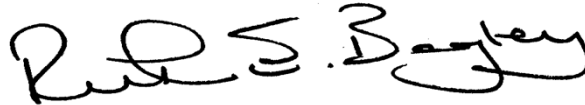


Date of issue: Monday, 13 June 2016

MEETING	EMPLOYMENT & APPEALS COMMITTEE (Councillors Usmani (Chair), N Holledge, Bedi, Brooker, Chahal, Davis, M Holledge, Sandhu and Sharif)
DATE AND TIME:	TUESDAY, 21ST JUNE, 2016 AT 6.30 PM
VENUE:	MEETING ROOM 3, CHALVEY COMMUNITY CENTRE, THE GREEN, CHALVEY, SLOUGH, SL1 2SP
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	NEIL FRASER 01753 875015

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



RUTH BAGLEY
Chief Executive

AGENDA

PART 1

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>LEAD</u>
1.	Apologies for absence. Declarations of Interest		

All Members who believe they have a Disclosable Pecuniary or other Pecuniary or non pecuniary Interest in any matter to be considered at the meeting must declare



AGENDA
ITEM

REPORT TITLE

PAGE

LEAD

that interest and, having regard to the circumstances described in Section 3 paragraphs 3.25 – 3.27 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 3.28 of the Code.

The Chair will ask Members to confirm that they do not have a declarable interest.

All Members making a declaration will be required to complete a Declaration of Interests at Meetings form detailing the nature of their interest.

- | | | | |
|-----|---|---------------|--------------------|
| 2. | Minutes of the Meeting held on 6th April 2016 | 1 - 8 | |
| 3. | Introduction to the Role of the Committee and Workforce Issues for the Year Ahead | Verbal Update | Christina Hefferon |
| 4. | Introduction to Gemma Bailey – Head of Corporate HR | Verbal Update | Gemma Bailey |
| 5. | Introduction to Martin Vaggers – Agresso Project Manager | Verbal Update | Martin Vaggers |
| 6. | Matrix Contract Report: Temporary Agency Staff | To Follow | Roger Parkin |
| 7. | Update on Agency Staff within Wellbeing | Verbal Update | Simon Broad |
| 8. | Update on the Transformation Programme | Verbal Update | Simon Broad |
| 9. | Staff Wellbeing Update | 9 - 28 | Surjit Nagra |
| 10. | Appointment of Appeals Sub-Committee | 29 - 32 | |
| 11. | Member's Attendance Record 2016/17 | 33 - 34 | |
| 12. | Date of Next Meeting | | |

Tuesday, 25th October 2016

Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Please contact the Democratic Services Officer shown above for further details.

The Council allows the filming, recording and photographing at its meetings that are open to the public. Anyone proposing to film, record or take photographs of a meeting is requested to advise the Democratic Services Officer before the start of the meeting. Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

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Employment & Appeals Committee – Meeting held on Wednesday, 6th April, 2016.

Present:- Councillors Brooker (Chair), N Holledge (Vice-Chair), Arvind Dhaliwal, M Holledge, Plenty and Sharif

Apologies for Absence:- Councillor Morris and Zarait

PART 1

32. Declarations of Interest

None.

33. Minutes of the Meeting held on 21st January 2016

Resolved – That the minutes of the last meeting held on 21st January 2016 be approved as a correct record.

34. Matrix Contract Report: Temporary Agency Staff - Progress on Implementation and Baseline Monitoring

Roger Parkin, Director of Customer and Community Services, introduced a report on temporary agency staffing.

Members were informed that as per previous requests, figures relating to Slough Children's Services Trust had been separated from the figures in the report. The total spend on SBC agency staff for the 2015/16 financial year was therefore £5,988,209. However this figure was somewhat lower than the actual spend, due to delayed invoicing for March 2016.

There were 217 agency staff placements across the Council, with the highest number being within the Wellbeing Directorate. Partly, this was due to the difficulty in recruiting the right calibre of staff to certain posts, e.g. social workers. In addition, agency staff within adult social care were often retained for longer than expected due to the importance of providing service continuity to residents.

In addition, agency staff were often required to complete projects on a short-term basis or provide expertise not available within existing staff. An example of this was the recent employment of a Digital Transformation Manager, on a short term basis, who was an external specialist recruited to drive the Digital Transformation project before handing off to regular staff in the longer term. In other cases, agency staff were recruited and retained due to the deliberate choice to keep permanent roles unfilled, in order to provide flexibility for internal redeployments following staff redundancies.

Members were concerned at the number, and length of tenure, of agency workers. It was confirmed that the concerns were shared by senior

Employment & Appeals Committee - 06.04.16

management, and that the Chief Executive had requested a report to the CMT to identify why specific roles had not been filled on a permanent basis. Managers were being asked to justify their agency worker placements, or remove them in favour of permanent staff.

The officer concluded by confirming that the Matrix contract had provided transparency over agency spend, and had made managers more accountable for their spend on recruitment.

Members asked a number of questions, including:

The number of agency staff employed by SBC for 2 years or more had increased. Why was this?

Since the last report, a number of agency staff within adult social care had now been in their positions for over 2 years, therefore skewing the figures. In many cases, highly skilled social care staff were retained to ensure high quality continuity of service and to deal with increasing caseloads.

It was accepted that there was a national shortage of social workers. What was Slough Council doing to incentivise social workers to live and work in Slough?

The OD/HR Business Partner for Wellbeing is working alongside the Adult Services Managers as part of a task group mandated with reviewing the use of agency workers in the service.

Why were temporary agency staff not converted to permanent staff?

Conversion of staff from temporary to permanent often required a 'finder's fee' to be paid to the agency. Through the Matrix contract, this fee was no longer applicable. However, many agency workers choose to remain temporary as they prefer the flexibility that this offers.

Were agency staff workers paid more than permanent staff?

No. Slough retains a pay parity scheme to ensure that agency workers are paid the same as permanent staff, in the same role. However, there were costs particular to agency staff that were not applicable to permanent staff (and vice versa), for example agency fees vs. pension contributions. Because of this, agency staff workers were not necessarily more expensive than permanent staff. A benefit of the Matrix contract was that there was now transparency of agency spend to ensure managers could produce sound business cases to justify the continuing employment of agency staff.

Were many agency workers retained as employees of their own company?

Some agency staff work through their own company in circumstances where specialist skills are required.

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Was Slough working to adopt some of the initiatives employed by the Children's Services Trust to reduce the spend on agency staff?

Yes, SBC and the Trust had forged a strong partnership to share best practice and reduce spend on agency workers.

Resolved - (a) That the report be noted.
(b) That a further report be brought to the next meeting of the Employment & Appeals Committee.

35. Staff Survey - Outcomes and Next Steps

Christina Hefferon, AD Organisational Development and HR, updated Members on the results of the recent Staff Survey.

The Survey was conducted in December 2015, and was available to all staff online and via paper questionnaires. Of the 871 staff employed by Slough as of December 2015, 366 responses had been received (42%). Of the 366 responses, 277 had been fully completed.

Members were informed of the results by level, directorate, location and length of service. Key points from the survey were:

Engagement:

- 88% of respondents said they enjoy their job.
- 59% said they were proud to work for the council.
- 58% rated the council highly as an employer
- 59% would recommend working for SBC.
- 88% felt their work mattered and was worthwhile.
- 90% would go the extra mile to help SBC succeed.
- 73% were inspired to meet their goals

This contrasted positively with the national figures which showed:

- 17% were engaged
- 57% were not engaged
- 26% were actively disengaged

Organisational Integrity

- 94% of respondents said they had a good team relationship
- 48% felt part of the council as a single organisation.
- 72% knew the SBC values
- 61% felt able to challenge inappropriate behaviour and language.
- 27% felt staff were involved in decisions that affect their work
- 32% felt people were recognised and appreciated for their work
- 27% felt the council encouraged open, honest discussion

Employment & Appeals Committee - 06.04.16

Strategic Direction

- 47% knew where their team is headed
- 71% knew about the Five Year Plan outcomes
- 85% understood how their work contributed to the performance of the council
- 37% were familiar with Fit for the Future
- 31% thought staff were provided the right amount of information
- 38% thought staff were told important news quickly
- 30% thought reasons for change were well communicated

Managers

- 71% said their manager was good at communicating the team's priorities
- 67% said their manager gave them the support they needed to be effective
- 75% said their manager listened to them
- 75% said their manager treated them fairly

Feeding views upwards

- 64% of respondents were happy with the opportunities to feed views upwards to managers.
- 50% of respondents were happy with the opportunities to feed views upwards to heads of service.
- 28% of respondents were happy with the opportunities to feed views upwards to SLT.

Outcomes from the survey included:

- Details of the Employee Engagement Forum (EEF) had been added to the corporate induction and the "Lonely planet guide to SBC"
- The EEF had carried out 3 drop-in sessions for staff and managers
- A staff comment box had been provided
- An ongoing programme of SLT visits to teams around the council had been instigated
- Communications had a renewed focus on sharing good news and success stories from around the council, including the SBC heroes awards
- The Staff Conference 2016 was scheduled for April, and would provide staff with the opportunity to ask questions and give input.

In conclusion, Members were informed that both the number of respondees and the majority of results were very positive and compared favourably to similar surveys conducted nationally. However, there remained work to be done, particularly on the visibility of SLT within the Council and the opportunities to feed views upwards to them.

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Members discussed the importance of staff appraisals, both in collecting employee views and measuring performance. It was confirmed that all staff were required to have an annual appraisal. Whilst in previous years, some staff did not have an appraisal, a new mechanism was now in place to ensure that appraisals were completed.

Resolved - That the report be noted.

36. Workforce Savings - Proposed Changes to Mileage Allowance and Pay Protection Arrangements

Christina Hefferon, AD Organisational Development and HR, informed Members of the recently launched consultation on workforce savings.

It was confirmed that, as the council's budget continued to reduce, (while demand for services continued to increase), there was a need to identify cost savings. In an effort to make savings without reducing staffing levels, two areas of potential savings had been identified:

1. Mileage Allowances

Current allowances provided staff a payment of £1,000 for every 1000 miles driven by car. Withdrawal of this allowance could mean a saving equivalent to 4.5 FTE posts (paid at the top of salary level 5). Historically the allowance had been seen as compensation for a car's wear and tear. However, this was already factored into the HMRC recommended mileage rates of 45p per mile for all business mileage undertaken. SBC currently payed this rate and there were no proposals to change this.

It had therefore been proposed to remove the £1,000 mileage allowance with effect from 1st August 2016.

Payment Protection Arrangements

SBC's redeployment policy currently provided 3 years salary protection to staff redeployed into posts one salary level lower than their current post. Benchmarking data indicated this was out of step with other local authorities.

To resolve this, it was proposed to reduce the pay protection period from 3 years to 1 year. Consideration had been given to restructure consultations that may already be underway or scheduled.

Slough was now consulting on the above, with the following objectives:

- to listen to staff comments and suggestions
- to consider alternatives that meet the identified objectives
- to understand where there may be negative impact for staff that has not previously been considered and find ways of reducing that impact to a minimum.

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The consultation began on Monday 21st March and would close on Friday 22nd April.

Members asked a number of questions, including:

Were staff redeployed to a lower grade offered the option of redundancy?

It was a legal requirement to offer redundancy in such an instance, provided that the post into which they are redeployed is considered to be a suitable alternative post, Staff had the right to be offered redeployment, if a suitable role was available, regardless of length of their tenure. However, staff were only eligible for a redundancy payment once they had achieved two years continuous local government service.

Staff morale could be adversely affected by the proposals. How often were staff members redeployed to a lower grade?

Not often. It was expected that the number of staff affected by the proposed changes to payment protection would be small.

Resolved - That the report be noted.

37. Staff Wellbeing Update

Surjit Nagra, HR and OD Business Partner, provided an update on staff wellbeing, the key points of which were:

The overall balanced scorecard showed consistency when compared to the previous report. Overall, the trend was that targets were close to being achieved.

Long term and short term sickness had been separated, as per previous requests. 29.3% of staff had been absent in the short term (0-5 days), vs. 4% absent in the long term (20+ days). Of the 35 long term absentees, 8 remained absent, whilst the others had returned to work. Relevant provision was in place to support an employee's return to work, or to instigate the process leading to dismissal.

The top three reasons for absences remained Not Stated, Infections, and Stress. Previous Member comments relating to the 'not stated' field had been considered, and it was confirmed that there remained a legal obligation to provide this option to employees. By law, employees were not obliged to disclose the reason for their absence.

As part of the wellbeing strategy, the new no smoking policy had come into effect on 1st April 2016. The policy itself had had been drafted into a brief, engaging and easy to understand format.

Members asked a number of questions, including:

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Was sickness absence aligned with performance?

It was recognised that persistent absence would have an effect on performance. Data being collected now meant that issues could be identified and appropriate action taken.

Whilst it was accepted that staff retained a legal right not to disclose the reasons for their absence, 21% of days lost without a reason stated was too high. Was it likely that this was due to staff members simply not being asked?

Managers were required to conduct return to work interviews with all staff members. All managers were being educated in the importance of correctly reporting absence statistics and this included probing for reasons of staff absences.

Was sick pay subject to a qualifying period?

The Council adheres to the National Sick Pay Scheme, which provides sick pay for all staff members from day 1 of their employment. The amount of sick pay would increase the longer an employee was in employment, up to a maximum of 6 months full pay and 6 months half pay.

Resolved - That the report be noted.

38. Member's Attendance Record

The Member's Attendance Record was noted.

39. Date of Next Meeting

The date of the next meeting was confirmed as Tuesday, 21st June 2016, to be held at Chalvey Community Centre.

Chair

(Note: The Meeting opened at 6.33 pm and closed at 8.12 pm)

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SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee
DATE: 21st June 2016
CONTACT OFFICER: Surjit Nagra, OD / HR Business Partner
AUTHOR: Sarah Cargin, HR Services Officer
WARD(S): All

PART 1
FOR INFORMATION

SICKNESS ABSENCE PERFORMANCE UPDATE

1 **Purpose of Report**

To provide members with an updated data on the Council's Sickness Absence. The data includes the period January to March 2016.

2 **Recommendation(s)/Proposed Action**

The report is submitted for information only.

3. **Appendices**

- Appendix A - FTE Rolling by Division
- Appendix B - FTE Rolling by Directorate
- Appendix C - Sickness Cases

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Sick Days Per FTE by Division: 12 Month Rolling Total April 2015 to January 2016

		Sick Days Per FTE										Travel between Dec 2015 and Jan 2016
Division		Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	
Chief Executive (Target 8.1)	Chief Executive	3.0	3.0	3.0	3.3	3.3	3.3	3.3	3.1	3.4	3.4	☹️
	Strategy Pol & Comms	3.9	3.9	3.4	3.8	4.3	4.5	4.7	4.5	4.7	3.7	😊
	Professional Services	2.7	2.6	2.5	2.3	2.3	2.1	1.8	1.6	1.7	1.9	😞
	Chief Executive	2.8	2.7	2.6	2.8	3.2	3.3	3.3	3.1	3.2	3.0	😊
Customer & Community Services (Target 8.1)	Community & Skills *	7.5	7.8	8.2	9.5	10.4	10.4	10.4	10.4	10.8	11.1	😞
	Enforcement & Regulation	6.7	6.3	5.6	5.2	4.8	3.7	2.8	2.5	2.4	2.6	😞
	Strategic Management	0.4	0.4	0.4	0.7	0.7	0.8	0.9	1.0	1.0	1.3	😞
	Procurement	0.0	0.0	0.3	0.6	0.6	0.7	1.0	1.0	1.1	1.1	😊
	Customer & Community Services	7.0	7.0	7.0	7.7	8.1	7.7	7.3	7.1	7.2	7.4	😞
Resources, Housing & Regeneration (Target 8.1)	Finance and Audit	2.3	2.3	2.3	1.5	1.1	1.1	1.1	1.0	0.6	0.3	😊
	Housing & Environment	15.5	14.9	15.1	14.6	14.0	13.5	13.1	12.7	12.5	12.7	😞
	Assets, Inf & Regeneration	8.1	7.7	7.8	7.7	7.1	6.4	5.8	5.3	4.6	4.0	😊
	Strategic Management	1.5	1.0	1.0	1.2	1.2	1.2	5.6	5.6	5.0	4.6	😊
	Resources, Housing & Regeneration	10.5	10.1	10.4	10.0	9.8	9.4	9.5	9.1	8.8	8.6	😊
Wellbeing (Target 9.4)	Early Years & School Srvs	11.8	10.6	10.4	11.4	11.4	13.3	12.9	14.7	14.1	14.3	😞
	Adult Social Care	12.4	11.3	10.8	10.1	9.1	9.0	8.7	8.6	8.8	9.2	😞
	Public Health	2.9	2.5	2.5	3.0	3.5	5.0	7.6	10.2	11.3	11.9	😞
	Strategic Management	36.8	49.5	59.5	66.0	66.0	65.5	65.0	62.5	61.5	59.0	😊
	Wellbeing	10.0	9.5	9.4	9.3	9.0	9.4	9.5	9.5	9.7	10.2	😞
Slough Borough Council (Target 8.1)		9.0	8.7	8.7	8.7	8.5	8.4	8.4	9.5	9.7	10.2	😞

Target Achieved
Target Not Achieved
Significant Cause For Concern

* Community & Skills has been split into two sections (Learning & Community and Wellbeing & Community). Due to historic data being unavailable, the combined Community & Skills division is currently being shown.

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Sick Days Per FTE by Division: 12 Month Rolling Total April 2015 to February 2016

		Sick Days Per FTE											Travel between Jan 2016 and Feb 2016
Division		Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	
Chief Executive (Target 8.1)	Chief Executive	3.0	3.0	3.0	3.3	3.3	3.3	3.3	3.1	3.4	3.4	3.4	☹️
	Strategy Pol & Comms	3.9	3.9	3.4	3.8	4.3	4.5	4.7	4.5	4.7	3.7	3.3	😊
	Professional Services	2.7	2.6	2.5	2.3	2.3	2.1	1.8	1.6	1.7	1.9	1.8	😊
	Chief Executive	2.8	2.7	2.6	2.8	3.2	3.3	3.3	3.1	3.2	3.0	2.9	😊
Customer & Community Services (Target 8.1)	Community & Skills *	7.5	7.8	8.2	9.5	10.4	10.4	10.4	10.4	10.8	11.1	10.9	😊
	Enforcement & Regulation	6.7	6.3	5.6	5.2	4.8	3.7	2.8	2.5	2.4	2.6	2.4	😊
	Strategic Management	0.4	0.4	0.4	0.7	0.7	0.8	0.9	1.0	1.0	1.3	1.3	😊
	Procurement	0.0	0.0	0.3	0.6	0.6	0.7	1.0	1.0	1.1	1.1	1.2	😞
	Customer & Community Services	7.0	7.0	7.0	7.7	8.1	7.7	7.3	7.1	7.2	7.4	7.2	😊
Resources, Housing & Regeneration (Target 8.1)	Finance and Audit	2.3	2.3	2.3	1.5	1.1	1.1	1.1	1.0	0.6	0.3	0.4	😞
	Housing & Environment	15.5	14.9	15.1	14.6	14.0	13.5	13.1	12.7	12.5	12.7	12.7	😊
	Assets, Inf & Regeneration	8.1	7.7	7.8	7.7	7.1	6.4	5.8	5.3	4.6	4.0	3.8	😊
	Strategic Management	1.5	1.0	1.0	1.2	1.2	1.2	5.6	5.6	5.0	4.6	4.6	😊
	Resources, Housing & Regeneration	10.5	10.1	10.4	10.0	9.8	9.4	9.5	9.1	8.8	8.6	8.5	😊
Wellbeing (Target 9.4)	Early Years & School Srvs	11.8	10.6	10.4	11.4	11.4	13.3	12.9	14.7	14.1	14.3	13.8	😊
	Adult Social Care	12.4	11.3	10.8	10.1	9.1	9.0	8.7	8.6	8.8	9.2	9.5	😞
	Public Health	2.9	2.5	2.5	3.0	3.5	5.0	7.6	10.2	11.3	11.9	11.4	😊
	Strategic Management	36.8	49.5	59.5	66.0	66.0	65.5	65.0	62.5	61.5	59.0	49.0	😊
	Wellbeing	10.0	9.5	9.4	9.3	9.0	9.4	9.5	9.5	9.7	10.2	10.2	😊
Slough Borough Council (Target 8.1)		9.0	8.7	8.7	8.7	8.5	8.4	8.4	8.3	8.3	8.4	8.2	😊

Target Achieved
Target Not Achieved
Significant Cause For Concern

* Community & Skills has been split into two sections (Learning & Community and Wellbeing & Community). Due to historic data being unavailable, the combined Community & Skills division is currently being shown.

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Sick Days Per FTE by Division: 12 Month Rolling Total April 2015 to March 2016

		Sick Days Per FTE											
Division		Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016
Chief Executive (Target 8.1)	Chief Executive	3.0	3.0	3.0	3.3	3.3	3.3	3.3	3.1	3.4	3.4	3.4	1.4
	Strategy Pol & Comms	3.9	3.9	3.4	3.8	4.3	4.5	4.7	4.5	4.7	3.7	3.3	3.6
	Professional Services	2.7	2.6	2.5	2.3	2.3	2.1	1.8	1.6	1.7	1.9	1.8	1.9
	Chief Executive	2.8	2.7	2.6	2.8	3.2	3.3	3.3	3.1	3.2	3.0	2.9	3.0
Customer & Community Services (Target 8.1)	Community & Skills *	7.5	7.8	8.2	9.5	10.4	10.4	10.4	10.4	10.8	11.1	10.9	10.5
	Enforcement & Regulation	6.7	6.3	5.6	5.2	4.8	3.7	2.8	2.5	2.4	2.6	2.4	2.9
	Strategic Management	0.4	0.4	0.4	0.7	0.7	0.8	0.9	1.0	1.0	1.3	1.3	1.3
	Procurement	0.0	0.0	0.3	0.6	0.6	0.7	1.0	1.0	1.1	1.1	1.2	1.2
	Customer & Community Services	7.0	7.0	7.0	7.7	8.1	7.7	7.3	7.1	7.2	7.4	7.2	7.1
Resources, Housing & Regeneration (Target 8.1)	Finance and Audit	2.3	2.3	2.3	1.5	1.1	1.1	1.1	1.0	0.6	0.3	0.4	0.1
	Housing & Environment	15.5	14.9	15.1	14.6	14.0	13.5	13.1	12.7	12.5	12.7	12.7	12.8
	Assets, Inf & Regeneration	8.1	7.7	7.8	7.7	7.1	6.4	5.8	5.3	4.6	4.0	3.8	3.7
	Strategic Management	1.5	1.0	1.0	1.2	1.2	1.2	5.6	5.6	5.0	4.6	4.6	4.6
	Resources, Housing & Regeneration	10.5	10.1	10.4	10.0	9.8	9.4	9.5	9.1	8.8	8.6	8.5	8.5
Wellbeing (Target 9.4)	Children YP & Family Service	11.8	10.6	10.4	11.4	11.4	13.3	12.9	14.7	14.1	14.3	13.8	12.1
	Adult Social Care	12.4	11.3	10.8	10.1	9.1	9.0	8.7	8.6	8.8	9.2	9.5	9.6
	Public Health	2.9	2.5	2.5	3.0	3.5	5.0	7.6	10.2	11.3	11.9	11.4	9.9
	Strategic Management	36.8	49.5	59.5	66.0	66.0	65.5	65.0	62.5	61.5	59.0	49.0	38.0
	Wellbeing	10.0	9.5	9.4	9.3	9.0	9.4	9.5	9.5	9.7	10.2	10.2	10.3
Slough Borough Council (Target 8.1)		9.0	8.7	8.7	8.7	8.5	8.4	8.4	8.3	8.3	8.4	8.2	8.3

Travel between Feb 2016 and Mar 2016

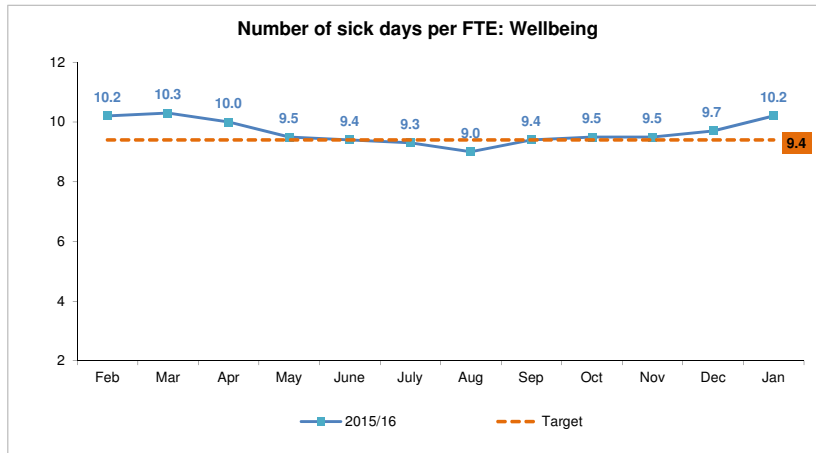
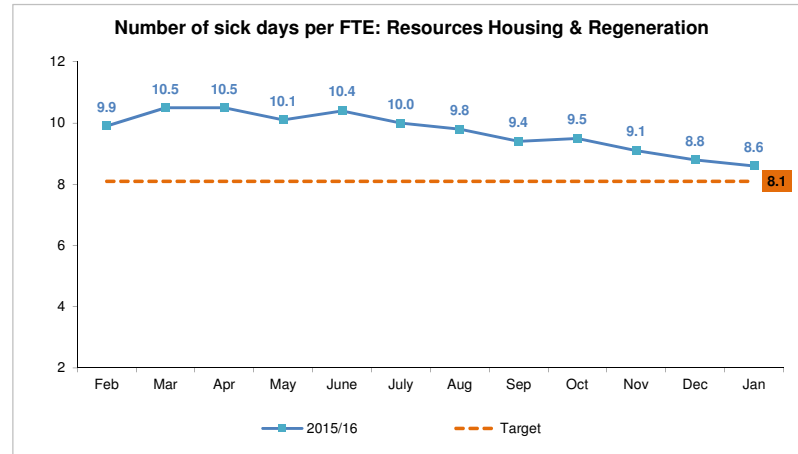
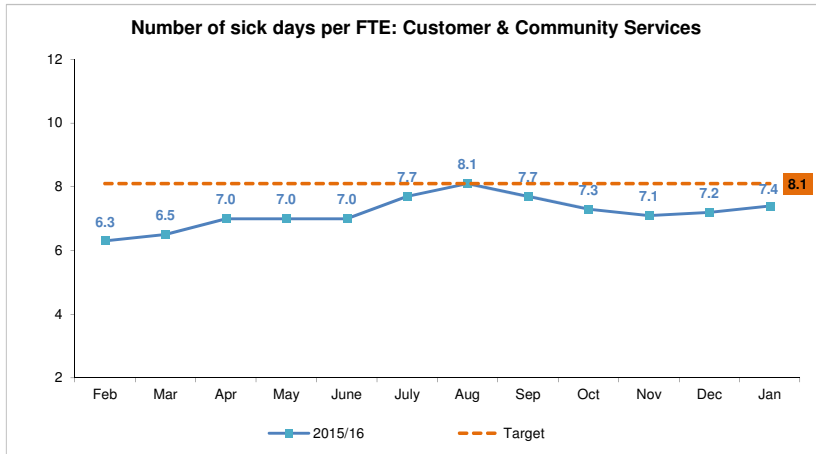
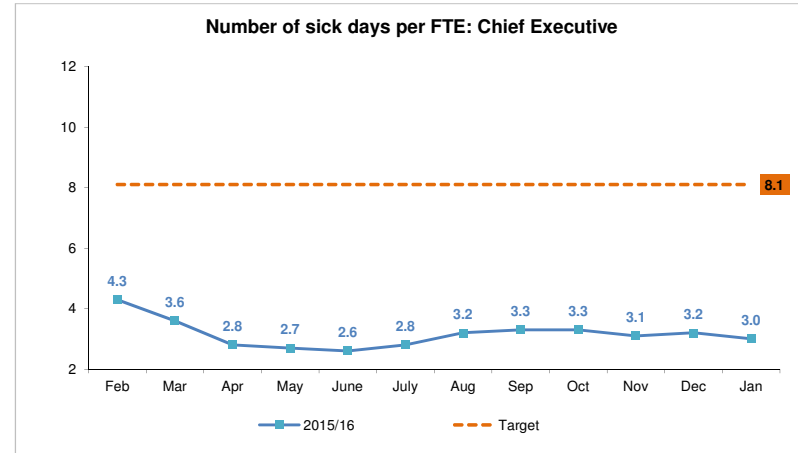
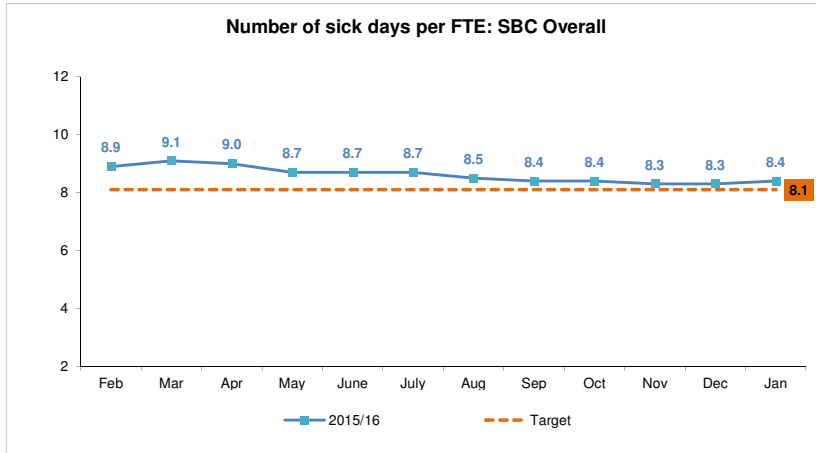


Target Achieved
Target Not Achieved
Significant Cause For Concern

* Community & Skills has been split into two sections (Learning & Community and Wellbeing & Community). Due to historic data being unavailable, the combined Community & Skills division is currently being shown.

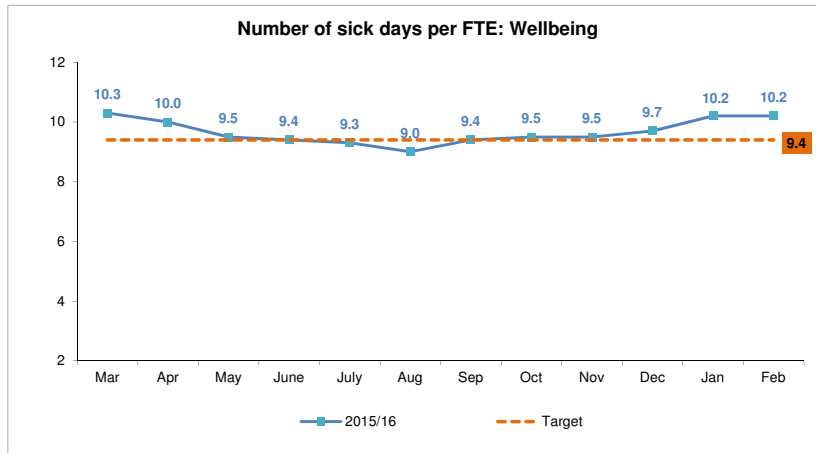
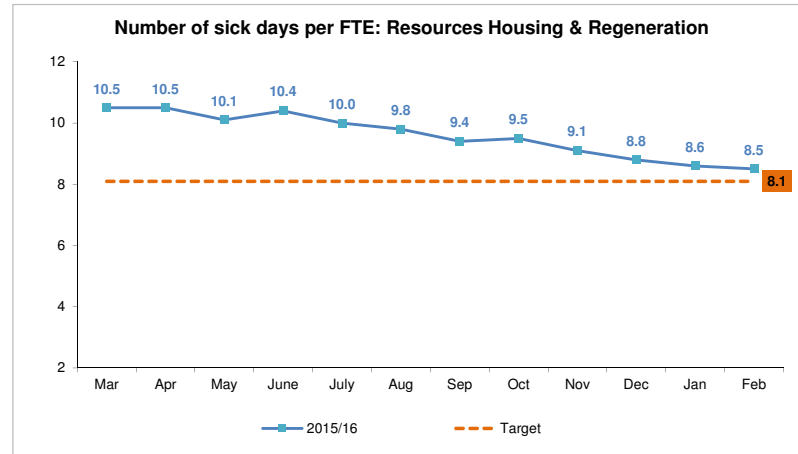
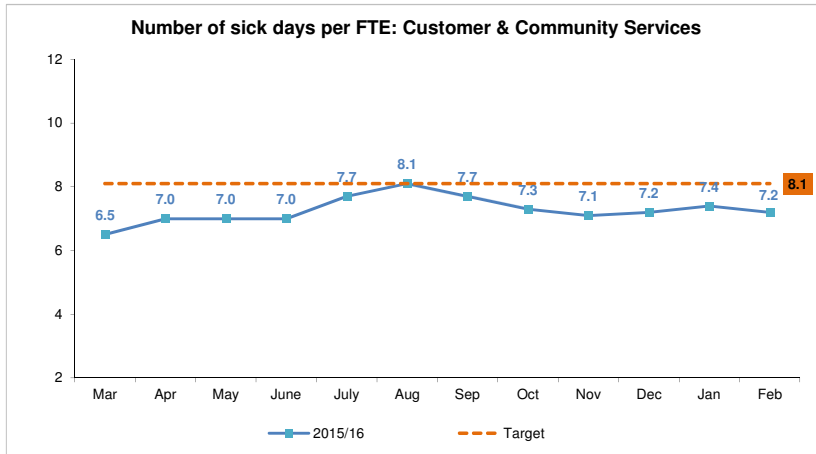
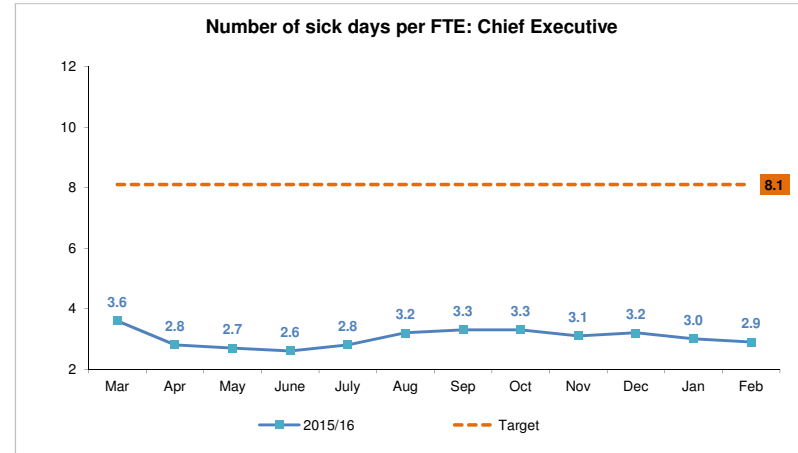
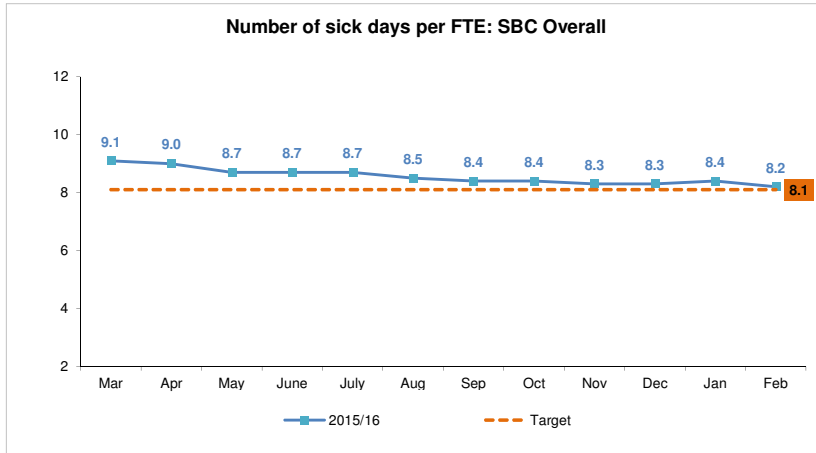
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Sick Days Per FTE by Directorate: Rolling 12 Month February 2015 to January 2016



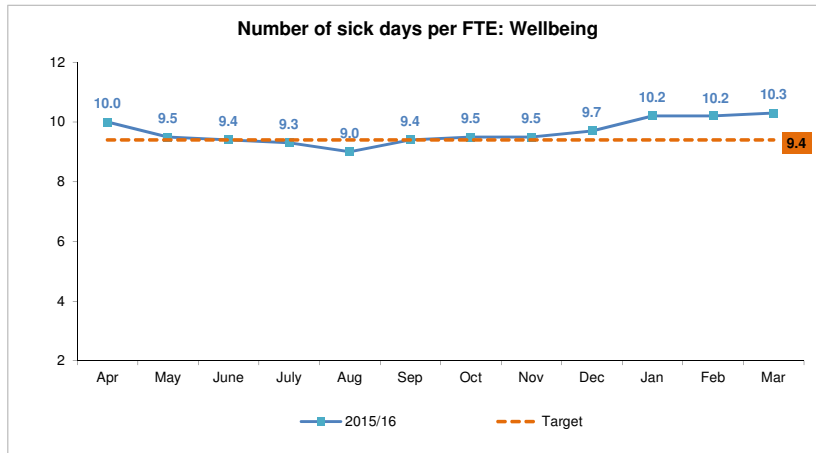
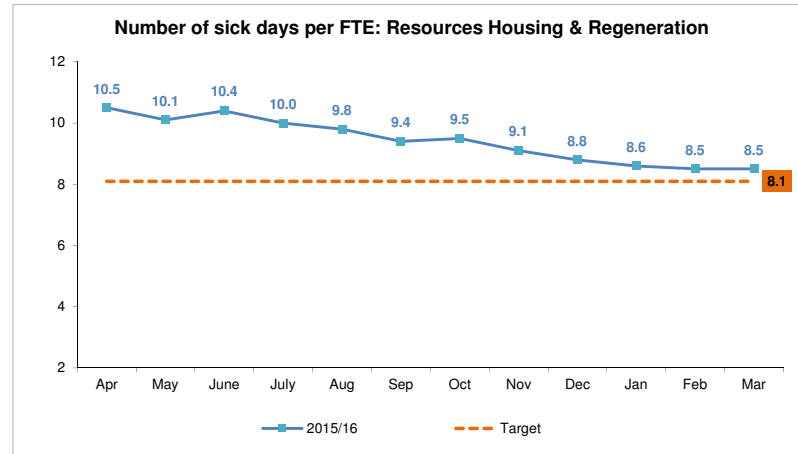
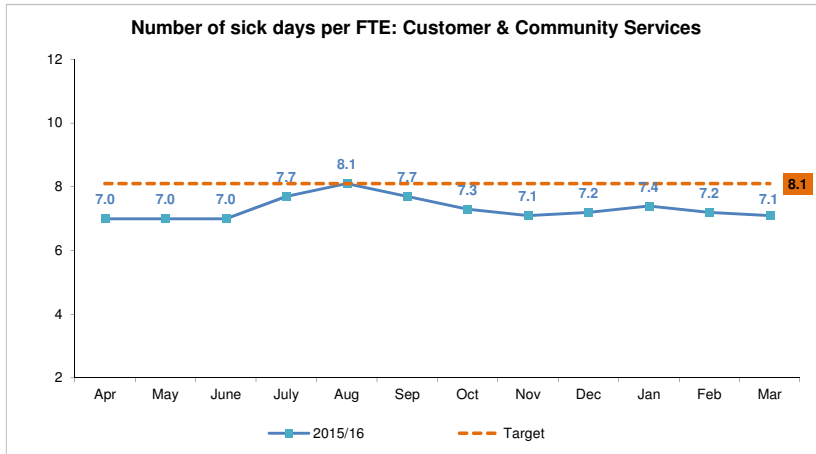
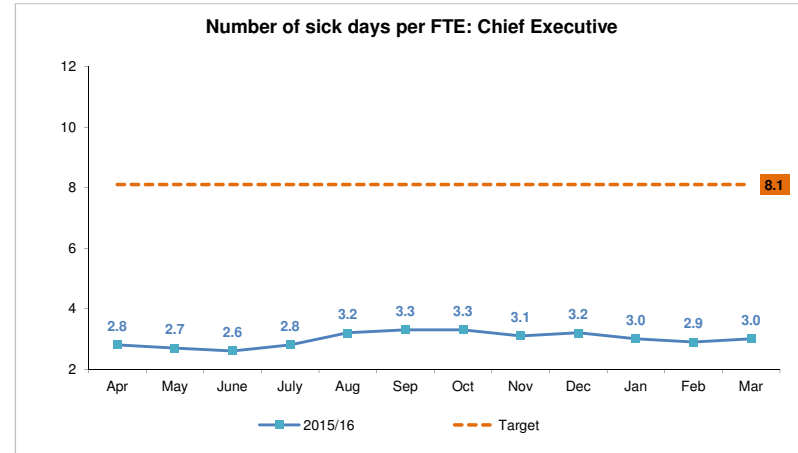
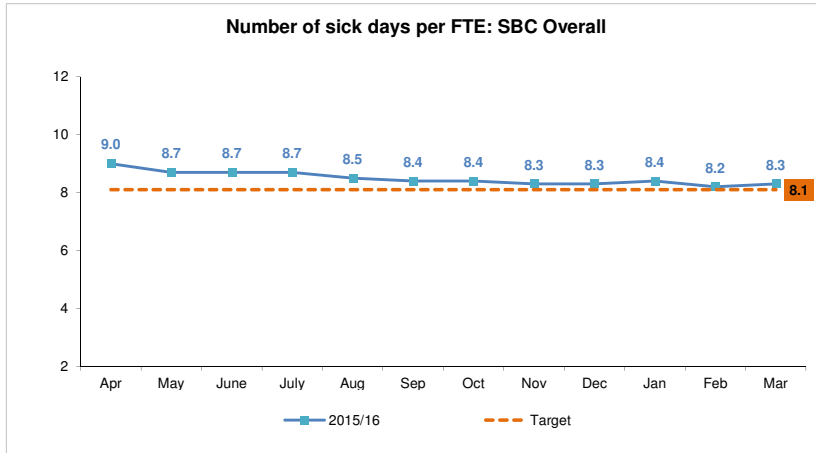
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Sick Days Per FTE by Directorate: Rolling 12 Month March 2015 to February 2016



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Sick Days Per FTE by Directorate: Rolling 12 Month April 2015 to March 2016



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1. Number of Employees by Number of Days Sick between August 2015 to January 2016

2. Number of Employees Returned from Long Term Sickness and Currently on Long Term Sickness as at 31st January 2016

		1. Number of Days Sick between August 2015 and January 2016							2. Number of Employees by Long Term Sickness as at 31st January 2016	
		Number of Staff	Number of Employees 0 to 5 Days of Sickness	Percentage of Employees 0 to 5 Days of Sickness	Number of Employees 6 to 10 Days of Sickness	Number of Employees 11 to 15 Days of Sickness	Number of Employees 16 to 19 Days of Sickness	Number of Employees 20+ Days of Sickness	Long Term Sickness - Returned to Work	Number of Employees Currently on Long Term Sickness
Chief Executive	Chief Executive Office	3	2	66.7%	0	0	0	0	0	0
	Policy	16	7	43.8%	0	0	0	0	0	0
	Communications	9	5	55.6%	0	0	0	0	0	0
	Democratic Services	15	9	60.0%	2	0	0	0	0	0
	HR/OD Services	17	3	17.6%	0	0	0	0	0	0
	Overall CE	60	26	43.3%	2	0	0	0	0	0
Customer & Community Services	Learning & Community	119	14	11.8%	2	0	0	2	0	0
	Wellbeing & Community	57	21	36.8%	2	2	0	4	3	0
	Building Control & Planning	34	13	38.2%	1	0	0	0	0	0
	Consumer Protection & Business Compliance	41	10	24.4%	4	0	1	1	1	0
	Procurement	38	8	21.1%	4	1	0	0	0	0
	Strategic Management CCS	9	3	33.3%	0	0	0	0	0	0
Overall CCS	298	69	23.2%	13	3	1	7	4	0	
Resources, Housing & Regeneration	Finance & Audit	29	0	0.0%	0	0	0	0	0	0
	Housing & Environment	121	50	41.3%	10	2	1	9	6	3
	Assets, Infrastructure & Regeneration	72	16	22.2%	1	0	0	0	0	0
	Strategic Management RHR	5	1	20.0%	0	0	0	1	1	0
Overall RHR	227	67	29.5%	11	2	1	10	7	3	
Wellbeing	Child YP & Family Service	38	12	31.6%	0	1	0	0	0	0
	Adult Social Care	223	70	31.4%	13	8	3	16	8	5
	Public Health	5	0	0.0%	0	0	0	2	1	0
	Strategic Management WB	1	0	0.0%	0	0	0	0	0	0
Overall WB	267	82	30.7%	13	9	3	18	9	5	
SBC Overall		852	244	28.6%	39	14	5	35	20	8

Long Term Sickness defined as 20 or more consecutive days of sickness

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1. Number of Employees by Number of Days Sick between September 2015 to February 2016

2. Number of Employees Returned from Long Term Sickness and Currently on Long Term Sickness as at 29th February 2016

		1. Number of Days Sick between September 2015 and February 2016						2. Number of Employees by Long Term Sickness as at 29th February 2016		
		Number of Staff	Number of Employees 0 to 5 Days of Sickness	Percentage of Employees 0 to 5 Days of Sickness	Number of Employees 6 to 10 Days of Sickness	Number of Employees 11 to 15 Days of Sickness	Number of Employees 16 to 19 Days of Sickness	Number of Employees 20+ Days of Sickness	Long Term Sickness - Returned to Work	Number of Employees Currently on Long Term Sickness
Chief Executive	Chief Executive Office	2	1	50.0%	0	0	0	0	0	0
	Policy	19	8	42.1%	0	0	0	0	0	0
	Communications	9	5	55.6%	0	0	0	0	0	0
	Democratic Services	16	10	62.5%	1	0	0	0	0	0
	HR/OD Services	16	3	18.8%	0	0	0	0	0	0
	Overall CE	62	27	43.5%	1	0	0	0	0	0
Customer & Community Services	Learning & Community	120	12	10.0%	1	0	2	2	2	0
	Wellbeing & Community	58	19	32.8%	4	0	1	2	2	0
	Building Control & Planning	32	14	43.8%	0	0	0	0	0	0
	Consumer Protection & Business Compliance	42	8	19.0%	4	0	1	1	1	0
	Procurement	38	10	26.3%	4	0	0	1	1	0
	Strategic Management CCS	9	5	55.6%	0	0	0	0	0	0
Overall CCS	299	68	22.7%	13	0	4	6	6	0	
Resources, Housing & Regeneration	Finance & Audit	27	2	7.4%	0	0	0	0	0	0
	Housing & Environment	119	50	42.0%	7	3	1	7	4	2
	Assets, Infrastructure & Regeneration	71	15	21.1%	2	0	0	0	0	0
	Strategic Management RHR	5	1	20.0%	0	0	0	1	1	0
Overall RHR	222	68	30.6%	9	3	1	8	5	2	
Wellbeing	Child YP & Family Service	36	12	33.3%	0	1	0	0	0	0
	Adult Social Care	224	68	30.4%	15	10	2	16	8	4
	Public Health	4	0	0.0%	0	0	0	1	1	0
	Strategic Management WB	1	0	0.0%	0	0	0	0	0	0
	Overall WB	265	80	30.2%	15	11	2	17	9	4
SBC Overall		848	243	28.7%	38	14	7	31	20	6

Long Term Sickness defined as 20 or more consecutive days of sickness

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1. Number of Employees by Number of Days Sick between October 2015 to March 2016

2. Number of Employees Returned from Long Term Sickness and Currently on Long Term Sickness as at 31st March 2016

		1. Number of Days Sick between October 2015 and March 2016						2. Number of Employees by Long Term Sickness as at 31st March 2016		
		Number of Staff	Number of Employees 0 to 5 Days of Sickness	Percentage of Employees 0 to 5 Days of Sickness	Number of Employees 6 to 10 Days of Sickness	Number of Employees 11 to 15 Days of Sickness	Number of Employees 16 to 19 Days of Sickness	Number of Employees 20+ Days of Sickness	Long Term Sickness - Returned to Work	Number of Employees Currently on Long Term Sickness
Chief Executive	Chief Executive Office	2	1	50.0%	0	0	0	0	0	0
	Policy	19	8	42.1%	0	0	0	0	0	0
	Communications	9	4	44.4%	1	0	0	0	0	0
	Democratic Services	16	10	62.5%	0	0	0	0	0	0
	HR/OD Services	17	5	29.4%	1	0	0	0	0	0
	Overall CE	63	28	44.4%	2	0	0	0	0	0
Customer & Community Services	Learning & Community	118	13	11.0%	1	1	0	4	2	0
	Wellbeing & Community	56	19	33.9%	3	2	0	2	3	0
	Building Control & Planning	32	17	53.1%	0	0	0	0	0	0
	Consumer Protection & Business Compliance	42	10	23.8%	3	2	1	1	1	0
	Procurement	29	8	27.6%	3	0	0	2	2	0
	Legal Services	10	3	30.0%	0	0	0	0	0	0
	Strategic Management CCS	9	4	44.4%	0	0	0	0	0	0
	Overall CCS	296	74	25.0%	10	5	1	9	8	0
Resources, Housing & Regeneration	Finance & Audit	28	2	7.1%	0	0	0	0	0	0
	Housing & Environment	117	44	37.6%	7	4	1	9	4	4
	Assets, Infrastructure & Regeneration	68	14	20.6%	2	0	0	0	0	0
	Strategic Management RHR	4	1	25.0%	0	0	0	1	1	0
	Overall RHR	217	61	28.1%	9	4	1	10	5	4
Wellbeing	Child YP & Family Service	36	10	27.8%	0	1	0	0	0	0
	Adult Social Care	219	63	28.8%	20	7	3	14	10	2
	Public Health	4	0	0.0%	0	0	0	1	1	0
	Strategic Management WB	1	0	0.0%	0	0	0	0	0	0
	Overall WB	260	73	28.1%	20	8	3	15	11	2
SBC Overall		836	236	28.2%	41	17	5	34	24	6

Long Term Sickness defined as 20 or more consecutive days of sickness

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SLOUGH BOROUGH COUNCIL**REPORT TO:** Employment & Appeals Committee **DATE:** 21st June 2016**CONTACT OFFICER:** Neil Fraser - Democratic Services Officer
(For all Enquiries) (01753) 875015**WARD(S):** All**PART I**
FOR DECISION**APPOINTMENT OF APPEALS SUB-COMMITTEE****1. Purpose of Report**

This report recommends, in accordance with the Constitution, the establishment of an Appeal Sub-Committee and appointment of Members to serve on this Sub-Committee.

2. Recommendations

The Committee is requested to resolve:-

- a) That the Appeals Sub-Committee be appointed for the 2016/2017 Municipal Year
- b) That the terms of reference of the Sub Committee be as set out in Appendix A
- c) That seats be allocated to the Sub-Committee as shown in paragraph 5.1
- d) That Members be appointed to serve on the Sub-Committee in accordance with the wishes expressed by Political Groups in respect of seats allocated to them as set out in paragraph 5.1.

3. Wellbeing Strategy Priorities

There are no implications for the Council's Wellbeing Strategy priorities as this report is administrative in nature.

4. Other Implications**(a) Financial**

There are no financial implications of proposed action.

(b) Human Rights Act and other Legal Implications

The recommendations meet the requirements of political proportionality as set out in the Local Government and Housing Act 1989 and associated Regulations. The Appointments Sub-Committee must include at least one Executive Member.

5 **Supporting Information**

Appeals Sub-Committee

- 5.1 The Constitution provides for the Employment and Appeals Committee to appoint an Appeals Sub-Committee. Accordingly, the Sub-Committee seat allocations have been calculated to reflect group membership and statutory proportionality entitlements as follows:

Sub-Committee	Seats	Labour	Conservative
Appeals S/C	5 (+ 5 deputies)	4 (+4)	1 (+1)

- 5.2 The Constitution also provides for the Committee to establish an Investigating Sub-Committee and Appointments Sub-Committee as required, in accordance with the Officer Employment Procedure Rules. These Sub-Committees will be appointed if the need should arise.
- 5.3 Nominations have been sought from Political Groups and are confirmed as follows:

Members:

Cllr Brooker - Labour
Cllr N Holledge - Labour
Cllr M Holledge - Labour
Cllr Plenty – Labour
Cllr R Sandhu – Conservative

Deputies:

Cllr Rasib - Labour
Cllr Chahal – Conservative
+ 3 vacancies

5.4 **Terms of Reference**

The terms of reference of the Sub-Committee are set out at Appendix A for consideration and agreement by the Committee.

6 **Appendix**

A - Terms of Reference of the Sub-Committee

7 **Background Papers**

'1' - Constitution

Employment and Appeals Committee: Sub-Committee Terms of Reference

Appeals Sub-Committee

1. To determine appeals against refusal by the Local Education Authority of applications for home to school transport which do not fall within the LEA's policy for the provision of such transport.
2. To consider complaints about the school curriculum and collective worship in accordance with Section 23 of the Education Reform Act 1988.
3. To deal with requests for the allocation of accommodation outside the Council's approved policies on referral by the Officers or by three Members of the Council.
 - a) Decisions on Appeals:- To deal with requests:
 - i) against exclusion from various schemes on matters of interpretation or value judgement;
 - ii) against cancellation of applications for false or incomplete information;
 - iii) against rent arrears recovery action and proceedings for possession;
 - iv) in respect of any discretionary housing service provided from time to time not within the established criteria, where special circumstances apply and the Assistant Director Housing and Environment has refused the application;
 - v) against assessments made under the Amenity Points Scheme for housing rents or any other method of rent assessment;
 - vi) against an Officer decision concerning the re-housing of applicants on urgent medical grounds, where in the view of Members the applicant(s) should be dealt with as a priority in the light of the facts of the case, taking into account the agreed definition of guidelines;
 - vii) against determination of improvement grants.
 - b) To deal with unusual matters of day to day management referred by the Director of Resources, Housing and Regeneration or Service Heads for guidance.
4. To hear representations and determine appeals under the statutory provisions relating to nurseries, playgroups, child minders and residential homes.
5. To consider and determine appeals against refusal by the Authority of application for Local Council Tax Discount.
6. To consider and determine appeals in accordance with Section 17(3) of the Health & Social Services and Social Security Adjudication Act 1983.

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MEMBERS' ATTENDANCE RECORD 2016/2017

EMPLOYMENT AND APPEALS COMMITTEE

COUNCILLOR	21/06/15	25/10/15	26/01/16	12/04/16
Usmani				
N Holledge				
Bedi				
Brooker				
Chahal				
Davis				
Rasib				
S Sandhu				
Sharif				

P = Present for whole meeting
Ap = Apologies given

P* = Present for part of meeting
Ab = Absent, no apologies given

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