

NON-CONFIDENTIAL



Borough of Tamworth

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APPOINTMENTS AND STAFFING COMMITTEE

6 November 2024

Dear Councillor

A meeting of the Appointments and Staffing Committee will be held in **Town Hall, Market Street, Tamworth on Thursday, 14th November, 2024 at 6.00 pm.** Members of the Committee are requested to attend.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. C. V.' with a stylized flourish at the end.

Chief Executive

A G E N D A

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- 1 Apologies for Absence**
- 2 Minutes of the Previous Meeting (Pages 5 - 6)**
- 3 Declarations of Interest**

To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.

When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.

4 Update to Corporate Health and Safety Policy (Pages 7 - 56)

(Report of the Portfolio Holder of Environmental Sustainability, Recycling and Waste)

5 Appointment of two temporary 12-month Active Wellbeing Engagement Officer posts (Pages 57 - 66)

(Report of the Assistant Director Environment, Culture and Wellbeing)

6 Pay Policy 2024 (Pages 67 - 96)

(Report of the Head of HR and Organisational Development)

7 Exclusion of the Press and Public

To consider excluding the Press and Public from the meeting by passing the following resolution:-

“That in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public”

At the time this agenda is published no representations have been received that this part of the meeting should be open to the public.

8 Summary of HR Changes (Pages 97 - 110)

(Report of the Head of HR and Organisational Development)

Access arrangements

If you have any particular access requirements when attending the meeting, please contact Democratic Services on 01827 709267 or e-mail democratic-services@tamworth.gov.uk. We can then endeavour to ensure that any particular requirements you may have are catered for.

Filming of Meetings

The public part of this meeting may be filmed and broadcast. Please refer to the Council's Protocol on Filming, Videoing, Photography and Audio Recording at Council meetings which can be found [here](#) for further information.

If a member of the public is particularly concerned about being filmed, please contact a member of Democratic Services before selecting a seat.

FAQs

For further information about the Council's Committee arrangements please see the FAQ page [here](#)

To Councillors: C Dean, N Arkney, B Clarke, J Oates and R Kingstone.

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**MINUTES OF A MEETING OF THE
APPOINTMENTS AND STAFFING
COMMITTEE
HELD ON 12th SEPTEMBER 2024**

Present: Councillor C Dean (Chair), Councillors N Arkney, B Clarke and J Oates

The Following Officers were present: Anica Goodwin (Executive Director Organisation), Hamid Khan (Assistant Director, neighbourhoods), Tina Mustafa (Assistant Director Neighbourhoods) and Lucy Mitchell (Disabled Adaptations Manager)

9 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor T Jay.

10 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 12th June 2024 were approved and signed as a correct record.

(Moved by Councillor N Arkney and seconded by Councillor B Clarke)

11 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

12 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That members of the press and public be now excluded from the meeting during consideration of the following item on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraphs 1,2,3 & 4 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

(Moved by Councillor N Arkney and seconded by Councillor B Clarke)

13 ADAPTATIONS TEAM STAFFING STRUCTURE

Report of the Assistant Director of Assets.

Resolved that the Committee:

Approved the recommendations in the report.

(Moved by Councillor B Clarke and seconded by Councillor N Arkney)

14 TENANTS VOICE MANAGER AND TENANT & LEASEHOLDER ANALYSIST

Report of the / Assistant Director – Neighbourhoods.

Resolved that the Committee:

Approved the recommendation within the report

(Moved by Councillor B Clarke and seconded by Councillor N Arkney)

15 POLICY AND PERFORMANCE TEAM

Report of the Executive Director Organisation, Deputy Chief Executive and Head of Paid Service.

Resolved that the committee:

Approved the recommendation within the report

(Moved by Councillor N Arkney and seconded by Councillor B Clarke)

Chair _____

Appointments and Staffing Committee

Thursday, 14 November 2024

Report of the Portfolio Holder of Environmental Sustainability, Recycling and Waste

Health and Safety Policy

Exempt Information

None.

Purpose

To update members regarding the updated Corporate Health and Safety Policy September 2024. The reviewed policy can be found in Appendix 1.

Recommendations

It is recommended that:

1. The Appointment and Staffing Committee recommend to Cabinet that the policy is formally approved for immediate implementation.

Executive Summary

The Health and Safety Policy has been reviewed and updated, and approved by the Health and Safety Working Group, and has been subject to consultation with the Corporate Management Team and our recognised Trade Unions.

The main updates to the existing policy include:

Updated foreword

Inclusion of the new Chief Executive's name.

Clarification of specific roles and responsibilities for

- Leader, cabinet and elected members
- Member Lead
- Housing landlord health and safety lead
- Health and safety champion
- Directorate health and safety champions
- Asset management
- Minor wording changes

Options Considered

Not applicable.

Resource Implications

There are no ongoing resource implications for implementing the updated policy.

Legal/Risk Implications Background

Not having legally compliant health and safety policies exposes the organisation to a greater risk of Employment Tribunal claims.

Equalities Implications

An updated Community Impact Assessment is attached to this report.

Environment and Sustainability Implications (including climate change)

None.

Background Information

None.

Report Author

Steve Langston- Health and Safety Manager

Hannah Peate- Assistant Director Environment, Culture and Wellbeing

Anica Goodwin- Deputy CEO and Executive Director Organisation

List of Background Papers

Community Impact Assessment

Community Impact Assessment

Part 1 – Details		
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Updated Health and Safety Policy	
Date Conducted	25/10/24	
Name of Lead Officer and Service Area	Assistant Director Environment, Culture and Wellbeing- Hannah Peate	
Commissioning Team (if applicable)		
Director Responsible for project/service area	Executive Director Organisation	
Who are the main stakeholders	Environment, Culture and Wellbeing Regeneration and Growth	
Describe what consultation has been undertaken. Who was involved and what was the outcome	CMT Health and Safety Working Group TULG Managers Portfolio Holder	
Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc)		
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>
	A Strategy/Policy/Procedure	<input checked="" type="checkbox"/> Yes
	A function, service or project	<input type="checkbox"/>
What kind of assessment is it? Indicate with an 'x' which applies	New	<input type="checkbox"/>
	Existing	<input type="checkbox"/>

	Being reviewed	<input checked="" type="checkbox"/> Yes
	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>

Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.
Update conducted to the Corporate Health and Safety Policy

Who will be affected and how?

The whole workforce is affected and this policy provides clarity on roles and responsibilities

Are there any other functions, policies or services linked to this impact assessment?

Yes No

If you answered 'Yes', please indicate what they are?

New and Expectant Mothers Procedure

Part 3 – Impact on the Community

Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

Impact Area	Yes	No	Reason (provide brief explanation)
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	New and expectant mothers specifically mentioned under section 4.17 and covered through the relevant procedure referenced.
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gypsy/Travelling Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Those with caring/dependent responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Those having an offending past	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Children	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Vulnerable Adults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Families	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Those who are homeless	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Those on low income	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Those with drug or alcohol problems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drugs and Alcohol referenced under section 4.5 Occupational Health referenced in the policy and available for colleagues.
Those with mental health issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Occupational Health referenced in the policy and available for colleagues.
Those with physical health issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Occupational Health referenced in the policy and available for colleagues.
Social inclusion Please include refugees and asylum seekers,	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Social inclusion: Armed Forces The Armed Forces Covenant is a pledge that together we acknowledge and understand that those who have served in the armed forces, and their families, should be treated with fairness and respect and any impact should be considered	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Health and Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Having an up-to-date policy in place ensures staff wellbeing and support is recognised. Occupational Health referenced in the policy and available for colleagues.
Climate Change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Part 4 – Risk Assessment

From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications. this includes climate change considerations

This is the section in which to please outline any actions to mitigate negative or enhance positive impacts in terms of economic, environmental or wider societal considerations, and actions to review and monitor the overall impact of the change accordingly.

Impact Area	Details of the Impact	Action to reduce risk
All	As above	No mitigation or further measures are considered necessary or appropriate other than those detailed in Part 5, and covered through ongoing review of relevant procedures.

Part 5 - Action Plan and Review

Detail in the plan below, actions that you have identified in your Community Impact Assessment, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome
Positive	Outcomes and Actions entered onto Pentana and now included in the quarterly performance report	AD Environment, Culture and Wellbeing.	Ongoing	Considered by CMT, Scrutiny and Cabinet
Positive	Areas positively impacted and covered in the CIA and through the H&S policy specifically.	AD Environment, Culture and Wellbeing	ongoing	Ongoing through policy reviews

Date of Review (If applicable)annually.....

Appendices

Appendix 1 Updated Health and Safety Policy

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Health, safety and welfare at work policy

September 2024

How Tamworth Borough Council delivers its commitment to
health, safety and welfare to employees and others

Document Status: Final

Document Ref: HSP

Owner: Health and Safety Team

Version: 4

Date: September 2024

Document control:

working together for a safer workplace



Health & Safety Shared Service
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01543 308107

Approved by
CMT / Trade Union Liaison Group/ Health and Safety Working Group

Revision History

Revision Date	Version Control	Summary of changes
June 2018	3	Minor amendments to: <ul style="list-style-type: none"> • Responsibilities section amended to reflect latest restructure (Job titles) • Reviewed and updated to new format to follow HSE Guidance
June 2021	3.1	Full review postponed due to Covid response
July 2024	4	Updated foreword Inclusion of new Chief Executives name Clarification of specific roles and responsibilities <ul style="list-style-type: none"> • Leader, cabinet and elected members • Member Lead • Housing Landlord Health and Safety Lead • Health and safety Champion • Directorate Health and Safety Champions • Asset Management Minor wording changes

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1 Policy Statement

1.1 Foreword

This policy demonstrates the duty of care owed by the Council to its employees and others that it will go about its business in a way that will not put people at risk of harm.

We are all members of one team, and we need to work in a way which looks after our own and each other's health, safety, and welfare. As an employer, the Council and its managers have a duty to protect your health and safety and we know that you will enjoy work and be able to do a great job for the people of Tamworth Borough if you are fit, healthy and feel safe and well. Therefore, protecting your health and safety is in the interests of all of us – you, the people you work with, the Council and our residents.

Employees are the Council's most valuable resource and as such we are committed to ensuring their health, safety and welfare.

We expect ownership of health and safety by everyone, regardless of their seniority, their directorate or their role. We will do this by promoting its importance, by consulting and listening, and by nurturing a culture that allows people to raise issues and concerns without fear of recrimination or blame.

All of us need to take responsibility for health and safety, regardless of our role, service area or seniority. We will do this by promoting its importance, by consulting and listening, and by nurturing a culture that actively encourages us to raise issues and concerns without fear of recrimination or blame.

Please read this policy as it highlights how the Council will meet the challenges and explains the important role everyone will play in achieving the objectives and keeping people in our workplaces safe.

Stephen Gabriel
Chief Executive
September 2024

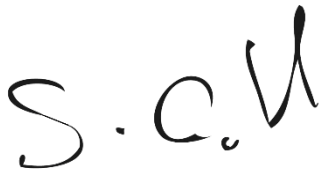
Anica Goodwin
Executive Director - Organisation
September 2024

1.2 Health, Safety and Welfare Policy Statement

- 1.2.1 This General Policy Statement underlines our belief that an excellent council is a safe council. Since we are committed to successful management of health and safety, it follows that minimising risk to people, property, service continuity and our reputation is inseparable from all our other priorities.
- 1.2.2 A high standard of health and safety management is expected of us by our stakeholders, whether they are our employees, service users, customers, the government and its enforcing agencies or society generally.
- 1.2.3 The Council recognises and accepts its statutory responsibilities as an employer and will strive to secure the health, safety and welfare of its employees and others affected by its activities (for example, members of the public, service users, visitors, contractors, etc). We will do this by assessing the possible risks and establishing suitable and adequate risk control measures.
- 1.2.4 The Council is committed to complying with all relevant health and safety legislation. The Council does, however, recognise that compliance with legislation is only a minimum requirement, and therefore we strive to improve to achieve higher standards.
- 1.2.5 The Council is committed to continuous improvement that will include the setting of objectives and targets. Health and safety objectives are regarded as being of equal importance to other corporate objectives. The management of health and safety is regarded as an integral part of the Council's business activities.
- 1.2.6 The Council acknowledges that the Policy and what it represents, can contribute to the organisation's performance and reputation by:
- Protecting our staff and service users
 - Improving the quality of services delivered;
 - Reducing losses (including accidents, violence, ill health, sickness absence) and liabilities;
 - Protecting the environment;
 - Making continuous improvements in health and safety performance; and
 - Encouraging all employees to think about how they can do their jobs more safely
- 1.2.7 Sufficient financial and physical resources will be provided to implement this policy. It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety.
- 1.2.8 The Council is committed to the development of a climate in which a positive health and safety culture can develop. The Council will achieve this by:
- Maintaining effective systems of communication on health, safety and welfare matters;

- Ensuring that there is sufficient competency within the organisation in terms of health and safety management including support and advice;
 - Establishing and maintaining control by setting clear health, safety and welfare objectives and providing strong leadership; and
 - Securing co-operation between individuals, trade unions, employee safety representatives and working groups.
- 1.2.9 Steps will be taken to take a risk assessment approach to activities to avoid accidents, work-related ill health and dangerous occurrences paying particular attention to the provision and maintenance of:
- a safe place of work including safe access to it and safe egress from it;
 - a healthy working environment;
 - plant, equipment and systems of work that are safe;
 - safe arrangements for the use, handling, storage, and transport of articles and substances.
- 1.2.10 The Council promotes a ‘no blame culture’ as this is an essential part of this policy and is supportive of individuals who participate in hazard or near miss accident reporting.
- 1.2.11 It is recognised that accidents, ill health and incidents may result from failings in management control and are not necessarily the fault of an individual employee.
- 1.2.12 All employees, however, are expected to accept their responsibility to work safely, adhering to safety rules and work procedures, using safety equipment provided, and generally to contribute to the maintenance of safe and healthy working conditions.
- 1.2.13 The Council is committed to making sure that any work carried out on its behalf, is done so with the risks to the health, safety and welfare of employees and others reduced to as low a level as is reasonably practicable. As site occupier and client, the Council will plan, co-ordinate, control, monitor and review the activities of contracted organisations to effectively minimise the risks presented by contract work.
- 1.2.14 Our contractors and their subcontractors must co-operate with us to enable the requirements of this policy and our statutory duties to be met. We will ensure that contractors selected are competent to manage the safe execution of the work, and that our contractors and their sub-contractors have systems in place to ensure that risk control measures are identified before work commences and that their activities are monitored appropriately during work.
- 1.2.15 The Council will co-operate and co-ordinate with other employers to secure a safe and healthy workplace and work environment for our employees in the case of shared workplaces. In joint ventures/partnership arrangements, managers and staff appointed by the Council are required to encourage the other partner to work to the Council’s health and safety standards. As a minimum, the joint venture/partnership arrangement must comply with relevant legislation and have access to competent health and safety advice.
- 1.2.16 The capabilities of employees as regards health and safety will be taken into account when entrusting work to them. Appropriate health and safety training will be provided to employees to enable them to meet the required standards of performance.

- 1.2.17 All managers and employees have a legal duty to take reasonable care of their own health and safety, and for the safety of other people who may be affected by their acts or omissions. Every employee must co-operate with the Council to enable all statutory duties to be complied with.
- 1.2.18 The Council is committed to effective communication and consultation on Health, Safety and Welfare matters with all relevant parties and will report on its health and safety performance on an annual basis.
- 1.2.19 The Council's Health and Safety Management system is based on The Management of Health and Safety at Work Regulations and the HSE Guidance HSG 65 'Successful Health and Safety Management'. (see Appendix 1 for detailed information)
- 1.2.20 The Health, Safety and Welfare Policy and its accompanying health and safety policies & procedures apply to all Council activities and workplaces. Compliance with this range of policies and related standards is mandatory and subject to periodic audit.
- 1.2.21 This policy will be reviewed and amended at least every two years or as required. A copy of all health and safety policy and procedures are available on the Council's intranet.
- 1.2.22 "Whilst we are each responsible for health, safety and welfare, we do much better when we work as a team. Protecting people's health and safety and promoting welfare matters to us all".
- 1.2.23 This Health, Safety and Welfare Policy Statement has the support of the Directors and their Management Teams and will be adopted within all Directorates.



Stephen Gabriel
Chief Executive
September 2024



Anica Goodwin
Executive Director - Organisation
September 2024

2. The Organisation of Health and Safety

2.1 *Devolvement of Health and Safety Management*

- 2.1.1 The Council has a system of devolved management. In line with this, health, safety and welfare functions are delegated to managers to enable, wherever practicable, health, safety and welfare issues to be addressed at a local level.
- 2.1.2 The Council has a shared service level agreement with Lichfield District Council who provides a Health and Safety Competent Person (Health & Safety Advisors) to both Stafford and Tamworth Borough Councils. These advisors provide advice and support to help managers fulfil their health and safety responsibilities.
- 2.1.3 Whilst management is devolved for practical purposes, the ultimate responsibility for health and safety of people, rests with the employer and its senior managers, i.e. Council Members, and its Leadership Team comprising the Chief Executive, Executive Director - Organisation and Directors.
- 2.1.4 Health and safety arrangements, and performance, will be monitored by Members through Corporate Scrutiny Committee in conjunction with the Chief Executive Officer, Executive Director - Organisation and Directors.
- 2.1.5 Leadership Team will ensure that health, safety and welfare is a primary consideration in policy development and resource planning. Leadership Team will also ensure adequate monitoring and will review the effectiveness of health and safety strategies across the Council.
- 2.1.6 Service Managers, line managers and supervisors play a key role in managing and supervising health and safety, and in maintaining and improving health and safety standards. To support this function, the Council will provide through its Health and Safety personnel competent advice on health, safety and welfare matters. The provision of a Health and Safety team does not detract from the primary responsibility of managers and supervisors to ensure safe conditions.
- 2.1.7 The Council also recognises the key role played by all managers and employees in effective health and safety risk management. They have a crucial part to play in maintaining and improving health and safety standards, therefore they will be made aware, via appropriate training and information, of their legal and moral obligations in respect of health, safety and welfare.
- 2.1.8 The Council will ensure that occupational health facilities are provided and will identify and control work-related ill health. Further, the Council will make sure that the work environment is monitored as necessary to encourage co-operation, partnership and joint consultation between Trade Unions appointed Health and Safety Representatives/Employee Representatives and Management on matters of health, safety and welfare.

2.2 Individual Responsibilities

The leader, cabinet, and elected members

The leader, members of the cabinet and other elected members will:

- Ensure that the health, safety and welfare implications of decisions are properly considered.
- Ensure that legal requirements in relation to health, safety and welfare are appropriately resourced to ensure no breach of law. This will be particularly important when setting budgets.
- Ensure that appropriate health, safety and welfare measures are properly incorporated within all Council activities.
- give due regard to and support the implementation of this policy when exercising their functions, ensuring that decision making is consistent with the promotion of the occupational health, safety and wellbeing policy and management of risk
- monitor the occupational health, safety, and wellbeing performance of the council
- act as role models in promoting the management of occupational health, safety, and wellbeing

Member Lead

The Deputy Leader will act as the Member lead and has accountability for strategic workforce issues, the Housing landlord lead and is responsible for holding officers to account on the delivery of the council's overarching workforce strategy including the health, safety, and wellbeing of staff.

The Deputy Leader will:

- ensure that performance is reviewed and that any significant issues are brought to their attention through regular review
- ensure elected members are kept informed of strategic occupational health, safety, and wellbeing issues
- direct actions, where appropriate, including referring decisions to council business management or cabinet
- support and promote the implementation and application of this policy amongst elected members and officers

Housing Landlord Health and safety lead

The Deputy Leader will act as the Housing Landlord health and safety lead. In this role they will scrutinise, assess, and report on compliance with those health and safety requirements relevant to the Council's direct provision of social housing. The *role* will:

- monitor the Council's providers compliance with health and safety requirements insofar they relate to its function as a registered provider of social housing
- assess risks of failure to comply with health and safety requirements;
- notify the Cabinet of material failures by the Council to comply with health and safety requirements;
- provide advice to the cabinet as to how the Council should address risks and failures to ensure that the council complies with health and safety requirements relating to tenants and housing responsibilities.

Health and Safety Champion

The prime responsibility for health, safety and welfare and the prevention of accidents, violence and ill health rests with line managers, but the ultimate responsibility for health and safety within the organisation remains with the Executive Director - Organisation. The Executive Director - Organisation will also act as the Health and Safety Champion. The Executive Director – Organisation will be supported by the Assistant Director Environment, Culture and Wellbeing.

The Council’s Health and Safety Champion has a critical role to play in ensuring that health and safety risks are properly managed and will have the support of the other Directors in order to carry out this function.

The role of the Council’s Health and Safety Champion does not, however, diminish the responsibilities of the other Directors, Assistant Directors and of Leadership Team, as a group with regards to the management of the health and safety risks.

The Council’s Health and Safety Champion will:

- act as an advocate for occupational health, safety and wellbeing management within the council and council leadership team and will support the chief executive in meeting the responsibilities set out in this policy
- ensure adequate governance arrangements exist at council wide and directorate levels for the effective leadership of occupational health, safety and wellbeing including ensuring the cabinet member for finance and resources is informed of performance
- promote the adequate provision and allocation of resources for this policy to be effectively implemented
- ensure the appointment of sufficient competent persons to assist the council in the effective delivery of its responsibilities for occupational health, safety, and wellbeing
- ensure occupational health, safety and wellbeing matters are given due consideration when developing any policies and strategies, and when allocating associated responsibilities and resources

Directorate Health and Safety Champions

Each Assistant Director will support the Executive Directors as their Directorate Champion. They shall ensure that health and safety is given proper consideration by senior managers and more widely within teams, when developing Council policy and services.

In addition to their responsibilities as line managers, the extended leadership team will:

- demonstrate clear leadership and commitment to occupational health, safety, and wellbeing management
- where relevant, identify appropriate staff to undertake the role of Responsible Person to manage and co-ordinate building safety issues including asbestos, Legionella, fire safety and statutory testing
- identify appropriate staff to carry out occupational health needs assessments and health surveillance to meet statutory occupational health requirements

- identify appropriate staff as safety support with responsibility for health and safety within the directorate ensure that suitable resources, in terms of time, finance and personnel, proportionate to the level of risk, are available to implement health and safety policies and arrangements within their directorate and that managers and staff are competent to fulfil their responsibilities
- support a health and safety working group to promote health and safety and ensure that employees are consulted related matters

The Health and Safety Manager will provide professional advice and support to the Health and Safety Champions to allow them to fulfil their responsibilities.

2.3 Allocation of General Responsibilities

The duties and responsibilities for health and safety are allocated as follows:

Policy Makers

Policy Makers are those who are responsible for devising and adopting policy on health, safety and welfare matters at a strategic level. They devise, preserve, develop, approve, promote and maintain the Council's health and safety management system. Policy makers also make sure that health and safety matters are considered when organisational decisions are made. The Council's Health and Safety Champion has overall responsibility for policy formulation and development.

Planners

Planners are those who develop detailed local plans to achieve corporate health and safety objectives. They contribute to the Council's health and safety management system by concerning themselves with management arrangements for the identification, elimination and control of hazards and risks within their area of responsibility.

Implementers

Implementers are those within the organisation who make sure that the workplace precautions and safe systems of work are developed in order to control hazards and risk control measures are in place and put into practice.

Assisters

Assisters are those that have the authority, independence and competence to advise, Directors, Management and Employees (or their representatives). They will normally be a member of the Health and Safety Team. They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.

Employees

Employee responsibilities described within this policy apply to all employees regardless of position.

<p align="center">Health and Safety Responsibilities</p>	<p align="center">Who does this include:</p>
<p>Policy-makers (the people that make the Council Policies)</p>	<p>Members, Appointments and Staffing, the Chief Executive Officer, Executive Director – Organisation , Directors, Health and Safety Champions, Leadership Team</p>
<p>Planners (the people who need to plan how health and safety is effectively managed)</p>	<p>Assistant Directors, Heads of Service, Service Managers, Designers, and Trade Union Liaison Group, members of the Health and Safety Working Group</p>
<p>Implementers (those who have a day to day responsibility and can positively influence how a job is completed)</p>	<p>Managers, Supervisors, Premises Managers, Contract Supervising Officers</p>
<p>Assisters (those who are available to provide advice and guidance on how to comply with requirements)</p>	<p>Health and Safety Officers, Occupational Health Professionals, Specialist Technical Staff, Strategic Partners.</p>
<p>Employees (All employees, at any level have responsibilities)</p>	<p>Permanent, casual, temporary, work placement students, agency, contract and voluntary workers.</p>

In addition to the above categories there are some employees who will have specific health and safety responsibilities allocated to them within specific Health and Safety policy and procedural arrangements. For instance, officers may be responsible for Construction, Design and Management arrangements, Fire Safety, Asbestos Management, First Aid etc.

2.4 Policy Makers

Policy Makers will devise, preserve, develop, approve, promote and maintain the Council's Health and Safety Management System by:

1. Ensuring that their decisions reflect the commitment of this policy and provide a positive culture towards health, safety and welfare issues.
2. Specifying a structure for health and safety planning, measuring performance, reviewing performance, auditing and monitoring the Health and Safety Systems;
3. Establishing structures and strategies to implement policy and integrating these into general business activity;
4. When making policy decisions or considering organisational change, making sure that any relevant health, safety and welfare issues are fully addressed;
5. Setting targets to improve health and safety performance as part of the business planning process;
6. Making sure that sufficient resources are available for the implementation of this Policy and its supporting arrangements;
7. Ensuring that responsibilities for safety, health and welfare are properly assigned, understood and implemented;
8. Agreeing plans for improvement and reviewing progress of the Health and Safety Policy, the development of the health and safety management system and the strategic approach to corporate health and safety strategy;
9. Ensuring that Members and Cabinet understand and consider the Council's obligations and the resource needed to the implement the Health and Safety Policy;
10. Ensuring that health and safety is an integral part of the procurement process, and that the Council makes legitimate and relevant health and safety requirements a significant factor in its procurement decisions;
11. Ensuring sufficient competent persons (Health and Safety Advisers) are appointed to assist in undertaking measures necessary to comply with statutory requirements and that such persons receive adequate cooperation and communication and are provided with the resources necessary to fulfil their functions.
12. Seeking advice from the Health and Safety Team and ensure that they are aware of any relevant health and safety matters as and when necessary;
13. Receiving reports from the Health and Safety Team as appropriate, and taking action as necessary;
14. Ensuring that the performance of the Council in the field of health and safety is audited and take whatever action may be required;

15. Completing an annual review of health and safety performance, with the outcomes implemented into Directorate Service Plans.

2.5 Planners

Planners will contribute to the Council's health and safety management system, by identifying, eliminating and controlling hazards and risks within their area of responsibility by:

1. Ensuring that responsibilities for safety, health and welfare are properly assigned, understood and implemented by employees;
2. Informing the Policy Makers of the resources (including financial) required to meet their Service's obligations for health and safety matters, including the provision of equipment, clothing and training;
3. Establishing management arrangements, risk control options and workplace precautions together with associated performance standards;
4. Supporting the Policy Makers in promoting the Health and Safety Management System;
5. Ensuring that health and safety is embedded within and fully addressed by their plans prepared as part of the Council's business planning process;
6. Setting targets to improve health and safety performance as part of the business planning process;
7. Seeking advice from the Health and Safety Team (and other specialists) to ensure effective planning and implementation of policy, and make the Health and Safety Manager aware of relevant health and safety matters as and when necessary;
8. Developing and monitoring the effective implementation of the Health and Safety Policy ensuring that it reflects the aims and objectives of the Policy;
9. Making sure that action plans, produced as a result of audit processes are drawn up and monitored;
10. Ensuring that where local policies/procedures are required, due regard is given to relevant corporate requirements and that the local documents reflect and adhere to the corporate framework;
11. When making policy decisions or looking at organisational change, making sure that any relevant health, safety and welfare issues are fully addressed;
12. Ensuring the production of comprehensive health and safety procedures and risk assessments specific to their service area are monitored, reviewed and updated on a regular basis and brought to the attention of employees under their control;
13. Carrying out regular health and safety inspections to demonstrate their commitment to health and safety;

14. Facilitating the setting up of Health and Safety Committees to promote the participation and involvement of Trade Unions/Employee Representatives and Management on all aspects of health and safety;
15. Making sure that sufficient service area support is provided for health and safety groups, set up to promote health and safety both locally and at corporate level;
16. Ensuring that a named Premises Manager is appointed for each Council workplace and building;
17. Keeping up to date with changes in health and safety legislation, standards and good practice;
18. Ensuring that the implications of any health and safety directives issued by Policy Makers are implemented within their area of control.

2.6 Implementers

Implementers contribute to the Council's health and safety management system by ensuring that safety precautions and systems of work are developed, adopted and implemented by:

1. Maintaining an understanding of the health and safety policy and procedures and an awareness of relevant current health and safety legislation, and operating within these requirements;
2. Demonstrating their commitment to the Health and Safety Policy and promoting a positive health and safety culture by:
 - a. setting a good example;
 - b. promoting good practice;
 - c. challenging poor perceptions or attitudes towards health and safety;
 - d. encouraging people to identify problems before they result in accidents/incidents;
 - e. ensuring regular two way communication with employees about health, safety and welfare matters.
3. Being accountable for the implementation of the Policy, management arrangements, safe systems of work, workplace precautions and performance standards within their area of control;
4. Ensuring that responsibilities for safety, health and welfare are properly assigned, communicated and understood by employees and are referenced within job descriptions within their area of control;
5. Making sure that sufficient information and resources are available;
6. Ensuring that individuals are held accountable for their health and safety responsibilities.
7. Ensuring that health and safety performance is considered in performance development reviews and that corrective action is taken in the case of deviation from health and safety standards/rules etc.

8. Ensuring that hazards are identified, control measures implemented and that Risk Assessments are up to date. Making sure that the review, monitoring and re-issue of Risk Assessments is carried out as and when necessary e.g. change in work practices, the introduction of new processes, machinery or people and so on, and at least annually;
9. Assessing work activities for risk, planning work activities in order to minimise the risk of accident or ill health to people. Highlighting hazards to employees and detailing/explaining preventive measures;
10. Providing employees and non-employees with the necessary information, instruction and training to remain safe;
11. Making sure that there is communication and participation at all levels in health and safety activities;
12. Supervising work activities adequately to ensure good health and safety standards are maintained;
13. Receiving reports from and responding as appropriate to health and safety reports received from Trade Union appointed Health and Safety Representatives/Employee Representatives;
14. Making sure that those employees with specific roles/responsibilities for health and safety, e.g. Premises Managers, are competent and receive training as necessary to enable them to perform effectively;
15. Where risks cannot be protected by other means, ensuring that personal protective clothing and equipment (PPE) appropriate to the risk is available and used;
16. Ensuring active monitoring of health and safety matters for example by undertaking health and safety inspections to ensure compliance with health, safety and welfare legislation;
17. Ensuring that targets set on health and safety are being achieved with feedback to the Planners regarding both successes and failures in relation to performance, and advise of any deficiencies in plans, arrangements, systems or precautions;
18. Supporting the Planners in achieving targets set by action plans produced as a result of the auditing process;
19. Consulting with employees and their representatives on health, safety and welfare matters and ensuring adequate facilities and information are available to them;
20. Motivating all employees in the promotion of safe and healthy working conditions and ensuring adequate information, instruction training and supervision is provided;
21. Ensuring timely reactive monitoring takes place such as investigating all hazard reports by employees, accidents, near misses, incidents of violence and occupational illness (via referral to Occupational Health where appropriate), in order to identify causes, to establish the facts and put in place measures to prevent a recurrence;
22. Supporting individuals who report hazards, accidents, ill health, problems with work related stress etc.

23. Making sure that records of accidents/occurrences and ill health, are kept and examined so that trends can be monitored and targets set;
24. Monitoring health and safety standards at local level, to identify patterns and trends and address issues of concern;
25. Seeking advice and liaising with the Health and Safety Team on health and safety matters and best practice where necessary;
26. Informing relevant persons of issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policy, and to ensure that extra resources are identified to maintain compliance;
27. Ensuring that appropriate people are designated as competent persons / coordinators, to co ordinate health and safety matters at a local level;
28. Ensuring that health and safety policies/procedures are implemented within their area.

Asset Management

The Assistant Director – Assets will lead and be responsible for all aspects of premise maintenance and to effectively ensure that premises meet regulatory requirements, reduce risks and provide a safe working and living environment. These responsibilities will also include the requirement to ensure that designated premise managers understand their role and that they receive the appropriate information, instruction and training to undertake the task. Corporate Management Team will identify appropriate staff to undertake the role of Responsible Person to manage and co-ordinate building safety issues including asbestos, Legionella, fire safety and statutory testing and these roles will be documented within individual policies and procedures for each subject area.

Asset Management will ensure that adequate contractors and systems are in place for all premises for the management of asbestos, control of legionella, completion of Fire Risk Assessments, servicing of fire alarms, emergency lighting, fire extinguishers and fire systems, servicing and through examinations of lifting equipment (non service specific i.e passenger lifts), compliance with gas safety and electricity regulations etc

Premise Managers

In addition to the Implementers' responsibilities above, officers appointed as Premises Managers have the following additional health and safety responsibilities:

1. To maintain an understanding of the Health and Safety Policy and procedure arrangements and the premises manager responsibilities within them, and an awareness of relevant premises related health and safety legislation, issues and procedures and operating within these requirements;
2. To oversee contractors working practices whilst on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;

3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are effective and that a safe means of access and egress is maintained;
6. Ensuring that plant and equipment is adequately maintained;
7. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
8. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
9. Ensuring that all premises related hazards are identified, assessed and effective control measures implemented and monitored;
10. Undertaking thorough investigations of all premise related accidents/incidents. Ensure the availability of accident records at each premises;
11. Ensuring an adequate number of relevant health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
12. Ensuring that an up to date copy of the Health and Safety Law Poster and Employers' Liability Certificate is displayed in an accessible location;
13. Maintaining a health and safety file on the premises in relation to any construction work covered by *the Construction (Design and Maintenance) Regulations* and make this available to contractors upon requests;
14. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures.

2.7 Assisters

Assisters are competent persons appointed to support the Council in meeting its statutory duties. Where appropriate, other specialists will be appointed from outside the Council to provide expert advice. The health and safety assisters will normally be the Health and Safety Team. It may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.

The Health and Safety Team

They have the authority, independence and competence to advise Directors, Management and Employees (or their representatives), and will:

1. Promote a positive health and safety culture;
2. Plan for health and safety, and support the setting of realistic targets, deciding on priorities and establishing adequate systems and performance standards;
3. Monitor the implementation of the Health and Safety Policy, review performance, and report thereon to the Policy Makers, Planners and the Implementers;
4. Assist, monitor and formulate the Council's Health and Safety Policy through consultation with management, Trade Unions' appointed Health and Safety Representatives/Employee Representatives;
5. On behalf of the Planners, exercise executive powers, which may include the cessation of work activities, where there is an imminent risk of injury to people;
6. Report, as necessary, to appropriate groups, management teams and committees of the Council on Health and Safety matters;
7. Liaise with the Health and Safety Executive and other appropriate bodies as necessary;
8. Support managers in the assessment of risks, and in the identification of controls;
9. Undertake stress risk assessments, personal risk assessments and workstation assessments in a timely manner
10. Investigate accidents, violent incidents, near misses, work related ill health, health and safety complaints and liability claims;
11. Formulate, develop and gain acceptance to health and safety policy;
12. Provide advice and guidance on the practical risk control strategies the Council needs to implement to effectively manage health, safety and welfare hazards;
13. Manage and communicate health, safety and welfare information as appropriate
14. Assist in the Council to encourage its employees to lead more healthy lifestyles, by involvement in health education/promotion activities;
15. Interpret the law in the context of the Council, and provide pertinent and meaningful guidance, information and advice on health and safety issues;
16. Co-ordinate through design, delivery (where appropriate), implementation and monitoring appropriate Health and Safety training for Managers and Supervisors or other employees as necessary to ensure compliance with statutory legislation and this Policy.

The Occupational Health Unit

The council retains the services of an Occupational Health Team, which will:

1. Assist in the development of Health, Safety and Welfare Policies which have an Occupational Health element as required;
2. Provide Occupation Health advice to managers and employees;
3. Plan and assist the Council to develop occupational health strategies and targets;
4. Complete Health Surveillance as required by the Legislation;
5. Assist the Council in encouraging its employees to lead healthy lifestyles by involvement in health education/promotion activities;
6. Undertake the delivery of a range of occupational health activities.

2.8 Employees

2.1.1 Employees have an important role to play in achieving a healthy and safe work environment and maintaining and improving health and safety standards, so all employees will:

1. Take reasonable care for the health and safety of themselves and of other people who may be affected by what they do, or neglect to do, whilst at work;
2. Co-operate with their manager enable that tasks, duties or requirements to be performed or complied with;
3. Use machinery, equipment, plant, substances, transport in accordance with training and instruction provided;
4. Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare;
5. Draw the attention of their line manager, without delay, to any work situation which might present a serious and imminent danger to themselves/others;
6. Ensure that they familiarise themselves, and work in accordance, with guidance given in risk assessments, protective measures, health and safety policy arrangements, safe systems of work, and safety rules with regard to their working practices;
7. Conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others;
8. Be appropriately dressed for the particular working conditions and activities;
9. Conduct themselves at all times in an orderly manner in the workplace and refrain from horseplay;

10. Report all accidents, near misses, incidents of violence, work related ill health, diseases and dangerous occurrences whether injury is sustained or not, to their line manager as soon as possible;
11. Enter the details of any injury or ill health sustained at work into the accident report book that is available at each workplace;
12. Co-operate fully in the reporting and investigation of any accident/near miss, dangerous occurrence and incident of violence, and the completion of any health surveillance activities;
13. Attend health and safety training courses to further their knowledge and understanding of health and safety as required;
14. Acquaint themselves with all processes, materials and substances used by them, using those substances in accordance with guidance/information provided e.g. COSHH assessments, hazard data sheets;
15. Make themselves aware of and participate in the fire evacuation procedure for their premises and become aware of the position of fire exits, alarms and equipment. Ensure that escape routes/exits are not blocked;
16. When operating in a work environment outside the direct control of their immediate supervisor, identify and report to the person controlling the site so as to be informed of site safety rules or special requirements e.g. protective clothing;
17. Not use equipment or materials which have been provided by their employer for purposes other than that for which they have been provided;
18. Promptly report unsafe conditions, methods of work, practices, tools, plant, premises or equipment to their line manager/trades union representative/ Health and Safety Representative/employee representative and/or the Health and Safety Team as appropriate;
19. Wear/use personal protective equipment as specified;
20. Maintain high standards of site tidiness/good housekeeping;
21. Seek advice on health and safety responsibilities and best practice where necessary.

All employees have a duty to co-operate at all times in the furtherance of the Policy objectives. The Council insists on safe working methods and employees disregarding safety rules and procedures drawn up for their and others' benefit will be liable to disciplinary action not excluding dismissal.

NOTE

During any periods of absence by employees, whether absence be because of leave, sickness or other reason, their duties and responsibilities for health and safety will be undertaken by the person conducting that person's general operational duties, thereby ensuring a continuation of health and safety focus.

2.9 Trade Union Safety Representatives

The Trade Union Safety Representatives must:

1. Represent employees in consultation with employers.
2. Co-operate effectively in promoting and developing health and safety measures;
3. Make representations to the employer in writing on general matters affecting the health, safety and welfare of other persons employed at the workplace.
4. Carry out safety inspections.
5. Represent their members in consultation with officers of the enforcement agencies.
6. Receive information from Inspectors.
7. Attend meetings of safety committees in their capacity as a safety representative.

3. Health and Safety Management

3.1 Arrangements for Applying the Policy

1. This Health and Safety Policy sets out a framework for the organisation and arrangements for health and safety across the Council. To support this policy and to effectively manage the health and safety risks and issues within the organisation, developed a series of topic-based health, safety and welfare policies and procedures have been developed and adopted. These policies provide the detailed arrangements for effective management of specific health, safety and welfare risks.
2. The policies and procedures are based on the legislative requirements and current industry best practice; they are formulated in accordance with the HSE management model HS (G) 65. The aim of the policies is to define the minimum knowledge needed to meet legal and corporate standards, and provide Planners, Implementers and Employees with effective guidance and support on how to manage the risks effectively and the specific responsibilities they need to comply with.
3. All corporate health and safety information will be available via the Council's Intranet site and / or Directorate Health and Safety Manuals.
4. Where appropriate safe-working procedures will be supported by health and safety training, instruction or information.

3.2 Procedures for Identifying and Dealing with Priorities

1. Managers will prioritise and deal with safety matters within their own area of responsibility and make arrangements to rectify matters relating to health and safety. Where the matter cannot be dealt with locally then the issue must be reported to their line manager immediately.
2. Leadership Team will prioritise health and safety issues of a general nature that potentially have a corporate effect and which involve policy decisions. It is recognised that Leadership Team may not be able to resolve some health and safety issues and as such will refer them to the elected Members (Cabinet or Employment Committee) for consideration and prioritising.

3.3 Accident & Incident Reporting

1. All accidents, health and safety related incidents, work related ill health, violent incidents or dangerous occurrences that occur at, or as a result of, work for the Council must be reported immediately following the Accident & Incident Reporting Procedure.
2. All incidents, accidents, ill health or dangerous occurrences will be reported verbally to their line manager and confirmed by the completion of an Accident & Incident Report Form and a

copy forwarded to the Health and Safety Advisor. The forms are available on the Council Intranet site or from the Health and Safety Advisor.

3.4 Consultation

1. The responsibility placed on employers to provide employment that is safe for employees, clients and visitors can only be achieved with the co-operation of everybody involved in the organisation.
2. In order to facilitate this agreed consultation arrangements have been established to act as a forum for the exchange of views between employers and employees. Where there are difficulties that cannot be resolved at local level between supervisors and employees the issues will be brought to the attention of senior managers who will look to resolve by a wider consideration.

3.5 Occupational Health

1. The Council offers an Occupational Health Service to all employees. The service includes an immunisation programme, health surveillance and specialist medical advice.
2. To make use of these services please contact your line manager in the first instance or a member of the HR Team.

3.6 Reference & Information

1. All information regarding health, safety and welfare procedures and the necessary accompanying information can be found in the Council's Health, Safety & Welfare Manual, on the Council's Health and Safety Intranet site. Other relevant information will also be displayed on the health and safety notice boards.
2. The Health and Safety Advisor will be responsible for distributing any updates to policies or procedures.

3.7 Risk Assessments

1. The Council will ensure that risk assessments are completed and reviewed for all hazards arising out of or in connection with the activities undertaken by the Council. Managers will be responsible for ensuring that risk assessments as required under Health and Safety Regulations have been undertaken, and that the hazards identified together with the preventative and precautionary control measures have been considered and recorded. The findings of the risk assessment will be passed to employees to safeguard their health, safety or welfare.

2. The Council will take account of the competence of relevant employees when conducting risk assessments. This will help in deciding what level of information, instruction, training and supervision is required.

3. Full details are contained within the Risk Assessment Procedure.

3.8 Training, Instruction & Supervision

1. Each employee who joins the Council must be fully trained in all aspects of Health & Safety as required by their job role and be able to demonstrate that they are fully competent to conduct the tasks required of them. Training will be undertaken upon induction, upon assignment of a new role and at regular intervals.

2. Each employee will need to be competent to undertake their role. The Council considers that Competence is a combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence

3. The Council will take account of the competence of relevant employees when conducting risk assessments. This will help in deciding what level of information, instruction, training and supervision is required.

4. Health and safety training will consist of

- correct safe systems of working on all equipment they are expected to use and tasks they are expected to do,
- the correct use/storage of any personal protective equipment provided for them
- The risks posed by tasks and equipment they are expected to use and the safety measures in place to eliminate or reduce these risks
- The emergency and evacuation procedures
- Their responsibilities towards health and safety

5. The health and safety training needs and competence of individual employees will be assessed by their line manager. Where a specific need is identified by managers they will make a written request as part of the PDR process.

4 Health and Safety Arrangements

4.1 Asbestos

The Council has a duty to comply with the Control of Asbestos Regulations. These Regulations prohibit the importation, supply and use of all forms of asbestos. They continue the ban of blue, brown and white asbestos and the use of second hand products such as asbestos sheets and asbestos boards. The ban only applies to new use of asbestos. If existing asbestos containing materials are in good condition, they may be left in place, their condition being monitored and managed to ensure they are not disturbed.

The council has a “duty to manage” asbestos. The council as the duty holder will:

1. take reasonable steps to identify if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in;
2. presume materials contain asbestos unless there is strong evidence that they do not;
3. make, and keep up-to-date, a record of the location and condition of the asbestos containing materials and materials which are presumed to contain asbestos; A record of this information will be located at each premises.
4. assess the risk of anyone being exposed to fibres from the materials identified;
5. prepare a plan that sets out in detail how the risks from these materials will be managed;
6. take the necessary steps to put the plan into action;
7. periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date; and
8. provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

4.2 Contractor Safety

1. The Council recognises the need to ensure the health and safety of people other than its own employees who may be affected by its work activities. All reasonable effort will be made to liaise with contractors to ensure that everyone is complying with the same standards of health and safety.

2. All Contractors and sub- contractors, whilst working for the council will abide with all relevant health and safety legislation and follow all relevant procedures/working practices.

3. Premises managers will, where appropriate, ensure that proper arrangements are made to control contractors entering their premises or onto their site by referencing the Council’s Contractor Safety Procedure.

4. If major work is to be undertaken then the Health and Safety Advisor must be notified in writing, prior to any procurement exercise being undertaken so that any technical health and safety information, which is required, can be included within the specification.
5. The Health and Safety Advisor must be advised when bids for major works are to be considered to ensure that any technical health and safety information is properly appraised.
6. Managers must ensure that any contractors' works being conducted within their work area are carried out in a safe manner. It is the aim of the Council to promote co-ordination and co-operation of health and safety arrangements between the two employers sharing the workplace.
7. All employees, and contractors, will ensure that every effort is made to protect service users/members of the public from the contractors' activities and further to ensure a courteous approach with the minimum possible disruption as far as is possible.
8. All employees, including contractors, will be advised of their legal duty to carry out their work operations in a safe manner, and to co-operate with the Council.
9. All contractors will be advised that under no circumstances will they be permitted to allow untrained, inexperienced or uncertified (where applicable) persons to work on the Council's sites unless they are properly supervised or undergoing appropriate training.
10. The Council's employees will be made aware of any work operations or processes by contractors which may affect their health, safety or welfare and be given adequate warnings, notification and instruction of any likely hazards which contractors operations may create.
11. Wherever practicable all operations carried out by contractors will be securely isolated by fencing or barriers and appropriate warning signs will be displayed.

4.3 Control of Substances Hazardous to Health (COSHH)

1. The Council is required to examine the workplace with a view to ensuring that neither the employer, employees nor any other person (whether at work or not) are exposed to any substance that may be hazardous to their health arising from any of the practices carried out or any substances used.
2. In order to do this an assessment of the risks to health must be made. Full details are contained in the Control of Substances Hazardous to Health Procedure.

4.4 Display Screen Equipment and Workstations

1. All reasonable steps will be taken by the Council to secure the health and safety of employees who work with display screen equipment (DSE). Full details are contained in the Council's Display Screen Equipment Procedure.

4.5 Drugs and Alcohol

1. Working under the influence of alcohol or drugs can seriously inhibit an employee's judgement and capabilities to undertake tasks in a safe manner. Employees are reminded to inform their manager if they are taking any prescribed or over-the-counter medication that could impair their judgement or ability to undertake tasks.
2. Employees are able to gain support from the Council's Human Resource Services Team who can refer employees to Occupational Health services for counselling and support, if required.

4.6 Electricity at Work

1. The Council will ensure that the electrical installation at all Council premises/establishments are maintained and tested at appropriate intervals to ensure safety and a certificate of satisfaction is provided by a competent electrician at least once every five years or following any alterations etc. to the electrical installation.
2. All contractors engaged by the Council to carry out any electrical or electrically related work will be duly recognised by the electrical industry and only permitted to carry out such work if they are competent to do so.
3. For any operation that requires a permit to work then the instructions as laid down by such a permit will be strictly adhered to and never deviated from unless the issuer of the permit agrees and gives written consent.
4. Records of any maintenance or inspection to the electrical installation or portable appliances will be kept at the premises/establishment to which the electrical maintenance relates.
5. Portable electrical appliances will only be used for the purpose for which they were intended and in the environment for which they were designed and constructed.
6. Any faults to electrical appliances must be reported to the management and the equipment taken out of use immediately. Appropriate steps should be taken to prevent the equipment from being used again until a competent electrician repairs it.

4.7 Event Safety

1. The event manager will ensure an appropriate event safety plan, risk assessment and event layout is documented and that the plans are put into practice for the duration of the event. The Health and Safety Adviser should be informed of all events and, as a minimum, a copy of the documents should be sent to the Health and Safety Advisor for review.

2. Where external bodies co-ordinate events but use Council land it is important that there are appropriate contractual arrangements in place and an event booking form and terms and conditions of hire are accepted by the hirer.

4.8 Fire Precautions

1. The Council will ensure that a full and proper fire precautions procedure is operated at all its premises and fire risk assessments have been completed. The Council will liaise with the County Fire and Rescue Service and seek their assistance in establishing adequate measures for fire precautions at all its premises.
2. Attention will be given to the prevention of the outbreak of the fire and training will be given to all employees at regular intervals. An evacuation procedure will be established for all premises and employees will be provided with the precautions operating at their place of work and in its operation.
3. Fire drills will be held annually at all premises. A record of the drill will be kept on site at all premises.
4. The Council will ensure that adequate fire fighting equipment is made available in all its premises as required by the fire certificate, or as recommended by the County Fire Officer. A competent contractor will adequately maintain all such equipment. All other fire precautions equipment (e.g. fire alarms, emergency lighting) will also be maintained at the required intervals.

4.9 First Aid Provisions

1. The Council shall assess its requirements to provide first aid at each premises to ensure it meets the requirements of the First Aid at Work Regulations 1981 and Health and Safety (Miscellaneous Amendments) Regulations 2002.
2. The outcome of the assessment shall ensure that the number of qualified first aid personnel, appointed people and first aid facilities are appropriate for each premises. Full details are contained in the First Aid Provisions Procedure.

4.10 Gas Installations and Appliances

1. The Council shall ensure that all gas installations and appliances are inspected at suitable periods by a Gas Safe registered engineer. Any faults identified shall be rectified or the equipment taken out of use until a suitable alternative is identified.

4.11 SMART Working

1. SMART working provides a form of flexible working that can, in certain circumstances bring benefits to employees and the Council. However the success of SMART working depends on whether all the elements (i.e. the job, the person, remote facilities and the home) are suited to this type of working practice.
2. The Council is committed to the ongoing management, development and welfare of its staff and the use of home working, where possible, is viewed as a contribution to that commitment.
3. Managers may find that from time to time it is mutually beneficial to allow employees to work for an agreed temporary period of time from home.
4. Working from home is usually a short-term arrangement, which must be authorised by a Manager. However, before authorising home working, Managers must, alongside any contractual arrangements, consider the health and safety arrangements for the employee and ensure that a home working assessment is completed.
5. Full guidance on home working is contained within the SMART working procedures.

4.12 Legionella

1. Legionellosis is an infection caused by the bacterium *Legionella pneumophila*. The disease has two distinct forms:
 - Legionnaires' disease, the more severe form of infection which includes pneumonia, and
 - Pontiac fever, a milder illness.

Legionnaires' disease acquired its name in 1976 when an outbreak of pneumonia occurred among people attending a convention of the American Legion in Philadelphia. Later, the bacterium causing the illness was named Legionella.

The Council will take steps to identify and assess of the risk of legionella infection, manage the risks by assigning management responsibilities, providing training, prevent or control the risk of exposure to legionella bacteria and maintain appropriate records.

4.13 Lifting Equipment

1. Lifting Equipment is identified in the Lifting Operations and Lifting Equipment Regulations 1998, as any equipment used for lowering loads including attachments used for anchoring, fixing or supporting it. These regulations include a wide range of equipment including cranes, forklift trucks, lifts, hoists, mobile elevating platforms and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings and eyebolts.
2. The Council has a duty to provide lifting equipment that is:
 - Strong and stable enough for the particular use and marked to indicate safe working loads
 - Positioned and installed to minimise any risks

- Used safely, for example work is planned, organised and performed by a competent person
- Subject to ongoing thorough examination (six monthly for passenger carrying lifting equipment and 12 monthly for non passenger carrying lifting equipment).
- Lifting equipment will be inspected and maintained by a competent person

4.14 Lone Working

1. The Council employs a number of people who work most or part of their day by themselves. It is the intention of the Council that where practically possible, lone workers should not be exposed to significantly more risks than employees who work together, that they are safe at all times and they can be traced back to their last visit in case of an accident or illness.

2. Lone Working and Personal Safety Awareness courses are essential for employees who may be “at risk” of violence and aggression. These courses are available by contacting the Health and Safety Team

4.15 Manual Handling

1. The Council will ensure that the Manual Handling Operations Regulations 1992 are complied with by ensuring that:

- Suitable and sufficient assessments are completed,
- Hazardous manual handling operations are avoided so far as is reasonably practicable,
- The risks of injury are reduced so far as is reasonably practicable, and
- All employees who carry out manual handling operations have received suitable training.

4.16 Needle Stick Injuries

1. The Council is committed to the highest possible standard of health, safety and welfare for all of its employees. It acknowledges the health hazards arising from needle stick injuries and shall take all reasonable steps to protect those employees that come into contact with needles and syringes.

2. When a hypodermic punctures the skin, cross contamination can occur between the user of the needle and the person pricked or cut with the needle. The Council will provide advice, guidance and support to any employee who suffers from a needle stick injury.

3. A risk assessment under the Management of Health and Safety at Work Regulations 1999 will be carried out to assess if there is a risk of needle stick injury. If there is found to be a risk then the Council will implement suitable control measures.

4.17 New & Expectant Mothers

1. Many women work while they are pregnant and may return to work while they are still breastfeeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of her child. Therefore, working conditions normally considered acceptable may no longer be so during pregnancy and while breastfeeding. Full details are contained in the Council's New and Expectant Mother Procedure.

4.18 No Smoking / Passive Smoking

1. Since July 2006 it has been illegal to smoke in any enclosed public place, enclosed work place or vehicle used for work.
2. To promote better health and reduce passive smoking among employees the Council has had a no smoking policy since April 2002.

4.19 Noise

1. The Control of Noise at Work Regulations requires the Council to prevent or reduce risks to health and safety from exposure to noise at work. Employees have duties under the regulations too.

The Council will:

- Assess the risks to employees from noise at work
- Take action to reduce noise exposure that produces those risks
- Provide employees with hearing protection if noise cannot be reduced by using other methods
- Make sure the legal limit on noise is not exceeded
- Provide employees with instruction, training and supervision
- Carry out health surveillance where there is a risk to health

4.20 Personal Protective Equipment

1. Employees will be provided with any protective clothing and equipment identified as being necessary to protect their health and safety.

2. Managers/Supervisors will ensure that their employees make proper use of the protective equipment made available to them and provide replacement equipment when circumstances require. It is the responsibility of all employees to use protective equipment provided to them and to report to their line manager any loss or defect of such equipment.

Further details are contained in the Council's Personal Protective Equipment Procedures.

4.21 Petrol and Diesel Use & Storage

1. Some services store quantities of petrol and diesel fuel within the workplace. This could be for vehicles, plant and equipment such as mowers, strimmers and the like. These can be highly flammable substances and the Council must ensure that this is done safely and the correct equipment/storage facilities, precautions and controls are put in place.

Risk assessments for the storing, transporting and use of petrol/diesel must be completed.

4.22 Safety Signs

1. Safety signs are covered by the Health and Safety (Safety Signs and Signals) Regulations. To comply with these regulations the Council is required to provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, for example safe systems of work or engineering controls. Where a safety sign would not help reduce the risk or where the risk is not significant there is no need to provide a sign.

2. The regulations require road traffic signs to be used within workplaces to regulate road traffic.

3. The Council will maintain all safety signs that have been provided by the Council.

4. The Council will identify any signs that are unfamiliar to employees and tell them what to do when they see a safety sign.

4.23 Slips, Trips and Falls

1. Through its risk assessment process the risks of slips, trips and falls shall be assessed and action taken to reduce its risks to a reasonably practicable level.

4.24 Stress

1. The Council understands that from time to time employees can be affected by stress and not everyone deals with it in the same way. If it is intense and goes on for some time it can lead to mental and physical ill health and is fast approaching one of the top reasons for absenteeism in the workplace.

2. With good management the Council can help to reduce work related stress where it is already occurring, and can prevent it in the first place.

3. The HR team should be contacted for help with dealing with work related stress. This may include support from the Health and Safety Adviser who will undertake a stress risk assessment as appropriate.

4.25 Suspect Packages

1. The Council could receive a suspect package in many forms. Whilst a suspect package received from a terrorist could have serious consequences the likelihood of it occurring is low.
2. The Council does however occasionally receive packages that are “suspect” in their nature and require dealing with extreme care. Such packages may be sent by local or regional activists or from members of the community who use it as a way of protest. Unpleasant items such as animal waste, dead animals, bodily fluids or sharp objects could all cause risks if employees came into contact with them.
3. The Council will ensure that appropriate procedures, advice and guidance is available to ensure the threat of suspect packages is effectively managed

4.26 Tree Management

1. The Council owns a substantial number of trees and recognises it has a duty to ensure that its stock is maintained in a way that reflects good practice, minimises the risks of trees failing or growing in such a manner that threatens people’s health and property and which ensures that the tree stock is protected.
2. The Council’s tree management procedures are in place to manage its tree stock.

4.27 Vibration

1. The Council has a responsibility to protect our employees from the effect of Vibration. Full details are contained in the Council’s Vibration Management Procedure.

4.28 Violence at Work

1. The Council recognises that some employees are at potential risk of violent and / or threatening behaviour at work. This is particularly true of front line services dealing with members of the public, where the public may be in a heightened emotional state. Examples include; withdrawal/reduction of benefit payments, enforcement action, anti social behaviour around premises, difficulty in resolving homelessness issues etc.
2. The Council will not tolerate any act of violence and/or aggression towards its employees and will take action. Personal Safety Awareness courses are essential for employees who may be “at risk” of violence and aggression. These courses are available by contacting the Health and Safety Team.

3. The Customer Service Team co-ordinate and manage a central HAT database (Harassment, Assault and Threat) which can be used by selected staff to identify additional controls required when visiting or dealing with any particular known person or property.

4.29 Work Equipment

1. The Council has a legal responsibility under the Provision and Use of Work Equipment Regulations to ensure that the equipment we provide is fit for purpose and is regularly serviced and maintained.

2. All equipment needs to be checked regularly to ensure it is working correctly, does not pose a risk to people who may come into contact with it and that all safety related features are functioning.

3. The frequency and type of checks and maintenance will depend on the type of machinery, the frequency of use, the risks posed by the equipment and the environment it is used in. Maintenance on equipment may be planned preventative (e.g. servicing), internal upkeep or as a response to breakdown. Safety checks can range from a simple users visual check to an Insurance Report or Written Scheme of Examination.

4. The Council will ensure that all plant and equipment is maintained in a safe condition and without defects likely to cause a risk to the health and safety of any employee.

5. All work equipment which is subject to a statutory inspection, such as lifts, hoists, pressure systems, abrasive wheels etc. will be maintained on a planned basis and also inspected by the Council's Insurance Engineer to comply with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

6. All plant and equipment will be maintained in accordance with the manufacturers' instructions to ensure its safe operation.

7. The Council will only purchase work equipment that meets the minimum required standards laid down by the European Union and which is marked with CE logo and/or the appropriate British Standard.

8. All employees will receive the necessary information, instruction, training and supervision to ensure the safe operation of work equipment in line with procedures and safe working practices.

4.30 Working at Heights

1. The Council has a duty to comply with the Working at Heights Regulations. In order to comply the Council will ensure:

- Where possible working at height will be eliminated
- All work at height is properly planned and organised and risk assessments completed
- All work at height takes account of weather conditions that could endanger anyone's safety

- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately inspected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled

4.31 Working Time

1. The Council recognises that control of working hours is an essential part of promoting health at work, but it is accepted that there is also a need to balance this with the requirement to provide high quality services.

2. The Council will ensure that it remains compliant with the requirements of the Working Time Regulations.

4.32 Workplace and Welfare Facilities

1. The Council shall ensure that all workplaces meet the health, safety and welfare needs of all members of the workforce.

This will include providing

- Sufficiently ventilated enclosed work areas
- A reasonable comfortable temperature in work rooms without the need for special clothing
- Suitable lighting
- Adequate space for employees within workrooms
- Suitable floor and traffic routes free from uneven and slippery surfaces
- Sufficient number of sanitary conveniences and washing facilities
- A supply of drinking water
- Provision of accommodation for clothing to store workers own and work clothing
- Facilities for changing to/from work clothes
- Facilities for rest and to eat meals

4.33 Workplace Transport

1. Workplace Transport means any vehicle that is used on council business. This can include but not limited to forklift trucks, compact dumpers, mowers, quad bikes, tractors, mobile cranes, cars, vans and large goods vehicles when these are operating on or off the public highway.

2. The Council will through its risk assessment process consider the risks of workplace transport activities both on and off Council sites. Procedures will ensure that employees are competent to carry out workplace transport tasks.

4.34 Young People

1. Young people, especially those new to the workplace, will encounter unfamiliar risks from the jobs they will be doing and from the working environment.
2. Key risks for young people when starting work may arise because of their lack of experience or maturity and not having the confidence to ask for or knowing where they can get help

The Council will ensure that:

- A suitable risk assessment is completed
- They are suitable trained in the area they are in
- They will have a supervisor responsible for their training and available to answer any question or queries they may have

5. Measuring Performance

Directors will ensure that managers and supervisors of their respective services will carry out active monitoring of health and safety by regular inspection and checking to ensure that standards are being maintained and appropriate controls are working. Any items for remedial action should be reported to the Director. Health and Safety will be a standing item on team briefs.

Reactive monitoring will also take place if things go wrong, which will include investigating injuries, cases of illness, property damage and near misses. The Health and Safety Advisor will arrange this.

The Health and Safety Advisor will produce reports as required on health and safety issues including performance, actions from risk assessments and safety inspections and progress on a health and safety plan. This will be discussed at Leadership Team via the Corporate Champion.

The following key performance indicators will be reported. The results of these indicators will be provided to Policy Makers and Planners annually and published in the Annual Report

Employee Indicators

- Number of accidents to employees
- Number of accidents to employees that are to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 1995)
- Accident rate per 1000 employees
- Days lost due to accidents at work to employees
- Number of violent or threatening incidents reported
- Number of training days delivered
- Number of health and safety audits completed

Public Indicators

- Number of accidents to the public

Additional indicators

- Number of liability claims received
- Costs of liability claims settled

6. Monitoring and Review

Monitoring of the Policy

This Policy will be monitored actively through health and safety auditing systems carried out by the Health and Safety Team, and also through the role and functions of Trades Union appointed Health and Safety Representatives / Employee Representatives. It will also be reactively monitored by the continued collation of accident, near miss, violent incident and ill health, statistics produced on a regular basis.

Review and Communication

This policy will continually be developed, reviewed and updated, as necessary (at least every three years). Any changes will be brought immediately to the attention of all managers and employees through communication channels, Health and Safety Committees, employee newsletters, employee notice boards, employee briefing meetings, training courses etc.

A copy of this Health and Safety Policy, which is a declaration of the Authority's commitment to health, safety and welfare, will be made available to all employees.

Supporting Information

The Council's Health and Safety Policy is supported by other policies and procedures covering many aspects of health and safety.

The Council may add to, delete or amend procedures from time to time in the interest of continuous improvement of the health and safety management system. Each new or amended Policy/Procedure will, following the relevant consultation process, be brought to the attention of all employees.

The Health and Safety Policy is also supported by various health and safety training courses. The Health and Safety Advisor should be contacted for a current list of courses.

7. Auditing

7.1 Auditing

One of the priorities of our business is to ensure that everyone who visits our premises, whether customers, suppliers, contractors or colleagues, do so in a safe environment. To meet both the Council's legal obligations and customer expectations, the following checking procedures are completed:

- Site Health & Safety Inspections – completed by the Service Area Management team
- Internal Health & Safety Audit – conducted by the Health & Safety Advisor
- Support Visits – conducted by the Health & Safety Advisor

In addition to these, but not managed by the Health & Safety Team, are Internal Financial and Technical audits, both of which contain a health and safety element.

The findings of these audits will be made available to Policy Makers and Planners and the action plans to address any issues will be implemented as soon as reasonable. Any findings which have the potential to result in serious injury will be reviewed by the Health and Safety Team along with remedial actions implemented to control the risk so far as is reasonably practicable.

The findings of any HSE audits will be shared with Policy Makers and Planners to ensure that a consistent approach is taken across the Council to resolve any issues identified. The findings and details of the actions being taken will be documented in the annual report.

Directorate Audits

The Health and Safety Team will complete an audit of each lower risk service at least once every 3 years. Services with greater health and safety risks (e.g. Grounds Maintenance) will be audited on at least an annual basis. The findings will be made available promptly to the relevant managers/premise managers, Director and trade union and employee representatives

In addition to the internal audits, some of the Council's workplaces may also receive an external audit by an approving body or enforcing Authority such as HSE, Fire and Rescue Service, Environment Agency, OFSTED etc, which incorporates a review of the workplaces health, safety and welfare management arrangements. The findings of these audits will be considered and acted upon accordingly.

Appointments and Staffing Committee

Thursday 14 November 2024

Report of the Assistant Director Environment, Culture and Wellbeing

Appointment of two temporary 12-month Active Wellbeing Engagement Officer posts

Exempt Information

None

Purpose

This report is to request permission from the Committee to create two temporary one-year Active Wellbeing Engagement Officer posts. The posts are funded via the Inclusive Communities Fund to increase engagement in activities to improve both physical and mental wellbeing. The posts will be instrumental in helping to address health inequity in the borough.

Recommendations

It is recommended that the committee consider the content of this report and agree to:

1. Appoint two grade E one-year fixed term Active Wellbeing Engagement Officer posts.

Executive Summary

The above posts will help to address low physical activity rates and high overweight & obesity rates in the borough. Tamworth would benefit from a concentrated effort to improve the health status of its residents. 1 in 3 children in Tamworth are active for less than 30 minutes a day and prevalence of excess weight in reception children is statistically higher than national average (20%), in Glascote (29%) and Stonydelph (32%). In year 6 children excess weight is statistically higher than national levels (36.6%) in Glascote (42%).

Although no wards are statistically higher than national rates, obesity is highest in Glascote (25.6%) and Amington (23.2%). 1 in 4 adults in Tamworth are active for less than 30 minutes per week against the recommended 150 minutes per week recommended by the Chief Medical Officer. Increasing physical activity in children will develop movement skills, muscular fitness, and bone strength; whilst increasing adult activity will improve or maintain muscle strength, balance and flexibility helping to prevent falls in later life, maintain bone health along with helping to prevent overweight and inactivity related conditions such as diabetes, hypertension and certain types of cancer.

The Active Wellbeing Engagement Officers will work in conjunction with local sports clubs, physical activity providers and community groups to enable activities that will promote both active and mental wellbeing, helping to increase levels of physical

activity whilst harnessing wellbeing as a conduit to impact on community cohesion by promoting equality, diversity and inclusion within the community.

Some of the envisaged activities the Active Wellbeing Engagement Officer role will facilitate are the provision of free fruit and vegetables via a community allotment scheme at Anker Valley, health screening (such as blood pressure & body composition analysis) & physical activity opportunities, for example group exercise classes, walking football, cricket, netball, walking schemes, lead cycle rides, couch to 5k, and unique sessions such as silent discos & silent yoga sessions, gradually training volunteers to allow the sustained longevity of the project. The project will provide a collaborative and holistic approach to helping break down the barriers to taking positive steps to improve health risk factors and provide a mobile service where appropriate to engage hard to reach communities.

Following a job evaluation the posts were graded at E. When appointed at the bottom of the scale this equates to £36,950 including employer's oncosts. This means that the cost for the Engagement Officer posts is £73,900, with the remainder £3,900 being taken from the Sports Development Project Fund budget.

Delivery enabled by both posts will be linked to opportunities identified in community consultation (through CiC Wellbeing Strategy) and ongoing work by the Active Wellbeing Team. This will be accompanied by pre and post-delivery data giving both objective and subjective data as evidence of the impact of the projects.

Resource Implications

External funding of £70,000 via the Inclusive Communities Fund has already been applied for and awarded, with the additional £3,900 being identified from the Sports Development project fund budget.

Legal/Risk Implications

£70,000 of the £73,900 is externally funded which has already been approved and allocated to the Borough Council to deliver the roles and the subsequent programmes of work. If not approved the money is likely to be unspent within the necessary timeframes and ultimately returned to the funding body.

Equalities Implications

A Community Impact assessment is attached below.

Environment and Sustainability Implications (including climate change)

None.

Background Information

None.

Report Author

Karen Moss – Head of Active Wellbeing

List of Background Papers

None.

Community Impact Assessment

Part 1 – Details		
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Active Wellbeing Staff Recruitment	
Date Conducted	4/11/24	
Name of Lead Officer and Service Area	Head of Active Wellbeing- Karen Moss	
Commissioning Team (if applicable)		
Director Responsible for project/service area	Executive Director Organisation	
Who are the main stakeholders	Environment, Culture and Wellbeing	
Describe what consultation has been undertaken. Who was involved and what was the outcome	AD People S151 Officer	
Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc)		
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>
	A Strategy/Policy/Procedure	<input type="checkbox"/>
	A function, service or project	<input checked="" type="checkbox"/> Yes
What kind of assessment is it? Indicate with an 'x' which applies	New	<input type="checkbox"/>
	Existing	<input checked="" type="checkbox"/> Yes
	Being reviewed	<input type="checkbox"/>

	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>
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Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.
Recruitment of temporary Active Wellbeing Team Members

Who will be affected and how?
Supply of community engagement activities in relation to Active Wellbeing

Are there any other functions, policies or services linked to this impact assessment?

Yes No

If you answered 'Yes', please indicate what they are?

Part 3 – Impact on the Community

Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

Impact Area	Yes	No	Reason (provide brief explanation)
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy & Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gypsy/Travelling Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Those with caring/dependent responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Those having an offending past	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Children	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Vulnerable Adults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Families	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Those who are homeless	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Those on low income	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Those with drug or alcohol problems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Those with mental health issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Positive wellbeing activities have an intrinsic link to improving peoples overall mental wellbeing.
Those with physical health issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Providing Active Wellbeing Activities will support residents physical health and wellbeing.
Social inclusion Please include refugees and asylum seekers,	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Social inclusion: Armed Forces The Armed Forces Covenant is a pledge that together we acknowledge and understand that those who have served in the armed forces, and their families, should be treated with fairness and respect and any impact should be considered	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Health and Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Having staff resource to deliver wellbeing activities in Tamworth will support residents overall sense of health and wellbeing.
Climate Change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Part 4 – Risk Assessment

From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications. this includes climate change considerations

This is the section in which to please outline any actions to mitigate negative or enhance positive impacts in terms of economic, environmental or wider societal considerations, and actions to review and monitor the overall impact of the change accordingly.

Impact Area	Details of the Impact	Action to reduce risk
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All	As above	No mitigation or further measures are considered necessary or appropriate.

Part 5 - Action Plan and Review

Detail in the plan below, actions that you have identified in your Community Impact Assessment, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome
Positive	Outcomes with pre and post surveys will support data collection of participants overall sense of wellbeing.	Head of Active Wellbeing	Ongoing	Reported back through funders mechanisms.

Date of Review (If applicable)

Appendices
Role profiles.

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<p>JOB PROFILE – Active Wellbeing Engagement Officer</p>	<p>Grade E</p>
<p>Job Purpose</p> <ul style="list-style-type: none"> To support the planning and delivery of a wide variety of Active Tamworth’s health and wellbeing services with the overall aim to improve and provide physically activity provision for the residents of Tamworth. Including delivering interventions or providing connectivity to a wide range of professional and volunteer stakeholder groups. 	<p>Experience</p> <ul style="list-style-type: none"> Experience of community engagement / development particularly with under - represented groups in physical activity. Experience of working in a health/sport/physical activity setting. Experience of organising & running competitions, leagues and events. Demonstrable experience of using a range of IT packages including Word, Powerpoint and Excel. Experience of planning, implementing and evaluating programmes.
<p>Functional Responsibilities</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> Lead on the delivery of Active Tamworth’s Health and Wellbeing physical activity projects, according to agreed delivery plans and Active Wellbeing. Take responsibility for the organisation, planning, development and implementation of these projects and ensure that appropriate project areas are delivered within agreed budgetary parameters, achieving best value return on investment. Advocate the importance of being physically active and the associated benefits this brings, i.e. improved physical health, mental wellbeing and social health, particularly to those areas highlighted in Tamworth’s Wellbeing Strategy. Enable the safe delivery of physical activity interventions, utilising community assets in accordance with current national and local policies and procedure. Be able to engage and motivate community based volunteers to ensure the development and sustainability of physical activity interventions. Forge links with local stakeholders such as leisure providers, exercise on referral teams, private facility providers, sports clubs, fitness instructors, health walk schemes, community organisations etc. to garner an understanding of the current offer and develop additional activities where an identified gap in skills and / or opportunities exist. Support older people, who may be socially isolated, lonely or those that have long term health conditions to utilise physical activity options, with which they will remain engaged on an ongoing basis. Continually seek to improve your knowledge around a range underrepresented groups to offer the best service possible to clients. An understanding of the importance of project monitoring and evaluation and follow set processes that allow activities to be assessed in accordance with the project outcomes. To open and secure the Council owned leisure facilities as and when required. 	<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> A thorough understanding of the benefits of physical activity and sport for individuals, families and communities, and know why adopting an active and healthy lifestyle is important and the ability to convey this to others. Understand the basic principles of behavioural change when applied to sport and physical activity, and know how to keep customers active. Understand the tasks involved in delivering community level activation events and support their delivery, particularly in terms of providing equipment and activities. Know how to support customer welfare and where required, manage disruptive behaviours by individuals within the group setting. Know how to make best use of national and major events to capture public imagination, raise activity levels and encourage community involvement in volunteering and social action. Know how to work with community organisations to run tailored neighbourhood events that make best use of local assets to bring people together. An understanding of barriers to participation. An understanding of the types of activity suited to the elderly people and those with long term health conditions. Understand fundamental principles of safeguarding, child protection, cultural awareness, first aid, mental wellbeing, inclusion and working with vulnerable adults. Understand the different needs and priorities of customers (such as teenagers, families, the disabled or older adults) and the best way to manage their expectations, recognising and knowing how to adapt your style to be highly effective. Excellent communication and interpersonal skills. Ability to manage own time, work on own initiative and also work as part of a team. Good planning, organisation and administration skills, with the ability to meet deadlines. A desire to provide an excellent service to clients and willingness to go the extra mile to achieve this. Ability to collect and collate service data to monitor and evaluate projects, in line with General Data Protection Regulations 2018.

<ul style="list-style-type: none"> • Contribute towards onsite maintenance where appropriate. • To undertake all corporate requirements on health and safety, equal opportunities, data protection, risk management and financial regulations. • Ensure compliance with GDPR, Health and Safety and Safeguarding policies and procedures. • To undertake such other duties as may reasonably be required compatible with and/or arising from those listed above. • To promote and adhere to the workplace values of our organisations. 	<ul style="list-style-type: none"> • Be self-motivated and have the ability to work on own initiative, taking decisions within set parameters without immediate reference to supervision. • Ability to work with both professionals and volunteers. • Excellent time keeping skills and reliability. • Multiple responsibilities at times under pressure. • An understanding and working knowledge of I.T and its application, in particular word processing, databases and spreadsheets.
	<p>Attributes</p> <ul style="list-style-type: none"> • Personal credibility with a high degree of integrity • Resilient and resourceful in the face of conflict and uncertainty • Commands the confidence of members, staff, external partners and businesses • Self-reliant, initiator, motivator, completer.
<p>Other:</p> <ul style="list-style-type: none"> • A commitment to own development and to supporting training and development initiatives. • Must be mobile / have access to a car to attend business meetings at other sites / locations within the district on a regular basis. • Flexible and willing to work outside of normal working hours. • Commitment to equality of opportunity and diversity. • High degree of energy, drive and motivation for physical activity. 	

Thursday, 14 November 2024

Report of the Head of HR and OD

Pay Policy 2024

Exempt Information

None.

Purpose

The report details Tamworth Borough Council's Pay Policy Statement so that statutory guidance as set out in Section 38 of the Localism Act is adhered to.

Recommendations

It is recommended that:

The Committee approve the Policy Statement 2024 to be presented to full council for adoption and publication to the Council's website in line with the Localism Act 2011.

Executive Summary

Under Section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as authority thinks fit". The Pay Policy Statement (Appendix 1) sets out the Council's approach to pay in accordance with the requirements of Section 38 of the Localism Act 2011.

The purpose of the statement is to provide transparency with regards to the council's approach to setting the pay of its employees by identifying:

- The methods by which salaries of all Tamworth Borough Council employees are determined,
- The detail and level of remuneration of Tamworth Borough Council's most senior staff i.e. 'chief officers', as defined by the relevant legislation,
- The committees responsible for ensuring the provisions set out in this statement are applied consistently throughout the council and recommending any amendments to full council.

Once approved by full council, this policy statement will come into effect and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 require Tamworth Borough Council to calculate and publish the pay gap between male and female employees each year. The data is based on the pay situation as at 31 March each year and is published on Tamworth Borough Council's and the Government's website.

Options Considered

Not applicable.

Resource Implications

There are no resource implications association with this report. All pay is accounted for within the approved Council budget.

Legal/Risk Implications

Section 38 of the Localism Act must be complied with, therefore, so as to mitigate the risk this report must be approved by full council.

Equalities Implications

The Localism Act was subject to consideration in terms of compatibility with the European Convention of Human Rights and contains a statement by the then Secretary of State that the provisions are compatible with equalities legislation. The pay policy statement is now part of a wider transparency and equalities framework alongside gender pay gap reporting requirements. For the reporting period 31 March 2024, the median gender pay gap was minus1.4% which means that for the first time, women’s median hourly rate is more than males and the mean gender pay gap has reduced significantly to 0.8%.

All pay is applied fairly and equally under the Council’s job evaluation scheme.

Appendix 4 details the community impact assessment.

Environment and Sustainability Implications (including climate change)

Not applicable

Background Information

The council has published a pay policy on an annual basis, in line with legislation, since 2012. The first annual gender pay gap report was published in 2018 to meet new legislative requirements.

Report Author

Jackie Noble – Head of HR and OD

List of Background Papers

Pay Policy and Gender Pay Gap 2023

Appendices

- Appendix 1 Pay Policy Statement 2024
- Appendix 2 Salary scales 2024
- Appendix 3 Gender pay gap report 2024
- Appendix 4 Community impact assessment

Tamworth Borough Council
Gender Pay Gap Report 31 March 2024

Background

Tamworth Borough Council (TBC) is committed to embedding equality, diversity and inclusion in delivery of its services and in the employment of its workforce. We have a duty to comply with the Public Sector Equality Duty and Equality Act 2010. The gender pay gap information forms part of that.

We have a commitment to closing the gender pay gap and are proud of the work done since 2017 which continues to see a decline in the gap. We have published our Gender Pay Gap since 2018 to meet government requirements that employers with 250 or more employees must publish information each year to show the difference in average pay between male and female employees.

This is TBC's eighth annual report and provides data as at a "snapshot" date of 31 March 2024.

The gender pay gap report sets out Tamworth Borough Council's results in relation to 6 calculations:

Mean Gender Pay Gap	The difference between the mean hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.
Median Gender Pay Gap	The difference between the median hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.
Mean Bonus Gap	The difference between the mean bonus pay paid to male relevant employees and that paid to female full pay relevant employees.
Median Bonus Gap	The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees.
Bonus proportions	The proportions of male and female relevant employees who were paid a bonus during the relevant period.
Pay Quartile	The proportions of male and female full pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands.

The Council must publish its result both on its own website and the government gender pay gap service website. The data analysed relates to all employees of Tamworth Borough Council employed in temporary or permanent contracts on the reporting snapshot date (known as relevant employees). It includes those under an apprenticeship or contract to provide a service which falls under the IR35 regulations. Pay is based on ordinary pay which includes basic pay (hourly rate), contractual enhancements (such as stand by or essential car user) and sick pay. Pay excludes expenses, overtime pay, pay in lieu of leave, benefits in kind and redundancy pay.

How does Tamworth Borough Council's gender pay gap compare to previous years?

Headcount:

Tamworth Borough Council's headcount was 358 as of 31 March 2024.

232 (64.80%) of employees are female and 126 (35.20%) of employees are male. This is an increase in headcount of 17. The proportion of female employees has decreased by 1.18%.



35.20%



64.80%

	Female's earnings are
Mean gender pay gap in hourly rate	0.8% lower
Median gender pay gap in hourly rate	1.4% higher

Gender Pay Gap Outcomes

The results of the 6 required calculations are outlined below, based on data for the snapshot date of 31st March 2024 and are also compared with the data from previous years.

Gender	Full pay relevant employee count							
	31 March 2024	31 March 2023	31 March 2022	31 March 2021	31 March 2020	31 March 2019	31 March 2018	31 March 2017
Female	232 (64.80%)	225 (65.98%)	215 (63.61%)	196 (63.84%)	206 (64.58%)	216 (62.42%)	217 (63.26%)	214 (61.85%)
Male	126 (35.2%)	116 (34.02%)	123 (36.39%)	111 (36.16%)	113 (35.42%)	130 (37.58%)	126 (36.67%)	132 (38.15%)
Total	358	341	338	307	319	346	343	346

Mean Gender Pay Gap

The mean (average) gender pay gap is the difference between the mean hourly pay rate of relevant male employees and that of relevant female employees as a percentage of men's earnings.

Gender	Mean hourly rate							
	31 March 2024	31 March 2023	31 March 2022	31 March 2021	31 March 2020	31 March 2019	31 March 2018	31 March 2017
Female	17.32	15.83	14.64	14.63	13.92	13.60	13.11	13.11
Male	17.46	16.91	15.57	15.80	14.87	15.29	15.00	14.79
Mean Average	17.37	16.19	14.98	15.05	14.26	14.24	13.80	13.75
% mean hourly rate is lower for women	0.8%	6.39%	5.96%	7.42%	6.41%	11.03%	12.6%	11.37%

The mean hourly pay for female employees is £17.32 and for male employees it is £17.46. The mean gender pay gap is 0.14 pence per hour or 0.8%. The mean hourly pay gap has **decreased** by 5.59%.

Median Gender Pay Gap

The median (middle value) gender pay gap is the difference between the median hourly pay rate of the relevant male employees and that of relevant female employees as a percentage of men's earnings.

Gender	Median Hourly Rate							
	31 March 2024	31 March 2023	31 March 2022	31 March 2021	31 March 2020	31 March 2019	31 March 2018	31 March 2017
Female	15.96	14.63	13.41	13.03	12.59	12.08	11.98	12.18
Male	15.74	14.87	14.16	14.01	13.63	13.19	13.05	12.97
Median Average	15.92	14.63	13.42	13.44	12.99	12.66	12.70	12.8
% median hourly rate is lower for women	-1.4%	1.58%	5.3%	7%	7.63%	8.45%	8.2%	6.05%

The median hourly pay for female employees in £15.96 and for male employees it is £15.74. The mean hourly pay gap is -0.22 pence per hour or -1.4%. The mean hourly pay gap **decreased** by 2.98% to -1.4% which means that women's median hourly rate is now more than males.

Comparison of mean and median:



	2017	2018	2019	2020	2021	2022	2023	2024
Mean	11.37	12.19	11.03	6.41	7.42	5.96	6.39	0.8%
Median	6.05	8.2	8.45	7.63	7.7	5.3	1.58	-1.4%

Breakdown by quartile:

The breakdown of genders in each quartile shows an increase of female employees in the top quartile; 65.17% female employees compared to 64.71% in the previous year. 34.83% of employees in this quartile are male compared to 35.29% in the previous year. The percentage remains reflective of the organisation's overall gender profile with 64.80% of females making up the workforce. There has been significant progress in this quartile, with an increase of 15.85% of female employees within this quartile since reporting commenced.

The upper middle quartile is 66.29% female and 33.71% male. The percentage of females in this quartile is slightly less than the previous year. The number of females within this quartile is now slightly higher than the organisation's overall gender profile.

The lower middle quartile is 55.43% female and 44.57% male. The percentage of females in this quarter decreased by 2.22% from the previous year.

The lower quartile is 71.43% female and 28.57% male. This continues to reflect a disproportionate number of females in this quartile compared against the overall gender breakdown of the organisation.

Quartile Pay Bands

The proportions of male and female relevant employees in the four quartiles for the current and previous submissions:

Proportion of male and female by quartile:

	2024	2023	2022	2021	2020	2019	2018	2017
Lower Quartile	91	85	79	70	128	71	69	61
Lower Middle Quartile	92	85	90	82	92	102	102	109
Upper Middle Quartile	89	85	80	76	83	84	86	103
Upper Quartile	89	85	89	79	78	89	86	73

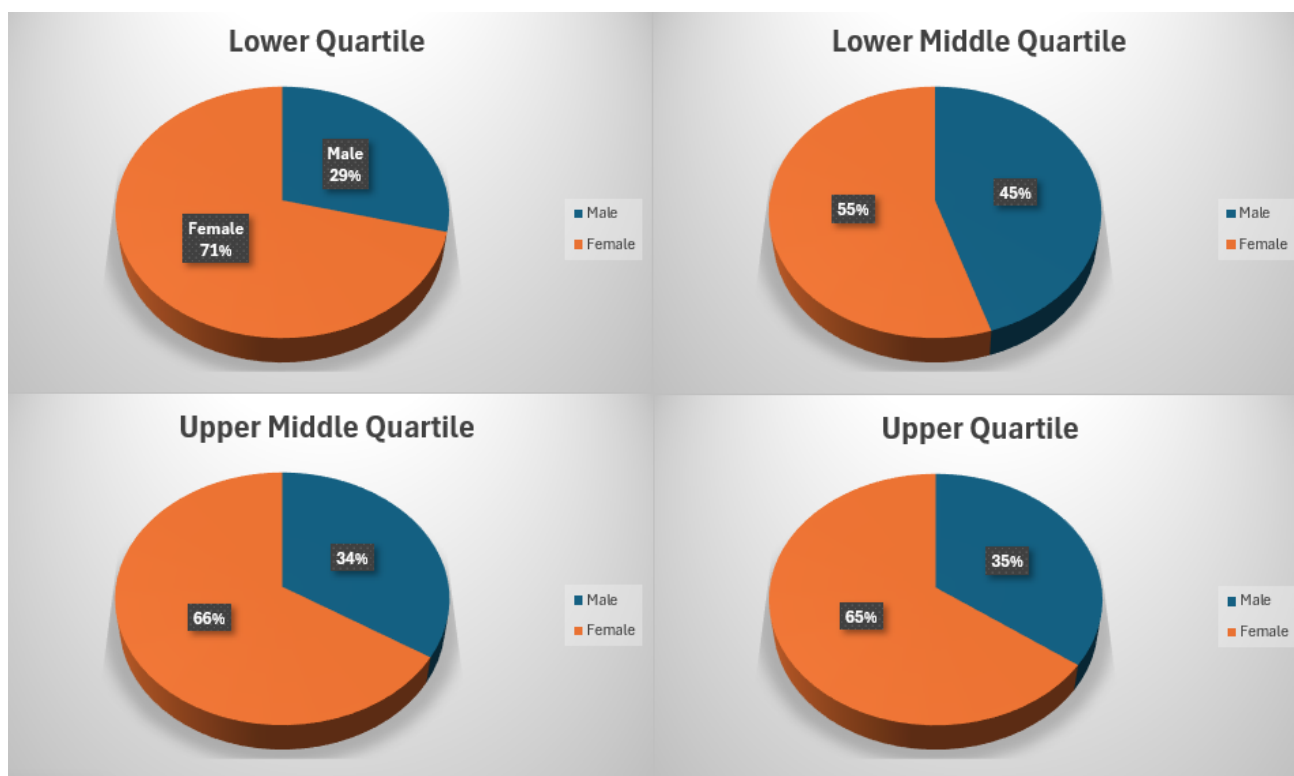
Proportion of males in each quartile

	2024	2023	2022	2021	2020	2019	2018	2017
Lower Quartile	26 28.57%	22 25.88%	20 25.32%	17 24.29%	42 32.81%	18 25.35%	13 18.84%	14 22.95%
Lower Middle Quartile	41 44.57%	36 42.35%	41 45.56%	31 37.80%	33 35.87%	42 41.17%	41 40.20%	44 40.37%
Upper Middle Quartile	30 33.71%	27 31.76%	25 31.25%	31 40.79%	31 37.5%	27 32.14%	29 33.72%	37 35.92%
Upper Quartile	31 34.83%	30 35.29%	37 41.57%	32 40.51%	33 42.31%	43 48.31%	43 50%	37 50.68%

Proportion of females in each quartile

	2024	2023	2022	2021	2020	2019	2018	2017
Lower Quartile	65 71.43%	63 74.12%	59 74.68%	53 75.71%	86 67.19%	53 74.65%	56 81.16%	47 77.05%
Lower Middle Quartile	51 55.43%	49 57.65%	49 54.44%	51 62.20%	59 64.13%	60 58.82%	61 59.80%	65 59.63%
Upper Middle Quartile	59 66.29%	58 68.24%	55 68.75%	45 59.21%	52 62.65%	57 67.86%	57 66.28%	66 64.08%
Upper Quartile	58 65.17%	55 64.71%	52 58.43%	47 59.49%	45 57.69%	46 51.69%	43 50%	36 49.32%

By pay quartile for employees of Tamworth Borough Council



The above charts show Tamworth Borough Council’s workforce divided into four equal-sized groups based on hourly pay rates, the lowest paid 25% of employees (the lower quartile) rising to the highest paid 25% (the upper quartile).

Within the council, 71% of the employees in the lower quartile are women and 29% are men. A disproportionate number of women are within this quartile, which is known as occupational segregation, where more women than men are concentrated in certain occupations. Historical societal factors, such as gender stereotypes, affect career choices. In TBC’s case roles such as

cleaners, castle visitor service assistants and customer service assistants are the lowest pay grade within the council and are still predominantly female.

Bonus pay gap

Tamworth Borough Council does not pay bonus payments to employees in line with the criteria within the scope of the data requirements and therefore we are unable to report on this element.

How does Tamworth Borough Council's gender pay gap compare with that of other organisations?

The Office of National Statistics (ONS) Annual Survey of hours and earnings report the median pay gap for 2023 was 7.7%.

Within the public sector, it was 12.1%, within the private sector it was 8% and within non-profit bodies it was 2.7%. The Local Government's gender pay gap was 1.8%.

Local Government Authority research found; women in English local authorities were paid 3.5% less than men in **mean** pay and 1.7% less than men according to **median** pay. The median pay gap in the West Midlands region was 3.7%.

Neighbouring Borough and District Councils reported for April 2023 as follows:

	Mean	Median
Tamworth Borough Council	6.39	1.58
Lichfield District Council	-4.3	-1.9
Cannock Chase District Council	11.5	23.3
East Staffordshire Borough Council	1.1	-1.8
Stafford Borough Council	2.4	-4.0
Newcastle Under Lyme Borough Council	0.2	2.8
South Staffordshire Council	4.9	7
North Warwickshire Borough Council	2%	0%
Rugby Borough Council	-0.1%	0%
Nuneaton and Bedworth Borough Council	0.9%	3.2%
Hinckley and Bosworth Borough Council	3.1%	6.7%

What are the underlying causes of Tamworth Borough Council's gender pay gap?

Incremental progress has been made since 2017 when we were first required to report on the gender pay gap.

Under employment legislation, men and women must receive equal pay for:

- The same or broadly similar work;

- Work related as equivalent under a job evaluation scheme; or
- Work of equal value.

Tamworth Borough Council is therefore confident that its gender pay gap does not stem from paying men and women differently for the same or equivalent work. Rather its gender pay gap is the result of the roles in which men and women choose to apply for within the organisation and the salaries that these roles attract.

Across the UK economy as a whole, men are more likely than women to be in senior roles (especially very senior roles at the top of organisations), while women are more likely than men to be in front line roles at the lower end of the organisation. Women are more likely than men to have had breaks from work that have affected their career progression, for example to bring up children. They are also more likely to work part time, and many of the jobs that are available across the UK on a part time basis are relatively low paid.

The last two pay awards, effective from 1 April 2022 and 1 April 2023 has favourably impacted on the gender pay gap. All employees received a lump sum payment of £1,925 (FTE), which amounted to a pay award ranging from 10% for those occupying the lowest graded roles, to 1.0% for the highest graded role. As females occupy more roles in the lowest quartile, their salaries increased more percentage wise, thus reducing the median gender pay gap.

What is Tamworth Borough doing to address its gender pay gap?

Tamworth Borough Council is an inclusive and fair employer, committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability. It has a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other characteristic set out above). As such, job roles are evaluated to determine pay grades irrespective of the post holder's gender.

To date, Tamworth Borough Council has taken steps to promote gender diversity in all areas of its workforce. The council has considered all aspects of the employee life cycle; attraction, recruitment, on boarding, development, retention and separation, including the following:

- All vacancies are eligible for part time and full time staff.
- Recruitment is standardised with a structured interview and often with tasks to reduce bias.
- Recruitment adverts ensure inclusivity and are not gender biased.
- Our SMART working strategy continues to assist to attract and develop the best talent.
- Applicants are shortlisted with their personal details anonymised.
- Governance is in place to ensure starting salaries above the minimum spinal column point for the grade are fair and equitable.
- All job roles are evaluated via nationally recognised mechanisms.
- The executive levels of the organisation are appointed to spot a salary which limits the opportunity to negotiate and thus removes bias.
- Leave policies promoting flexible working; including part time, job share, flexible start and finish times for all staff and new entrants.
- TBC supports parents with maternity leave, shared parental leave and adoption leave.
- Male and female employees receive the same enhancements for overtime and allowances.
- Employees with caring responsibilities are supported with carer's leave

- Training and development (including professional qualifications) is available to all staff.
- We will continue to encourage and monitor the take up of mandatory Diversity and Inclusion training to further minimise discrimination.
- We will provide a leadership and management development programme to establish a talent pipeline for leaders and managers of the future.
- Performance is not linked to pay awards. Research has proven men are more successful at negotiating higher performance ratings.
- Exit interviews are carried out and any areas of concern are examined.

Work continues to deliver the actions above.

Future actions

Tamworth Borough Council is committed to reporting on an annual basis on what it is doing to resolve the gender pay gap and the progress it is making. Furthermore, all TBC policies are community impact assessed to minimise unfavourable treatment on staff. Tamworth Borough Council continues to be committed to report on an annual basis on what it is doing to reduce the gender pay gap and maintain the progress made. Tamworth Borough Council will continue to embed equality and diversity within everything we do.

Community Impact Assessment

Part 1 – Details		
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Pay Policy statement 2024	
Date Conducted	27 September 2024	
Name of Lead Officer and Service Area	Jackie Noble, Head of HR and OD	
Commissioning Team (if applicable)		
Director Responsible for project/service area	Anica Goodwin, Executive Director Organisation	
Who are the main stakeholders	All employees	
Describe what consultation has been undertaken. Who was involved and what was the outcome	None. The report details payments made to employees to comply with the Localism Act.	
Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc)		
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	
	A policy	x
	A function, service or project	
What kind of assessment is it? Indicate with an 'x' which applies	New	
	Existing	
	Being reviewed	x
	Being reviewed as a result of budget constraints / End of Contract	

Part 2 – Summary of Assessment

Children		X	Not a factor
Vulnerable Adults		x	Not a factor
Families		X	Not a factor
Those who are homeless		X	Not a factor
Those on low income		X	Not a factor
Those with drug or alcohol problems		X	Not a factor
Those with mental health issues		X	Not a factor
Those with physical health issues		X	Not a factor
Social inclusion Please include refugees and asylum seekers,		X	Not a factor
Social inclusion: Armed Forces The Armed Forces Covenant is a pledge that together we acknowledge and understand that those who have served in the armed forces, and their families, should be treated with fairness and respect and any impact should be considered		X	Not a factor
Health and Wellbeing		X	Not a factor
Climate Change		X	Not a factor

Part 4 – Risk Assessment

From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications. this includes climate change considerations

This is the section in which to please outline any actions to mitigate negative or enhance positive impacts in terms of economic, environmental or wider societal considerations, and actions to review and monitor the overall impact of the change accordingly.

Impact Area	Details of the Impact	Action to reduce risk
<i>Eg: Families</i>	<i>Families no longer supported which may lead to a reduced standard of living & subsequent health issues</i>	<i>Signposting to other services. Look to external funding opportunities.</i>

Part 5 - Action Plan and Review

Detail in the plan below, actions that you have identified in your Community Impact Assessment, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome
	Outcomes and Actions entered onto Pentana			

Date of Review (If applicable)

Guidance and form updated July 2023 following CMT approval.

Tamworth Borough Council Grade Structure		01.04.24 New Salary	01.04.24 hourly rate	01.04.24 monthly rate
Grade	Spinal Column Point			
A	2	23656	12.2615	1971.33
B	3	24027	12.4538	2002.25
C	4	24404	12.6492	2033.67
	5	24790	12.8493	2065.83
	6	25183	13.0530	2098.58
D	7	25584	13.2609	2132.00
	8	25992	13.4723	2166.00
	9	26409	13.6885	2200.75
	10	26835	13.9093	2236.25
	11	27269	14.1342	2272.42
	12	27711	14.3633	2309.25
	13	28163	14.5976	2346.92
Not used	14	28624	14.8366	2385.33
	15	29093	15.0797	2424.42
	16	29572	15.3280	2464.33
E	17	30060	15.5809	2505.00
	18	30559	15.8395	2546.58
	19	31067	16.1029	2588.92
	20	31586	16.3719	2632.17
	21	32115	16.6461	2676.25
	22	32654	16.9254	2721.17
F	23	33366	17.2945	2780.50
	24	34314	17.7859	2859.50
	25	35235	18.2632	2936.25
	26	36124	18.7240	3010.33
	27	37035	19.1962	3086.25
	28	37938	19.6643	3161.50
G	29	38626	20.0209	3218.83
	30	39513	20.4806	3292.75
	31	40476	20.9798	3373.00
	32	41511	21.5163	3459.25
H	33	42708	22.1367	3559.00
	34	43693	22.6472	3641.08
	35	44711	23.1749	3725.92
	36	45718	23.6969	3809.83

Not used	37	46731	24.2219	3894.25
	38	47754	24.7522	3979.50
I	39	48710	25.2477	4059.17
	40	49764	25.7940	4147.00
	41	50788	26.3248	4232.33
	42	51802	26.8504	4316.83
	43	52805	27.3702	4400.42
J	44	54070.08	28.0260	4505.84
	45	55390.40	28.7103	4615.87
	46	56703.27	29.3908	4725.27
Assistant Directors	AD1	69753.74	36.1552	5812.81
	AD2	71446.80	37.0328	5953.90
	AD3	73139.40	37.9101	6094.95
	AD4	75396.60	39.0801	6283.05
Executive Director	EX2	100224.24	51.9489	8352.02
Executive Director - Head of Paid Service	EX1	105,866.84	54.8736	8822.24
Chief Executive	100	128437.34	66.5725	10703.11

2024 % increase
5.768
5.674
5.581
5.489
5.399
5.310
5.222
5.136
5.050
4.966
4.882
4.800
4.719
4.640
4.561
4.484
4.407
4.332
4.258
4.185
4.113
4.022
3.906
3.800
3.703
3.609
3.520
3.455
3.375
3.292
3.207
3.115
3.042
2.971
2.904

2.839
2.776
2.720
2.661
2.606
2.554
2.504
2.50%
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2.50%

Pay Policy Statement 2024

Document Status: Final

Document Ref: HRPP2021

Originator: Jackie Noble

Owner: Zoe Wolicki/ Anica Goodwin

Version: 01.01.11

Date: October 2024

For Approval by Full Council

Classification: SEC1 - Routine

Document Location

This document is held by Tamworth Borough Council, and the document owner is Anica Goodwin. Printed documents may be obsolete; an electronic copy will be available on Tamworth Borough Councils Intranet. Please check for current version before using.

Revision History

Revision Date	Version Control	Summary of changes
17.01.13	2013	Update figures and spinal column points
09.01.14	2014	Reviewed & updated with 2013 pay settlement
10.02.15	2015	Updated following 2015 settlement
04.03.15	2015	Finalised figures based on recommendations of Leader & Appointments & Staffing Committee 26.2.15
17.02.16	2016	Reviewed & Updated
16.02.17	2017	Reviewed and updated
20.03.17	2017 final	Finalised for Full Council Approval
13.04.18	2018	New format, reviewed information and updated with 2018 pay settlement Addition of gender pay information
04.04.19	2019	Reviewed information and updated with 2019 new grade structure and gender pay information
24.08.20	2020	Reviewed and updated
07.09.20	2020	Updated to take into account 2020 pay settlement
17.05.21	2021	Reviewed and updated with 2021 pay settlement
23.05.22	2022	Reviewed and updated with 2022 pay settlement
24.11.23	2023	Reviewed and updated with 2023 pay settlement
27.09.24	2024	Reviewed and updated with gender pay gap and pay settlement

Key Signatories

Approvals Creation and Major Change

Name	Title	Approved
Appointments & Staffing	Head of Paid Service	
Full Council	Leader of the Council	

Approval Path

Major Change

Anica Goodwin

Stephen Gabriel

Trade Union Liaison Group

Appointments & Staffing

CMT / Cabinet

Full Council

Action

Submission

Sponsor

Consultative Group

Approval

Corporate Approval

Council Approval

Document Review Plans

This document is subject to a scheduled annual review. Updates shall be made in accordance with business requirements and changes and will be with agreement with the document owner.

Distribution

The document will be published on our internet site.

Security Classification

This document is classified as SEC 1 Routine with access restricted to Tamworth Borough Council staff and business partners.

1. Purpose and Scope of the Policy Statement

- 1.1 Section 38 (1) of the Localism Act 2011 requires the council to prepare an annual pay policy statement.
- 1.2 The purpose of this statement is to provide transparency about the council's approach to setting the pay of its employees by identifying:
- The detail and level of salary for each of the chief officers as defined by relevant legislation
 - The salary of the lowest paid employee
 - The relationship between the salaries of chief officers and other employees
 - The methods by which salaries and grades of employees are determined
 - The committee responsible for ensuring the provisions set out in this statement are applied consistently throughout the council and recommending any amendments to full council
- 1.3 In determining the pay of all employees, the council will comply with all relevant employment legislation. This includes the:
- Equality Act 2010 (incorporating the Gender Pay Gap Regulations 2017)
 - Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000,
 - Agency Workers Regulations 2010 (amended 2020)
 - Transfer of Undertakings (Protection of Earnings) Regulations 2006
 - National Minimum Wage (Amendment) Regulations 2018
- 1.4 This Pay Policy Statement applies to the council's chief officers. It addresses the legal requirement to set out how pay is determined for this group. This includes the following posts within Tamworth Borough Council:
- Chief Executive
 - Executive Directors
 - Assistant Directors
- 1.5 This Pay Policy Statement is a supplement to Tamworth Borough Council's overarching pay and associated policies which form part of the terms and conditions of employees. These include but are not limited to:
- Tamworth Borough Council Pay Policy
 - Job Evaluation Scheme
 - NJC Terms and Conditions of Employment (Green Book)
 - JNC Terms and Conditions for Chief Executives (Chief Executive and Deputy Chief Executive are appointed to these terms and conditions)
 - JNC Terms and Conditions for Chief Officers (Executive Directors and Assistant Directors within Tamworth Borough Council are appointed to these Terms and Conditions).
 - Honorarium, Acting Up and Ex gratia Policy
 - Travel, Subsistence & Expenses Policy

- Flexible Retirement Policy
- Additional Payments Policy
- Other Payments Policy including long service award
- Employer Pension Discretion Policy
- Smart Working policy including home working allowance

Once approved by full council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis.

2. Arrangements for officer pay

2.1 The general terms and conditions of employment are governed by the following national agreements:

- Chief executive, executive directors and assistant directors - JNC for chief officers of local authorities,
- All other employee groups - NJC for Local Government Services

2.2 The council uses two forms of job evaluation to identify officer pay. This is either through the council's Gauge job evaluation scheme or the Hay evaluation scheme. The Hay job evaluation scheme is used to evaluate the following roles within the council:

- Chief Executive
- Executive Directors and Assistant Directors
- Heads of Service are evaluated under Gauge and Hay (this is due to the cross over point of the two schemes).

All other posts within the council are evaluated under the Gauge evaluation scheme in accordance with the agreed policies.

TBC conforms with the Local Government Association "Diverse by Design Guide" which provides a range of steps to positively influence a culture of equality and inclusion. In order to have a transparent and fair reward and recognition scheme, the job evaluation scheme brings equity and fairness to the way TBC values and rewards jobs, it brings pay transparency and reduces pay inequality by providing a framework which is applied consistently. Job evaluation evaluates the job and not the person and judges the demands of the job in a way that is as objective as possible. Furthermore, it removes any element of discretion, which can introduce bias.

2.3 Based on the application of the relevant job evaluation process; the council uses the nationally negotiated pay spine as the basis for its local grading structure. The council remains committed to adherence with national pay bargaining in respect of the national pay spine and any annual cost of living increases negotiated within this.

2.4 The pay award for JNC and Chief Officer employees, effective from 1 April 2024, was agreed on 22 July 2024 for and processed for payment in August 2024. The pay award was 2.5%. The pay award for employees on spinal column points 2 to 43 inclusive and chief executives was agreed on 22 October 2024 and will be paid in November 2024. It was 2.5% for chief executives, 2.5% for spinal column points 44 to 46 inclusive and a lump sum of £1,290 for spinal

column points 2 to 43 inclusive.

- 2.5 **Appendix 1** details the council's pay scale effective from 1 April 2024.
- 2.6 In determining its grading structure and setting remuneration levels for all posts, the council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.
- 2.7 The Executive Director Organisation (Head of Paid Service) under the general scheme of delegation within the Council will determine the terms and conditions of employment of all officers.
- 2.8 The Council also recognises that it may need to make additional payments to individuals taking on temporary assignments and responsibilities as a honorarium or acting up payment using the job evaluation scheme to measure the additional responsibilities. Where the level of remuneration cannot be determined using the job evaluation framework, this may be a discretionary payment as an ex gratia payment. The council retains the right to make payments not set within the pay scale, where these can be objectively justified.
- 2.9 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy. The Acting Up, Honoraria and Ex gratia Payments Policy specify such payments that may be made.
- 2.10 For the year commencing 1st April 2024 the annual payment has been calculated as £6,636.12, with 70% of this amount paid to the Deputy Returning Officer.
- 2.10 New appointments will normally be made at the lowest point of the relevant grade, although this can be varied where necessary to secure the best candidate with approval from the Head of Paid Service and will be subject to an equality impact assessment. Employees who transfer within the organisation to a job of the same grade will transfer on their current spinal column point.
- 2.11 Tamworth Borough Council employees enjoy the benefit of a company paid healthcare cash plan at a cost of £4.33 per month per employee.
- 2.12 In exceptional circumstances the council may make a payment to an individual under a settlement agreement. Such agreements protect the council where there is a risk of compensation and/or damages claim, which could have high financial impact and/or damage the council's reputation. Payments for all officers would be authorised by the head of paid service. In the event a settlement agreement involving the chief executive or head of paid service, the decision would be made by full council.

3. Chief Officer Remuneration

3.1 For the purposes of this statement, senior management means chief officers as defined within S43 of the Localism Act. The posts falling within the statutory definition are set out below, with details of their basic salary and allowances as of 1 April 2024.

Job Type / Allowance	Scale Point	Salary	Car Allowance
Chief Executive Returning Officer Fee	CE1	128,437.34	963
Executive Director, Head of Paid Service and Deputy Chief Executive	EX1	105,866.84	963
Executive Director	EX2	100,224.24	1239
Executive Director	EX2	100,224.24	963
Assistant Director	AD4	75,396.60	1239
Assistant Director	AD3	73,139.40	
Assistant Director	AD4	75,396.60 Exgratia £11,276.16	1239
Assistant Director	AD4	75,396.60 Exgratia £11,994	963
Assistant Director	AD4	75,396.60	1239
Assistant Director	AD4	75,396.60 Exgratia £11,787.48	963
Assistant Director	AD1	69,753.74	1239

4. Additions to salary of chief officers

- 4.1 In the event that a chief Officer vacancy is covered by the distribution of duties to other chief officers ex gratia payments will be made.
- 4.2 The salary details given in **3.1** also provides details of additional payments made to chief officer salaries including:
- Essential car user allowances as determined by the council’s travel, subsistence and expenses Policy and reviewed and updated in line with NJC rates.
 - Home working allowance
 - Returning Officer/Registration of Electors duties are determined by Electoral Registration Officer Section 8 Representation of the People Act 1983 and Returning Officer Section 35 Representation of the People Act 1983. They are based on the size of the electorate multiplied by a figure set by County Council on an annual basis.
- 4.3 The council does not apply any bonuses to its chief officers.

5. Relationship between the remuneration of chief officers and others

- 5.1 In comparing the chief executive pay with the wider workforce the council will use the following definitions:
- The lowest-paid employee: the employee or group of employees with the lowest salary (full-time equivalent) employed by the council at the date of assessment.
 - The median: the mid -point salary when full-time equivalent salaries are arranged in order of size (highest to lowest). Based on salary levels of staff on the date of assessment.
 - This excludes those employed on casual contracts of employment, but includes part time employees where their salaries are normalised to the full-time equivalent. It also excludes apprentices who are employed on the Tamworth Borough Council apprentice pay grade, which mirrors age related national minimum wage.

Statutory guidance recommends that the most appropriate metric for measuring the relationship between pay rates as a multiple of chief executive pay to median salary. Tracking this multiple will allow the council to ensure that public services are accountable for the relationship between top pay and that paid to the wider workforce. Note, this is the ratio for 2023/24 as the 2024/25 pay award has not been processed at the time of writing this policy.

	Annual salary	Ratio to highest
Highest salary	£125,304.72	
Median (mid-point) value	£28,770	1:4.4
Lowest full time salary	£14,450	1:8.7

6. Lowest Paid Employee

- 6.1 The lowest paid persons employed under a contract of employment with the council are employed on full time 37 hours equivalent salaries in accordance with the minimum spinal column point currently in use within the council's grading structure. As of 1 April 2024, the lowest spinal column point is spinal column point 2, £22,366. Please note the 2024/25 pay award has not been settled yet for all employees.

The council employs apprentices who are not included within the definition of 'lowest paid employees' as they are paid the age related apprenticeship rate. From 1 April 2024 the national living wage (for 23 and over) and national minimum wage rates paid are:

23 and over	21 to 22	18 to 20	Under 18	Apprentice
£11.44	£11.44	£8.60	£6.40	£6.40

7. Recruitment of chief officers

- 7.1 The council's policy and procedures with regard to recruitment of chief officers is set out within the officer employment procedure rules as detailed in Part 4 / Schedule 8 of the Constitution. When recruiting to all posts the council will take full and proper account of its own Equality and Diversity, Recruitment and Selection, Employment Stability and Re-engagement Policies. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure.
- 7.2 Where the council remains unable to recruit chief officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the council will, where necessary, consider and utilize engaging individuals under 'contracts for service' (subject to the relevant tests for compliance with IR35 Intermediaries Regulations). These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money in securing the relevant service.

8. Payments on termination - chief officers

- 8.1 The council's approach to statutory and discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. We have chosen not to adopt Regulations 12 and 13 of the Local Government Pension Scheme (benefits, membership and contribution) Regulations 2007.
- 8.2 Any other payments falling outside the provisions (such as settlement agreements) or the relevant periods of contractual notice shall be subject to a formal decision made by the chief executive and head of paid service with delegated authority to approve such payments. With regards to any proposed payment to the chief executive or head of paid service, to prevent a conflict of interest, it is expected that the payment should be approved by a panel including at least two independent persons.

9. Special severance payments (Exit pay cap)

- 9.1 Payments of £100,000 and above must be approved by a vote of full council, as set out in the Localism Act 2011.
- 9.2 Payments of £20,000 and above, but below £100,000 must be personally approved and signed off by the head of paid service, with a clear record of the leader's approval through a scheme of delegation and that of any others who have signed off the payment.
- 9.3 Payments below £20,000 must be approved according to the scheme of delegation.

10. Gender pay gap reporting

- 10.1 The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 require Tamworth Borough Council to calculate and publish the gender pay gap between male and female employees each year.
- 10.2 The data based on the pay situation as at 31st March 2024 and indicates a mean hourly gender pay gap of 0.8% and a median hourly gender pay gap of -1.4%. **Appendix 2** details the gender pay gap report in more detail.

11. Accountability and Decision Making

- 11.1 In accordance with the constitution of the council, the Appointments and Staffing Committee are responsible for decision making in relation to employment policies including recruitment, pay, terms and conditions and severance arrangements in relation to employees of the council. Where appropriate, implementation of these policies may be delegated to the chief executive or head of paid service in accordance with the scheme of delegation.

12. Publication

- 12.1 Once approved by full council, this policy statement and any subsequent amendment will be published on the council's website. Human Resources will be responsible for the annual review to ensure an accurate pay policy is published each financial year and that the council remains compliant with legislation.
- 12.2 In accordance with the Code of Practice on Local Authority Accounting, the annual Statement of Accounts must include pay details of senior officers (as defined by the Accounts and Audit (England) Regulations 2015) where the salary is above £50,000 per annum. The following aspects must be included:

- Salary, fees or allowances paid to or receivable by the person in the current and previous year;
- Any sums payable by way of expenses allowance that are chargeable to UK income tax;
- Any compensation for loss of employment and any other payments connected with termination;

- Any benefits received that do not fall within the above – including contribution to the person's pension.

The Council complies with this requirement and publishes the data on the Tamworth Borough Council website.

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