



TO COUNCILLOR:

Mrs R H Adams
Mrs H E Darling JP

Miss P V Joshi
J Kaufman

Mrs L Kaufman
Mrs S B Morris (Chair)

I summon you to attend the following meeting for the transaction of the business in the agenda below.

Meeting: People Committee
Date and Time: Wednesday, 6 July 2022, 6.30 pm
Venue: Council Offices, Bushloe House, Station Road, Wigston, Leicestershire, LE18 2DR
Contact: Democratic Services
t: (0116) 257 2775
e: democratic.services@oadby-wigston.gov.uk

Yours faithfully

Council Offices
Wigston
28 June 2022

Mrs Anne E Court
Chief Executive



Meeting ID: 2236



It has cost **£2.20** to print, package and post this single agenda pack for this meeting.
A full cost breakdown for all agenda packs for this meeting is provided further down.

ITEM NO.

AGENDA

PAGE NO'S

Live Stream of Meeting | Instructions

This meeting will be live streamed.

Press & Public Access:

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/KerD8Sr30uc>

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

4 - 5

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

5. Action List Arising from the Previous Meeting

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 (Q4 2021/22)

6 - 12

Report of the Strategic Director

8. Verbal Update/Presentation

13 - 22

Presentation of the Strategic Director

a. Update HR Structure

b. New Proposed Training Programme Update

c. Croner - HR Support

d. People Strategy - Discussion on Potential Scope

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



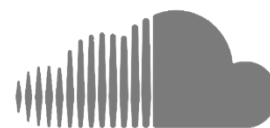
Our website oadby-wigston.gov.uk under 'Your Council' and 'Meeting Dates, Agendas & Minutes'



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



Our **YouTube** Channel available at bit.ly/3vji3FY or smart device with the '**YouTube**' app.



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



The cost breakdown for printing, packaging and posting the agenda pack for this meeting (excluding any carbon footprint impact) is calculated as follows:

People Committee

Wednesday, 6 July 2022, 6.30 pm

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

	This agenda pack (1)	All agenda packs (4)
Paper, ink and envelope (A4 white, B&W, C4 envelope)	£0.46	£1.84
Postage (1 st class, large, 250g)	£1.74	£6.96
Officer time (Pro rata hourly rate, 30 mins)	n/a	£5.16
Total cost(s)	£2.20	£13.96

Please contact Democratic Services to discuss the more cost-effective and environmentally-friendly options available for receiving this agenda pack, including any IT and/or training requirements.

Agenda Item 4

MINUTES OF THE MEETING OF THE PEOPLE COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 21 SEPTEMBER 2021 COMMENCING AT 7:00 PM

PRESENT

Mrs S B Morris Chair



COUNCILLORS

Mrs L M Broadley
J Kaufman
Mrs L Kaufman
Ms C D Kozlowski

OFFICERS IN ATTENDANCE

Mrs A E Court Chief Executive / Head of Paid Service

OTHERS IN ATTENDANCE

Miss P V Joshi (Remote
Attendee)

17. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs R H Adams.

Miss P V Joshi attended the meeting remotely as a non-voting Member.

18. APPOINTMENT OF SUBSTITUTES

Councillor F S Broadley substituted for Councillor Mrs R H Adams.

19. DECLARATIONS OF INTEREST

None.

20. MINUTES OF THE PREVIOUS MEETING

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous meeting held on 10 August 2021 be taken as read, confirmed and signed.

21. ACTION LIST ARISING FROM THE PREVIOUS MEETING

There was no Action List arising from the previous meeting.

22. PETITIONS AND DEPUTATIONS

None.

23. PEOPLE UPDATE Q1 (2021/22)

The Committee gave consideration to the report as set out on pages 6 – 11 of the agenda, which asked it to note the key HR statistics and updates on current projects and recruitment during the first quarter.

It was moved by the Chair, seconded by Mrs L M Broadley and

UNANIMOUSLY RESOLVED THAT:

The content of the report be noted.

THE MEETING CLOSED AT 8:30 PM



Chair

Wednesday, 6 July 2022

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

Agenda Item 7



People Committee	Wednesday, 06 July 2022	Matter for Information
-------------------------	------------------------------------	-----------------------------------

Report Title: **People Update (Q4 2021/22)**

Report Author(s): **Philippa Fisher (Strategic Director)**

Purpose of Report:	To provide an overview of Q4 key HR statistics and to report on current projects and recruitment
Report Summary:	The report sets out latest management information and statistics for ill-health absence, employment relations and staff turnover.
Recommendation(s):	That the content of the report and appendix be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	Philippa Fisher (Strategic Director) (0116) 257 2677 philippa.fisher@oadby-wigston.gov.uk Trish Hatton (Head of Customer Service & Transformation) (0116) 257 2700 trish.hatton@oadby-wigston.gov.uk
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	Accountability (V1) Respect (V2) Teamwork (V3) Innovation (V4) Customer Focus (V5)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Reputation Damage (CR4) Organisational / Transformational Change (CR8)
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:	1 – Framework for Health and Wellbeing Hub

1.0 Workforce Report

This report looks at the workforce profile of the Council during the fourth quarter of the financial year 2021/2022 January 2022 – March 2022. The key findings were as follows:

1.1 Sickness Levels

Days lost per FTE are as follows for sickness levels for Quarter 4 2021/2022. 1.06 for January, 0.4 for February and 0.3 for March. Average 1.56 FTE over the quarter.

This includes both long term and short-term sickness. There are no distinct patterns for short term sickness.

Comparison for 2020/2021 – Quarter 4

Average sickness levels in Quarter 4, .91 days lost per FTE.

Days Lost

The total number of days lost in Quarter 4 was 340.50. The total number of days lost through occasional sickness in Quarter 4 was 28 days.

The total number of days of long term sickness lost in Quarter 4 was 150 days. This has been trending down since the last report in September 2021.

There were 4 members of staff absent due to long term sickness in Quarter 4. None of these relate to long COVID.

Comparison for 2020/2021 – Quarter 4

The total number of days lost in Quarter 4 was 156.
Total days of long-term sickness lost in Quarter 4 was 23 days.

Total number of employees absent due to long-term sickness in Quarter 4 is 1.

2.0 Employee Profile

2.1 Headcount and FTE

The profile of FTE for Quarter 4 2021/2022 is as follows:-

Permanent Member of staff	- 170.45
Temporary Staff	- 13.4
Total Staff FTE	- 183.85

Comparison Quarter 4 2020/2022

Permanent Members of Staff and Temporary Staff - 169

Total Staff FTE - 161.31

3.0 Leavers & Turnover

The turnover statistics below measures the percentage of employees who leave the Council.

In Quarter 4 2021/2022, the Council had 6 permanent staff leavers. This equates to a turnover of 3.30%.

These staff left for various reasons from various departments so there are no trend patterns.

Division	Number of Staff Leavers
Built Environment	2
Customer Service & Transformation (including Refuse and Recycling)	1
Finance	2
Law & Democracy (including Community & Wellbeing)	1

Comparison 2020/2021 – Quarter 4

The Council had 10 permanent staff leavers.

Division	Number of Staff Leavers
Built Environment	1
Customer Service & Transformation (including Refuse and Recycling)	3
People Team	2
Law & Democracy (including Community & Wellbeing)	3
Finance	1

4.0 Recruitment

The tables below shows the vacancies that the Council had in Quarter 4 and the status of whether these vacancies are filled and still remaining open.

Filled vacancies

Vacancy	Status
2 nd Line Support Engineer	Filled
Senior Network & Infrastructure Engineer	Filled
Senior Finance Business Partner	Filled
2 x Housing Estate Caretakers	Filled
Housing Options Officer	Filled
Resilience and Safety Officer	Filled
Finance Officer	Filled
Selective Licensing Team Leader	Filled
Strategic Director	Filled
Legal Electoral & Democratic Manager	Filled
2 x Customer Service Technical Officers	Filled

Vacancies still open

Vacancy	Status	Comments
HR Manager	Not Filled	Back filled by temporary contract
2 x Senior Environmental Health Officer	Not Filled	Nationally there is currently a shortness of EHO.

5.0 Mental Health and Wellbeing

Mental health and wellbeing of staff has come to the forefront as part of the pandemic. As such we have design and launched a Health and Wellbeing Hub on our IT platform, which gives useful health tips, health food options, mental health guidance and exercise tips via videos. See Appendix 1 for framework.

We have also added to our capacity of fully trained Mental Health First Aiders who can support staff with advice and guidance. We now have 5 Mental Health First Aiders. The First Aiders can also sign post staff to various websites, partners and help support groups and other mental health institutions.

6.0 Agile Working

All the preliminary work has now been completed to ensure the full launch of Agile Working. This includes workshops with Managers, staff briefings, the creation of an Agile Working Policy, business plans per service area, individual preference discussions with staff, ensuring that there are no detrimental effects to the service levels provided. Formal implementation to take effect 6 June 2022.

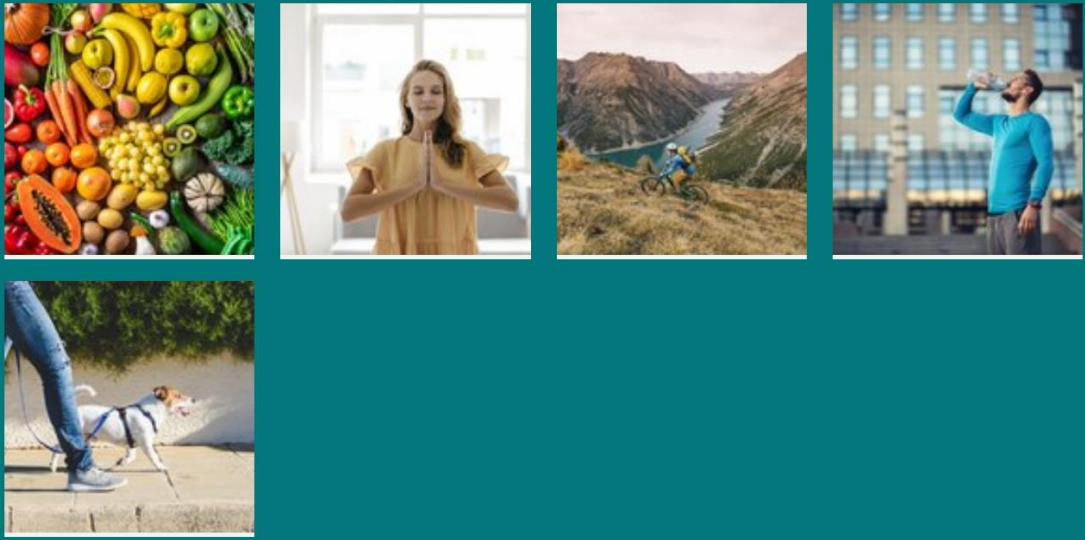
7.0 Croner HR Support

To support our HR function the Council has commenced working with Croner. This is an independent well-known company which will give the Council resilience and consistency across our HR function. This includes regular reviews of our policies and procedures and ensuring we are compliant with current legislation. This is all backed up by insurance.

Staff Health and Wellbeing Hub - Framework

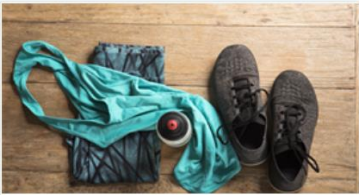
General Posts Files Hub

Welcome to the Staff Health and Wellbeing Hub!




General Posts Files Hub


Latest staff news



Are you looking to be active?
Jennifer Mackenzie 6 days ago



Staff Walk and Talk
Jennifer Mackenzie May 26



Welcome to our new Health & Wellbeing Hub!
Jennifer Mackenzie May 26

General Posts Files Hub

Quick Links

- Managing Finances
- Smoking
- Mental Wellbeing
- Healthy Eating
- Physical Activity
- Sleep
- Covid-19
- Alcohol

Additional Health & Wellbeing websites

General Posts Files Hub

Additional Health & Wellbeing websites

- People HR
- Children's Health
- BBC Sounds Health & Wellbeing
- Routine Health Screening
- Weight Management
- Drug & Alcohol Support
- Active Together
- Menopause Matters

Self-Referral

First Contact Plus

People Committee

6 July 2022

~ Page 13 ~



Oadby & Wigston
BOROUGH COUNCIL

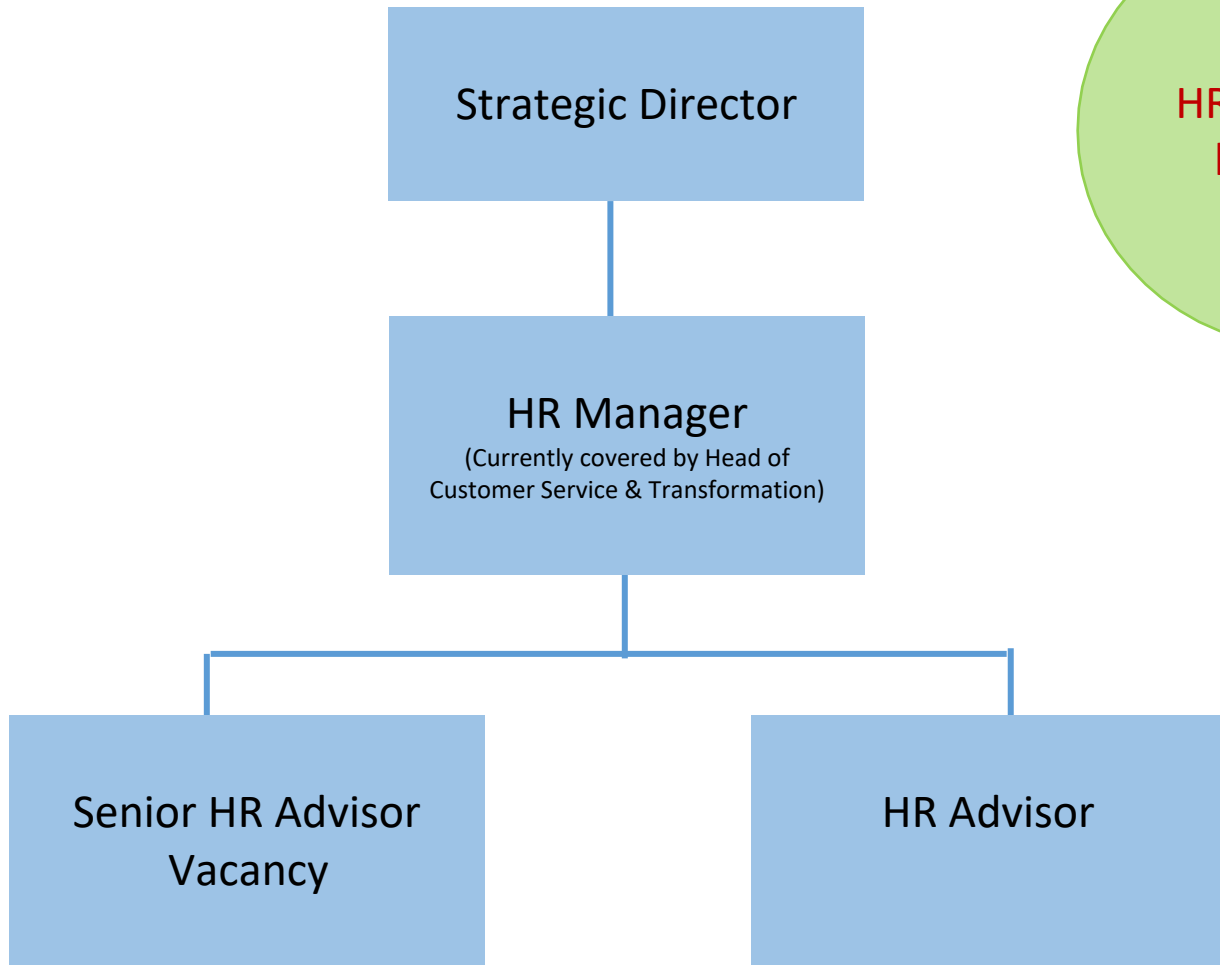
Agenda Item 8

Agenda

- Update HR Structure
- New Proposed Training Programme update
- Croner – HR Support
- People Strategy – discussion on potential scope



HR Structure



NEW
HR supported
by Croner
offering



Proposed Training Programme

Current Situation

- Currently courses are determined at 1:1's, appraisals and from PDPs.

Plan

- Create mandatory annual training schedule e.g. Equality and Diversity, Cyber Security
- Leverage Learning pool for these sessions and others such as Customer Service Training
- Create a Management Development Programme, All Officer Programme, individual skills programme, New Starters programme
- Produce a Skills Matrix across the Council
- Leverage providers – LGA, LGiU, CFGS, Croner, LawShare
- Build into Personal Development Plans and 1:1's & Appraisals

Croner – HR Support

Independent well-known company which will give the Council

- Consistency
- Protect us from reputational damage
- Ensure we compliant with current legislation
- Share best practice
- Flexibility
- Backed up by insurance



Croner – HR Support

Croner Support Package

- HR & Employment Law
- 24 Advisory Service
- Advisory App
- Employee Assistance Programme
- Employment Services Insurance
- Croner Face2Face – Allocated days per year for support
- Training
- SafeCheck – Health and Safety Check



People Strategy – Potential Scope - Discussion

What is a People Strategy?



- How the Council think about and set into motion ways to attract, develop, retain, and generally inspire our workforce.
- A people strategy underpins and enables our Council to be successful.
- A good strategy should help us to:-
 - Continue driving and improving employee engagement
 - Productivity
 - Retention of high-performing or high-potential employees.

People Strategy – Potential Scope - Discussion

How could it be structured?

- Introduction/Foreword
- Recommended strategic aims such as:-
 - Joining – Recruitment, building a sustained and inspired workforce
 - Working – Create a committed, resilient and diverse workforce
 - Learning & Development – Giving the right skills & behaviours
 - Reward – Competitive remuneration packages
 - Leaving – Retention & succession planning



People Strategy – Potential Scope - Discussion

Underpinned by aims – recommended examples between

- Challenge, but have realistic expectations.
- Be open-minded, flexible and innovative.
- Manage resources by focusing on what is important.
- Involve, empower and trust people and recognise their strengths.
- Support, develop, appreciate and value colleagues

Include the Council's values

Accountability, Respect, Teamwork, Innovation, Customer Focus

Supported with an action plan to deliver the strategy



People Strategy – Delivery and Measurement

Other things to consider:-

- Duration of Strategy – 3 or 5 years
- Implementation Date?
- How will we deliver the strategy?
 - Primarily by the People Team
 - Senior Leadership Team
 - Community and Wellbeing Team for Mental Health and Wellbeing
- How will it be measured?
 - Combination of organisational performance measures
 - Management information
 - External benchmarking,
 - Employee survey results that could be done annually

