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Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP.
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Ladies and Gentlemen,

A meeting of the **EMPLOYMENT AND APPEALS COMMITTEE** will be held in the Council Chamber, Catmose, Oakham, Rutland, LE15 6HP on **Wednesday, 28th October, 2015** commencing at 7.00 pm when it is hoped you will be able to attend.

Yours faithfully

Helen Briggs
Chief Executive

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at www.rutland.gov.uk/haveyoursay

A G E N D A

APOLOGIES FOR ABSENCE

1) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are invited to declare any disclosable interests under the Code of Conduct and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

2) MINUTES

To confirm the Minutes of the Employment and Appeals Committee held on 14 July 2015 previously circulated.

3) PETITIONS, DEPUTATIONS AND QUESTIONS

To receive any petitions, deputations and questions received from members of the public in accordance with the provisions of Procedure Rules.

The total time allowed for this shall be 30 minutes. Petitions, deputations and questions shall be dealt with in the order in which they are received.

Questions may also be submitted at short notice by giving a written copy to the Democratic Services Officer 15 minutes before the start of the meeting. The total time allowed for questions at short notice is 15 minutes out of the total time of 30 minutes.

Any petitions, deputations and questions which have been submitted with prior formal notice will take precedence over questions submitted at short notice. Any questions which are not considered within the time limit shall receive a written response after the meeting and be the subject of a report to the next meeting.

4) HR POLICIES

To receive Report No 187/2015 from the Director of Resources.
(Pages 3 - 28)

5) STAFF SURVEY PROGRESS UPDATE

To receive Report No 186/2015 from the Director of Resources.
(Pages 29 - 34)

6) ANY URGENT BUSINESS

To receive items of urgent business which have previously been notified to the person presiding.

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DISTRIBUTION

MEMBERS OF THE EMPLOYMENT AND APPEALS COMMITTEE:

Mr K Bool (Chairman)	Mr R Foster
Mr E Baines (Vice-Chair)	Mrs D MacDuff
Mr S Asplin	
Mr A Walters	
Mr A Stewart	

OTHER MEMBERS FOR INFORMATION

EMPLOYMENT AND APPEALS COMMITTEE

28 October 2015

HR POLICIES

Report of the Director of Resources

Strategic Aim:	Delivering Council services within our Medium Term Financial Plan	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr T King – Portfolio Holder for Resources	
Contact Officer(s):	Carol Snell, Head of Human Resources	Tel: 01572 720969 csnell@rutland.gov.uk
	Debbie Mogg – Director of Resources	Tel: 01572 758358 dmogg@rutland.gov.uk
Ward Councillors	Not applicable	

DECISION RECOMMENDATIONS

That Employment and Appeals Committee:

1. Consider and approve the No Smoking Policy (Appendix 1)
2. Consider and approve the Employee Supported Volunteering Policy (Appendix 2)

1. PURPOSE OF THE REPORT

- 1.1 To seek approval for HR Policies with regard to (a) No Smoking and (b) Employee Supported Volunteering.

2. NO SMOKING POLICY

- 2.1 The Council does not currently have a No Smoking Policy although we have operated 'No Smoking' throughout all our buildings for some time. This is included in employees' contracts of employment.
- 2.2 The increasing use of e-cigarettes and other nicotine delivery systems has also prompted a more urgent development of a policy to ensure that all aspects of smoking are covered. There are more developments in this area on the horizon in terms of regulation which may result in some nicotine

delivery systems being reclassified as medicines. This may require further adjustments to the policy as more information becomes available in this area.

- 2.3 This policy clearly supports the health promotion activities as part of our Health and Wellbeing agenda. Consultation has taken place with Public Health, the Health and Wellbeing Group, Health and Safety and a short staff survey – the outcomes of which are shown in para 4.1
- 2.4 The key aspects covered in the policy include:
- support for staff who want to stop smoking
 - smoking in We/Pool cars
 - homeworking
 - smoking at service users residential homes
 - smoking by service users at their own homes
 - non-compliance.
- 2.5 Employers are not under any duty to (a) provide a shelter or designated area for smokers nor to (b) enable staff to take smoking breaks during 'work time'. Both these elements are reinforced within the policy. However, we recognise the sensitivity of this particular policy and have therefore developed a specific Implementation Plan to include:
- Participation in StopTober
 - Smoking awareness e-learning modules
 - Signposting to local sources of support
 - Lunchtime drop in sessions as part of Quit51
 - Participation in No Smoking Day 9 March 2016

The intention is that we therefore have a lead in time to this policy and implement from 1 January 2016.

3. EMPLOYEE SUPPORTED VOLUNTEERING POLICY

- 3.1 As part of our work in pursuing the Workplace Wellbeing Charter, our Health and Wellbeing Group identified this as a useful area of development. In particular, under the Mental Health, Excellence Level there is a standard of 'social support groups, volunteering and out of work activities are actively encouraged and supported by the organisation'. The group's assessment is that the Council already partly meets this as out of work activities are advertised and promoted throughout the One Council Newsletter and all staff e-mails.
- 3.2 The policy provides a clear framework that enables employees to undertake volunteering activities and as such to encourage staff to support the local community. It follows research of schemes within other organisations and best practice.
- 3.3 The policy sets out our policy on promoting and supporting involvement in voluntary activity by our staff for the benefit of the community and the organisation. It also offers personal and professional development eg. team building, developing skills and interests, boosting staff morale. There are many health and wellbeing benefits that volunteering can offer. It also raises

the profile of the Council in the local community and can give staff an opportunity to connect with existing/potential clients.

- 3.4 The scheme includes provision for one days paid leave per year to participate in voluntary activities during working hours within any 12 month period. Teams can also apply for support for community focussed volunteering, for example working on projects such as clearing children play areas. These challenges are designed to meet community needs and in addition give individuals the chance to try something new and support team building.

4. CONSULTATION

- 4.1 No Smoking Policy – consultation has taken place with Public Health, the Health and Wellbeing Group, the Council’s Health and Safety Adviser and our recognise Trade Unions. In addition, we carried out a brief survey with all staff asking the question “Do you wish to see the Council office site as a ‘no smoking establishment’ supporting the Public Health Agenda?” We received 229 responses with 66% supporting the site being a no smoking establishment. 51% of those who responded also feel that the Council should not provide a smoking shelter
- 4.2 The policy review process includes input from other internal departments or services, external organisations such as ACAS and our legal advisers where appropriate.

5. ALTERNATIVE OPTIONS

- 5.1 With regard to alternative options to the content of these policies, these have been considered during the review and research phase and considered in full by the Council’s Senior Management Team. The policies as presented are considered to be in line with the public/private sector and represent the best fit for Rutland County Council.
- 5.2 The absence of such policies would remove clarity and consistency in the application of employee related issues and place the Council at risk of (a) inappropriate action/conduct by its staff and (b) challenge at Employment Tribunal.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no significant costs associated with these policies. We will monitor over the first year the level of uptake for employee volunteering as this contains provision for one days paid leave.

7. LEGAL AND GOVERNANCE CONSIDERATIONS

- 7.1 The Council must be compliant with relevant employment law and regulations.

8. EQUALITY IMPACT ASSESSMENT

- 8.1 An Equality Impact Assessment (EqIA) has been completed. No adverse or other significant issues were found. A copy of the EqIA can be obtained from the Report's Contact Officers.

9. COMMUNITY SAFETY IMPLICATIONS

- 9.1 There are no Community Safety implications arising from this report.

10. HEALTH AND WELLBEING IMPLICATIONS

- 10.1 Both policies are aligned with the work we are doing as part of our Health and Wellbeing agenda.

11. ORGANISATIONAL IMPLICATIONS

- 11.1 Consultation with the recognised Trade Unions has been carried out as required.
- 11.2 A full implementation programme has been developed to support the No Smoking Policy as outlined in para 2.5.

12. CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 12.1 Once approved by Employment and Appeals Committee, the Council will communicate these policies to all staff and ensure copies of the Policies are available on the Council's intranet.
- 12.2 The Human Resources team will carry out briefings with Line Managers to ensure they are aware of the policies.

13. BACKGROUND PAPERS

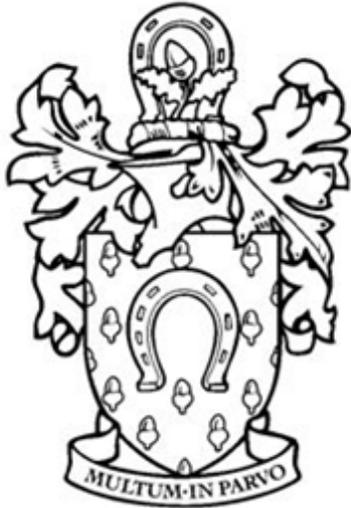
None.

14. APPENDICES

Appendix A – No Smoking Policy
Appendix B – Employee Supported Volunteering Policy

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

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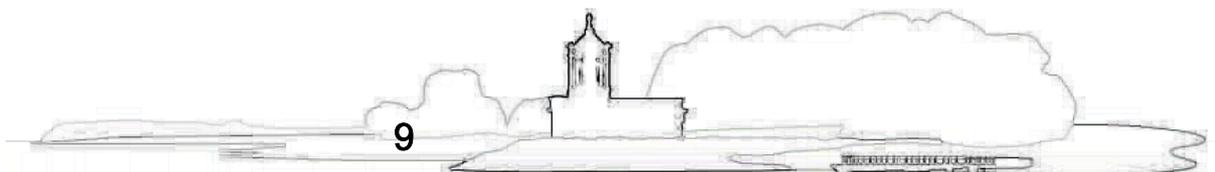


Rutland County Council

EMPLOYER SUPPORTED VOLUNTEERING POLICY AND PROCEDURE

Version & Policy Number	Version 1.0
Guardian	Staff Health and Wellbeing Working Group
Date Produced	June 2015
Next Review Date	

Approved by Staff Health and Wellbeing Working Group	June 2015
Approved by SMT	June 2015
Approved by LJC	
Approved by Employment and Appeals Committee	



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1. INTRODUCTION

Employer Supported Volunteering (ESV) describes when organisations actively support and encourage their employees to volunteer. Volunteering is the commitment of time and energy, for the benefit of society and the community, the environment, or individuals outside (or in addition to) one's immediate family. The volunteering is unpaid and undertaken freely and by choice. Volunteers should not replace paid employees and should not be for the purposes of covering tasks that employees are not prepared to do or that the organisation is not prepared to pay for.

This document sets out Rutland County Council's policy on promoting and supporting involvement in voluntary activity by its staff. The voluntary activity must be linked to the Council's Vision of Rutland as a great place to live, learn, work, play and visit and to the Council's strategic aims, which are:

- Creating a safer community
- Creating an active and enriched community
- Creating a brighter future for all
- Meeting the health and wellbeing needs of the community
- Creating a sustained environment
- Building our infrastructure

Volunteering can provide a great opportunity to build skills in specific areas and work with different community groups.

The Policy covers the following areas:

- The support that the Council can offer
- Promotion and internal communication
- Practical arrangements

1.1 Statement of commitment to Employer Supported Volunteering

Rutland County Council encourages all staff to consider volunteering because it benefits the community, staff and the organisation. It offers a personal and professional development opportunity for all staff i.e. team bonding, developing skills and interests, boosting staff morale. There are many health and wellbeing benefits that volunteering can offer. It raises the profile of the Council in the local community and can give staff an opportunity to connect with existing / potential clients.

2. SUPPORT

The Council offers the following support:

2.1 Time off

Staff will be allowed the equivalent of 1 working day's paid leave pro rata, which may be split into hours over separate occasions, to participate in voluntary activities during working hours within any 12-month period. Paid time off may be calculated in annualised hours which would equate to 7.5 hours (pro-rata for part-time staff).

Time-off will be granted by line management. Approvals will be considered on their individual merits taking into account the business needs of the Council which will be the determining factor. Volunteering must also be relevant to the Council's Strategic Aims. Volunteers will not be reimbursed for any of their free time.

2.2 Insurance

Whilst the Council may endorse the chosen volunteering activities of staff, it cannot accept responsibility for insuring them when engaged in activities outside of its premises. Individuals must therefore ensure that they are adequately covered by their chosen voluntary organisation. During events organised by the Council, the Council will take responsibility for checking that adequate insurance cover is provided and will inform staff about this.

2.3 Activities Covered

Support will be provided both to staff becoming involved in new volunteering activities as well as those who may already be actively involved. Volunteering on behalf of political groups will not be supported.

Teams can also apply for support for community focussed volunteering. Some examples of the types of Team Activities are:

- Groups of 4 – 8 people undertake a 1-day challenge, working on projects such as clearing children's' play areas, painting buildings, revamping a community garden or decorating schools/community buildings
- These challenges are designed to meet community needs and in addition give individuals the chance to try something new and support team building

2.4 Disclosure and Barring Service Checks

Some external organisations, for example, those working with children or vulnerable adults may require their volunteers to undergo Disclosure and Barring checks. Such checks will normally be carried out by the external organisation itself.

2.5 Confidentiality

Staff should be aware of Data Protection issues and maintain confidentiality procedures. Information of a confidential nature should only be discussed with the designated person of the organisation.

3. PROMOTION AND COMMUNICATION

3.1 Support for Volunteers

This ESV Policy is designed to support those staff members who have limited or no experience of volunteering. We also see it as a way of enhancing the experience of those already involved in voluntary work. We would encourage staff to view the National Council for Voluntary Organisation website at www.ncvo.org.uk. In addition the Council will support staff to take part in volunteering wherever possible, in line with these policy guidelines.

3.2 Development of Skills

The skills that can be developed through employee volunteering include:

- | | |
|-------------------------|-----------------------------|
| • Communication skills | • Problem solving |
| • Interpersonal skills | • Decision making |
| • Organisational skills | • Team working |
| • Time management | • Project management skills |
| • Negotiation | • Goal setting |
| • Questioning | • Creative thinking |

4. PRACTICAL ARRANGEMENTS

4.1 Discussing ESV Proposals

Staff should discuss proposals for ESV activities and associated needs for support with their line managers well in advance of their involvement.

4.2 Volunteering Application

A form to apply for time off should be submitted by the employee to their line manager, at least 4 weeks in advance (see form on pages 7-8). The information provided must include:

- a. The name of the voluntary organisation
- b. Nature and extent of the involvement
- c. Time off required etc.

4.3 Monitoring and Evaluation

Individuals who have been granted volunteering leave under these arrangements must provide formal confirmation from the voluntary organisation confirming their participation, covering the period of volunteering leave. Failure to provide these details may result in the individual being required to use annual leave or TOIL to cover the period of absence. The amount of time volunteered by an individual will be passed to the Human Resources Department for recording. The Council may seek further information from staff, to assist in the review or evaluation of this policy.

4.4 Further Information

Further information on the ESV policy or clarification of its content can be obtained from Human Resources.

DRAFT

APPLICATION FOR VOLUNTEERING LEAVE	
Name:	Job Title:
Department:	Section:
Name of Organisation you are volunteering with:	
Nature of Volunteering:	
How does this link to the Council's Vision and Strategic Aims and Objectives?	
Total time spent volunteering:	
Time off required during working hours (please include date(s)/day(s), as appropriate):	
Employee's signature:	Date:
<u>Manager's comments:</u>	
<p>I* support / *do not support the volunteering leave request.</p> <p>If not supported, please state the reasons why below and whether as an alternative the use of flexi-leave and other alternative arrangements have also been considered.</p>	
Line Manager's/ Supervisors Signature:	Date:
Head of Service Signature:	Date:
Staff Member informed by line manager of outcome of application:	Date:
<i>* please delete as applicable</i>	

PLEASE FORWARD TO THE HR DEPARTMENT FOR RECORDING

FOR HR USE ONLY

Confirmation received from the voluntary organisation: **Yes** **No**

Date confirmation received:

Volunteering leave records updated: **Yes**

DRAFT

A large print version of this document is available on request



Rutland
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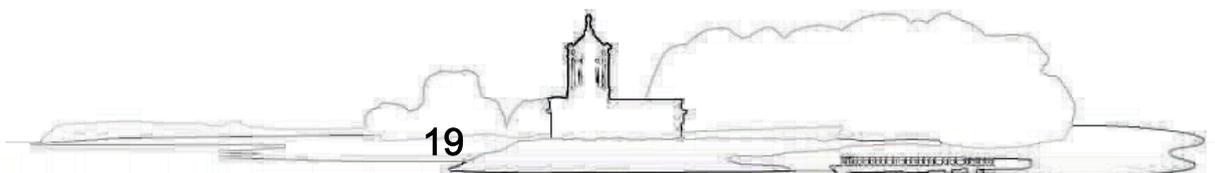


Rutland County Council

NO SMOKING POLICY

Version & Policy Number	Version 1.0
Guardian	Human Resources
Date Produced	December 2014
Next Review Date	December 2016

Approved by SMT	13 January 2015
Approved by LJC	18 June 2015
Approved by EAC	



Summary of document

This No Smoking Policy sets out the restrictions applicable to all Rutland County Council employees, Members, visitors and service users.

The Health Act 2006 introduced regulations that prohibit smoking in enclosed and substantially enclosed premises in England from 1 July 2007, where they are open to the public or if they are used as a place of work by more than one person. The Smoke-free (Premises and Enforcement) Regulations 2006 provide that premises are "enclosed" if they have a ceiling or roof and, except for doors, windows and passageways, are wholly enclosed, either permanently or temporarily. Premises are "substantially enclosed" if they have a ceiling or roof but there is an opening or aggregate area of openings in the walls that is less than half of the area of the walls.

All of Rutland County Council's premises are considered to be smokefree.

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1.0 INTRODUCTION

1.1 It is recognised that the health, safety and welfare of employees, sub-contractors, Members and anyone else directly affected by the Council's operations are of prime importance. As such, the Council aims to provide and maintain a safe working environment for its employees and to empower them to maintain good health through the provision of health information and support to quit smoking.

1.2 Smoking remains the leading behavioural cause of premature death and health inequalities in the UK. Smoking is a major contributor to many serious illnesses, including respiratory problems, vascular disease and various forms of cancer. Reducing smoking is a key public health outcome for which Rutland County Council has responsibility for.

1.3 Second-hand tobacco smoke (also known as 'passive smoking') is a mixture of side stream tobacco smoke from the burning tip of a cigarette, cigar, pipe etc. and smoke exhaled by a smoker. Exposure to second-hand tobacco smoke has been shown to increase the risk of lung cancer, heart disease and other diseases. It also has an acute irritant effect on the eyes, throat and respiratory tract and can aggravate asthma.

1.4 Electronic nicotine delivery systems such as e-cigarettes can also produce vapour emissions that can be seen and smelt, and may contain nicotine. The design of these products are often similar in appearance to the traditional cigarette, and therefore may lead employees and visitors to believe it is acceptable to smoke in the workplace if used on the premises.

1.5 The cost of smoking to Rutland society is estimated at £5.8 million per year. Across the County, smoking breaks cost businesses £1.5 million and £564,000 in lost productivity due to smoking-related sick days. Rutland's current rate of smoking is estimated to be 23% (higher than the national average of 19.5%), representing a significant issue for the County. (Figures from www.ash.org.uk/localtoolkit, 2014)

1.6 Therefore, the Council has developed and enforces a dedicated no smoking policy, which goes beyond the requirements of the relevant legislation to designate all Council premises and grounds smokefree.

2.0 SCOPE

2.1 This policy is applicable to all employees of the Council, including sub-contractors who undertake activities on behalf of the Council, Members, any visitors to and customers on Council premises. It covers the use of tobacco, tobacco related products, nicotine containing products (NCP), including cigarettes, patches, smokeless tobacco products and e-cigarettes whilst at work or on Rutland County Council property. Where smoking is referred to, the same principles will apply equally to vaping. This policy and its mandatory application will be communicated to all employees, Members, sub-contractors, visitors/customers and interested parties. It should be read in conjunction with the Rutland County Council (RCC) Code of Conduct.

2.2 As part of the organisation's induction process, new starters should be told about this policy and shown where it is located on the intranet.

2.3 Employees are responsible for informing their visitors to the premises/customers of this policy.

2.4 Advice on the application of this policy is available from Human Resources.

3.0 PRINCIPLES

3.1 Support for staff wanting to stop smoking

For those smokers who are considering giving up, Rutland County Council will provide support and assistance through initiatives led by the Staff Health and Wellbeing Group, which will be widely publicised.

You can also access support from:

- **Care First website** – part of our employee assistance programme, there is plenty of advice on how to start and then maintain going smoke free. <http://www.care-first.co.uk/extranet/health/smoking-drinking/giving-up-smoking/> (Username: rcc001; Password: ncil1234)
- **Leicestershire Partnership NHS Trust** – the local stop smoking service in Leicester, Leicestershire and Rutland, with over 40 advisors able to offer support and guidance. When you meet your advisor, he or she will help you decide if you're really ready to quit, or whether you just want some information at this stage. Your advisor will explain how this programme gives you the best chance of success; your individually-tailored plan, which lasts up to 12 weeks, is a combination of support, medication to help stay quit, and skills to stay smokefree. It's a free, friendly service run by people who understand what you're going through. Contact them by telephone on: 0116 295 4141 for both our City and County Services or text to 07717 420 560, or via the website: http://www.leicspart.nhs.uk/_OurServices-STOPSmokingService.aspx
This service will be replaced by Quit 51 from 1 April 2015.
- **Other local NHS Stop Smoking Services** – to find your local service, call the NHS Smoking Helpline free on 0800 022 4 332, visit gosomefree.co.uk text 'GIVE UP' and your full postcode to 88088 or ask at your local GP practice, pharmacy or hospital.
- **NHS Smoking Helpline** – individuals can speak to a specialist adviser by calling 0800 022 4 332 (lines are open daily from 7am to 11pm)
- **gosomefree.co.uk** – an online resource for advice, information and support needed to stop and stay stopped.

- **Together** – this support programme is free to join, and is designed to help individuals stop smoking using both medical research as well as insights from ex-smokers. You can choose to receive emails, text messages, mailing packs and phone calls. Call the NHS Smoking Helpline 0800 022 4 332 or visit gsmokefree.co.uk for details.
- **Quit Kit** – The kit is packed with practical tools and advice to help you stop smoking, including a 'tangle' to keep hands busy, a wallchart to keep track of your progress, stress-busting MP3 downloads, information on medicines that can help you stop smoking and exercises to improve your willpower. Order your Quit Kit online at <https://quitnow.smokefree.nhs.uk/>

3.2 Smokefree working environment

In order to achieve the aim of a smokefree working environment, smoking is not permitted in any of Rutland County Council's premises, including perimeter grounds such as car parks, and as such, all existing smoking areas will be withdrawn from use.

This also applies to service users premises/residential homes, Adult Learning premises, Youth and Housing service locations, Day Opportunity Centres and Support Living bungalows.

For those wishing to smoke, in order to avoid smoke re-entering buildings through windows and doors, a reasonable distance of 5 metres from the perimeter should be observed. In addition, employees must not smoke anywhere in public view wearing Council identity badges. This is to ensure that the public perception of the behaviours of Council staff is in line with the stated aim of reducing the prevalence of smoking locally.

No smoking breaks will be allowed during the working day, and so those wishing to smoke will need to do this during lunch periods only.

Employees required to visit other premises not covered by smoke free legislation as part of their duties (ie, domestic premises) should advise the visitee when arranging a visit of RCC's smoking policy. Although the Council has a duty of care to protect its employees it cannot control the smoking policy on these premises. Employees should seek to agree that the visitee arrange for a non-smoking area to be provided for the duration of the visit. Where this is not possible, employees should ask the visitee to refrain from smoking inside the premises or in the meeting area for one hour before the visit and that the visitee not smoke during the duration of the visit. Where an individual employee is experiencing particular health problems, e.g., asthma, or is pregnant, advice will be sought from the Council's medical advisors.

3.3 Electronic nicotine delivery systems (e-cigarettes, etc)

Electronic nicotine delivery systems, such as E-cigarettes, are not currently regulated as a tobacco product or as a medicine in the UK and, as such are not promoted as a nicotine replacement therapy. The British Medical Association (BMA)

believes the existing smoke-free legislation in place in the UK should be extended to include vapour from e-cigarettes.

Staff who use an electronic nicotine delivery system in an attempt to quit smoking may not use these whilst on any Council premises and grounds. Alternative nicotine containing products are available for use whilst at work. Smoking e-cigarettes will be treated as smoking tobacco and those using these products should respect the boundaries applied to those using traditional cigarettes.

Employees must not re-charge e-cigarettes at a work location.

3.4 Smoking in Vehicles

Smoking is strictly prohibited in any Council vehicle. This includes service vehicles, rental cars, pool cars and WeCars. Whilst privately owned vehicles used on occasion for work purposes are not required to be permanently smokefree, these should be whilst carrying passengers when travelling and carrying out authorised duties. During this time the vehicle is regarded as a work environment, and is therefore covered by the Smoke-free Regulations, 2007.

3.5 Signage

The Council displays signs that make it clear that smoking is prohibited on its premises and within its vehicles.

3.6 Homeworkers

Homeworkers are not required to refrain from smoking during the course of work that is carried out for the Council in their home, unless they invite others into an area of their home for work purposes.

3.7 Non-compliance

Any infringement of these rules by an employee will be fully investigated and may result in disciplinary action being taken. Advice should be sought from Human Resources in all cases. Employees are reminded that it is a criminal offence for employees to smoke in a smoke-free area; this attracts a fixed penalty of £50 for prosecution and a fine of up to £200.

Customers and / or visitors who are smoking in smoke-free areas should be reminded of the no-smoking signs and asked to stop. Any person refusing to stop smoking in smoke-free areas should be reminded that it is a criminal offence to do so. If they still refuse to stop they should be asked to leave the premises completely.

Managers will be responsible for the promotion of the policy and for ensuring that their teams comply. They will receive guidance regarding their responsibilities in relation to the policy and enforcement of it. Staff should inform their line manager of anyone who fails to comply with the policy.

3.8 Policy review

This policy will be kept up to date and amended accordingly to reflect any changes in response to revised legislation, applicable standards and guidelines and in the light of its use and application.

A large print version of this document is available on request



Rutland
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EMPLOYMENT AND APPEALS COMMITTEE

28 October 2015

STAFF SURVEY – progress update

Report of the Director of Resources

Strategic Aim:	Delivering Council services within our Medium Term Financial Plan	
Exempt Information	No	
Cabinet Member(s) Responsible:	Cllr T King – Portfolio Holder for Resources	
Contact Officer(s):	Carol Snell, Head of Human Resources	Tel: 01572 720969 csnell@rutland.gov.uk
	Debbie Mogg – Director of Resources	Tel: 01572 758358 dmogg@rutland.gov.uk
Ward Councillors	Not applicable	

DECISION RECOMMENDATIONS

That Employment and Appeals Committee:

1. Notes the progress made following the employee staff survey in February 2015.

1. PURPOSE OF THE REPORT

- 1.1 To update Employment and Appeals Committee on the progress made in respect to feedback from the staff survey in February 2015 and in particular the programme of work being led by four working groups.

2. BACKGROUND

- 2.1 The Council undertook a staff survey in February 2015 the purpose of which was to gauge how staff feel in their role as an employee of Rutland Council and to identify any areas of our working life that can be improved.
- 2.2 Just under 64% of staff took part in the survey – we consider this hugely encouraging given this is the first survey of its kind that we have undertaken.
- 2.3 Results of the survey were communicated to staff via a special One Council Newsletter and a staff briefing on 4 June 2015.

3. SUMMARY RESULTS

3.1 The highest favourable scores were in the Working Relationships section, specifically “In my Team” series of questions, as follows:

- a. In my team we are proud to serve our customers – 98%
- b. External Customers: We treat our customers with respect – 96%
- c. In my Team: We get it right first time and on time – 94%
- d. In my Team: We assess and deliver what our customers need – 94%
- e. I understand that the Council should continue to change in order to be successful – 94%.

3.2 The highest neutral scores were related to questions on the Council strategy and organisational structure:

- a. I believe that the Council’s strategy is achievable – 37%
- b. I believe that the Council’s organisational structure is right for the future – 32%.

3.3 The highest unfavourable scores were reflected in the questions on the way that we communicate and manage change:

- a. Internal Customers: Other Departments understand the needs of my Department – 46%
- b. In general, changes which have directly affected my job over the last 12 months have been: Well managed/implemented – 43%
- c. Communication between Teams is effective – 43%
- d. There is a clear career path for those who want one – 42%
- e. How effective are the following communication channels for you? Notice Boards – 41%.

3.3 With regard to the results in the Employee Wellbeing section

- a. Staff generally feel healthy – this is very positive. Only 4% of staff indicated that their health was ‘bad’ – none ‘Very bad’
- b. 14% indicated day-to-day activities were limited due to a health problem or disability. The majority indicating only a little limited activity (13%). Only 1% limited a lot
- c. Questions on satisfaction with life, happiness, anxiety levels, things that you do being worthwhile, received generally positive scores
- d. Diet – more than 50% of respondents have fewer than 3 portions of fruit and vegetables per day. Less than 20% have 4 or more portions
- e. Exercise – Just under 50% of staff do 2 or fewer days exercise per week with almost 20% doing no exercise whatsoever. 16% of staff exercise almost every day (6 or 7 days)
- f. 21.9% of staff indicated in the last 12 months they had suffered from an illness, disability or other physical or mental problem caused or made worse by their job or the work they do
- g. Levels of stress do not appear to vary significantly across Directorates
- h. Almost half of staff indicate moderate levels of stress with almost 15% of staff indicating higher levels

- i. 89% felt that paid work is generally good for physical health and 94% for mental health.
- 3.4 There were some higher unfavourable scores in the Wellbeing Environment section regarding environmental factors, some of which were already been addressed by the Health and Wellbeing Group and are now part of the Environmental Factors Task Group. In particular they are looking at ventilation, work stations and facilities for staff when taking lunch breaks.
- 3.5 Staff were asked to identify ONE change to make the Council a better place to work and 55% of respondents made a comment. Common themes from the open comments were:
 - a. The need for environmental improvements to working conditions e.g. light, ventilation, cleanliness
 - b. Additional showering/changing facilities
 - c. A specific area to have breaks and eat lunch
 - d. Opportunities for physical activity
 - e. Health Checks
 - f. Fruit being available to purchase on site

The last four bullet points have already been actioned by the Staff Health and Wellbeing Working Group.

4. PROGRESS SINCE THE SURVEY

- 4.1 We will continue to assess the results of the survey as we look at how we can develop and improve the organisation as a place to work.
- 4.2 The first stage has been the creation of several post-survey Action Teams comprising staff and managers from across the organisation, with a remit to focus and work on specific areas.
- 4.3 The four groups, and their progress to date, are as follows:
 - (a) Staff Health and Wellbeing Working Group – chaired by Paul Phillipson (Director of Places – Development and Economy). This group has been established for a year and is making excellent progress as follows:
 - Further Staff Health and Wellbeing Roadshow held on 18 September 2015 following a successful event on 19 January.
 - Free Staff Health Checks
 - Fruit Baskets are replenished on a weekly basis and are continuing to prove popular.
 - Creation of a dedicated Health and Wellbeing intranet page. This enables the Group to publish information on a variety of connected issues which is easily accessible to staff.

- Opportunities for physical activities and taster sessions continue to be publicised. Examples of activities are bike rides, walks, circuits, 5 a side football, Workplace Challenge to get active, Yoga Talk etc.
 - Employees can now use the Passport to Leisure scheme to swim at Catmose Sports Centre.
 - A Corporate Eye Care Scheme that offers greater choice and flexibility, for the benefit of all employees is due to be implemented in the near future.
 - Two mindfulness taster sessions have been arranged.
- (b) Communications Task Group – chaired by Debbie Mogg (Director of Resources). Although our communication channels are becoming more informative, including the increased usage of social media channels, this group will focus on what more, and how different, this needs to be. Outcomes of this group are:
- Considering the usefulness of notice boards around the building.
 - Changes implemented to the One Council newsletter so that articles are flagged by importance using a traffic light system.
 - Staff are being asked to make a contribution to One Council newsletter and soon team or department of the week will be introduced which provides an introduction to a team and overview of their roles and responsibilities.
 - Gathering best practice from other organisations – both public and private sector
 - Communications Adviser has been promoting the Council's social media presence to staff – this has resulted in an increased number of followers on twitter.
 - Use of Yammer is being trailed by the group – this is a form of instant messaging application.
 - Investigating the use of desktop backgrounds on laptops and computers to share key messages.
- (c) Environmental Factors Task Group – chaired by Dave Brown (Director of Places – Environment, Planning and Transport). The survey indicates that this is an area of concern for staff and the group will explore improvements that can be made. The issues this group are considering include:
- Staff room - this has been done.
 - Ventilation in the extension - Property are looking at modifications to the windows to improve air flow.
 - Cleaning - more information is required to understand the problem.
 - Showers - a possible location has been identified for another shower but some more work is required.
 - Work stations – to be pursued.
- (d) Mental Health/Stress Awareness Task Group – chaired by Mark Andrews (Deputy Director People). To focus on increasing awareness and support for staff around mental health issues. This group has

- Looked at the survey results and explored developments in other organisations supported by Public Health. As a result, the Group is looking to roll out Mental Health First Aid Training starting with buying in training directly to train a number of mental health first-aiders in each service area.
- Introduced “5 ways to well-being” at the Senior Managers Forum. The Five Ways to Wellbeing are a set of evidence-based actions which promote people’s wellbeing. They are: Connect, Be Active, Take Notice, Keep Learning and Give. These activities are simple things individuals can do in their everyday lives.
- Further work is being done on Line-Manager Resources and policy changes in line with NICE Guidance.

5. CONSULTATION

- 5.1 External consultation is not required in this context.
- 5.2 Specific consultation will take place as appropriate regarding any changes to work provisions – this may be at a trade union or staff level.

6. ALTERNATIVE OPTIONS

- 6.1 This report is to update Members – if not provided, they would not have an awareness of the outcomes of the survey or the action taken.
- 6.2 Options with regard to courses of action will be considered by each Task Group.

7. FINANCIAL IMPLICATIONS

- 7.1 There is no specific budget set aside for delivering any changes or improvements arising from the Survey. Such items will therefore require full cost analysis and be met within the Councils existing budget provision.
- 7.2 The Mindfulness sessions have been part-funded by Unison and the Council. The majority of other sessions have been delivered by partners at no cost.

8. LEGAL AND GOVERNANCE CONSIDERATIONS

- 8.1 The terms of reference for this Committee include the approval of HR policies where the financial impact does not exceed the virement threshold of the Director of Resources. This threshold is currently £100,000 as set out in the Council’s Financial Procedure rules.
- 8.2 Employment Committee requested this item be presented at the next meeting for more detailed results and an update on progress.

9. EQUALITY IMPACT ASSESSMENT

- 9.1 An Equality Impact Assessment (EqIA) has been completed. No adverse or other significant issues were found. A copy of the EqIA can be obtained from the Report's Contact Officers.

10. COMMUNITY SAFETY IMPLICATIONS

- 10.1 There are no Community Safety implications arising from this report.

11. HEALTH AND WELLBEING IMPLICATIONS

- 11.1 This reports includes the Health and Wellbeing issues identified in the staff survey and that are being led by one of the Task Groups. .

12. ORGANISATIONAL IMPLICATIONS

- 12.1 The outcomes and actions arising from the survey are organisationally wide issues – this report sets out the emerging issues and progress made to date.

13. CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 13.1 A high level of employee involvement was vital to ensure a successful survey – 64% completion is a great achievement and much higher than is normally achieved, particularly in a first survey. Equally, the ongoing input and support from staff to the task groups is important and we are already seeing some outstanding work and progress.
- 13.2 Further progress and update will be provided to the Committee and it is the Council's intention to run a further survey in February 2017.

14. BACKGROUND PAPERS

None.

15. APPENDICES

None

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.