



TO COUNCILLOR:

Mrs L M Broadley (Chair)
J Kaufman

Mrs L Kaufman
C D Kozlowski

Mrs S B Morris

Dear Sir or Madam

I hereby **SUMMON** you to attend a meeting of the **PEOPLE COMMITTEE** to be held **BY REMOTE VIDEO CONFERENCE (SEE INSTRUCTIONS BELOW)** on **THURSDAY, 18 MARCH 2021** at **6.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
10 March 2021

Mrs Anne E Court
Chief Executive



SPECIAL NOTE:

This remote meeting is convened and held in accordance with section 78 of the Coronavirus Act 2020 and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 to which Part 4, Section 1A of the Council's Constitution (Remote Meeting Procedure Rules) will apply. This meeting is open to the press and public to observe by streaming the meeting's live proceedings. Instructions regarding the access arrangements for this meeting are below.

ITEM NO.

AGENDA

PAGE NO'S

① Remote Video Conference | Instructions

This meeting will take place as a remote video conference.

Meeting Participants:

Zoom Video Conferencing Webinar

A webinar invitation will be sent by e-mail to all Members and Officers for this meeting.

Press & Public Access:

Cont'd



Customer Service Centre: 40 Bell Street, Wigston, Leicestershire LE18 1AD
Council Offices: Station Road, Wigston, Leicestershire LE18 2DR
Tel: (0116) 288 8961 **Fax:** (0116) 288 7828

oadby-wigston.gov.uk OadbyWigstonBC Oadby_Wigston

YouTube Live Stream

A direct link to the live stream of the meeting's proceedings on the Council's YouTube Channel is below.

<https://youtu.be/e1cMC-NP-rE>

Remote Meeting Procedure Rules:

A summary of the Remote Meeting Procedures Rules to be adopted for the meeting is attached for reference.

4 - 5

1. Apologies for Absence

To receive apologies for absence from Members to determine the quorum of the meeting in accordance with Rule 7 of Part 4 of the Constitution.

2. Appointment of Substitutes

To appoint substitute Members in accordance with Rule 26 of Part 4 of the Constitution and the Substitution Procedure Rules.

3. Declarations of Interest

Members are reminded that any declaration of interest should be made having regard to the Members' Code of Conduct. In particular, Members must make clear the nature of the interest and whether it is 'pecuniary' or 'non-pecuniary'.

4. Minutes of the Previous Meeting

6 - 7

To read, confirm and sign the minutes of the previous meeting in accordance with Rule 19 of Part 4 of the Constitution.

5. Actions List Arising from Previous Meeting

8

To read, confirm and note the Action List arising from the previous meeting.

6. Petitions and Deputations

To receive any Petitions and, or, Deputations in accordance with Rule(s) 11 and 12 of Part 4 of the Constitution and the Petitions Procedure Rules respectively.

7. People Update (Q1 - Q3 2020/21)

9 - 16

Report of the People Manager

8. Review of HR Policies and Strategies (Verbal Update)

Verbal Update of the People Manager

For more information, please contact:

Democratic Services

Oadby and Wigston Borough Council
Council Offices
Station Road, Wigston
Leicestershire
LE18 2DR

**People Committee
(Remote Video Conference)**
Thursday, 18 March 2021

*Printed and published by Democratic Services,
Oadby and Wigston Borough Council, Council Offices,
Station Road, Wigston, Leicestershire, LE18 2DR*

**You can access all available public meeting documents
and audio-visual live streams and recordings electronically on:**



Our website **oadby-wigston.gov.uk** under **'Your Council'** and **'Meeting Dates, Agendas & Minutes'**



Your smart **iPad**, **Android** or **Windows** tablet device with the **'Modern.Gov'** app



Our **YouTube** Channel **ow.ly/FYQW50zDNkc** or smart device with the **'YouTube'** app (facilitated by **'Zoom'**)



Our audio platform **soundcloud.com/oadbywigstonbc** or smart device with the **'SoundCloud'** app

Agenda Annex

(This page is left intentionally blank)

Summary of Remote Meeting Procedure Rules

(Section 1A of Part 4 of the Constitution)

➤ **Disclosable Pecuniary Interests (Rule 7)**

Any Member who declares a disclosable, pecuniary interest in any item of business on the agenda will be required to leave the remote meeting for the duration of the item.

Their departure will be confirmed by Democratic Services, who will then invite the relevant Member to re-join the meeting at the appropriate time.

➤ **Hosting Technology Failure (Rule 8)**

Should the hosting technology fail during the meeting, the Chair will call an adjournment of up to fifteen minutes to determine whether the connection can be re-established.

If the connection cannot be re-established after fifteen minutes, the meeting shall stand adjourned to a later date to be confirmed.

➤ **Connection Failure for Individual Member (Rules 3 and 8)**

In the event of connection failure for an individual Member, the meeting will proceed, providing it remains quorate (i.e. the minimum number of Members remain connected).

Should the meeting no longer be quorate, the meeting shall be adjourned and any remaining items of business will stand deferred to a later date to be confirmed.

➤ **Indicating to Speak (Rule 9)**

Members must indicate their wish to speak by using the 'Raise Hand' function in Zoom.

The Chair and Democratic Services will work together to invite each Member to speak in the order that their hand was raised.

➤ **Voting on Decision-Making Items (Rule 10)**

Before proceeding to the vote on any item of business on the agenda which requires a decision, the Chair will ensure that all Members and Officers have no further comments to make by confirming with Democratic Services that no hands remain raised.

The Chair will clarify what motion and/or amendment is being voted upon before the vote.

Democratic Services will call each Member's name, in alphabetical order by surname, and each Member will indicate whether they are voting 'for', 'against' or 'abstaining' on the item.

Democratic Services will record each response and, once all Members have voted, confirm the outcome of the vote.

➤ **Voting on Housing-Keeping / Information-Only Items (Rule 10)**

In respect of voting on all other housing-keeping or information-only items of business on the agenda, the Chair will ask Members to raise their hand using the function in Zoom.

If all hands are raised, those items will be agreed by general affirmation.

Agenda Item 4

**MINUTES OF THE MEETING OF THE PEOPLE COMMITTEE HELD AT THE COUNCIL
OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 12 MARCH 2020
COMMENCING AT 6.30 PM**

PRESENT

Mrs L M Broadley Chair



COUNCILLORS

Mrs R H Adams
Mrs S Z Haq
Mrs S B Morris

OFFICERS IN ATTENDANCE

S Hinds Deputy Chief Executive / Section 151 Officer
Miss J Sweeney Democratic & Electoral Services Officer

2. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors J Kaufman and Mrs L Kaufman.

3. APPOINTMENT OF SUBSTITUTES

Councillor Mrs S Haq substituted for Councillor J Kaufman and Councillor R Adams substituted for Councillor Mrs L Kaufman.

4. DECLARATIONS OF INTEREST

None.

5. MINUTES OF THE PREVIOUS MEETING

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous meeting held on 12 September 2019 be taken as read, confirmed and signed.

6. ACTION LIST ARISING FROM THE PREVIOUS MEETING

None.

7. PETITIONS AND DEPUTATIONS

None.

8. PEOPLE UPDATE (Q2 & Q3 2019/20)

The Committee gave consideration to the report (as set out on pages 4 – 11 of the agenda reports pack) which asked it to note the update regarding the overview of key management statistics in relation to HR in addition to current projects/initiatives.

The Committee requested that a report is taken to the next meeting in relation to the new organisational structure that has been implemented.

With regards employee relations, Members requested that further information was provided concerning the time periods of all ongoing disciplinary cases.

By affirmation of the meeting, it was

UNANIMOUSLY RESLOVED THAT:

The contents of the report be noted.

THE MEETING CLOSED AT 6.50 PM



Chair

Thursday, 18 March 2021

*Printed and published by Democratic Services, Oadby and Wigston Borough Council,
Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

Agenda Item 5

PEOPLE COMMITTEE

ACTION LIST

Arising from the Meeting held on Thursday, 12 March 2020

No.	Minute Ref. / Item of Business	*Action Details / Action Due Date	Responsible Officer(s)' Initials	Action Status
1.	7. – People Update (Q2 & Q3 2019/20)	An update be taken to the next meeting in relation to the new organisational structure. <i>Due by Mar-21</i>	AnCo ViHe	Verbal Update
2.	7. – People Update (Q2 & Q3 2019/20)	Further information be provided concerning the time periods of all ongoing disciplinary cases. <i>Due by Mar-21</i>	AnCo ViHe	Verbal Update

* | All actions listed are those which are informally raised by Members during the course of debate upon a given item of business which do not form part of - but may be additional, incidental or ancillary to - any motion(s) carried. These actions are for the attention of the responsible Officer(s).

Agenda Item 7



People Committee	Thursday, 18 March 2021	Matter for Information
-------------------------	------------------------------------	-----------------------------------

Report Title: **People Update (Q1 - Q3 2020/21)**

Report Author(s): **Vicki Hewitt (People Manager)**

Purpose of Report:	To provide an overview of key management HR statistics for quarters one, two and three of 2020/21, current projects /initiatives and introduce any relevant policies or procedures to Members.
Report Summary:	The report sets out the latest management information and statistics for ill-health absence, employment relations cases and staff turnover.
Recommendation(s):	That the content of the report be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Anne Court (Chief Executive / Head of Paid Service) (0116) 257 2602 anne.court1@oadby-wigston.gov.uk</p> <p>Stephen Hinds (Deputy Chief Executive / Section 151 Officer) (0116) 257 2681 stephen.hinds@oadby-wigston.gov.uk</p> <p>Vicki Hewitt (HR Manager) (0116) 257 2721 victoria.hewitt@oadby-wigston.gov.uk</p>
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	<p>Accountability (V1) Respect (V2) Teamwork (V3) Innovation (V4) Customer Focus (V5)</p>
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	<p>Reputation Damage (CR4) Organisational / Transformational Change (CR8)</p>
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	

Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	None.

1. Workforce Report

1.1 This report looks at the workforce profile of Oadby and Wigston Borough Council during the second and third quarter of the financial year and runs from the period 01 October 2020 – 31 December 2020. The key findings from the workforce report are as follows:

1.2 Headcount

Q3's headcount was 164 (FTE 152.7), up from 150 (FTE142.6) in Q2. This has been due to a recruitment drive at the Depot to offset the increase in agency costs, Covid support, funded posts and general replacements.

1.3 Sickness Levels

Average sickness levels in Q3 (1.87 days lost per FTE) had increased slightly compared to Q2 (1.52 days lost per FTE). However Q3's figure is lower than the same period last year (2.73 days lost per FTE).

1.4 Days Lost

The total number of days lost in Q3 (271.5) was higher than in Q2 (237). This is attributed to short term absence over the winter period.

The total number of days lost due to long term absence in Q3 (83) has significantly reduced from Q2 (112).

The number of employees absent due to long term sickness in Q3 is 2 (Q2 = 4).

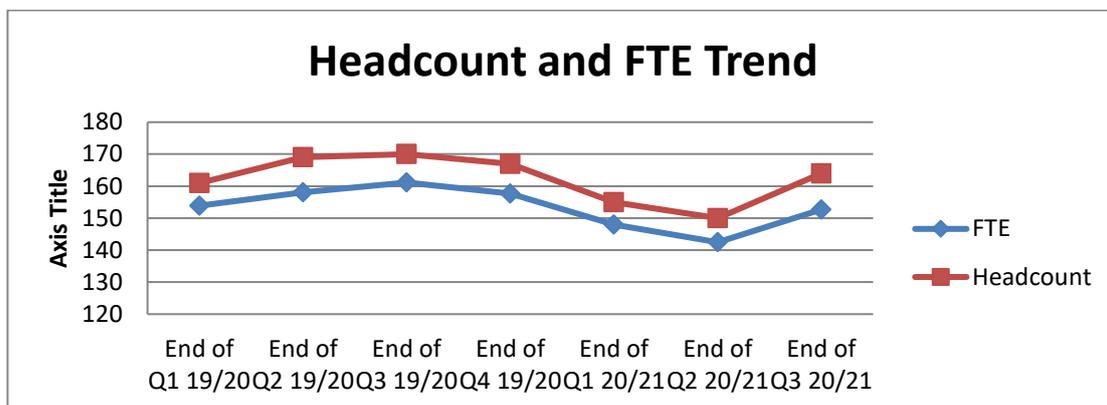
There has been no Covid cases contracted in the workplace and Covid is dealt with separately from the above sickness absence stats within this report.

2. Employee Profile

2.1 Headcount and FTE

At the end of Q3, the total number of employees employed by Oadby and Wigston Borough Council was 164 and the number of full time equivalent posts was 152.7 (figures do not include agency staff or contractors).

(Continued overleaf)



2.2 Leavers

During Q3 eight employees left the Council. Of these, six were permanent employees, two were temporary. This is the same amount of departures as in Q2. There were no specific patterns as to why staff left and all staff are offered an exit interview.

Service	2020/21		2019/2020	
	Q3	Q2	Q3	Q2
Built Environment	2	2	0	4
Community & Wellbeing	4	2	1	1
Law & Democracy	2	0	1	0
Customer Services	0	1	1	3
People Team	0	1	0	2
Finance & Resources	0	2	1	0
SLT	0	0	1	0
Totals	8	8	5	10
	16		15	

The total number of leavers for both quarters year on year is practically the same at 16 for 2020/21 and 15 for 2019/20.

2.3 Turnover

Turnover measures the percentage of employees who leave an organisation over a period of time. The table below shows the employee turnover across the Council for Q3 and Q2.

	2020/21	
	Q3	Q2
Leavers	8	8
Headcount	164	150
Turnover	4.9%	5.3%

Overall, staff turnover is down to 14%.

The People Team will implement a new corporate induction for all new starters who have joined the Council from Q4. This is a much more inclusive and engaging process for new employees which will see them through their employee lifecycle journey and is intended to retain and develop talented employees and drive down turnover.

2.4 High Earners

Under the guidance of the Department for Communities and Local Government (DCLG), the Council publishes position in the Council that attract a salary above £58,200 in its Pay Policy

Statement. The number of employees earning this figure at the end of Q3 stood at 3. This is the same as Q2.

3. Sickiness Absence

3.1 Long term sickness absence is defined as a continuous period of absence exceeding four weeks or more.

3.2 Short term sickness absence is any period of absence of less than four weeks. Trigger points are used to manage absence and highlight levels or patterns of sickness absence that require further attention and to determine where and when action by managers may be beneficial, eg. employee interview or review of absences.

3.3 Under Oadby and Wigston Borough Council's Sickness policy, the trigger points for action are as follows:-

- or more periods of absence over a 12 month rolling period (5 periods for DDA employees)
- 10 or more days absence within a rolling 12 month period (15 days for DDA employees)
- Long term absence of four weeks or more

3.4 Sickiness Stats 2020/21 to date

	Month	Total FTE	Long Term	Short Term	Total Days	Ave. days Per FTE/ mth	Cum. Figure (YTD)	Cum. Figure (Qtr)
Q1	Apr-20	166.33	91.0	12.0	102.0	0.61	0.79	0.79
	May-20	163.33	78.0	34.0	83.0	0.69	1.48	1.48
	June-20	158.68	84.0	21.0	105.0	0.66	2.14	2.14
Q2	July-20	155.78	69.0	24.0	93.0	0.60	2.74	0.60
	Aug-20	155.78	20.0	41.0	61.0	0.39	3.13	0.99
	Sep-20	54.78	23.0	60.0	83.0	0.54	3.66	1.52
Q3	Oct-20	142.78	23.0	81.5	104.5	0.73	4.39	0.73
	Nov-20	141.97	21.0	46.5	67.5	0.48	4.87	1.21
	Dec-20	152.70	40.0	59.5	99.5	0.65	5.52	1.86

3.5. Sickiness Stats 2019/20 (covering same period)

	Month	Total FTE	Long Term	Short Term	Total Days	Ave. days Per FTE/ mth	Cum. Figure (YTD)	Cum. Figure (Qtr)
Q1	Apr-20	158.39	30.0	45.0	75.0	0.47	0.47	0.47
	May-20	155.97	0	48.0	48.0	0.31	0.78	0.78
	June-20	153.87	20.0	55.0	75.0	0.49	1.27	1.27
Q2	July-20	155.53	54.0	52.5	106.5	0.68	1.95	0.68
	Aug-20	156.59	43.0	37.0	80.0	0.51	2.46	1.19
	Sep-20	158.08	52.0	85.0	137.0	0.87	3.33	2.06
Q3	Oct-20	161.20	115.0	80.0	195.0	1.21	4.54	1.21
	Nov-20	163.20	100.0	48.5	148.5	0.91	5.45	2.12
	Dec-20	161.14	48.0	50.0	98.0	0.61	6.06	2.73

The above tables show that overall Q2 and Q3 cumulative figures in 2021 are an improvement on 2019/20 with long term sickness significantly down in 2020/21.

3.6 Analysis of Short Term Sickness Absence: Q2 and Q3 2020/21 & 2019/20

Absence Reason	Q3		Q2	
	2020/21	2019/20	2020/21	2019/20
	No. Employees		No. Employees	
Allergy	0	1	0	1
Anxiety	3	2	2	0
Asthma	0	0	0	1
Chest/Respiratory	0	3	0	1
Cold/Flu	2	11	1	0
Deep Vein Thrombosis	0	1	0	0
Diarrhoea/Vomiting	1	7	3	4
Dizziness/Faint	1	3	1	0
Fatigue	0	2	0	1
Genito urinary/gynaecological	1	1	0	0
Headache/Migraine	3	6	2	3
Hernia	0	1	0	0
Infection	0	1	0	1
Musco-skeletal	1	8	1	4
Other	1	5	4	6
Operation/Surgery	2	1	1	0
Stomach/Liver/Kidney/Digestion	2	1	1	4
Work-related Stress	3	1	1	1
Personal Stress	0	0	1	2
Trauma	1	0	0	0
Ear, Nose, Throat, Eyes	2	0	1	2
Medical Underlying	2	0	0	0
Pregnancy Related	1	0	0	0
Totals:	26	55	19	31

As can be seen, absences due to cold/flu have reduced in 2020/21 which is likely due to an increase in homeworking which has reduced the spread of germs that cause this type of absence.

3.7 Analysis of Long Term Sickness for Q3 & Q2 2020/21

Absence Reason	Q3		Q2	
	No. Employees	Days Lost	No. Employees	Days Lost
Allergy	0	0	0	0
Anxiety	3	88	2	6
Asthma	0	0	0	0
Chest/Respiratory	0	0	1	1
Cold/Flu	2	6	1	1
Deep Vein Thrombosis	0	0	0	0
Diarrhoea/Vomiting	1	1	3	4
Dizziness/Faint	1	1	1	1
Fatigue	0	1	0	0
Genito urinary/gynaecological	1	1.5	0	0
Headache/Migraine	3	5.5	2	4
Hernia	0	0	0	0
Infection	0	0	0	0

Inflammation & Swelling	0	0	0	0
Musco-skeletal	1	19	1	10
Other	1	4	4	15
Operation/Surgery	2	21	1	13.5
Stomach/Liver/Kidney/Digestion	2	26	1	11
Work-related Stress	3	40.5	1	62
Personal Stress			1	20
Trauma	1	5	0	0
Ear, Nose, Throat, Eyes	2	6	1	1
Medical Underlying	2	54	0	0
Pregnancy Related	1	11	0	0
Totals:	26	281.5	20	149.5

The average days lost in Q3 is 11.58 days and in Q2 7.48 days.

The main cause for absence in Q3 was anxiety and in Q2 it was work-related stress. All employees are offered the Employee Assistance programme as part of their employee benefits. Also, in response to every absence or known case of mental health illness, a Mental Health First Aider is assigned to support the employee. We have also increased the number of Mental Health First Aiders and proactively offer support even where an employee is still at work.

3.8 Sickiness Absence Reporting by Department

The below charts show a breakdown of the sickness by department throughout Q2 and Q3. The breakdown shows how many days were lost and the split of long term and short term sickness and the average days lost per person.

3.9 Sickiness Report Summary – July 2020

Service Area	FTE	Long Term	Short Term	Total Days	Ave. Days Per FTE
Customer Service	20.5	0	0	0	0
Finance & Resources	34.11	0	0	0	0
Community & Wellbeing	54.54	46	0	46	0.89
Built Environment	33.19	0	19	19	0.57
Law & Democracy	11.44	23	5	28	2.45
SLT	5	0	0	0	0
Totals	155.78	69	24	93	0.6

3.10 Sickiness Report Summary – August 2020

Service Area	FTE	Long Term	Short Term	Total Days	Ave. Days Per FTE
Customer Service	21.5		23	23	1.07
Finance & Resources	33.11		7	7	0.21
Community & Wellbeing	51.54	20	5	25	0.06
Built Environment	33.19		2	2	0.06
Law & Democracy	11.44		4	4	0.35
SLT	5.0		0	0	0
Totals	155.78	20	41	61	0.39

3.11 Sickiness Report Summary – September 2020

(Continued overleaf)

Service Area	FTE	Long Term	Short Term	Total Days	Ave. Days Per FTE
Customer Service	20.5	1	3	4	0.2
Finance & Resources	33.11	0	24	24	0.72
Community & Wellbeing	51.54	22	21	43	0.83
Built Environment	33.19	0	10	10	0.3
Law & Democracy	11.44	0	2	2	0.17
SLT	5	0	0	0	0
Totals	154.78	23	60	83	0.54

3.12 Sickness Report Summary – October 2020

Service Area	FTE	Long Term	Short Term	Total Days	Ave. Days Per FTE
Customer Service	20.5	0	11	11	0.43
Finance & Resources	22.48	0	18	18	0.8
Community & Wellbeing	47354	23	33	56	1.18
Built Environment	27.8	0	16.5	16.5	0.36
Law & Democracy	17.95	0	3	3	0.17
SLT	4	0	0	0	0
People	2.51	0	0	0	0
Totals	142.78	23	81.5	104.5	0.73

3.13 Sickness Report Summary – November 2020

Service Area	FTE	Long Term	Short Term	Total Days	Ave. Days Per FTE
Customer Service	20.5	0	0	0	0
Finance & Resources	22.48	0	8	8	0.36
Community & Wellbeing	46.54	21	19.5	40.5	0.87
Built Environment	27.8	0	13	13	0.47
Law & Democracy	18.14	0	6	6	0.33
People	2.51	0	0	0	0
SLT	4	0	0	0	0
Totals	141.97	21	46.5	67.5	0.48

3.14 Sickness Report Summary – December 2020

Service Area	FTE	Long Term	Short Term	Total Days	Ave. Days Per FTE
Customer Service	20.5	0	4.5	4.5	0.22
Finance & Resources	22.48	0	3	3	0.13
Community & Wellbeing	52.54	40	21	61	1.16
Built Environment	27.8	0	23	23	0.83
Law & Democracy	19.14	0	8	8	0.36
SLT	4	0	0	0	0
People	2.51	0	0	0	0
Totals	148.97	40	59.5	99.5	0.66

3.15 Coronavirus Absence

In the above reporting, no employees who had contracted Covid have been included in the data. There have been 6 positive cases, however none of the employees had contracted

Covid in the workplace. 2 members of staff have been absent due to ongoing medical issues caused by Covid.

4. Employee Relations

4.1 ER Cases

The number of active cases during Q3 and Q2 are shown in the table below.

Reason	Q3 2020/21	Q2 2020/21
Disciplinary	0	2
Capability	1	1
Grievance	0	1
Sickness	0	0
Tribunal	0	0

5. Learning and Development

- 5.1 In Q1 to Q3 the People Team rolled out training virtually for Managers on difficult conversations, 121s and sickness/absence. In response to the pandemic, we also shared training with all staff on personal resilience and wellbeing.
- 5.2 As part of achieving the Customer Service Excellence award, staff received training on "Complaints Handling" and "Customer Service".
- 5.3 As part of our continuing commitment to learning and development and to support the roll out of the L&D Strategy, the People Team will welcome a new On-boarding and Training Co-ordinator in Q4. The Co-ordinator will continue the progress already made by the People Team in areas such as Dignity at Work as work has already started with this and will drive the new induction process as set out above which should, in turn, reduce staff turnover and increase employee engagement.