

# NOTICE OF MEETING

**Meeting:** HR COMMITTEE

**Date and Time:** TUESDAY, 23 NOVEMBER 2021, AT 10.00 AM\*

**Place:** COUNCIL CHAMBER - APPLETREE COURT, BEAULIEU ROAD, LYNDHURST, SO43 7PA

**Enquiries to:** Email: [matt.wisdom@nfdc.gov.uk](mailto:matt.wisdom@nfdc.gov.uk)  
Tel: 023 8028 5072

## PUBLIC PARTICIPATION:

Members of the public may watch this meeting live on the [Council's website](#).

\*Members of the public may speak in accordance with the Council's public participation scheme:

- (a) immediately before the meeting starts, on items within the HR Committee's terms of reference which are not on the public agenda; and/or
- (b) on individual items on the public agenda, when the Chairman calls that item. Speeches may not exceed three minutes.

Anyone wishing to speak should contact the name and number shown above no later than 12.00 noon on Thursday, 18 November 2021.

**Colin Read**  
Interim Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA  
[www.newforest.gov.uk](http://www.newforest.gov.uk)

**This Agenda is also available on audio tape, in Braille, large print and digital format**

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# AGENDA

## Apologies

### 1. MINUTES

To confirm the minutes of the meeting held on 16 September 2021 as a correct record.

### 2. DECLARATIONS OF INTEREST

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services

prior to the meeting.

**3. PUBLIC PARTICIPATION**

To note any issues raised during the public participation period.

**4. HR UPDATE REPORT (Pages 3 - 6)**

To receive an update on HR matters since the last HR Committee meeting.

**5. MINUTES OF THE EMPLOYEE SIDE LIAISON PANEL (Pages 7 - 10)**

To receive the minutes of the Employee Side Liaison Panel held on 5 November 2021.

**6. PAY POLICY STATEMENT 2022/23 (Pages 11 - 20)**

To consider the proposed Pay Policy Statement for 2022/23.

**7. CHANGE TO LOCAL TERMS AND CONDITIONS - SICKNESS ENTITLEMENT AND CONTINUOUS SERVICE (Pages 21 - 22)**

To consider a proposal to recognise continuous service when calculating sickness entitlement for employees.

**8. APPRENTICE PAY UPDATE REPORT (Pages 23 - 26)**

To consider a proposed increase in apprentice pay.

**9. DOMESTIC ABUSE SUPPORTING EMPLOYEES POLICY (Pages 27 - 58)**

To consider a proposed policy and guidance notes.

**10. SAFETY PANELS REVIEW REPORT (Pages 59 - 72)**

To consider the outcome of the review on the arrangements for consultation with employees on Health, Safety and Welfare matters.

**11. QUARTERLY HEALTH AND SAFETY REPORT (Pages 73 - 82)**

To consider an update on the health, safety and welfare work across the Council from July to September 2021.

**12. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

To:

**Councillors**

Edward Heron (Chairman)  
Hilary Brand  
Keith Craze  
Kate Crisell

**Councillors**

Michael Harris  
Maureen Holding  
Mahmoud Kangarani

## HR COMMITTEE – 23 NOVEMBER 2021

### HR UPDATE

#### 1. BACKGROUND

- 1.1 This report gives an update on HR matters since the last HR Committee. These matters are in addition to the reactive caseload which includes job evaluations, restructuring advice, grievances, disciplinaries and sickness absence matters.
- 1.2 We also continue to provide Payroll and HR Advisory services to the National Park Authority.

#### 2. INCLUSION WEEK

- 2.1 During the w/c 27<sup>th</sup> September we recognised National Inclusion Week and ran a daily programme of emails and webinars to promote different aspects of inclusivity across the workforce.
- 2.2 HR worked with the Digital Team to promote the benefits of inclusion amongst colleagues and teams. We also focused support for how to make services more inclusive for both employees and residents. Two webinars were run by our Digital Delivery Officer and a drop-in session for employees with the Digital and HR team.
- 2.3 This information remains available on Forestnet as a resource for all our employees.

#### 3. KICKSTART PLACEMENTS

- 3.1 From our current Kickstart recruitment, we had three Kickstart placements underway.
- 3.2 One placement has now secured a permanent role with the Council in the Open Spaces team which they carried out their placement in, the other two are due to close this month. Both have been actively looking for permanent employment with us.
- 3.3 We are currently in the process of advertising for further Kickstart placements, which must commence by 17<sup>th</sup> December at the latest. We have submitted our applications and hope to get these live by mid-November, once DWP (Department for Work and Pensions) approved. These are as follows:
  - We have 2 previous roles which were not filled to readvertise – Workshops Claymeadow and Corporate Admin (Post team).
  - We have one new post, Housing Admin (between homelessness and Housing adaptations).
  - We have one replacement post – our Open Spaces Kickstarter has now secured permanent employment, so we are looking to replace with a new Kickstarter.
- 3.4 We are hopeful we can successfully fill these roles.

#### **4. SHAREPOINT**

- 4.1 The migration of all the employee records plus all the HR documents has been successfully completed.
- 4.2 The system went live on 18<sup>th</sup> October as anticipated and managers have access to employees' files through SharePoint.
- 4.3 We have run a series of on-line sessions for managers to attend if they had any questions, but the on-line video produced seems to have answered many of the queries.

#### **5. RECRUITMENT**

##### 5.1 Current Position

As of 9th November, there will be 11 vacancies live:

- 2 x waste
- 5 x housing maintenance
- 1 x ICT
- 1 x Admin
- 2 x Homelessness

- 5.2 During September and October 2021 there were 38 new starters; 11 in office-based roles, and 27 in operational areas (Enforcement, Transport, Street scene, Open Spaces, Housing Maintenance, and the highest level of new starters were in Waste).
- 5.3 Compared to the same period in 2019 excluding Leisure roles, so a like for like comparison, there were 29 new starters. This is a 24% increase in recruitment.

#### **6. WELLBEING CLASSES FREE TRIAL**

- 6.1 Through our employee assistance programme, we have been offered the opportunity of a two-month free trial of several exercise and wellbeing classes.
- 6.2 These are currently available to all staff and members until the end of December.
- 6.3 Once the trial has ended, we will be able to review the take up and decide on future arrangements

#### **7. EMPLOYEE BENEFITS**

- 7.1 A priority for the coming year will be to consider employee benefits which we could offer to staff in order that we remain competitive and remain an attractive employer.
- 7.2 One of those benefits currently being considered is to offer Additional Voluntary Contributions relating to pension through a salary sacrifice scheme.
- 7.3 Any such scheme would need to be subject to the correct procurement process.
- 7.4 A progress report on this and other potential benefits will be brought to the next HR Committee in March 2022.

## **8. EMPLOYEE ASSISTANCE PROGRAMME**

- 8.1 Following a procurement exercise, it can be confirmed that the provision of our employee assistance programme remains with Vita Health Group.
- 8.2 The employee assistance programme is available to all staff and Members and not only provides 24/7 confidential advice, but Vita also maintains a comprehensive platform of online resources and information that can be viewed and downloaded on a wide range of topics.
- 8.3 The two-year contract commenced on 1 October 2021 and already as mentioned in paragraph 6. above we have been able, via Vita, to offer trial Wellbeing classes to staff.
- 8.4 Access to this service therefore remains unchanged however, with the festive period rapidly approaching we will be reminding staff and Members of the facility.

### **For further information contact:**

**Name: Heleana Aylett**  
**Title: HR Service Manager**  
**Tel: 02380 285662**  
**E-mail: Heleana.aylett@nfdc.gov.uk**

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## **Employee Side Liaison Panel**

**05 November 2021 at 13.30pm via Teams**

### **Employer Side Attendees:**

Cllr Edward Heron  
Cllr Jeremy Heron

### **Employee Side Representative Attendees:**

Kevin Beckett

### **Officers Attending**

Alan Bethune  
Heleana Aylett  
Hayley Vibert  
Spencer Scott  
Colin Read

### **Advisors to Employee Side Attending:**

Neil Duncan-Jordan– Unison

### **Apologies:**

Adrian Baker  
Richard White  
Cllr Hilary Brand  
Bertie Russell  
Steve Drodge

- 1 Minutes of the last meeting – attached ALL
- 2 Work Programme – attached ALL
- 3 Domestic Abuse Update – report circulated previously
- 4 Health and Safety Issues – standing item  
Safety Panel Review Report – SS Report Attached  
Quarterly Health and Safety Report – SS Report Attached
- 5 Change to Local Terms and Conditions – HA report circulated previously
- 6 Salary Sacrifice AVC's – HA report circulated previously
- 7 Apprenticeship {ay – HA report circulated previously
- 8 Update to Disciplinary Procedure - HA
- 9 Approach to Rolled Up Holiday Pay - HA
- 10 Any other business

## NOTES

Cllr Edward Heron introduced himself and started the meeting.

1. **Minutes** were confirmed as the correct record of last meeting.

2. **Work Programme** – Heleana Aylett

Kickstart update: two positions are to be readvertised as they were previously unsuccessful. One based in the Workshop and the other based in the Corporate Admin team. Looking to advertise for one new Housing Administrator and a replacement for Open Spaces. Currently have two in post and have one post who has applied for permanent a post.

3. **Domestic Abuse Policy**

Policy has been circulated prior meeting. Heleana has added some wording in to show where union representative could be used as a contact point. Guidance on paid time off for Domestic Abuse appointments have been agreed. A list has been put together and is to be added to the policy. Neil confirmed that he is happy to progress with the policy. Where paid time off is requested this will be booked under the compassionate leave policy. Heleana will add in some cross referencing within this policy. This will now be put through to HR committee for formal adoption.

4. **Health and Safety** – Spencer Scott

Spencer suggested that there is a need to improve the transparency of what comes out of the panel meetings. Health & Safety will start to hold all documentation relating to these meetings on a forestnet page for all staff to view. Spencer's report highlighted the need to constantly review the council's safety representatives. This tends to come up at every panel where there is a gap. Heleana suggested that we do some promoting using posters and communications etc to try and encourage staff to get more involved. Will be talked about at the next employee forum.

Neil asked what was happening in relation to the role of the Health & Safety advisor in Housing. Heleana confirmed steps have been taken to improve this. The H&S Advisor in Housing has resigned from this position. As a result EMT reviewed the situation and the post is being transferred directly to the Corporate Health & Safety team and would sit under Spencer. Currently the job description is being evaluated, and the post will be advertised once agreed.

Colin suggested a review into what information is being displayed in mess rooms and other areas of communal team gathering. The representatives need to ensure notice boards etc need to be up to date. Some staff members don't have the internet or wish to look into work related information in their personal time.



Spencer noted that currently formalised union representatives receive formal health & safety training. Currently council representatives receive a 1–2-hour introduction with a health & safety representative. Spencer likes this approach as it creates a relationship with the Health & Safety team. However, going forward we will need to review and monitor if this is best way and keep the situation under review.

**Quarterly report:** Looking over quarter 2, 50 incidents within normal parameters have been reported. 7 reportable incidents, these result in there being an absence from work for 7 days. The new asbestos surveying contractor has seen some damage to asbestos which was existing.

The asbestos policy has gone through EMT, Housing Committee and Council. Now in the implementation stage.

Feedback on panels highlighted the need for recording Health & Safety training in a better way.

Recommendations nothing specific just implementing asbestos policy which members agreed on.

#### 5. **Change in Local Terms and Conditions** – Heleana Aylett

The Council currently don't recognise continuous service with another local authority in relation to sickness entitlement. Heleana suggested for the Council to stay competitive in an ever increasingly difficult recruitment market, it would be beneficial to change. For those employees who do come from another local authority, this may make the difference to them choosing to work for NFDC rather than elsewhere.

Heleana confirmed that we are constantly looking at how we can level the playing field. There are no plans to apply this retrospectively and this will be considered at full council on the 6<sup>th</sup> Dec. Heleana expecting this to come into place from the 6<sup>th</sup> or when Members feel it is most appropriate. NFDC are trying to be an attractive employer. Employee side were in agreement with report.

#### 6. **Salary Sacrifice AVC's** – Heleana Aylett

This is one employee benefit that will be looked at in the future.

#### 7. **Apprenticeship Pay** – Heleana Aylett

The Council currently have two apprentices. Both will be starting their second year soon. The Council would like to increase the number of apprentices they have.

Heleana put forward Increasing the first year pay so become more competitive. Alan highlighted that the Council pay a lot into the Apprenticeship levy and want to use it on our apprentices where we can.

Employee Side were in agreement.

8. **Disciplinary Procedure – Heleana Aylett**

Heleana circulated a small update to procedure prior to the meeting. If an external investigator is needed, this will need to go through Heleana to agree who would be undertaking the works. This is simply because the current procedure is silent in this matter. This will ensure that Human Resources have sufficient involvement in the decision making. In most cases, Heleana would be looking at using South East Employers, this is the common approach. Heleana will make the amendments where needed.

9. **Rolled Up Holiday Pay – Heleana Aylett**

Heleana asked for the Union view. We now have a small number of employees who work for us on a casual basis who still get rolled up holiday pay. Neil suggested its not a favourite position and but is happy to look at a paper with more detail and explore. Heleana to produce paper for next meeting.

10. **Any other business**

None.

Date of next meeting 16 February 2022 at 10am

## HR COMMITTEE – 23 NOVEMBER 2021

### PAY POLICY STATEMENT

#### 1. RECOMMENDATION

- 1.1 That it be recommended to the Council that the Pay Policy Statement 2022-23 as set out in Appendix 1 be approved.

#### 2. INTRODUCTION

- 2.1 The Localism Act 2011 requires the Council to prepare a pay policy statement for each financial year. The statement must be prepared and approved by the end of March each year. A recommended statement for 2022-23 is included at Appendix 1. The statement details the policies in place from 1 April 2022.

- 1.2 Pay Award for 2021/22 is being negotiated nationally, once this has been agreed the attached Appendix 1 will be updated. Please refer to point 4 below.

#### 3. BACKGROUND

- 3.1 A pay policy statement must set out the authority's policies for the financial year relating to:

- (a) The remuneration of its chief officers,
- (b) The remuneration of its lowest-paid employees, and
- (c) The relationship between –
  - (i) the remuneration of its chief officers, and
  - (ii) the remuneration of its employees who are not chief officers.

- 3.2 The statement must state –

- (a) The definition of "lowest paid employees" adopted by the authority for the purposes of the statement, and
- (b) The authority's reasons for adopting that definition

#### 4 NATIONAL PAY AWARD FOR 2021/22

- 4.1 The current national offer is to increase the bottom spinal column point by 2.75% and other Spinal Column points up to Chief Officer level by 1.75% and Chief Officer level by 1.5%.

- 4.2 We have already increased our bottom spinal column point to reflect the 2.75% award backdated to April 2021.

- 4.3 We have also increased all other Spinal column points by 1.5% backdated to April 2021.

- 4.4 We are currently awaiting the conclusion of the national negotiations.

## **5. HR COMMITTEE COMMENTS**

- 5.1 The HR Committee will consider the matter on 23 November 2021. The Committee's comments will be reported to the Council in due course.

### **For further information please contact:**

Heleana Aylett  
Service Manager – Human Resources  
Tel: 023 8028 5662  
E-Mail: [heleana.aylett@nfdc.gov.uk](mailto:heleana.aylett@nfdc.gov.uk)

Alan Bethune  
Executive Head of Financial and Corporate Services  
Tel: 023 8028 5001  
E-Mail: [alan.bethune@nfdc.gov.uk](mailto:alan.bethune@nfdc.gov.uk)

### **Background Papers**

Pay Policy Statement  
Council Feb 2021

# New Forest District Council

## Pay Policy Statement Financial year 2022-23

### Background

1. The purpose of this Pay Policy Statement (“Pay Statement”) is to set out New Forest District Council’s pay policies relating to its workforce for the financial year 2022-23, including the remuneration of its Chief Officers and that of its lowest paid employees. Once the Pay Award for 2022-23 has been agreed the Pay levels in this document will be amended accordingly.
2. The functions of appointment, dismissal and related matters for all employees below Chief Officer Level shall be dealt with by the Chief Executive and Executive Heads, or such other employees as may be authorised. Standing Orders for General Procedures deal with procedures for appointing and dismissing employees at Chief Officer Level.
3. With the exception of apprentices on the National Minimum Wage, pay for all staff, including Chief Officers, is formally discussed and consulted upon at the Employee Side Liaison Panel before recommendations are taken forward to the HR Committee who will make recommendations to Council.
4. For the purposes of this Pay Statement and in accordance with the Localism Act 2011 (“Localism Act”), staff employed by the Council have been separated into two groups:
  - (a) Chief Officers as defined by the Localism Act
  - (b) Employees who are not Chief Officers as defined by the Localism Act
5. An “employee who is not a Chief Officer” refers to all staff that are not covered within the “Chief Officer” group as outlined below. This includes the “lowest paid employees”. In the context of the Council, the “lowest paid employees” are those employed at Band 1 on the District Council’s pay structure (this is appended as item 1).
6. Section 43(2) of the Localism Act defines Chief Officers for the purposes of the Localism Act. The following roles within the Council fall within the definition “Chief Officers”: -
  - (a) Head of Paid Service (Chief Executive)
  - (b) Monitoring Officer
  - (c) Section 151 (Chief Finance) Officer
  - (d) Non-Statutory Chief Officers (Executive Heads)
  - (e) Officers reporting directly to those officers falling within (a), (b), (c) and (d) above (Deputy Monitoring Officer and Deputy S151 Chief Finance Officer)

### Chief Officers as defined by the Localism Act 2011

7. The Chief Executive’s pay is set in comparison with other district councils. The Chief Officers below the Chief Executive are paid on Band 13 of the Council’s pay structure (the Band for each role is determined by a consistent job evaluation process), Chief Officer current salaries are outlined below:

8. The Head of Paid Service salary range is detailed below;

Spinal points	Salary
CX1	£115,911
CX2	£119,497
CX3	£123,192
<b>CX4</b>	<b>£126,578</b>
<b>CX5</b>	<b>£130,928</b>

**CX4 and CX5 are available for exceptional performance.**

9. The Council has a duty to appoint a Returning Officer responsible for local government elections and has decided that this role be carried out by the Chief Executive. The Returning Officer fees are regarded as a special responsibility payment in relation to independent duties carried out.
10. The fees and charges for European, UK Parliamentary and Police Commissioner elections and National Referendums are set by external bodies. The scale of fees and expenses for County, District, Parish and Town Council elections will be set in partnership with the County Council and other Hampshire local authorities to ensure uniformity and will be submitted to General Purposes and Licensing Committee.
11. The Monitoring Officer, Section 151 Officer and Executive Heads salary range (Band 13) is detailed below:

Spinal points	Salary
70	£79,491
71	£81,803
72	£84,205
<b>73</b>	<b>£86,676</b>
<b>74</b>	<b>£89,216</b>

**73 and 74 are available for exceptional performance.**

12. The salary range for band 12 is detailed below. Currently there are no posts within this salary band:

Spinal points	Salary
64	£67,269
65	£69,110
66	£71,031
<b>67</b>	<b>£73,022</b>
<b>68</b>	<b>£75,102</b>

**67 and 68 are available for exceptional performance.**

13. The Deputy Monitoring Officer will be paid on band 11 (see point 14 below). The Deputy S151 (Chief Financial Officer) will be paid on Band 10.

14. The Service Managers salary range (Band 11) is detailed below;

Spinal points	Salary
58	£58,384
59	£59,610
60	£60,838
61	£62,157
<b>62</b>	<b>£63,821</b>
<b>63</b>	<b>£65,508</b>

**62 and 63 are available for exceptional performance.**

15. The salary range for officers in Band 10 is detailed below;

Spinal points	Salary
52	£52,122
53	£53,144
54	£54,144
55	£55,153
<b>56</b>	<b>£56,171</b>
<b>57</b>	<b>£57,168</b>

**56 and 57 are available for exceptional performance.**

16. The salary range for officers in Band 9 is detailed below;

Spinal points	Salary
46	£46,276
47	£47,350
48	£48,387
49	£49,413
<b>50</b>	<b>£50,415</b>
<b>51</b>	<b>£51,412</b>

**50 and 51 are available for exceptional performance.**

17. The salary range for officers on Band 8 is detailed below;

Spinal points	Salary
38	£37,860
39	£38,864
40	£39,906
41	£40,925
42	£41,976

18. Not all employees placed in bands 8 and 9 meet the definition of a 'Chief Officer' as defined by the Localism Act 2011, but a small number of officers in these bands do report directly to a Chief Officer according to definitions a, b, c and d in paragraph 6, hence these bands being included above.

19. The Council reviews its terms and conditions and pay levels regularly. The Chief Executive, Executive Heads and Service Managers pay was reviewed in 2015/16.
20. Changes to senior pay were implemented last year. This focused on the introduction of a new salary band (Band 10), the removal of the lease car cash alternative and subsequent adjustment of Band 9 and the future use of market supplements.
21. Pay awards are considered annually for all staff including Chief Officers. The outcome of the national consultations by the Local Government Employers in negotiation with the Trade Unions is applied unless this distorts the councils local pay structure.
22. The Chief Executive, Chief Officers' and Service Managers' performance and pay progression is reviewed annually on the achievement of clear organisational objectives. Incremental progression does not apply to these roles. The Chief Executives' annual review is undertaken by a member panel (comprising of the Leader of the Council, plus three other Portfolio Holders to be determined by the Leader).
23. The Council recognises that Chief Officers sometimes incur necessary expenditure in carrying out their responsibilities e.g. travel costs. Chief Officers will be reimbursed for reasonable expenses incurred on council business in accordance with local Terms and Conditions.
24. Chief Officers as a result of their employment are eligible to join the Local Government Pension Scheme in the same way as other employees. The pension's policy statement is appended as item 2 to this statement applies to all employees including chief officers.
25. All employees including Chief Officers with more than 2 years continuous service will be entitled to a redundancy payment. If employees are aged at least 55 they are also automatically entitled to the immediate payment of pension benefits if they are retired on the grounds of redundancy. The redundancy payments are based on actual weekly pay. The number of weeks individuals are entitled to is based on the statutory redundancy grid which provides for a maximum of 30 weeks. A multiplier of 1.5 is used to support efficient organisational change. The Council scheme therefore provides for an entitlement of up to a maximum of 45 weeks based on length of service and age. The Council operates one redundancy scheme for both voluntary and compulsory redundancies. All redundancies are subject to a full Business case which requires a maximum financial payback of 3 years.
26. The Council practice is not to re-employ Chief Officers who have received a redundancy or severance package on leaving the council. any request to do so would require specific approval from the Chief Executive and Leader of the Council. If it relates to the appointment of a Chief Executive then this needs to have approval through full council.
27. In accordance with the Code of Recommended Practice for Local Authorities on Data Transparency, pay and benefits information for staff paid over £58,200 are published. This information is contained on 'Transparency and Open Government' pages on the Council's external website.



### **Employees who are not Chief Officers as defined by the Localism Act**

28. These employees are all paid on the Council's pay structure on Bands 1-9. Each employee will be on one of the 9 Bands based on the job evaluation of their role. Each Band consists of 1,3, 5 or 6 spinal points. Pay progression within the Band is subject always to good performance.
29. Each "lowest paid employee" is paid within the salary range for Band 1. All other employees are paid within the salary range for the Band of their role i.e. (2-9). In very exceptional cases individuals are paid a pay supplement.
30. Employees new to the Council will normally be appointed to the first spinal point of the salary range for their Band. Where the candidate's current employment package would make the first spinal point of the salary range unattractive (and this can be demonstrated by the applicant in relation to current earnings) or where the employee already operates at a level commensurate with a higher salary, a different spinal point in starting salary may be considered by the recruiting manager. This will be within the salary range for the Band. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.
31. Employees' performance during the year is reviewed within the Council's performance management arrangements and pay progression within the Band is subject always to good performance.
32. Pay awards are considered annually for staff. For all staff up to and including the Chief Executive the outcome of the national consultations by the Local Government Employers in negotiation with the Trades Unions is applied.
33. 29 The Council believes in rewarding outstanding performance. It operates this through a system of bonus payments which are designed to reward outstanding performance at the time it occurs. The size of the award paid to an employee will be commensurate with the work being rewarded. All bonuses are subject to approval of the relevant Executive Head.
34. The Council recognises that employees sometimes incur necessary expenditure in carrying out their responsibilities, for example travel costs. Employees will be reimbursed for reasonable expenses incurred on Council business in accordance with the Council's local Terms and Conditions.
35. The Essential User allowance only applies to jobs that are visiting officers or jobs that manage across more than one site (average of 2,500 miles per annum) and agreed by the Service Manager. This should be reviewed regularly to ensure the criteria is still met.
36. All employees as a result of their employment are eligible to join the Local Government Pension Scheme. Details of the Council's pension policy are appended as item 2 of this Pay Statement.
37. The Council's redundancy scheme is detailed in paragraphs 21 and this applies to all employees.

38. The Council practice is not to re-employ staff who have received a redundancy or severance package on leaving the Council; any request to do so would require specific approval from the appropriate Executive Head.
39. In accordance with The Local Government Association guidance on the Government's requirement for reporting remuneration relationships (the ratio between the highest paid employee and the median average earnings across the organisation as a multiple). Based on current salaries for 1<sup>st</sup> April 2021 this has been calculated as follows:

Chief Executive Remuneration	£123,192
Employees Median average remuneration	£23,562
Ratio	5.23

**Pension Policy Statement**

Under the Local Government Pension Scheme, the Council is required to publish a written statement of policy in relation to pensions.

Any decision that has a financial impact will be subject to a Business Case, where a payback period of no more than three years, is achievable.

The statutory provisions governing exit payments to local government workers are in the process of reform including the Local Government Pension Scheme Regulations.

**1. Regulation 16 (2e)(4d) Shared cost additional pension contributions**

Discretion not exercised. (Decision at Council July 2014)

**2. Regulation 30(6) Power to allow flexible retirement**

Discretion exercised in line with Policy agreed from 1 May 2015 (Decision at Council April 2015)

**3. Regulation 30 (8) Waiving of actuarial reductions on compassionate grounds**

Discretion exercised provided there is no cost to the Council (Decision at Council July 2014)

**4. Regulation 31 Power to award additional pension**

Discretion not exercised. (Decision at Council July 2014)

**5. (LGPS Regulations 2014 (Transitional provisions, savings and amendments – paragraph 2 (2) of schedule 2)) – Switching on the 85 year rule**

Discretion not exercised (Decision at Council July 2014)

**6. Regulation B30(2)(5)B30A(3)(5) Post – 31 March 2008 /pre – 1 April 2014 leavers early payment of pension**

Discretion not exercised (Decision at Council July 2014)

**7. Membership aggregation Regulation 22 (7)(b), (8)(b)**

Discretion not exercised (Decision at Council July 2014)

**8. Transfers of Pension Rights (Administration Regulation 100 (6))**

Discretion not exercised (Decision at Council July 2014)

**9. Pension Contribution Bands (Regulations 9 and 10 of LGPS Regulations 2013)**

Discretion is exercised (Decision at Council July 2014) - The Council's policy is to review an employee's contributions band when there is a contractual change to the member's salary or hours at some point during the year, when the change is permanent. Any changes in variable pay (i.e. overtime) will only be reviewed once on 1<sup>st</sup> April each year.

**10. Assumed Pensionable Pay and 'regular lump sum' (regulations 21(4)(a), 21(4)(b) and 21(5) of the LGPS Regulations 2013)**

Discretion not exercised (Decision at Council July 2014)

**11. Election of Early Payment of Benefits**

The Council's Early Retirement Policy came into effect from 1 July 2009 and applies to all employees at least 55 and over. Early Retirement can only occur in the following circumstances:

**REDUNDANCY** – for employees where employment is terminated for reasons of redundancy.

**EFFICIENCY** - for employees where early retirement is in the interests of the efficiency of the service.

HR COMMITTEE – 23 NOVEMBER 2021

## CHANGE TO LOCAL TERMS AND CONDITIONS REGARDING SICKNESS ENTITLEMENT AND CONTINUOUS SERVICE

### 1. RECOMMENDATIONS

- 1.1 That HR Committee support the proposal to recognise continuous service when calculating sickness entitlement.

### 2. INTRODUCTION

- 2.1 As part of the councils current Local Terms and Conditions previous continuous service with another associated employer is not taken into account when we calculate entitlement to sickness payments.

### 3. BACKGROUND

- 3.1 Our current Terms and Conditions state that only NFDC service counts towards sickness entitlement.
- 3.2 The current contracts of employment state the following:

Please note only NFDC service counts towards qualifying service for occupational sickness pay.

<b>Sickness absence during:</b>	<b>Full Pay</b>	<b>Half Pay</b>
<b>1<sup>st</sup> 3 months of service</b>	<b>None</b>	<b>None</b>
<b>Between 4 and 6 months of service</b>	<b>1 week</b>	<b>None</b>
<b>After 6 months of service</b>	<b>1 week</b>	<b>2 weeks</b>
<b>2nd year of service</b>	<b>2 months</b>	<b>2 months</b>
<b>3rd year of service</b>	<b>4 months</b>	<b>4 months</b>
<b>4th + 5th years of service</b>	<b>5 months</b>	<b>5 months</b>
<b>After 5 years of service</b>	<b>6 months</b>	<b>6 months</b>

### 4. ISSUES FOR CONSIDERATION

- 4.1 The NJC guidance on this issue is that continuous service with an employer covered under the Modification Orders should be taken into account.
- 4.2 We are out of step with our neighbouring authorities on this issue – most of whom follow the NJC guidance.
- 4.3 Recruitment is becoming more of a challenge and there is a need to ensure that we remain competitive.
- 4.4 We have a robust probation policy. All employees are subject to a six month probation and any issues that arise relating to sickness absence are picked up and managed during the probationary period.
- 4.5 We also have a clear and robust sickness policy. Alerts are sent through the ITrent system when sickness triggers are met and managers work with HR to invoke the correct supportive process.

## **5. CONCLUSIONS**

5.1 This change will mean that we would be following the NJC guidance on how continuous service should be treated in relation to sickness entitlement.

## **6. FINANCIAL IMPLICATIONS**

6.1 The change will enable employees to be in receipt of sickness entitlement payments that were previously unavailable to them.

6.2 However, this is not expected to be of significant cost to the authority, if indeed any.

## **7. CRIME & DISORDER IMPLICATIONS**

7.1 There are none

## **8. ENVIRONMENTAL IMPLICATIONS**

8.1 There are none

## **9. EQUALITY & DIVERSITY IMPLICATIONS**

9.1 Those with known disabilities will be dealt with sensitively through the sickness procedure.

9.2 Absences which relate directly to a disability such as attendance at follow up appointments may be discounted when considering whether a sickness trigger has been met. HR will advise managers in this regard.

## **10. DATA PROTECTION IMPLICATIONS**

10.1 There would be no changes in this regard.

## **11. EMT COMMENTS**

11.1 EMT were happy to support the proposal recognising that there is a need to remain competitive in the current recruitment climate.

## **12. EMPLOYEE SIDE COMMENTS**

12.1 Employee Side were supportive of the proposal.

### **For further information contact:**

Heleana Aylett  
Service Manager Human Resources  
023 8028 5662  
[Heleana.aylett@nfdc.gov.uk](mailto:Heleana.aylett@nfdc.gov.uk)

### **Background Papers:**

None

HR COMMITTEE – 23 NOVEMBER 2021

## APPRENTICE PAY UPDATE REPORT

### 1. RECOMMENDATIONS

1.1 That HR Committee support the increase in apprentice pay.

### 2. BACKGROUND

2.1 The Council is proud of its commitment to apprenticeships and such opportunities have always been fully supported by our Leader and our Executive Management Team.

2.2 We do this in two ways:

- By recruiting new employees as apprentices across our wide range of services
- By providing and supporting apprenticeship training for our current employees

2.3 The Apprenticeship Levy was introduced in 2017, and the Council pays 0.5% of our pay bill into the levy each year. We can draw down on our levy payments to fund apprenticeship training.

2.4 Since the introduction of the Levy, 42 people have undertaken apprenticeships with the Council; 29 of these have been undertaken by current employees and 13 as newly recruited apprentices to the Council. Currently we have two apprentices in their second year of a Horticulture apprenticeship, and we have two employees undertaking Management Diploma and Degree apprenticeships.

2.5 For our current employees the apprenticeships have helped them develop in their current roles, and all who have undertaken these confirm they have added value to their role as well as their personal development and confidence. Where possible and appropriate, the Council will seek out opportunities to secure further employment for our apprentices. Of the 13 new employees who joined us as apprentices:

- Five that have successfully completed have now gone on to secure permanent roles with us
- One has transferred to a further apprenticeship with us
- Two are currently undertaking their apprenticeship
- Five left after successful completion of their apprenticeship to pursue other interests.

2.6 The apprenticeship fees continue to be drawn down from the Council's levy payments, this shows the payments to the Levy are well utilised where possible.

2.7 As a public sector employer with over 250 staff, the government has set a target of employing an average of at least 2.3% of our workforce as apprentices each year. We must 'have regard' for this target.

2.8 Apprenticeship opportunities for new apprentice recruits or current staff are always given full consideration alongside alternative options to ensure this is the best development opportunity. In doing this, we look at the following factors:

- The content of the relevant apprenticeship programme
- The skills required by the apprentice and whether these can be met by the apprenticeship
- The impact of the requirement to spend 20% of the working week 'off the job learning' - both on the employee and on the team.

### **3. CURRENT SITUATION**

3.1 Over the past 18 months Grounds Maintenance has been the only service area to recruit new apprentices. They were successful last summer (2020), but this year there were no applicants.

3.2 We have spoken with the provider Sparsholt College; they were unsurprised at this despite our previous successful campaigns. The feedback we have received has been that the rate of pay is not attractive to potential applicants.

3.3 We currently pay apprentices above the National Minimum Apprenticeship Wage of £4.30.

We pay the National Minimum Wage for under 18's to all apprentices in year One at £4.62. We pay the relevant National Minimum Wage for their age in any further years as follows (correct April 2021 rates):

£8.91 - age 23 or over (National Living Wage)

£8.36 - age 21 to 22

£6.56 - age 18 to 20

£4.62 - age under 18

3.4 Our current band one is £18,110 (£9.39 per hour) and band two runs from £18,308 (£9.49 per hour) - £19,428 (£10.07 per hour).

3.5 We have received the following pay comparisons where high quality apprentices have been recruited:

Portsmouth City Council £18,329 per annum (£9.50 per hour) from day one, no change by age or year of apprenticeship.

Salisbury City Council National Minimum Wage for age from day one (so if age 23+ at the start of the apprenticeship they would receive £8.91 per hour).

Other employers are paying a minimum of £5.50 per hour in year one, with reviews often within the first year and salary increases – these rates have secured apprentices, but they have not been as successful or sustained as the Council rates detailed above.

### **4. AGREED PAY FOR NFDC APPRENTICES**

4.1 To attract and retain high quality apprentices, with potential onward employment with us or other local employers, it was clear we needed to review our apprentice rate/s of pay.



4.2 Based on the feedback from Sparsholt, and as we are also a more remote location and public transport is very limited, EMT agreed the more attractive we can make the rate, the more successful we are likely to be.

4.3 EMT agreed that from 1<sup>st</sup> January 2022 apprenticeship pay would change for current and new apprentices to:

£6.56 per hour in year one (this is the National Minimum Wage for 18 – 20-year-olds), and then National Living Wage of £8.91 per hour in any subsequent years. (rates will update as national rates change, normally in an April each year).

## **5. FURTHER UPDATE**

5.1 The Government announced on 19<sup>th</sup> October 2021 that an extension to the £3,000 payment incentive per apprentice would apply for any new apprentices that start before 31<sup>st</sup> January 2022. This can be put towards apprentice salary costs.

## **6. FINANCIAL IMPLICATIONS**

6.1 There will be financial implications for new apprentice pay, somewhat offset for those that start before 31<sup>st</sup> January 2022. A total cost cannot be given as we do not know how many apprentices we may have, but the rates will be publicised to managers so they can ensure salary costs can be covered by the business unit.

## **7. CRIME & DISORDER IMPLICATIONS**

7.1 None.

## **8. ENVIRONMENTAL IMPLICATIONS**

8.1 None.

## **9. EQUALITY & DIVERSITY IMPLICATIONS**

9.1 By increasing the rate of pay during year one of an apprenticeship, this may widen the pool of candidates.

## **10. DATA PROTECTION IMPLICATIONS**

10.1 None by increasing the rate of pay.

## **11. EMT DECISION**

11.1 Having given full consideration to the information provided the decision was made to increase apprenticeship pay to £6.56 per hour in year one (NMW for 18 – 20-year-olds), and then National Living Wage of £8.91 per hour in any subsequent years. This will take effect from 1<sup>st</sup> January 2022 and will be reviewed in 12 months' time.

## **12. EMPLOYEE SIDE COMMENTS**

12.1 Employee Side supported the proposal.

**For further information contact:**

Zoe Ormerod

Senior HR Advisor

023 8028 5669

[zoe.ormerod@nfdc.gov.uk](mailto:zoe.ormerod@nfdc.gov.uk)

HR COMMITTEE – 23 NOVEMBER 2021

## DOMESTIC ABUSE SUPPORTING EMPLOYEES POLICY

### 1. RECOMMENDATIONS

- 1.1 That the HR Committee support the proposed policy and the guidance notes put forward.

### 2. INTRODUCTION

- 2.1 The council takes Domestic abuse very seriously and wants to support its' employees in this regard.

### 3. BACKGROUND

- 3.1 Discussions have already taken place with the unions with a view to agreeing a council policy through the Employee Side Liaison Panel.
- 3.2 The Hampshire Domestic Abuse Partnership have produced a template of a staff DA Policy and guidelines that can be adapted by partners to fit their structure to ensure good practice and a co-ordinated approach across Hampshire.
- 3.3 NFDC have been a member of this working group and have contributed to the discussions.

### 4. ISSUES FOR CONSIDERATION

- 4.1 Domestic abuse has risen quite dramatically during the pandemic. Many news stories cover this increase and Womens Aid has openly stated that there is an increased risk of harm and isolation during the pandemic. Further information can be found on this link. <https://commonslibrary.parliament.uk/domestic-abuse-and-covid-19-a-year-into-the-pandemic>.
- 4.2 To support the Policy itself (Appendix 1), a guide to supporting Employees dealing with Domestic Abuse has been produced (Appendix 2) and Appendix 3 is a Workplace Support Checklist which may be used once an employee has confided in a manager.
- 4.3 The policy commits to the Council providing access to an internally designated SPOC (Single Point of Contact) for Domestic Abuse. The Council's nominated SPOC is part of the Councils safeguarding team. Full contact details are available on Forestnet.

### 5. FINANCIAL IMPLICATIONS

- 5.1 No direct financial implications

### 6. CRIME & DISORDER IMPLICATIONS

- 6.1 Domestic Abuse is a crime. Support will be given to both victims and perpetrators. There will be times when appropriate authorities will need to be informed.

### 7. ENVIRONMENTAL IMPLICATIONS

- 7.1 None

### 8. EQUALITY & DIVERSITY IMPLICATIONS

8.1 The policy will apply equally to all staff.

## **9. DATA PROTECTION IMPLICATIONS**

9.1 The data provided by an employee will be treated in the strictest confidence. Employees must be advised as to where the information will be kept and who will have access to it. Using the Sharepoint system to keep documents secure will ensure that access is restricted.

## **10.0 EMT COMMENTS**

10.1 EMT were fully supportive of agreeing a policy with the unions and having it formally adopted through HR Ctte.

## **11.0 EMPLOYEE SIDE COMMENTS**

11.1 Employee Side were fully supportive.

### **For further information contact:**

Nikki Swift  
Community Safety Manager  
[Nikki.swift@nfdc.gov.uk](mailto:Nikki.swift@nfdc.gov.uk)

Heleana Aylett  
Service Manager - HR  
023 8028 5662  
[Heleana.aylett@nfdc.gov.uk](mailto:Heleana.aylett@nfdc.gov.uk)

### **Background Papers:**

Domestic Abuse Policy – Appendix 1

Guide to Supporting Employees –  
Appendix 2

Workplace Support Checklist – Appendix 3

## **New Forest District Council's Domestic Abuse Supporting Employees Policy**

### **Policy statement**

New Forest District Council is committed to raising awareness of domestic abuse and fulfilling its duty of care to all employees.

All employees who experience domestic abuse will be treated with dignity and respect. By adopting appropriate employment practices, the Council will make every effort to support employees who experience domestic abuse.

This policy defines the way in which the Council will support and respond to employees who are living with or recovering from domestic abuse, including both victims and perpetrators.

### **Policy aims**

To ensure that all employees, not just those employees experiencing domestic abuse, are aware of the Council's policy, its implications and where to get advice, including employees who are perpetrating domestic abuse.

To ensure that all employees who ask for help in addressing domestic abuse can access appropriate advice and support, including signposting to other agencies. Provide easily accessible information for those staff who might not feel able to actively ask for help at work.

To ensure that all employees experiencing domestic abuse and seeking assistance are confident that their situation will be handled sympathetically and confidentially.

To provide guidance to managers on how to recognise potential victims, how to support and assist employees asking for help in addressing domestic issues, and how to deal with employees who are perpetrators of domestic abuse.

To ensure that all managers can access guidance on how to support and assist employees asking for help in relation to domestic abuse, both victims/survivors and perpetrators.

To ensure the Council will support an employee through absence from work relating to domestic abuse.

To set out a framework for responding to an employee who is identified as being a perpetrator of domestic abuse.

## Review

This policy will be reviewed at least every three years. Furthermore, this policy will be updated to reflect any particular points of learning which arise out of the Council's duties. This will ensure the document is fit for purpose and up to date.

## Introduction

Domestic abuse occurs across society, regardless of age, gender, race, religious belief, sexuality, disability, wealth, level of education and geography.

New Forest District Council recognises that this serious and widespread problem has a potentially detrimental effect on the health and wellbeing of many employees and may impact on work performance through no fault of their own. We therefore have this policy to ensure that, as an employer, we respond in the best way possible. This means offering support and assistance to employees who experience domestic abuse, in whatever its form, thereby promoting the wellbeing of our workforce and ensuring the best possible service delivery to our customers.

## Definition

The official Home Office definition of domestic abuse is:

*Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.*

This can encompass, but is not limited to, the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

**Controlling behaviour:** a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

**Coercive behaviour:** an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

This definition, which is not a legal definition, includes so called ‘honour’ based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

## Internal Support

New Forest District Council will:

- Believe employees who disclose experiences of domestic abuse.
- Seek to ensure that victims and survivors of abuse are not only listened to, but also feel heard in the Council’s response.
- Foster an environment that is open and supportive of anyone living with domestic abuse.
- Provide awareness, education and training for all staff.
- Undertake regular communication with staff about what domestic abuse is and how the Council can support employees, at individual, team and corporate level.
- Provide access to internal designated SPOC (Single Point of Contact) for Domestic Abuse who is part of the safeguarding team and other internal support.

## Supporting an employee experiencing Domestic Abuse

New Forest District Council aims to offer an open, sensitive, supportive and non-judgemental environment, in which employees are encouraged to raise issues of domestic abuse with their line manager, service manager or another suitable manager within their department depending on who they feel most comfortable discussing it with.

Detailed guidance is available in the NFDC ‘Guide to Supporting Employees experiencing Domestic Abuse’ for both employees and managers – **please refer to this document** and use the resources within it **whenever possible** to ensure the correct support and advice is offered.

The Council is committed to ensuring support for employees and recognises that every individual’s circumstances and needs will be different. The Council aims to ensure that staff have access to support in achieving their needs and wishes.

## Confidentiality

Employees should consider what the Council and / or their trade union may be able to do to help and which of the support measures available they may wish to explore.

Any breach of confidentiality could have serious consequences for the safety of the employee concerned. Information will only be shared with others where necessary to do so. The employee **should** be told who will be informed, and why.

## **Safeguarding**

There are some circumstances in which confidentiality cannot be assured such as concerns about children or vulnerable adults or where the manager needs to act to protect the safety of employees and their families.

Where there is significant concern for the employee's safety or concern that a child is suffering, or likely to suffer significant harm, information must be passed on. It is preferable to obtain the employee's consent to do this but if they will not give consent, the relevant social care team **must** still be informed. Where this is believed to be the case for a child the local authority has specific statutory obligations, and a referral must be made to Children's Services.

The need to share information in relation to the safeguarding and protection of children or vulnerable adults overrides data protection and confidentiality obligations.

New Forest District Council has a duty to ensure a safe working environment for all our employees. If the alleged perpetrator presents a threat to the employee whilst at work, it may be advisable to inform the employee's colleagues. Careful consideration should be given to empower the victim in understanding the benefits of making relevant disclosures to colleagues who may be able to provide extra support.

## **Record keeping and personal data**

Managers must keep accurate documentation and records of domestic abuse concerns as these may have an important role in providing evidence.

## **Perpetrators of Domestic Abuse**

New Forest District Council is committed to promoting zero tolerance of domestic abuse. This policy demonstrates that domestic abuse is unacceptable, and the Council will not condone behaviour resulting in domestic abuse.

Employees should be aware that domestic abuse is a serious matter which can lead to a criminal conviction.

Employees are expected to conduct themselves, both inside and outside of work, in a way which upholds the reputation of the Council. Committing domestic abuse is a criminal offence and may result in disciplinary action.



Further advice for those who are being violent or abusive in their relationship can be found on the Hampshire Domestic Abuse Partnership's website:

<https://www.hants.gov.uk/socialcareandhealth/domesticabuse/iamhurtingsomeone>

### **Related documents**

To help with the application of this policy it may be useful to read the following documents which are all on Forestnet:

- Worksmart Policy – listed under Templates and Forms
- Flexible Working Policy – Management Advice Note 5.31
- Codes of Conduct
- Leave Entitlements – Management Advice Note 3.5

### **Additional support**

Other relevant policies and procedures:

- Data protection <http://forestnet/dataprotection>
- Safeguarding Policy <http://forestnet/safeguarding>

Further information and links to support are available in the How to guide – Supporting Employees Experiencing Domestic Abuse. It is imperative that you read, understand and refer to this policy and supporting guidance.

Access to free, confidential and impartial Employee Support is also available to all employees. Please visit the webpages for further information:

- Online: [www.my-eap.com](http://www.my-eap.com) Login: newforestwell
- Tel: 0800 1116 387
- From Abroad: +44 845 330 5132
- For Manager Support: 0800 1116 385 (9am - 6pm Mon- Fri)

### **External support**

#### **Hampshire Constabulary 101 (or 999 in an emergency)**

#### **Hampshire Domestic Abuse Partnership**

Advice Line (for public and professional queries): 03300 165 112

Website (detailing all domestic abuse support contacts):

<https://www.hants.gov.uk/socialcareandhealth/domesticabuse>

Please contact the SPOC for Domestic Abuse or another member of the safeguarding team if details are required for other areas.

**Dated: October 2021    Review Due: October 2024**

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## **New Forest District Council's Guide To Supporting Employees Experiencing Domestic Abuse**

### **Policy statement**

New Forest District Council is committed to raising awareness of domestic abuse and fulfilling its duty of care to all employees.

All employees who experience domestic abuse will always be treated with dignity and respect. By adopting appropriate employment practices, the Council will make every effort to support employees who experience domestic abuse.

This guidance defines the way in which the Council will support and respond to employees who are living with and recovering from domestic abuse, including both victims and perpetrators.

### **How to use this document**

This document is not part of the formal policy. Instead, it provides additional information to help the practical day to day application of the policy.

It is expected that you will have read and have an understanding of the Domestic Abuse (DA) Policy prior to using this guide.

## Roles and responsibilities

**Employees** are responsible for:

- advising the supporting manager either directly or through a colleague or union representative where appropriate of any **concerns**, potential dangers, risks or domestic abuse they are experiencing (if they are aware this is happening). It should be noted however that victims of domestic abuse can often be unaware of the gravity of their situation or the dangers, risks and abuse they are experiencing.

**Managers** are responsible for:

- ensuring the safety of your staff while at work
- meeting with the employee to discuss the support available (following guidance from DA SPOC/HR Advisor)
- completing relevant checklists
- considering adjustments and deciding together with the employee and HR Advisor how to implement either temporarily or permanent changes.
- maintaining appropriate standards of confidentiality
- keeping accurate records of domestic abuse concerns
- knowing about and signposting the employee to further support agencies if required (managers should not try to solve people's problems or act as counsellors, as they are not trained professionals in this area).
- Making it clear that abusive behaviour is the responsibility of the perpetrator and misconduct inside and outside of work is viewed seriously – and can lead to disciplinary action.

**All Staff** are responsible for:

- raising to a manager if they have concerns about the safety of a colleague
- being empathetic and supportive if a colleague advises that they are experiencing domestic abuse

**The HR Advisor** who is supporting the manager will assist by:

- advising on policy application
- supporting with case management
- Note: HR does not perform a decision-making role.

**The trade union representative** or work colleague is responsible for:

- supporting their member/colleague including offering legal advice if appropriate, acting as a spokesperson for the member as required and liaising directly with the employer over matters relating to the application of this policy
- signposting their member to further support agencies

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## Introduction

Domestic abuse occurs across society, regardless of age, gender, race, religious belief, sexuality, disability, wealth, level of education and geography. It has extreme consequences for victims across a whole range of outcomes, including physical and mental health, alcohol abuse, homelessness and in extreme cases, murder.

Domestic abuse is likely to impact on the workplace. It can affect the morale, health, wellbeing and self-confidence of an employee, which in turn can impact on their performance at work.

New Forest District Council recognises the devastating effect domestic abuse has on those experiencing it, their families, and the wider community. The policy and guidance demonstrate the commitment of the Council to support employees in making positive changes and to provide a safe and positive working environment.

The Council is committed to ensuring that any employee who experiences domestic abuse can raise the issue at work, without fear of stigma or victimisation, and will receive appropriate support and assistance.

## Definition

The official Home Office definition of domestic abuse is:

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

This can encompass, but is not limited to, the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

**Controlling behaviour:** a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

**Coercive behaviour:** an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

This definition, which is not a legal definition, includes so called ‘honour’ based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

Research shows that in most cases it is women who experience domestic abuse perpetrated by men, for example male partners or ex-partners, brothers, fathers or sons. However, men, trans, gender fluid and non-binary people also experience domestic abuse. Domestic abuse can happen in **all** relationships, and as such the Council’s policy applies equally to all groups. It also applies where domestic abuse occurs between generations in a family.

Domestic abuse can take many forms such as physical assault, bullying, coercion, controlling behaviour, sexual abuse, rape, gaslighting and threats. In addition, it may include destructive criticism, pressure tactics, disrespect, breaking trust, isolation and harassment.

### **The effects of domestic abuse**

An employee who is experiencing domestic abuse may not feel able to tell their manager or colleagues. Managers may therefore first become aware of the problem when the employee’s behaviour at work starts to change. This could include:

- A change in performance
- Lateness
- Absenteeism
- Increased requests for time off work
- Any form of behavioural change – e.g. continual low mood, loss of confidence
- Not taking leave from work
- Working additional hours
- Concerns from colleagues
- Inappropriate clothing

As with any performance issue at work it is important that the problem is identified as soon as possible, and the appropriate help offered. This will likely mean that the employee is able to be supported and deal with the problem more effectively, and that performance at work will be less affected.

## **Guidance for employees who wish to report or disclose domestic abuse**

If you are experiencing domestic abuse, the Council wants to help you, and understands that talking to someone at work may feel extremely difficult and daunting, however, wants to reassure you that you will be listened to and supported.

New Forest District Council aims to offer an open, sensitive, supportive and non-judgemental environment, in which you are encouraged to raise issues of domestic abuse with whoever you feel most comfortable and safe talking to. This may be your manager, service manager or another suitable manager within your department. Managers will do all they can to support you by providing access to sources of support including specialist domestic abuse support services, and in particular contacting NFDC Single Point of Contact (SPOC) for DA or another member of the Safeguarding Team.

There are lots of things that that can be done to help support you and keep you safe, and your manager will explore these options with you, agreeing any action together, so that you are in control of your situation. It should be recognised that every individual's circumstances and needs will be different.



## Supporting an employee experiencing domestic abuse

### Opening the conversation

The aim of starting a conversation in this area is to be supportive to employees rather than to encourage disclosure. Many people dealing with domestic abuse will never feel comfortable disclosing it to their employer.

If a manager suspects that an employee is experiencing domestic abuse, they should facilitate a conversation to discuss the issue on a general level and contact the Council's SPOC for DA, part of the Safeguarding Team where an agreed pathway can be agreed. Begin by asking indirect questions, to establish an empathetic relationship with the employee. Be patient, offering support to encourage disclosure.

Below are some examples of questions and prompts that could be used:

- How are you doing at the moment?
- Your wellbeing is important to me and I've noticed that you seem distracted/ upset at the moment – are you ok?
- If there's anything you'd like to talk to me about at any time I'm always here to support you
- Is everything all right at home?
- You don't have to tell me anything, but please know that I would like to support you if and when you feel ready.
- What support do you think might help? What would you like to happen? How?

Avoid blaming the person experiencing domestic abuse. It is important that managers are able to provide a non-judgemental and supportive environment. Respecting the employee's boundaries and privacy is essential. It is also important to work on the basis of believing the employee so that they feel supported.

**The role of a manager is not to deal with the abuse itself but to make it clear through the Domestic Abuse Policy and guidance that employees will be supported and to outline what help is available.**

### Dealing with disclosures

If an employee discloses that they are experiencing domestic abuse, it can be challenging for the manager/colleague too, each case will be different as will the level of support required.

Reassure them that the information they have shared will be treated in the strictest confidence and seek guidance from the Council's DA SPOC, or another member of the Safeguarding Team which can be done without disclosing employees' details. Consider what steps might be necessary to ensure they remain safe, including the workplace; in case a perpetrator suspects they may have reported the abuse. The employee may be in most danger at the end of the relationship. It is important to remember that the impact of domestic abuse can be long term. Employers should be aware that court processes can take several years, and that abuse may continue long after the relationship has ended which means that the journey of recovery can take time.

An employee may step forward to raise concerns about a colleague who they suspect is experiencing domestic abuse. Supportive and empathetic **employees and co-workers** can assist an affected colleague in gaining confidence to tackle and report the problems that they might experience. Local trade union representatives can also help in this regard. If employees have any concerns about co-workers, especially around their safety, they should speak to their line manager.

If an employee confides in you that they are experiencing domestic abuse you should adopt a sensitive and non-judgemental approach:

- **Safety is paramount.** An employee's safety and any dependant persons must be considered and it is essential that you liaise with DA SPOC or another member of the Safeguarding Team or a member of the HR Advisory Team.
- **Actively listen** to the employee and believe what they tell you. Tell them you believe them. Have an open posture.
- **Do not be judgemental.** Use positive language such as "thank you for sharing" and it is really important that you reiterate that "I believe you". Avoid language that indicates blame or fault ("Why don't you leave?" / "How can you let this happen?" / "Why haven't you told anyone before?").
- Allow plenty of **time** and space for them to speak. Be prepared for them to be upset and tearful and be compassionate.
- **Acknowledge the courage** of the employee and how difficult it must be to talk.
- **Ensure that discussions with the employee take place in private and that as far as possible you respect their wishes** (see section confidentiality for further guidance). Suggest that you go somewhere quiet and comfortable, away from the office/desk if possible. **Understand that the employee may wish someone else to be with them when they talk to you.** This could

include for example a friend, trade union representative, work colleague or HR representative.

- Let the **employee take the lead** in what they want to talk about and what they think the problem is.
- **Ask the employee** if there are any specific support measures they may wish to explore. They may not be aware of what is available to them, so be prepared to outline the various options.
- As a guide for managers, any **information should only be disclosed to anyone else if it is absolutely necessary** in providing help and support and with the prior agreement of the person who has disclosed. Exceptions to that are if the manager believes there is an imminent threat to life, harm of children, or threat against the employer. At that point, an employer should contact the police and follow their advice on next steps.
- **Explain to the employee the importance of keeping their manager informed.** This is because there may be health and safety issues which need to be addressed, and there may also be implications for the employee's performance at work which the line manager needs to be aware of.
- **Consider** any issues relating to the ethnicity, culture, religion, age, gender, sexual orientation, gender identity or disability of the employee.
- **Inform the employee about local domestic abuse support services, including the police.** This information can be found in the Resources section below. Managers can contact the Hampshire Domestic Abuse Advice Line for information or provide the employee with the contact details. All employees can contact the **Hampshire Domestic Abuse Advice Line** directly for discreet and confidential support and advice to meet their support needs.  
Telephone: 03300 165 112  
Email: [advice@stopdomesticabuse.uk](mailto:advice@stopdomesticabuse.uk)  
Website: <https://www.hants.gov.uk/socialcareandhealth/domesticabuse>
- **Provide information about the Employee Support Line** access to free, confidential and impartial Employee Support:  
**To Access your EAP**
  - Online: [www.my-eap.com](http://www.my-eap.com) Login: newforestwell  
Tel: 0800 1116 387  
From Abroad: +44 845 330 5132  
For Manager Support: 0800 1116 385 (9am - 6pm Mon- Fri)
- **Let the employee make their own decisions** - They may need some time to come to terms with what has happened and to decide what to do.

- As **the support needed may change over time** as the employee's circumstances change, managers should regularly check the support in place and liaise with SPOC, another member of the Safeguarding Team/HR Advisors.
- Ask the employee about the **best way to keep in contact with them**, for example which communication methods are private and which they have easy access to.

## Confidentiality

Any breach of confidentiality could have serious consequences for the safety of the employee concerned. Information will only be shared with others where necessary to do so. The employee should be told who will be informed, and why.

The dangers associated with breaches of confidentiality in domestic and sexual violence cases can be extreme. Be aware perpetrators of domestic abuse have been known to go to great lengths to obtain information on the whereabouts and movements of an ex-partner, this may include impersonating an appropriate person such as a Social Worker or a Police Officer.

Where there is significant concern for the employee's safety or concern that a child or vulnerable adult is suffering, or likely to suffer significant harm, information must be passed on. It is preferable to obtain the employee's consent to do this, however, if they will not give consent, the relevant social care team **must** still be informed. The Children's Services and Adults' Health and Care Departments have specific guidance on safeguarding issues and have safeguarding teams in place who are able to deal with such concerns.

The need to share information in relation to the safeguarding and protection of children or vulnerable adults overrides data protection and confidentiality obligations.

The Council has a duty to ensure a safe working environment for all our employees. If the alleged perpetrator presents a threat to the employee whilst at work, it may be advisable to inform the employee's colleagues. Careful consideration should however be given to this and the matter fully discussed with the employee concerned to agree what will be said and to whom. Colleagues **must** be told that this information is confidential and that any breach of confidentiality may lead to disciplinary action up to and including dismissal.

## Employee contact details

Ensure that you have up to date contact information for the employee.

Ask the employee to supply you with an up-to-date emergency contact number for a trusted friend or family member. Remind the employee to update the HRHub details with alternative next of kin details and bank details where their salary is paid if appropriate.

### **Documents to complete**

Managers should determine whether to complete the Domestic Abuse Workplace Support Checklist <http://forestnet/article/3945/Domestic-abuse> which will help inform safety in the workplace.

With permission of the employee, Managers should refer to the local Domestic Abuse Service who can complete the Safelives Domestic Abuse, Stalking and Honour Based Violence (DASH) risk indicator checklist: <https://safelives.org.uk/node/516>. This is the recommended risk assessment tool for establishing risk specifically to do with domestic abuse. Risk is not static: as circumstances change so do risk levels and the risk assessment may need to be revisited. Employees should be encouraged to access this support and then share risk planning.

## **Assisting an employee experiencing domestic abuse**

The following arrangements are available to assist employees experiencing domestic abuse. Please also refer to the Resources section of this document and links to additional checklists and information.

### **Time off for appointments**

An employee experiencing domestic abuse may need time off work to attend appointments or facilitate practical arrangements. The following list provides examples; however, this list is not exhaustive:

- arrange appointments with support agencies during their normal working day.
- arranging appointments with solicitors
- attend court or hearings as a witness in either the civil or criminal court if they have been called under a subpoena or a witness summons.
- attend court to seek an injunction or court order in cases of violence or harassment.
- attending mediation
- viewing properties/ arrange rehousing.
- meeting teachers at school
- talking to their bank
- getting advice from domestic abuse organisations or other support agencies.

Any such requests should be treated sympathetically. Time off for these appointments should be booked under the councils compassionate leave policy and would be granted as paid time off.

### **Flexibility**

Flexible working hours may be appropriate to enable employee's (or their children) to attend health appointments resulting from the abuse, such as seeing a counsellor. This may be needed for some time after the abuse has stopped.

Consideration should be given as to whether the time off could be made up at another time.

### **Compassionate leave**

Compassionate leave may be used for domestic abuse issues. Full details are available in the Compassionate Leave Management Advice Note 3.5b

### **Unpaid leave**

A period of unpaid leave may be more appropriate. This would be at the managers' discretion. Employees wishing to use this option should discuss their needs with the manager.

### **Sickness absence**

Absence relating to domestic abuse could be considered as extenuating circumstances. Employees may phone in and record themselves as sick and unable to attend work. In some cases of longer absence this may be covered by a GP's certificate.

### **Time off for Dependents**

Where an emergency situation arises, which involves a dependent it may be appropriate for a day or half day to be taken at short notice to deal with the situation. Details are in the Time Off for Dependents Management Advice note 3.8.

### **Adjustments to an employee's role**

With the agreement of both the line manager and the employee concerned and according to the needs of the service, temporary or permanent adjustments can be put in place to assist them in managing their situation. Examples of adjustments may include changes to work patterns or workload, the number or pattern of hours worked, or changes to the duties carried out.

### **Managing flexible working requests**

You should explore the support measures available with the employee, including a temporary change in hours or working arrangements. Offering temporary or permanent changes in work base, working times and/or work patterns can help the employee feel less at risk at work and on their journeys to and from work. Adjustments could include changes to the office layout to ensure the employee is not visible from reception points, ground floor windows or working in a different location particularly if the employee is at risk of violence from a partner whilst at work.

Such changes should be managed using either the flexible working policy set out in the Flexible Working Policy Management Advice Note 5.31 or by the employee requesting a change under the WorkSmart policy.

### **Referral to Occupational Health**

Where a manager has a concern about an employee's health and the possible impact on their work or attendance at work, they should contact the Occupational Health Advice Line. Occupational Health can provide general advice on the employee's health situation and help determine whether a referral is required. An individual does not need to be absent from work for a referral to be appropriate.

### **Practical considerations for the work environment**

Where practical, offer changes in specific duties, such as not expecting the employee to answer telephones or sit on reception. If the employee normally works with clients who are subject to domestic abuse, it may be necessary to consider a reallocation of cases for a period of time.

### **Risk assessment considerations**

In considering risks and how to support the employee you should consider the following:

- To move the employee out of public view, ensuring that they are not visible from reception points or ground floor windows.
- Ensure that the employee does not work alone or in an isolated area.
- Check that the employee has arrangements for getting safely to and from home, for example review parking arrangements and consider the employee's safety in returning to their car.

### **How to respond if the abuser contacts the workplace**

Agree with the employee what to tell colleagues and how they should respond if the abuser telephones or visits the workplace.

If the abuser has an employees' work email and telephone details, consider diverting their phone calls and emails to help shield them from their abuser.

If the abuser is known to come to the workplace, discuss with the relevant Manager for Customer Services. It may be appropriate to provide a photograph of the abuser to reception and site officers.

### **Recording information**

**Keep a detailed and accurate record, dated and signed, of any disclosures of domestic abuse, whether or not they occurred in the workplace** including persistent telephone calls, emails, or visits to the employee.

You must also record any disclosures of abuse that occur in the workplace, including persistent phone calls, emails or visits to an employee by the perpetrator. Details of any witnesses to these incidents should also be noted.

Explain the need to document discussions. Explain that, as employers there is a duty of care for the health, safety and wellbeing of employees.

This information will be kept in Sharepoint. A dedicated Case Management file will be created by the HR Advisory team. Access can be given to the employee and whoever they have chosen to confide in. The employee should be aware that the HR Advisory team will also have access to the information. Benefits of using SharePoint are:

- It doesn't have to be the manager who has access.



- If the employee feels they no longer need or want support the access to the other person can be removed.
- If an employee changes job role and wants a different person as their nominated contact we can remove the original contact and add the new one.

It remains the responsibility of the nominated person to ensure that any updated notes or documents are passed to HR for Sharepoint.

Much of the information above that can be discussed or actioned with an employee has been produced in checklist <http://forestnet/article/3945/Domestic-abuse> to help with having and recording these conversations and making relevant plans.

## **Managing and recognising abusive behaviour (Perpetrator)**

The Council has a duty of care to support employees dealing with domestic abuse, and a key aspect of doing so is to be proactive about dealing with any employees who use abusive behaviours.

This information may come in a variety of ways, including:

### **Self-disclosure.**

This may be prompted by a crisis, such as a particularly serious assault, arrest or ultimatum from the abused partner.

### **Indirect disclosure.**

This could be:

- A direct allegation shared with the employer by the person experiencing abuse
- An allegation by a family member, friend or colleague
- Notification by the police or through a DBS check
- The employee needs time off to attend court

Managers should also be aware of indicators that an employee may be using abusive behaviours.

These can include:

- Negative comments made by the abuser about a partner (and women/men in general)
- Jealously or possessiveness
- Expressing anger and blaming their partner for issues
- Constant text messaging or telephoning a partner

- Repeated injuries (scratches, bite marks, bruised knuckles, injuries to wrists and forearms, which could be the consequence of their partner defending themselves)

There may be any number of reasons for this behaviour. However, managers who suspect that domestic abuse may be an issue should have the confidence to discuss this with the employee. When doing so, they should ensure that their own safety is not compromised. For example, they may take another colleague with them or meet in a public place.

Below are some examples of questions and prompts that could be used:

How are you doing at the moment?

- Your wellbeing is important to me and I've noticed that you seem distracted / upset / angry at the moment – are you ok?
- If there's anything you'd like to talk to me about at any time I'm always here to support you
- Is everything all right at home?
- You don't have to tell me anything, but please know that I would like to support you if and when you feel ready.
- What support do you think might help? What would you like to happen? How?

### **The impact of the perpetrator on other employees**

It is important to remember that it may not be possible to assess whether someone is a perpetrator based solely on their outward behaviour. Many perpetrators conceal their abuse by behaving pleasantly to most people.

Consider what potential impact the perpetrator's behaviour may have on other employees. Care must be taken at all times with regard to the disclosure of information to the perpetrator. For example, information about where employees are, how they can be contacted or when they are going home.

Steps must be taken to mitigate further risks to those being abused and other employees. These may include reassigning duties/ roles and restricting the perpetrator's access to information about the person they are targeting (including computer programmes). Some actions may require co-ordination between the managers of the perpetrator and of the person they are abusing, where necessary legal advice should be sought.

Sometimes the person experiencing abuse and the perpetrator may choose to seek solutions jointly; their decision should be respected and supported.

### **Discussions with perpetrators**

In exploratory discussions about potential support at work with an employee who has used abusive behaviours, managers should observe the following principles:

- ❑ Be clear that abuse is always unacceptable and that it may constitute criminal behaviour
- ❑ Ensure their own safety is paramount
- ❑ Be clear that abusive behaviour is a choice
- ❑ Be respectful
- ❑ Be positive about the possibility of choosing to stop. It is possible for perpetrators to change if they recognise that they have a problem and take steps to change their behaviour
- ❑ Be aware that on some level the perpetrator may be unhappy about their behaviour
- ❑ Be aware that domestic abuse is about a range of controlling behaviours not just physical violence
- ❑ Help the perpetrator to be aware of the potential cost of continued abuse. This could include: arrest; prison; loss of their relationship, long term physical and emotional damage to their partner and children; loss of contact with children; being sacked from work; loss of their home; financial losses; damage or loss of relationships with family and friends
- ❑ Seek advice from the Domestic Abuse Service Provider

## **Responding to an employee who discloses they are a perpetrator of domestic abuse**

Domestic abuse is a serious issue, and how a perpetrator's disclosures are responded to could affect the extent to which they accept responsibility for their behaviour and the need to change.

Engaging with perpetrators in a constructive way does not mean excusing the abuse and can help to increase safety and even save lives. New Forest District Council actively promotes the Domestic Abuse Policy, highlighting that domestic abuse will not be tolerated in any form and encourages anyone affected by the issue to seek support, including employees who are perpetrating domestic abuse.

The Council recognises that abusers may need help to change their behaviour and should support and encourage employees to address violent and abusive behaviours of all kinds. Managers should signpost employees to the resources section within this document.

Managers should keep a confidential record of a disclosure and any action/ decisions that they have taken. Good records may subsequently help in any legal proceedings or disciplinary hearing involving the perpetrator.

Seek advice from DA SPOC or another member of the Safeguarding Team /HR Advisor to ensure links with specialist agencies, if relevant. The Hampton Trust

provides help, advice and support to people using abusive behaviour in their relationships and includes advice to professionals.

## Support and useful contacts

### Internal Contacts

- **SPOC and Deputy SPOC, Safeguarding Team**
- **HR Advisory Team**
- **Mental Health First Aiders**
- **Employee Support Line** - you have access to free, confidential and impartial Employee Support visit:
- **Trade union representatives** - Members of a union can contact their local representatives to find out about the support available and discuss specific issues.

### External Contacts

#### External local domestic abuse contacts:

- **Hampshire Constabulary 101 (or 999 in an emergency)**
- **Hampshire Domestic Abuse Advice Line** (for public and professional queries): 03300 165 112.
- **Hampshire Domestic Abuse Partnership**  
Website (detailing all domestic abuse support contacts & other useful information): <https://www.hants.gov.uk/socialcareandhealth/domesticabuse>
- **Stop Domestic Abuse:** provide help and access to support services for victims/survivors of abuse and children living with domestic abuse.  
**Advice Line: 03300 165 112**  
Email: [advice@stopdomesticabuse.uk](mailto:advice@stopdomesticabuse.uk)  
Website: [www.stopdomesticabuse.uk](http://www.stopdomesticabuse.uk)
- **Hampton Trust:** provide help, advice and support to people using abusive behaviour in their relationships (including advice to professionals)  
**Advice Line: 02380 009898**  
Email: [advice@hamptontrust.org.uk](mailto:advice@hamptontrust.org.uk)  
Website: [www.hamptontrust.org.uk](http://www.hamptontrust.org.uk)

### National Domestic Abuse Contacts:

- **National Domestic Abuse Helpline (provided by Refuge):** 0808 2000 247
- **Karma Nirvana** <https://karmanirvana.org.uk> (for 'Honour' based abuse):  
0800 5999 247
- **Men's Advice Line:** <http://www.mensadviceline.org.uk> 0808 8010327
- **ManKind Initiative:** <http://www.mankind.org.uk> 01823 334244
- **Galop:** (National LGBT+ Domestic Abuse helpline): <http://www.galop.org.uk>  
0800 9995428
- **Respect National Helpline** (perpetrator help): <http://www.respect.uk.net>  
0808 8024040
- **Women's Aid:**  
[https://www.womensaid.org.uk/?gclid=EAlaIqobChMIpaaWz9PV7wIVzO3tCh2XfgGoEAAAYASAAEgL4cPD\\_BwE](https://www.womensaid.org.uk/?gclid=EAlaIqobChMIpaaWz9PV7wIVzO3tCh2XfgGoEAAAYASAAEgL4cPD_BwE)
- **SignHealth:** (providing domestic abuse service support for deaf people in British Sign Language (BSL): <https://signhealth.org.uk>  
WhatsApp or Facetime: 07970 350366  
Telephone: 020 3947 2601  
Email: [da@signhealth.org.uk](mailto:da@signhealth.org.uk)
- **Stay Safe East:** (specialist and holistic advocacy and support services to disabled victims and survivors of abuse) <http://staysafe-east.org.uk>

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### Domestic Abuse Workplace Support Checklist

This checklist should be considered every time a manager is presented with a disclosure of domestic abuse from a member of staff. It is important to ensure the manager has considered all areas in which the organisation could support, safeguard and help the employee. NFDC SPOC for domestic abuse is available for advice and support, or contact another member of the Safeguarding Team.

**Name of employee:**

**Reported to:**

**Date:**

**Safe contact details (employee):**

**Emergency contact:**

**Contact moving forward (details to be given to employee):**

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TASK	ACTION/NOTES
<p><b>Ensure that discussions with the employee take place in private and that as far as possible you respect their confidence</b> (whilst remaining mindful of your organisation's safeguarding policies). Suggest that you go somewhere quiet and comfortable, away from the office/desk if possible.</p>	

TASK	ACTION/NOTES
<p><b>Explain the need to document discussions.</b></p> <p>As employers there is a duty of care for the health, safety and wellbeing of employees, and as such, the employer has a responsibility to record a disclosure, whilst being in a strong position to create a safe and supportive workplace environment.</p>	
<p><b>Ask the employee</b> if there are any specific support measures they may wish to explore.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>What do you feel could help you while at work?</i></li> <li><input type="checkbox"/> <i>In what way can I (and others) help you?</i></li> <li><input type="checkbox"/> <i>What do you feel would help you keep safe?</i></li> <li><input type="checkbox"/> <i>Do you have any concerns about your children's / other people's household members safety?</i></li> </ul>	
<p>Inform the employee about local <b>support services</b>, including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Police</li> <li><input type="checkbox"/> Local domestic abuse services</li> <li><input type="checkbox"/> Employee support line</li> <li><input type="checkbox"/> Help/advice lines</li> </ul> <p>It may be useful to offer help in contacting agencies if the employee would feel more comfortable that way.</p> <p>Discuss whether the employee should see occupational health, a GP or other professional for <b>medical attention</b>?</p>	



TASK	ACTION/NOTES
<p><b>Has a report/referral been made to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The police</li> <li><input type="checkbox"/> A domestic abuse support service</li> <li><input type="checkbox"/> Other support agency?</li> </ul> <p>Which agencies will be involved?</p> <p>Has the employee consented to this?</p> <p>Normally consent should be obtained from the employee unless, in your professional judgement, there is a risk of serious harm or murder.</p>	
<p><b>Is the person completing this form the employee's line manager?</b></p> <p>If not, consideration should be given to informing the line manager.</p> <p><b>Explain to the employee the importance of keeping their manager informed.</b> This is because there may be health and safety issues which need to be addressed, and there may also be implications for the employee's performance at work which the line manager needs to be aware of.</p>	
<p>How will you respond <b>if the abuser contacts the workplace?</b></p> <p>What measures or plans have been put in place?</p>	

TASK	ACTION/NOTES
Discussion notes/additional information:	

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Signed (employee) ..... Name..... Date.....

Signed (Manager) ..... Name..... Date.....

## HR COMMITTEE – 23 NOVEMBER 2021

### **SAFETY PANELS REVIEW REPORT** (Arrangements for consultation with employees on Health, Safety and Welfare matters)

#### **1. RECOMMENDATIONS**

- 1.1 That the HR Committee note the contents of the report which includes Terms of Reference for the Safety Panels, Structure Chart, Template Agenda and current panel membership.

#### **2. INTRODUCTION**

- 2.1 The Council has a legal duty to consult with workers on health, safety and welfare matters through two sets of regulations made under the Health and Safety at Work etc. Act 1974. Those being the Safety Representatives and Safety Committee's Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996. The Health and Safety Executive (HSE) has issued an Approved Code of practice on the regulations *Consulting Workers on Health and Safety* (L146), and additional guidance *Involving Your Workforce in Health and Safety* (HSG263). These national documents provide a framework on achieving good employee consultation on occupational risks in the workplace.
- 2.2 The HSE guidance states that consultation on health and safety is a simple two-way process between management and employees, where as the employer we: **talk** to Union and Safety representatives about issues; **listen** to their concerns and raise our concerns; **seek** and **share** views and information; **discuss** issues in good time; and **consider** what employees say before a decision is made. This is considered good management practice.
- 2.3 In addition to the legal requirement's placed on the Council it's important as an organisation to do the best we can to provide a safe and healthy workplace for our staff. Research undertaken in the UK has shown that where employees feel they have a say in health and safety matters the accident rates and sickness absence rates are lower. It therefore makes good business sense to have a working consultation process with employees, which supports a good health and safety culture.
- 2.4 Under Regulation 4A of the Safety Representatives and Safety Committees Regulations 1977 (as amended) it details that every employer shall consult safety representatives in good time and with regard to:-
- The introduction of any measure at the workplace which may substantially affect the health and safety of the employees the safety representative represents;
  - Arrangements for the appointing of competent persons under the Management of Health and Safety at Work Regulations 1999;
  - Provision of health and safety information to employee safety representatives under relevant statutory provisions;
  - The planning and organisation of any health and safety training which is required to be provided to employees under relevant statutory provisions; and
  - The health and safety consequences for employees with the introduction of new technologies into the workplace.
- 2.5 The items listed above (2.4) are indicative and not exhaustive. There is a need to have flexibility for Safety Panels to cover items raised which may not appear to be the core function, but are none the less of concern to the workforce. These issues can be

brought to the attention of the Chair, with advice from the Corporate Health and Safety Team, and they may agree there is benefit for the issue to be discussed in more detail.

- 2.6 Although Safety Panels suggest a focus on just this one workplace issue (safety) the Code of Practice issued by the HSE under the two sets of Regulations details the functions of health and safety representatives to comprise health, safety and welfare at work and so safety committees should therefore be concerned with all relevant aspects of these matters in the working environment. It will be detailed in the Terms of Reference (see Appendix) for the Safety Panels to cover all these workforce issues.
- 2.7 Additional benefits to having a robust consultation process with staff can include: underpinning good health and safety culture; a stronger commitment to implementing decisions; greater trust between management and the workforce; joint problem-solving.

### **3. BACKGROUND**

- 3.1 Safety Panels have been in place for many years at New Forest District Council as the formulated process for consulting with the workforce. As you would expect there have been changes to set up to the Safety Panels in the past, for example with the splitting of the Operations Safety Panel into two groups previously, but the current format is considered appropriate by most of those attending the group.
- 3.2 As with most local government organisations there have been changes over the years to the internal processes for health, safety and welfare consultation within the organisation. The 2014 Health & Safety Communications and Consultation Structure Chart details a working Heads of Services Safety Group which was attended by senior managers from Property Services, Environmental Services, Leisure, and Human Resources. This group is no longer functioning. It is also noted that within this historic Structure Chart the Housing Service is not detailed.
- 3.3 The Leisure Safety Panel is no longer in existence following the transfer on 1<sup>st</sup> July to Freedom Leisure, so the duty is now with the management of Freedom Leisure to consult with staff across the leisure centres.
- 3.4 New Forest District Council workforce are represented at the Safety Panels by both Unions Safety Representatives (where there are unionised staff) and by elected Health and Safety representatives from a specific service. At New Forest District Council union membership is supported, and the appointment of Union Safety Representatives is encouraged. The elected representatives will be nominated and voted on every two years, and is a process organised by individual Services. The organisation is committed to providing suitable training to these staff members, and providing time off from their core roles for this training and attendance at Safety Panels. The Corporate Health and Safety Team will co-ordinate the training provided.
- 3.5 Communication by the Safety Panels: For the individual Safety Panels the process of providing an agenda and minuting of the meetings, and distributing to members of the group has ordinarily been lead by the Chair. However, it is believed that this process can be clarified further through the updating of the Safety Panel Terms of Reference. Where an Action Plan/ Actions Table is in place this may be administered by the Corporate Health and Safety Team, in addition to the reporting of accident, incident and ill health feedback for the previous quarter.
- 3.6 Communication across the organisation: It has been identified through health and safety representative feedback that there is a need to improve the communication process for employees being updated on the outcomes of the Safety Panels. One simple way to make this improvement will be to ensure that Agenda's, Minutes and

other relevant documents from the Safety Panels are held on a central Health and Safety Team ForestNet page, to signpost the work of the Safety Panels and provide greater transparency. The Corporate Health and Safety Team have this as an action on their work programme.

- 3.7 Frequency of Safety Panel meetings: historically the groups have met quarterly which is in keeping with how many other organisations run their H&S Committee structure, and this also ties in with the normal business reporting practices, e.g. looking at the previous quarter statistics and comparing with those from 12 months previous. This approach also allows the time for actions to be worked on, and documents to be reviewed before coming back to the group in a final draft. It is accepted that this helps to highlight patterns of incidents which the group need to review. In the majority of cases meeting every 3 months will allow consultation “*in good time*” with the workforce, as detailed in the Approved Code of Practice.
- 3.8 It is important to note the effects the Covid 19 pandemic has had on the Safety Panels over the last 18 months, with meetings going onto MS Team video conferencing platform, and that this has demonstrated the resilience to keep the consultative approach working from both sides.

#### **4. CLARIFYING THE EXISTING ARRANGEMENTS**

- 4.1 There are currently three Safety Panels: Housing Service; Office Based; and Operational Services. This structure is performing well and although there may be some cross-over between the groups, the three are relatively easy to manage and there are no plans to make any changes. The current set-up is sustainable. With there being a total of 12 meetings per annum the Corporate Health and Safety Team is able to support each group, and with meetings being held quarterly this ties into current corporate reporting patterns.
- 4.2 Although the different Safety Panels provide the same opportunity for consultation with employees and there is an expectation that the meetings, agenda and minutes will have a similar format, strict uniformity between each of them is not necessary. A template Agenda is detailed in the appendix to this report. It is more important that the core function of consulting on safety, health and welfare for that group of employees/ work environment works.
- 4.3 The Safety Panels need to have the objective of promoting the co-operation between employer and employees for health, safety and welfare, and have specific functions which will be covered during the meeting:-
- Review of incidents, accidents, notifiable diseases and ill health reporting over the previous quarter, and the corrective actions which have been highlighted by the investigation;
    - Review the reporting process for near misses incidents, accidents, notifiable diseases and ill health;
    - Review of health and safety audit reports for relevant workplaces;
    - Consider factual information provided by an inspector of an enforcing authority appointed under the Health and Safety at Work etc Act 1974, e.g. HSE;
    - Consider reports which a health and safety representative has undertaken following an organised workplace inspection;

- Review the development of workplace safety rules, safe systems of work, and relevant standard operating procedures;
  - Review of the health and safety training being provided to employees.
- 4.4 Membership of the Safety Panels: in order to ensure that there is value in the health and safety consultation process it is critical to have the correct people at the meetings, and more detail on group membership is include in Terms of Reference for the Safety Panels (in the Appendix).
- 4.5 Chair of the Safety Panel: again to ensure that the meeting functions correctly and decisions are able to be taken quickly and issues actioned the Chair of the Safety Panel needs to be someone who has authority to approve these actions to be taken. In order to achieve this requirement it makes a relevant Service Manager the correct person to Chair. Ideally this person will attend all of the Safety Panels, however, it is accepted that there may be an occasion when a deputy needs to step in. It is the expectation that this deputy will be another Service Manager, who is regularly in attendance at the meetings, or the Corporate Health and Safety Manager.

## **5. CONCLUSIONS**

- 5.1 The current arrangements for Safety Panels are satisfactory and do not require any significant changes. Feedback on the three Safety Panel meetings will be taken to Executive Management Team by the Corporate Health and Safety Team quarterly, so that significant health, safety or welfare issues can be discussed and accident and incident data reviewed.
- 5.2 The Corporate Health and Safety Team need to ensure that agenda's, minutes, action plans, and other documents from the Safety Panel meetings are uploaded to a signposted page of ForestNet, in order to keep employees up to date on health, safety and welfare matters and ensure there is transparency.
- 5.3 See attached *Terms of Reference, Health and Safety Consultation (Safety Panels) Structure Chart, and Template Agenda*.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 None. No significant changes to the current practices being considered.

## **7. CRIME & DISORDER IMPLICATIONS**

- 7.1 There are none.

## **8. ENVIRONMENTAL IMPLICATIONS**

- 8.1 There are none.

## **9. EQUALITY & DIVERSITY IMPLICATIONS**

- 9.1 No new requirements or issues identified.

## **10. DATA PROTECTION IMPLICATIONS**

- 10.1 No new requirements or issues identified.

## **11. EMT COMMENTS**

11.1 EMT noted the content of the report and welcomed the progress made in bringing a consistent approach to the Safety Panels moving forward.

## **12. EMPLOYEE SIDE COMMENTS**

12.1 Employee Side noted the content of the report.

## **13. Appendices:**

- A. Terms of Reference.
- B. Health and Safety Consultation (Safety Panels) Structure Chart.
- C. Template Safety Panel Agenda.
- D. Current membership of panels

### **For further information contact:**

Spencer Scott  
Corporate Health & Safety Manager  
023 8028 5435  
Spencer.scott@nfdc.gov.uk

### **Background Papers:**

"None".

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## Terms of Reference – Safety Panels

In order to meet the legislative requirements of the Safety Representatives and Safety Committee's Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, New Forest District Council will put in place formal arrangements for consultation on health, safety and welfare matters. These groups will be our **Safety Panels**, which will deliver effective consultation through positive communication and taking a co-ordinated approach to safety, health and workplace issues.

The scope of the Safety Panel is to have real and meaningful consultation on safety, health and welfare issues in the workplace. Each group shall meet at least every 3 months, unless the group unanimously agree to delay or bring forward the meeting. Core duties include the following functions:-

- Setting a culture of co-operation and trust through listening, gaining a better understanding of workforce concerns, and problem solving;
- Consider and review the introduction of any measures, initiatives, equipment or process which may substantially affect the health, safety or welfare of employees;
- Review health and safety policies and procedures;
- Review employee health and safety training;
- Review and monitor the accident and incident statistics of employees and others;
- Ensure a consistent approach to investigating incidents (near misses) and accidents across Services;
- Assist in developing measures, procedures and information to eliminate, or reduce occupational risks and inform those who may be affected in the workplace;
- Allow feedback on accident investigation reports and findings, with a view to stopping any reoccurrence;
- Consider all safety issues raised by both employee and employer side and take action as appropriate;
- Ensure that the workforce receive suitable communication on the actions to be taken following the meeting.

### **Membership and Roles:**

**Chairperson:** In order to maximize the actions of the Safety Panel the Chair of the meeting needs to have the authority to approve those actions agreed by the group, or be prepared to take safety, health or welfare matters which have a significant cost to EMT for approval. It is appropriate then for a Service Manager to take the role of Chair, which should last for a minimum of 12 months. An additional function of the Chair is to ensure the agenda is circulated at least one week before the date of the meeting and aim for minutes to be distributed ideally within one week after - while the issues discussed are fresh in the mind of those present. The agenda and minutes must be sent to all members of the group, and the date of meetings should be set out in advance at the start of the year. The Chair should attend all of the Safety Panels, however, it is accepted that there may be an occasion when a deputy needs to step in. It is the expectation that this deputy will be another Service Manager, who is regularly in attendance at the meetings, or the Corporate Health and Safety Manager

**Corporate Health and Safety Team:** To attend every meeting to support the Safety Panel and to provide feedback on accident, incident (near misses) and ill health data for the previous quarter. Where there is an Action Plan progress needs to be feedback to the group. Relevant legislative changes and national or industry guidance should be brought to the attention of the group. Feedback should also be given from other Safety Panels and from other relevant groups, e.g. Fire Safety Steering Group. The Corporate Health and Safety Team will hold a copy of agenda's,

minutes, action plans, and other relevant Safety Panel documents centrally on the ForestNet Safety Panel page.

**Management:** relevant Service Managers which come under the scope of the group should be in attendance, or send a suitable deputy, or provide a written update to the Chair when not available in person.

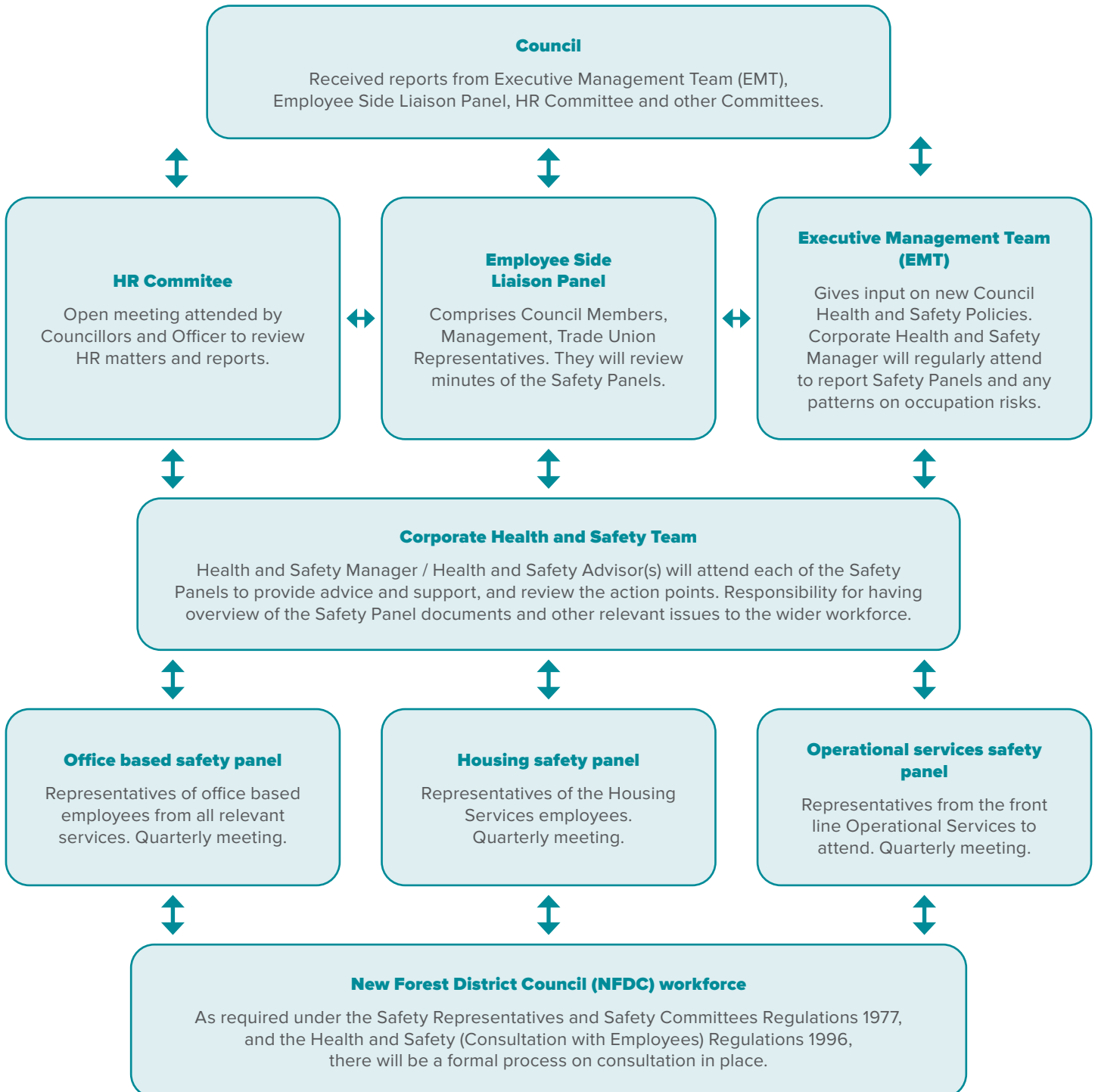
**Workforce representatives:** Unionised Safety Representatives who have members within the Services which the Safety Panel covers should be in attendance, and elected Safety Representative are to attend the meeting. It is important that relevant issues which have been raised by the workforce are voiced at the meeting so that the employer has a chance to review these concerns.

Where possible there should be equal numbers of workforce representatives (unionised and elected safety representatives), and management representatives. However, depending on the size of the services covered by Safety Panel it is not expected that this will always be possible. It is important that the group does not become too large as to create difficulty for the Chair to cover all items on the agenda.

It is not considered necessary to have a formal strict number which must be met for the Safety Panel(s) to be considered quorum, however, there must be both employer (management) and employee representatives in attendance to make the consultation process worthwhile. Where several representatives are not able to make the date/ time of the meeting then the Chair should consider postponing to a date/time where the majority of the group can attend.

All members of each panel are expected to read group documents (agenda, minutes, etc) ahead of the Safety Panel meeting so that nominated lead officers may report only on key findings at the meeting itself.

# Health and Safety Consultation (Safety Panels) Structure



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## Safety Panel Agenda Template

To aid consistency across the Safety Panel's it is appropriate to have a template agenda to give the panel Chairs a guide to ensuring there is full consultation on all relevant safety, health and welfare matters.

For the best running of the meeting, and to ensure that resources are provided to minute the meeting, it is expected that the minuting of the meeting is organised by a Service Manager, ideally the Chair, and distributed to the group within an agreed timescale (5 working days). Minutes may be held in electronic format, and a hardcopy also displayed on a local health and safety noticeboard. In addition, the Corporate H&S Team are to hold all relevant Safety Panel documents, e.g. *agenda, minutes, action plan*, centrally on the ForestNet intranet pages.

### Agenda.

- **Apologies;**
- **Introductions:** welcome to new members;
- **Previous minutes reviewed;**
- **Actions table from last meeting/ ongoing panel action plan;**
- **Health and safety monitoring feedback:** to include accident and incidents, staff training numbers, other significant issues in the last quarter e.g. first-aider changes. Expectation that the group will be updated on new legislation or industry guidance;
- **Policies and Procedures:** any new documents to be reviewed, or to inform the group of those about to be drafted;
- **Feedback on any workplace inspections/ audits undertaken, or recently published;**
- **Union/ Employee side updates;**
- **Staff health and safety training:** feedback of training, or review of outstanding training to be met;
- **Feedback from other relevant meetings:** other safety panels;
- **Any other business;**
- **Date of next meeting.**

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## Safety Panel – Membership and Dates

Office Safety Panel	Operations Safety Panel
<p>Andrew Smith – Chair.            Martin Parkes            Elain Hemming.            Helen Mooney.            James Loring.            Tom Johnson.            Bertie Russell.            Julia Chambers.            Lynn Clunie.            Chris Dathan.            Sarah Clifford.            Dan Lacey.</p> <p>Date of Next Meetings:            12 October 2021            12 January 2022 – 10 am            14 April 2022 – 10 am            14 July 2022 – 10 am            13 October 2022 – 10 am</p>	<p>Chris Noble = Chair.            Iain Park.            Simon Cooper.            Colin Mee.            Stewart Phillips.            Byron McGrail.            Leigh Nash.  <i>Safety Reps:</i>            Martin Norris (waste, union)            Steve Drodge (Street Scene, union).            James Williams (Engineering).            Paul Honeybun (workshop).            Kevin Frenchman (grounds).</p> <p>Date of Next Meeting:            12 October 2021</p>
Housing Safety Panel	
<p>Brian Byrne            Richard Fudge            Ritchie Tomson            Richard Knott            Clive Turner – Asset &amp; compliance mgr            Sarah Gardiner – servicing &amp; compliance            Matthew brown – Health and Safety Officer            Kirsty Farmer – Private Sector Hsg Mgr            Sharon Wicks – estates m'ment mgr            Marie stopinski wheeler – H&amp;S Rep (BB side)            Neil Mitchell – Asbestos Manager            Simon Cooper – Transport Manager            Toby Molineaux – H&amp;S rep (RK side)            Pol Wright – HM Admin            Kevin Beckett – Union rep (HM/depot)            Russell Palmer – responsive repairs            Peter Richards – Housing Performance officer</p> <p>Date of Next Meeting: TBC</p>	

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## HR COMMITTEE – 23 NOVEMBER 2021

### QUARTERLY HEALTH AND SAFETY REPORT (Q2)

#### 1. RECOMMENDATIONS

- 1.1 HR Committee is asked to consider the contents of this quarterly update and be aware of ongoing actions.

#### 2. EXECUTIVE SUMMARY

- 2.1 Quarter 2 has been a busy period with the ongoing response to Covid-19 and other reactive projects requiring corporate health and safety team support. Accidents, incidents and near misses reported have stayed within the normal parameters. Seven incidents were reported under RIDDOR. All three safety panels met, and a formal review of the health and safety consultation processes was undertaken.

#### 3. INTRODUCTION

- 3.1 This report highlights the health, safety and welfare work across the Council from July to September 2021. Feedback from the three Safety Panels is covered, and the accident, incident and near miss statistics are detailed in the graphical report in the appendix.
- 3.2 On 19<sup>th</sup> July England moved to step 4 of the Governments Covid-19 recovery roadmap. The legislation requiring people to work from home where possible and the wearing of face coverings was removed, which was partly as a result of the successful vaccination programme. This resulted in the Council staff guidance to change, the bubbles are no longer in place but staff are primarily expected to stay in their work areas and to continue to sign in at entrances and continue to use the desk booking system.
- 3.3 On 14<sup>th</sup> September the Government issued the Covid-19 Response: Autumn and Winter Plan, which includes a Plan B scenario for tighter measures to be re-introduced should there be a risk of the NHS becoming overwhelmed. The National situation on Covid-19 infections and how it affects the Council will continue to be monitored.
- 3.4 A report was taken to EMT (14<sup>th</sup> September) reviewing the processes for internal health and safety consultation via the Safety Panel process, to ensure duties under relevant Regulations is being met. This report detailed the need to ensure that agenda's, minutes, action plans, and other documents from the Safety Panel meetings are uploaded to a signposted page on ForestNet in order to keep employees up to date on the health, safety and welfare matters covered, which provides greater transparency. This intranet page has been created and documentation is already being held on it, although some functionality is not yet in place which ICT have responsibility for enabling.
- 3.5 The Corporate Health and Safety Team annual work programme was reviewed at Executive Heads and project priorities agreed as the following: Contractor Management and Construction Design Management Policy support and implementation; Drug and Alcohol Policy review; Lone Working Policy review; Recovery Group support (Covid-19 procedures and WorkSmart); EDRM transfer, from Meridio to Sharepoint. The new Asbestos Management Policy is also considered a priority.

- 3.6 Following a recent round of communal area asbestos surveys, undertaken by framework contractor Allium Environmental Ltd, damaged Asbestos Containing Material (ACMs) fire breaks were found above the false ceiling at both Compton and Sarum House. Analytical work has been undertaken and remediation measures are due to start shortly, with project management consultants Ramboll Ltd leading on the CDM elements. The removal works will require a licensed (framework) contractor and an ASB5 notification to the HSE, and support for this work will be provided by the corporate health and safety team.
- 3.7 The update of the Control of Contractors Policy and Asbestos Management Policy was taken to EMT on 31<sup>st</sup> August, and subsequently to Council being ratified in October. The Housing Service are leading on these two Policies following an internal audit of asbestos management procedures in 2020 which made a number of recommendations. Planning for the roll out of staff training and the implementation of quarterly management groups has started.
- 3.8 Housing Service support: two significant projects started in quarter 2 with the framework contractor Allium Environmental Ltd undertaking the next cyclical round of communal area asbestos surveys; and a review was undertaken of the Fire Risk Assessments and priority remedial actions for the sheltered stock in the Housing, which included a review of evacuation strategies. This has required a 6-month secondment of a Health and Safety Advisor to assist with the review of these survey reports, evaluate the risk assessment processes to confirm priority works, and appraise the solutions put forward.
- 3.9 Policies and Procedures: First-aid at Work Policy updated; Update of the ATC Safe Working Covid-19 guide and Depot Covid-19 guide; Draft of SLA Contract with NPA (now on hold); Near Miss Reporting highlighted with email sent out by Communications. Documents which are in the process of being updated include: Drugs and Alcohol Policy; Accident and incident reporting, and investigations Policy. The review of the corporate Lone Working Policy will start shortly, which will also require a review of the Warning Marker Register.

#### **4. SAFETY PANEL FEEDBACK**

- 4.1 Operations Panel: Waste transfer site risk assessment discussed following Veolia having recently provided more detailed site rules. Accidents, incidents and near misses in line with previous reporting and expectations. Refuse Vehicle fire discussed following an insurance investigation into the event (which was a near miss, no injuries sustained), and the lessons which could be learnt. Near Miss postcards and vehicle bump cards have been circulated to assist with accurate recording of incidents by operational staff. Shortage of Safety Representatives in some teams raised, although no obvious solution identified. Concern raised about the ability to record and monitor essential health and safety training in a sustainable way, current system is labour intensive. Solution to be sought for all the Operation Teams.
- 4.2 Office Based Panel: the annual Safety Reps office inspections has been delayed due to the implications of Covid-19, it is now expected that these will start in December 2021. Despite a shortage of Safety Reps all areas of Appletree Court should be covered.
- 4.3 Housing Panel: PCN7 lone working system to be phased out, alternative systems will need to be identified over the next 6 months. Highlighted that the concerns with the Warning Marker Register are still outstanding, part of this is inconsistent staff training, there is also a need to ensure all relevant individuals are on the list and have suitable information recorded about safety concerns and the actions staff should take, e.g. visits in pairs. Solutions to resolve the areas of weakness identified in a previous audit

are outstanding, the need to record information from 3<sup>rd</sup> party organisations e.g. Probation Service warnings on individuals.

- 4.4 Corporate Health and Safety Team will continue to support and monitor the number of Safety Representatives across the Council, identifying staff to take on this role continues to be a challenge in some teams. If numbers drop there may be the need to have solutions to communicate the benefits to individuals and the wider workforce.
- 4.5 In the next quarterly health and safety report a detailed update will be provided on the Safety Panel actions table once these have been reviewed.

## **5. ACCIDENTS, INCIDENTS AND NEAR MISSES**

- 5.1 The graphical report in the Appendix details the accidents, incidents, near misses and vehicle incidents occurring quarter 2. There was a total of 50 accidents/ incidents reported across the Council which included 16 near miss events. This is a slight rise compared to 2020/2021.
- 5.2 Reportable incidents: there were 7 incidents which were reported under RIDDOR to the Health and Safety Executive, which included reports for Compton and Sarum Houses where historic asbestos insulation board damage was identified by an asbestos surveyor working for Allium Environmental Ltd.
- 5.3 Other accidents/ incidents reported under RIDDOR included: gas engineer where part of the boiler fell onto his hand resulting in a fracture and time off work; deep cut to leg of waste operative because of broken pane of glass being put into waste sack (time off work); bulky waste collection operative injury to back when lifting white goods (time off work); grounds maintenance operative using silky saw which resulted in injury (time off work).
- 5.4 There were 34 vehicle incidents during the quarter, ranging from minor stationary incidents through to the refuse vehicle fire which resulted in the truck being written off and insurance monies paid. Significant issues are reviewed by Insurance Officer, Transport Manager and Health and Safety Advisor.
- 5.5 The Corporate Health and Safety Team opened investigations into serious incidents, especially those where it is believed there could be a reoccurrence or lessons to learn.
- 5.6 The Corporate Health and Safety Team will continue to communicate with managers and staff about the benefits of reporting near miss events, as one of the ways to review safe working procedures which will improve risk reduction and have the potential to stop accidents.

## **6. EMT COMMENTS**

- 6.1 EMT considered the contents of this quarterly update.
- 6.2 EMT supported the planning and implementation of the Asbestos Management Policy to ensure that Officers have the resource and support to enable the duty to manage to be complied with in full.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 None. No significant changes to the current practices being considered.

## **8. CRIME & DISORDER IMPLICATIONS**

- 8.1 There are none.

**9. ENVIRONMENTAL IMPLICATIONS**

9.1 There are none.

**10. EQUALITY & DIVERSITY IMPLICATIONS**

10.1 No new requirements or issues identified.

**11. DATA PROTECTION IMPLICATIONS**

11. 1 No new requirements or issues identified.

**12. EMPLOYEE SIDE COMMENTS**

12.1 Employee side noted the content of the report

**13. Appendix 1.**

*Table of accident, incident and near miss reporting for quarter 2 (2021/2022).*

**For further information contact:**

Spencer Scott  
Corporate Health & Safety Manager  
023 8028 5435  
Spencer.scott@nfdc.gov.uk

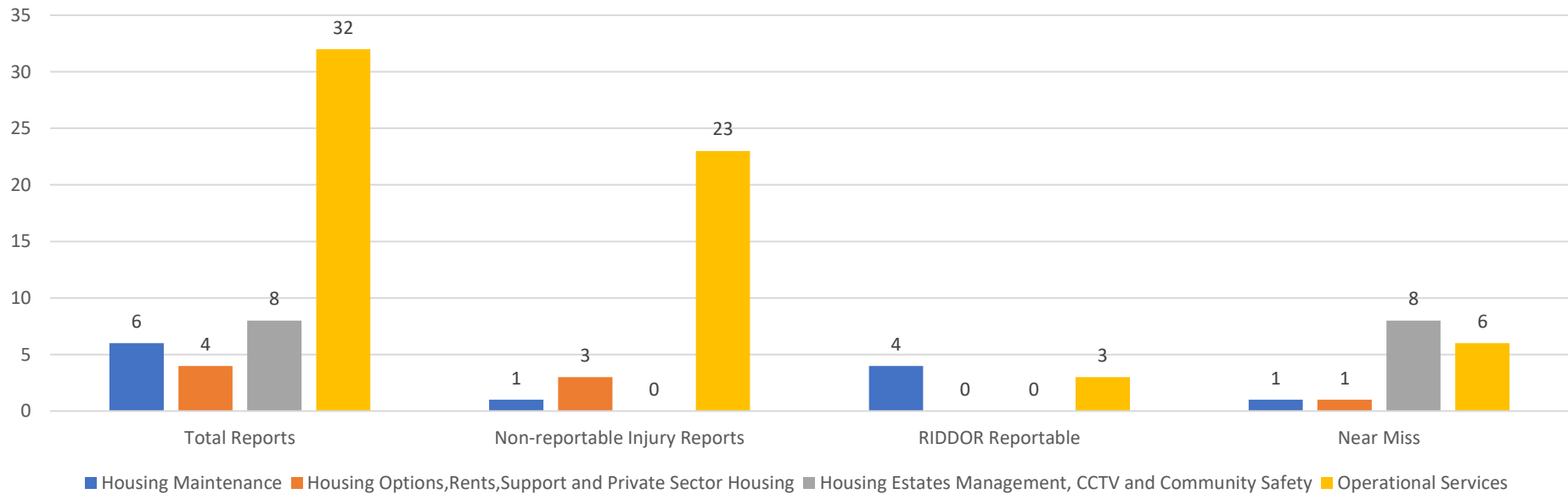
**Background Papers:**

“None”.

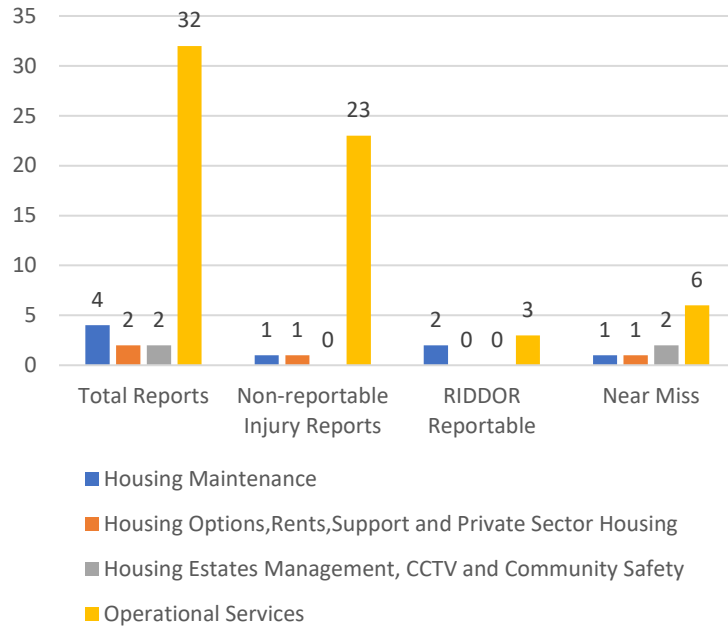
# Corporate Incident and Accident Quarter 2 Report 2021/2022

Accidents and Incidents states taken on 28/10/2021

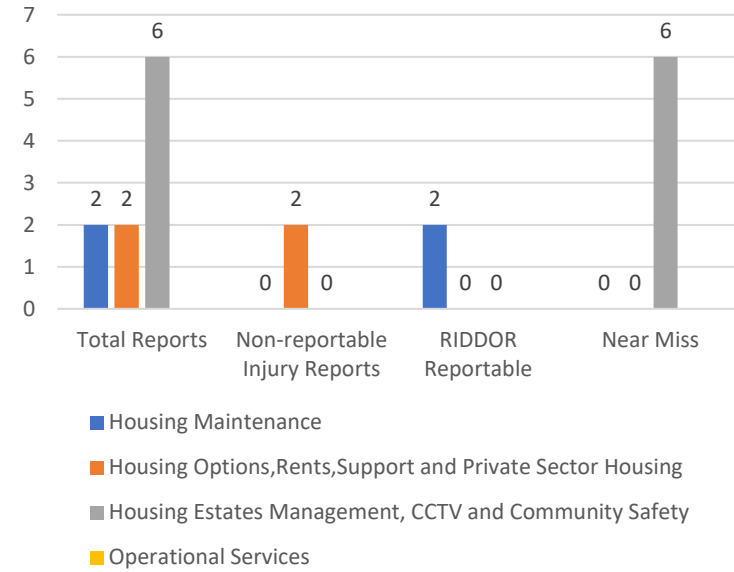
All Incidents and Accidents Q2



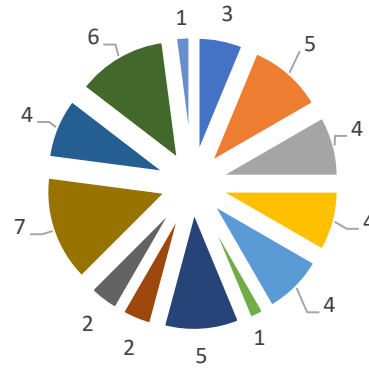
### Employee Incidents and Accidents Q2



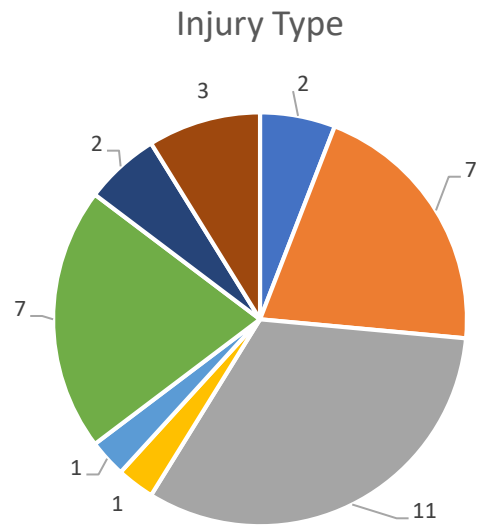
### Member of the Public Incidents and Accidents Q2



Cause



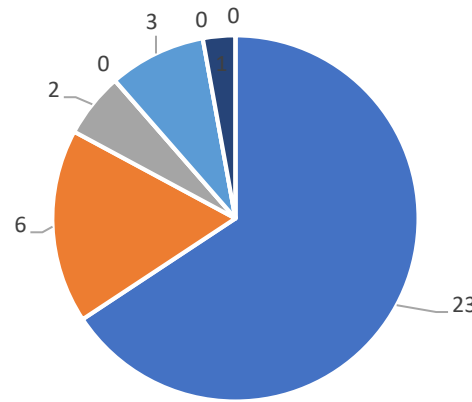
- Abusive/Threatening behaviour
- Contact with harmful substance
- Hit by falling/moving/flying object
- Other (not classified)
- physical assault
- Being exposed to fire or explosion
- Contact with Sharp Object (Syringe, Blade etc.)
- In contact with moving equipment/machinery/vehicle
- Slips/Trips
- Carrying/handling/ lifting
- Fall from Height
- Injured by animal
- Near miss



■ Bite ■ Cuts ■ Damage to vehicle or property ■ Fracture ■ Other (Shock etc) ■ Sprains and strains ■ Superficial injuries (bruising etc) ■ Verbal Abuse

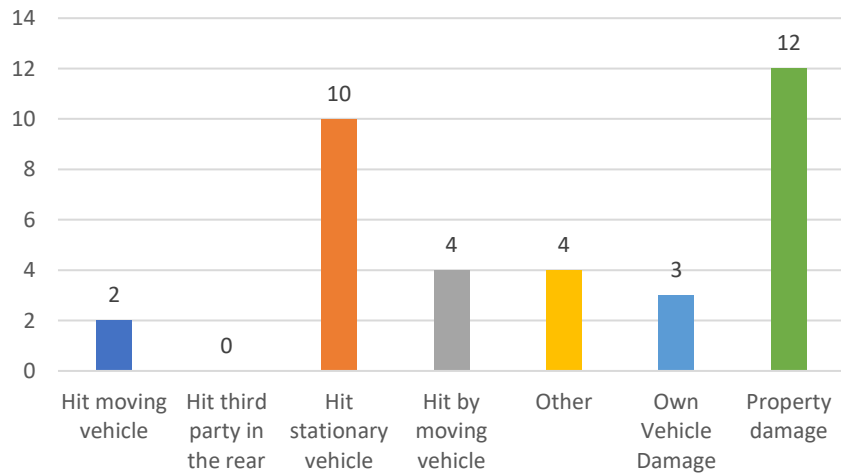


### Vehicle Incidents

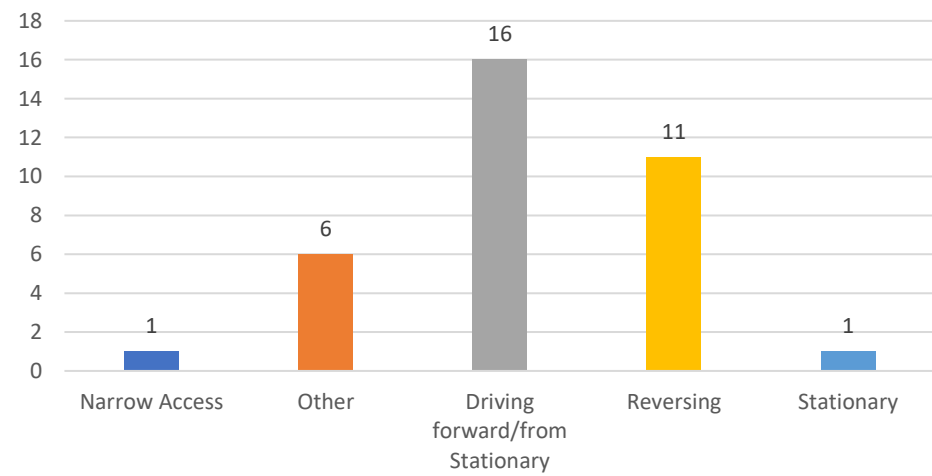


■ Waste  
 ■ Housing Maintenance  
 ■ Street Scene  
 ■ Engineering Works  
 ■ Open Spaces  
 ■ Transport  
 ■ Parking Enforcement  
 ■ Other

### Category



### Manoeuvre Type



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