>Successful Candidates</b>	
	<b>Total</b>	1023	<b>Total</b>	155	<b>Total</b>	49
	<b>No.</b>	<b>%</b>	<b>No.</b>	<b>%</b>	<b>No.</b>	<b>%</b>
Male	476	47%	46	30%	14	29%
Female	565	55%	107	69%	35	71%
Not given	170	17%	1	0.6%	0	0%
Undecided	1	0%	0	0.0%	0	0%
Disabled	30	3%	8	5.2%	0	0%
<b>White</b>						
British	590	58%	125	80.6%	40	82%
Irish	4	0.4%	2	1.3%	0	0%
Other	35	3%	8	5.2%	1	2%
<b>Mixed</b>						
White/Black Caribbean	2	0.2%	0	0.0%	0	0%
White/Black African	9	0.9%	3	1.9%	0	0%
White/Asian	2	0.2%	0	0.0%	0	0%
Other	6	0.6%	1	0.6%	0	0%
<b>Asian/Asian British</b>						
Indian	18	2%	2	1.3%	1	2%
Pakistani	1	0.1%	0	0.0%	0	0%
Bangladeshi	0	0.0%	0	0.0%	0	0%
Other	8	0.8%	0	0.0%	0	0%
<b>Black/Black British</b>						
Caribbean	0	0%	0	0.0%	0	0%
African	0	0%	0	0.0%	0	0%
Other	1	0%	0	0.0%	0	0%
<b>Chinese or other ethnic group</b>						0
Chinese or other ethnic group	0	0.0%	1	0.6%	1	2%
Other	3	0.3%	0	0.0%	0	0%
Not Given	524	51%	13	8.4%	6	12%

	Why are we doing this?	What will we do?	When will we do it?	Q1	Q2	Q3	Q4	Comments
1	Supports the Corporate Strategy 'An Efficient & Effective Council'	Development & implementation of Transformation Strategy	March 2008	☺				Q1. Research & development underway linking to work of the change teams and 2010 programme management
2	Supports the Corporate Strategy 'An Efficient & Effective Council'	Roll out of Flexible Working Project	Timescales identified in Flexible Working project plan	☺				Q2. Flexible working report delayed. Due to Cabinet in October
3	Supports the Corporate Strategy 'An Efficient & Effective Council'	Development and implementation of an Inclusion, Cohesion and Equality Strategy and Action Plan with Equality Policy	July 2007	☺				Q1. ICE Strategy in place, Revised Equality Policy and Action Plan completed and Disability Equality Scheme developed, agreed in May 07. Draft Age, Sexual Orientation & Religion or Belief combined Equality Scheme developed. Impact Assessment Training commenced & scoping group to start early October.
4	Supports the Corporate Strategy 'An Efficient & Effective Council'	Implementation of proposed restructure	April 2007	☺				Q1. Restructure implemented from May. Post gradings to be carried out after 6months in post. Subsequent divisional restructures underway to ensure cost effective service delivery.
	Supports the Corporate Strategy 'An Efficient & Effective Council'	IIP reassessment	March 2008	☹				Q1. Difficulties in replacing Training & Development Advisor have impacted on ability to progress.
	Supports the Corporate Strategy 'An Efficient & Effective Council'	Development & implementation of a Recruitment strategy to ensure a planned approach to encourage wider participation in expressing interest in working for the City Council	October 2007	☹				Q1. Procurement of provider for HIOWLA recruitment portal underway and business processed being agreed. Vacancy freeze will influence the development of a Recruitment Strategy.

**Business Plan Monitoring Quarter 1 2007/08**

**Appendix3 PER127**

	Supports the Corporate Strategy 'An Efficient & Effective Council'	Resource Review	June 2007	☹				Q1 Work to ensure accurate staff data completed. Working with Head of Financial Services to implement vacancy monitoring systems implemented. Work in progress to assess cost of overtime, honoraria & agency staff.
	Supports the Corporate Strategy 'An Efficient & Effective Council'	Development of a learning portal and recruitment portal in partnership with HIOWLA	2007/08	☺				Q1. Learning Zone Portal now available for a range of courses. Work continues on agreeing common needs for HIOWLA for procurement of provision of training courses.
	Supports the Corporate Strategy 'An Efficient & Effective Council'	Development & implementation of a Retention Strategy to ensure that Council has a planned approach to retaining the key skills and experience required to deliver the service most effectively	December 2007	☺				Q1. Severance Strategy agreed July 07. Work continuing to development associated Change Management policies.

## OCCUPATIONAL HEALTH, SAFETY & WELFARE REVIEW 2006/7

### Accident / occupational ill health statistics

#### **Employees**

During the period April 1<sup>st</sup> 2006 to March 31<sup>st</sup> 2007, there were 18 accident book entries involving employees, the number of entries for the previous twelve months was 17.

The breakdown of the type of accident / injury sustained was as follows (the figures for 2005/6 are in brackets):

Accidents causing bruising	– 8 (2)
Accidents causing minor cuts	– 3 (4)
Trips / slips	– 3 (4)
Manual handling (musculoskeletal injury)	– 2 (3)

#### **Reportable Accidents**

There were 4 accidents that were notified to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Accidents are reportable if the employee was absent from work for more than 3 days, excluding the day on which the accident occurred, or the employee suffers a major injury such as a fracture. The figure for reportable accidents for the previous 12 month period was 1. In two cases the employee was absent from work for more than three days; in the third case, the employee sustained a fractured nose which is classed as a major injury.

This equates to 41 working days absence, an increase of 28 over the previous year.

The fourth accident involved a member of the public which was reportable as the person was taken to hospital. The accident was due to the negligence of a Council contractor and the subsequent claim for injuries was settled by the contractor's insurers.

#### **Non Employees** (figures for 2005/6 in brackets)

There were 43 (25) entries for the period in question and the breakdown is as follows:

Meadowside Centre – 33 (17)

Sport related injuries 27(15)  
 Skateboard park injuries 4 (see note)  
 Crèche 2 (see note)

The skateboard facility opened during 2006/7; the operation of the crèche during 2005/6 was contracted out to Playdex.

### Guildhall – 5 (5)

4 incidents were at one event.

### River Park Leisure Centre

The centre is operated by DC Leisure and accident statistics are forwarded to the Sport & Physical Activity Officer in the Cultural Services Division. A breakdown of the figures for 2006/7 can be provided if required.

### **Miscellaneous**

In addition to the above, Council first aiders attended 6 incidents where the accident occurred on the highway / public footpaths in the vicinity of the City Offices and the Guildhall.

There were 5 incidents where a person was taken ill while on Council premises and a first aider attended.

### **Reported Incidents** (Verbal abuse / threats)

There were 11 recorded incidents where an employee was threatened or subjected to verbal abuse and the perpetrator's home address could be identified and he / she resided in the district. In addition there were 2 recorded incidents involving parking attendants. The corresponding figures for 2005/6 were 19 and 4 respectively.

### **Occupational ill health**

- There were 33 referrals to the Council's occupational health advisor. This compares with 15 for 2005/6.
- There were 46 incidents of sickness absence due to stress, resulting in 999 working days lost. This equates to 23% of all sickness absence.
- 14 members of staff contacted the counselling service during 2006/7.

### **Safety related training**

During the period April 1<sup>st</sup> 2006 and March 31<sup>st</sup> 2007 the following safety training courses / briefings were organised with approximate attendance:

- Corporate induction training – 3 health and safety modules (75 attendees).
- Manual handling – 2 half day courses (20 attendees).

- Risk assessment – 2 one day courses for divisional / directorate risk assessors (19 attendees).
- Coping at the sharp end (managing aggression) – Two one day courses for frontline staff (20 attendees).
- Drug awareness – 1 half day course for front line staff (23 attendees).

In addition to the above, the following non corporate, team specific health and safety briefings / training was undertaken:

- Health and safety training (various topics) - Managers and care assistants employed in extra care sheltered housing schemes in accordance with the accreditation requirements of the Commission for Social Care Inspection.
- Gas safety awareness training – Property Services.
- Health and safety briefings for Scheme Managers – Supported Housing Services.
- Electrical safety training – Property Services.

### **Accident trends**

The number of minor recorded accidents involving members of staff remains low and there are no discernable trends were specific action, particularly with regards training, is likely to have a significant impact.

There has been an increase in the number of accidents involving member of the public but this can be almost entirely attributed to sport related injuries and incidents at the skateboard park at the Meadowside Centre. The underlying cause appears to be an increase in patronage, particularly with regards team games such as five a side football, and the skateboard park which is a new facility.

The three reportable accidents involving employees, by definition more serious, were all investigated and the following comments are made:

The two accidents which resulted in absence from work for more than three days involved an employee losing their footing on stairs. In both instances the steps were dry, with no apparent defects and nothing was being carried at the time. However, one accident was at the Westgate Museum and with consent from English Heritage the eyebolt and rope handrail has since been replaced with a fixed handrail.

### **Conclusion**

Overall, Winchester City Council continues to maintain a low accident rate as would be expected for an authority that does not have a Direct Services

Organisation and has contracted out the management of the principal leisure centre.

The incidence of verbal abuse / threats against members of staff and contractors working on behalf of the Council has decreased from the previous year.

## **Review of Action Plan 2006/7**

### **Stress Management**

Aim – See Action Plan 2004/5.

A stress management policy and guidance was drawn up in 2004/5 and the monitoring of stress related sickness absence was instigated by the Human Resources Directorate.

A staff stress questionnaire was developed using the Health and Safety Executive's assessment tool and was issued to all staff in summer 2006. This enabled the results to be analysed using the Health and Safety Executive's software. The results were presented to CMT for discussion in the autumn. The purpose of his questionnaire was to provide a benchmark for future staff surveys.

The results of the survey, in conjunction with on going absence monitoring information, will be used to assess the need for specific interventions and will provide a benchmark to measure the effectiveness of these interventions.

Lead Officer – Principal Human Resources Advisor

### **Inter- Authority Auditing**

As highlighted in the previous action plan, the inter authority audit report identified a number of areas where performance was known to be inconsistent and an action plan was subsequently drawn up to improve safety management in these areas. Some progress has been made but the restructuring of the Council and other corporate priorities has delayed full implementation and these will be carried forward.

A consistent and robust approach to contract monitoring was identified as a county wide issue and the selection and monitoring of contractors will be the subject of the next Inter-Authority Auditing module which will commence during 2007/8.

### **Legionella**

The aim was to collate all available information on water systems, to review the control measures that are in place and to risk assess and draw up a management plan for water systems susceptible to legionella.

The current position is that two specialist consultancies have been short listed to compare the Council's current arrangements with the Health and Safety Executive's Approved Code of Practice and guidance note on the control of legionella bacteria in water systems; to identify where further work is required and to draw up a corporate strategy.

### **Roles and Responsibilities**

Highlighted in the aforementioned Inter-Authority Audit, the aim was to ensure that managerial health and safety roles and responsibilities have been identified, are written into job descriptions and, where appropriate, are subject to the appraisal process. This initiative will be progressed during 2007/8.

#### Lead Officer – Head of Organisational Development

### **Tree safety and assessment**

The surveying of trees for which the Council has responsibility is underway with priority being given to high risk areas such as major thoroughfares, parks and play areas and a number of dangerous and / or diseased trees have been subject to tree surgery or felled. The management strategy includes identifying replacement species that are less susceptible to disease or structural failure.

The Environment Division has purchased specialist software for recording and mapping tree assessments to aid the survey programme.

### **Construction / Maintenance Projects**

The delayed Construction Design and Management Regulations came into force on April 6th 2007 which also replaced the Construction (Health, Safety and Welfare) Regulations effectively providing one set of regulations to cover all aspects of construction safety excluding the removal and disturbance of asbestos containing materials that are subject to separate regulations.

A half day briefing for staff by a construction safety consultant from South East Employers was undertaken at the end of April, outlining the principal changes.

### **Abbey House**

A fire detection and alarm system has been installed, linked to a remote monitoring centre to ensure a 24/7 response. A secondary means of escape from the kitchen area will be provided as part of the planned refurbishment of the adjacent public conveniences and additional compartmentalisation is planned under phase two.



## **Health & safety core training requirements / competencies**

The aim was to ensure that employees undertake the health and safety training that their particular work activity requires. This is in order to meet legal requirements under the Health and Safety at Work etc Act and associated claims liability.

Some progress has been made, particularly with regards the identification of training plans for supported housing staff, but due to other training priorities and the subsequent resignation of the Training & Development Advisor this has not been completed.

Lead Officer – Training & Development Advisor

## **HEALTH & SAFETY ACTION PLAN 2007/8**

### **Annual Action Plan**

The Health & Safety Action Plan highlights the principal occupational health safety and welfare issues that will need to be addressed. The programme is not exhaustive and will be amended if other specific topics arise during the period in question i.e. in response to a change in health and safety legislation.

Some health and safety issues by their very nature are cyclic, particularly in areas such as health and safety training for staff in 'at risk work activities' and the review and updating of corporate health and safety policies, procedures and guidance notes.

As highlighted in the review, for a combination of reasons primarily council restructuring, changed priorities and staff vacancies, it has not been possible to complete all the initiatives identified in the 2006/7 work programme, these will be progressed during 2007/8.

### **Training**

As in previous years, health and safety training has been targeted at the principal risk areas such as manual handling and dealing with potentially aggressive customers and as such these courses are run on at least an annual basis to pick up newly appointed staff and to provide refresher training as required.

This cycle of safety training will continue with additional courses organised on an ad hoc basis in response to any changes in health and safety legislation that would impact on the Council's work activities.

### **Specific Occupational Health, Safety and Welfare Issues:**

#### **Post Restructuring Review**

Aim –

To identify any areas where there is now inadequate coverage in terms of divisional risk assessors and divisional / team display screen equipment assessment co-ordinators. Where gaps are identified, to reallocate duties and / or nominate and train additional personnel.

To re-establish the role of divisional health and safety co-ordinators to oversee the management of health and safety at divisional level and to represent the division on the reconstituted health and safety committee.

*Lead Officer – Head of Organisational Development*

## Staff / Trade Union Consultation

Aim -

To establish a joint safety committee incorporating Unison health and safety representatives and divisional health and safety co-ordinators. The new committee to be chaired by the Head of Organisational Development.

*Lead Officer – Head of Organisational Development*

*Input from Health & Safety Advisor / Unison / Risk & Insurance Officer*

## Fire Safety

Aim -

To complete fire risk assessments for all corporate sites where staff are employed or the public has access, including the communal areas of flats. To confirm the status of Central Control as a remote monitoring centre for fire alarm systems and to register linked sites.

*Lead Officers – Various*

*Input from Building Control / Health & Safety Advisor*

## Contract Management

Aim -

Identified in the Inter Authority Audit, contract monitoring has not been consistent in terms of both frequency and record keeping, a weakness also identified by the Council's insurers.

A more robust and consistent approach is required from both an enforcement and insurance standpoint and this will be the theme of the next Inter-Authority Auditing module.

A two fold approach will be adopted:

A review of the monitoring arrangements for external services such as waste collection, building maintenance and play grounds / play equipment inspection and maintenance which are primarily Serco contracts.

Corporate buildings will be reviewed on a site by site basis identifying site managers, key contracts, client officers and service providers.

*Lead Officer – Various Client Officers / Site Managers*

*Input from Health & Safety Adviser / Risk & Insurance Officer*

## Home / Distance Working

Aim -

In line with the corporate policy to promote flexible working in various formats, to provide guidance on managing the health and safety risks and to draw up pro forma to assist divisional risk assessors to carry out pre home working inspections.

*Lead Officer – Director of Human Resources  
Input from Health & Safety Advisor / Risk & Insurance Officer*

## Supported Housing Safety Assessment

Aim –

To carry out a health and safety audit of all the sheltered housing schemes including hostel accommodation and extra care homes in accordance with the Hampshire County Council review of the supported housing service.

*Lead Officer – Health & Safety Advisor*

## On line workstation assessment

Aim –

To role out DSEasy online workstation self assessment software to all users of Display Screen Equipment. The software programme will include guidance on good working practices and a compulsory assessment test.

*Lead Officer – Health & Safety Advisor*

## Pandemic flu

To support business continuity planning, to draw up guidance on managing the health and safety implications of maintaining services to the community, including risk assessing home visits, personal protective equipment, hygiene facilities and cleaning regimes.

*Lead Officer – Principal Committee Administrator*

## Occupational Health, Safety and Welfare Information

Aim –

Review and update corporate health and safety policies, procedures and guidance notes on the Intranet health & safety page.

*Lead Officer – Health & Safety Advisor  
Input from Web Development Officer*