

# Public Document Pack



Ribble Valley  
Borough Council

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Dear Councillor

The next meeting of the **PERSONNEL** will be held at 6.30 pm on **WEDNESDAY, 9 JUNE 2021** by Council Chamber, 13 Church Street, Clitheroe, BB7 2RA.

I do hope you can be there.

Yours sincerely

*M. H. Scott*

CHIEF EXECUTIVE

## AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 6)
3. **DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTERESTS**

Members are reminded of their responsibility to declare any pecuniary or non-pecuniary interest in respect of matters contained in the agenda.

4. **PUBLIC PARTICIPATION**

### **ITEMS FOR DECISION**

5. **HR PRIORITIES** (Pages 7 - 10)

Report of the Director of Resources enclosed

### **ITEMS FOR INFORMATION**

6. **ANNUAL HEALTH AND SAFETY UPDATE** (Pages 11 - 22)

Report of the Director of Resources enclosed

7. **OVERVIEW OF JOB EVALUATION PROCESS** (Pages 23 - 30)

Report of the Director of Resources enclosed

8. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

None.

9. **REPRESENTATIVES ON OUTSIDE BODIES 2021/22** (Pages 31 - 32)

Report of the Chief Executive enclosed.

10. **EXCLUSION OF PRESS AND PUBLIC**

**ITEMS FOR DECISION**

11. **GENERAL STAFFING UPDATE** (Pages 33 - 40)

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Report of the Director of Resources enclosed

12. **CHANGE TO ESTABLISHMENT - CHIEF EXECUTIVE'S DEPARTMENT** (Pages 41 - 44)

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Report of the Chief Executive enclosed.

**ITEMS FOR INFORMATION**

13. **ANNUAL ABSENCE MANAGEMENT UPDATE** (Pages 45 - 50)

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Report of the Director of Resources enclosed

14. **UPDATE ON NATIONAL PAY NEGOTIATIONS** (Pages 51 - 62)

4

Report of the Director of Resources enclosed

Electronic agendas sent to members of Personnel – Councillor Susan Bibby (Chair), Councillor Stephen Atkinson, Councillor Richard Bennett, Councillor Mark Hindle, Councillor Donna O'Rourke, Councillor David Peat (Vice-Chair), Councillor Sarah Rainford, Councillor Jennifer (Jenni) Schumann and Councillor Robert Thompson.

Contact: Democratic Services on 01200 414408 or [committee.services@ribblevalley.gov.uk](mailto:committee.services@ribblevalley.gov.uk)

## Minutes of Personnel

Meeting Date: Wednesday, 17 March 2021, starting at 6.30 pm  
Present: Councillor R Elms (Chair)

Councillors:

S Atkinson	M Hindle
R Bennett	D O'Rourke
D Berryman	S Rainford
S Bibby	J Schumann

In attendance: Chief Executive and Head of Human Resources

Also in attendance: Councillors S Hore and R Sherras

1041 APOLOGIES FOR ABSENCE

There were no apologies for absence.

1042 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 13 January 2021 were approved as a correct record and signed by the Chairman.

1043 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS (IF ANY)

There were no declarations of pecuniary and non-pecuniary interest.

1044 PUBLIC PARTICIPATION (IF ANY)

There was no public participation.

1045 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES (IF ANY)

There were no reports from representatives on outside bodies.

1046 RECRUITMENT REPORT

The Director of Resources submitted a report updating members on the Council's recruitment activity over the past 5 years.

The report highlighted an almost doubling of the number of applications in 2020/2021 compared to 2019/2020. It was noted that although the number of applications had increased, the number of shortlisted applicants had remained the same. This demonstrated that the quality of applications has reduced, with fewer candidates meeting the essential criteria for a given post.

The reported provided examples of the difficulty the Council has faced in recruiting staff at all levels and noted that there had been occasions where no appointment had been made or where offers had been made but then declined usually in relation to salary. The report also provided comparisons of pay scales across a range of sectors.

Members were reminded that it was over 10 years since the Council completed the Job Evaluation exercise and that the salary hierarchy had remained unchanged.

RESOLVED THAT COMMITTEE:

1. Note the report.
2. Ask the Chief Executive and CMT in conjunction with the Head of HR, to review the Council's current pay structure and submit a further report with options to address current and future recruitment issues.

1047 EXCLUSION OF PRESS AND PUBLIC

That by virtue of the next items of business being exempt information under Paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972, the press and public will now be excluded from the meeting.

1048 PLANNING AND DEVELOPMENT PROPOSED STAFFING CHANGES

The Director of Economic Development and Planning submitted a report requesting Members to consider changes to staffing within the Economic Development and Planning Section.

The purpose of the changes would be to create a responsive service in light of changes which have occurred since the Economic Development and Planning Service was created in 2010, the introduction of the new Director, moving forward with the Council's new Local Plan, possible changes within the Planning White Paper, current vacancies and the COVID-19 pandemic.

Members were informed that the existing budget (subject to Job Evaluation) was sufficient to cover the replacement posts, that the secondment of one of the Principle Planning Officers had no financial implications and that the appointment to the vacant Planning Administration Assistant post (on a part-time basis) would have a cost saving.

Councillor Sherras was given permission to speak on this item and stressed how important it was for the Council to meet its regularity obligations especially as it related to the publication of a Local Plan.

RESOLVED THAT COMMITTEE:

1. Approve the replacement of the Regeneration Projects Officer with a Senior Economic Development Officer and the replacement of the Economic Development Officer with an Assistant Economic Development Officer (both posts would be subject to Job Evaluation).
2. Approve appointing to the vacant Planning Administration Assistant post for a 12-month fixed term basis to start in May 2021.
3. Note the secondment of the Principal Planning Officer to address the needs of the service.

1049 GENERAL STAFFING UPDATE

The Director of Resources submitted a report informing members of general staffing

matters since the last committee meeting. The report included information on appointments and resignations, internal movements, establishment changes, acting up payments and retirements.

RESOLVED THAT COMMITTEE:

Note and approve the decisions taken by CMT and the Chairman as outlined in the report.

1050

#### COVID-19 STAFFING UPDATE

The Chief Executive submitted a report to consider staffing issues arising from the COVID-19 pandemic.

Members were reminded of how the Council had responded to the COVID-19 pandemic by providing a range of support services including a Community Hub, Business Support Grants and Hardship Relief Payments as well as continuing to deliver Council services.

The report noted that provision of these services has had a significant impact on staff with some working long hours and unable to take annual leave.

RESOLVED THAT COMMITTEE:

1. Note the appointment of temporary staff to assist with responding with the Covid pandemic.
2. Agree to giving staff the option of being paid for the excess time they have accrued up to 6 March 2021.
3. Agree that up to 28 days annual leave can be carried forward and that staff be given the option of being paid for outstanding leave at 31 March in excess of 20 days.

1051

#### UPDATE ON NATIONAL PAY NEGOTIATIONS 2021/2022

The Director of Resources submitted a report updating members on the latest position in respect of the National Trade Union Pay Claim for 2021/2022.

RESOLVED THAT COMMITTEE:

Note the Report.

1052

#### ANNUAL ANALYSIS OF EXIT INTERVIEWS

The Director of Resources provided a report with information relating to staff who left the Council's employment between 1 January 2020 and 31 December 2020. The report also provided an analysis of the Exit Interviews which take place when an employee leaves the Council.

The report highlighted a high level of retirements during the period.

RESOLVED THAT COMMITTEE:

Note the report.

The meeting closed at 7.37 pm

If you have any queries on these minutes please contact the committee clerk, Mike Hill email: [mike.hill@ribblevalley.gov.uk](mailto:mike.hill@ribblevalley.gov.uk)

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

DECISION
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meeting date: WEDNESDAY, 9 JUNE 2021  
title: HUMAN RESOURCE PRIORITIES FOR THE NEXT 12 MONTHS  
submitted by: JANE PEARSON – DIRECTOR OF RESOURCES  
principal author: MICHELLE SMITH – HEAD OF HR

### 1 PURPOSE

1.1 To ask Members to agree corporate Human Resource (HR) priorities for the Council for the next 12 months.

1.2 Relevance to the Council's ambitions:

- Council's Ambitions: The HR priorities support our ambition to be a well-managed Council and our core value to appreciate and invest in staff.
- Community Objectives: The HR priorities will contribute to the creation of quality, skilled employment opportunities and ensure effective and efficient service delivery.
- Corporate Priorities: See above.
- Other considerations: None.

### 2 BACKGROUND

2.1 Members have previously been informed of recruitment and retention difficulties, sickness levels and staff development in our regular HR reports and via our Performance Indicators.

### 3 ISSUES

3.1 At the last meeting we provided a comprehensive report outlining the recruitment difficulties we have experienced over the last five years and Members asked the Chief Executive and CMT, in conjunction with myself, to review the Council's current pay structure and present options at a later date, to address current and future difficulties.

3.2 Since the meeting I have had a preliminary discussion with a Director of North West Employers' Organisation (NWEO) and one of their Associates with a view to them assisting us with a review. I am currently arranging a date for them to have a more detailed discussion with myself and the Chief Executive to progress this discussion further.

3.3 In addition, as Members have already highlighted their concerns regarding our pay structure it may be helpful for this Committee to establish a Working Group to consider the issue in detail and assist the Chief Executive, CMT and myself in the assessment of any options explored with NWEO, or any other suggestions to address pay within the Council. The Union would also be consulted on any options/proposals.

3.4 Also at the last meeting, Members received information regarding staff who had left our employment over the last 12 months. This showed that 32 employees had left in that period which included 16 voluntary resignations and 12 staff who had retired. Our turnover rate for 2019/2020 was 23.44% compared to 15.82% the previous year.

- 3.5 Our Workforce Profile data has always shown that we have an ageing workforce. Our last report, as at 31 March 2020 showed that 52% of staff were aged over 50 and nearly three quarters (71.5%) over 40. On average 35.7% of Local Government employees were aged 50+ whereas our figure was 55.8%. This, combined with having a number of staff who have worked here for many years, means that we need to take positive steps to ensure that we do not lose a significant amount of knowledge and skill as these staff leave/retire.
- 3.6 We also need to ensure that we invest in the existing workforce to build knowledge and skills for the future, as well as recruiting new staff who can bring fresh ideas or alternative experience that would be beneficial to the Council and our customers.
- 3.7 Investing in the training and development of staff is also something that would support career development for staff. If this could be coupled with opportunities for career progression within the organisation, it would help to make us a more attractive option for those seeking employment and improve our standing as a good employer.
- 3.8 In respect of our absence, the average days lost per employee for the year ended 31 March 2020 was 11.5. This was an increase on the previous years' average of 10 days per employee. Long-term absence accounted for 57% of the total days lost (perhaps another factor linked to an ageing workforce). The top two reasons for absence were musculoskeletal (excluding back pain) and stress, which had been the same in the previous year.
- 3.9 In our last staff survey conducted in 2019, staff were asked to identify the top 3 most important things that made somewhere a good place to work. Staff responses showed the top 3 to be: a nice environment to work in, salary and being valued by management.
- 3.10 The survey also asked questions about wellbeing and overall, 53% of staff said that they felt under a moderate or large amount of stress at work.
- 3.11 Another key issue for us in the coming 12 months and beyond, will be post Covid recovery. It is likely that we will continue to have an important role to play in any national post Covid recovery plans, as well as needing to ensure that our HR practice and procedures support staff as things return to normal and that any changes introduced over the last 12 months eg amendments to our Flexi Scheme, an increase in homeworking etc, are assessed to establish their impact on staff and services, and to see if there are measures that can be taken forward on a more permanent basis in the future.
- 3.12 At the last meeting, Members gave approval for staff to be offered the opportunity to be paid for accrued flexi in excess of 15 hours, as at 7 February 2021. 30 members of staff fell into this category and 17 of them took up the offer of payment. This came to a total of £5,098.12 (incl NI due).
- 3.13 Members also approved the same principle for staff who had accumulated annual leave in excess of 20 days as at 31 March 2021. 5 members of staff fell into this category and 6 of them took up the offer of payment. This came to a total of £19,516.59 (incl NI and Superann due).
- 3.14 Taking all this contextual information into account, I believe that the Council's HR priorities for the next 12 months can be consolidated into 3 key areas, namely:
- Recruitment and Retention,
  - Health and Wellbeing (including mental health and stress); and
  - Training and Development (to underpin and support the other two priorities).

The ongoing impact of Covid and the Council's return to normal service delivery is a theme that will have an impact across all three priorities.

3.15 I would ask Members for their support and commitment to these priorities.

#### 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources: No financial implications at present, but there will be cost/budget implications across each of the priority areas, these will be assessed and reported as and when they arrive.
- Technical, Environmental and Legal – No technical, environmental or legal implications have been identified.
- Political – No political implications have been identified.
- Reputation – The reputation of Local Government as a key employer will be affected if the priority areas are not addressed as they are fundamental to being recognised as a good employer.
- Equality & Diversity – No equality and diversity issues have been identified.

#### 5 **RECOMMENDED THAT COMMITTEE**

5.1 Receive the report.

5.2 Agree that the 3 HR priorities for the Council for the next 12 months will be:

- Recruitment and Retention,
- Health and Wellbeing; and
- Training and Development.

and confirm their support and commitment to those priorities.

5.3 Establish a Working Group to work alongside the Chief Executive and the Head of HR, to review the Council's pay structure and make recommendations to this Committee, to address recruitment and retention difficulties linked to the Council's salary levels.



MICHELLE SMITH  
HEAD OF HR

JANE PEARSON  
DIRECTOR OF RESOURCES

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## **RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE**

INFORMATION

meeting date: WEDNESDAY, 9 JUNE 2021  
title: ANNUAL HEALTH & SAFETY UPDATE  
submitted by: JANE PEARSON - DIRECTOR OF RESOURCES  
principal author: PHIL DODD – HEALTH AND SAFETY ADVISOR

### 1 PURPOSE

1.1 This report presents a review of the management of Health, Safety and Welfare by the Council during the period April 2020 to March 2021.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – Effective management of health and safety risks supports the Council's ambition to make people's lives safer and healthier for staff as well as for the community.
- Community Objectives – Effective risk control systems for staff, contractors and members of the public promotes health and well-being within the community.
- Corporate Priorities – Health and safety reports provide the information needed by people in the Council who have particular responsibilities within the Health and Safety Management System; these people include directors, senior managers, managers, supervisors, health and safety professionals and employees/safety representatives.
- Legal – To ensure legal compliance with the Health and Safety at Work etc. Act, 1974, applicable Regulations and Approved Codes of Practice and, in particular, the Management of Health and Safety at Work Regulations 1999, Regulation 3, (Risk Assessment) and Regulation 5, (Health and Safety Arrangements). Additionally, The Coronavirus Act 2021 applies to Ribble Valley Borough Council workplaces and activities.

### 2 OVERVIEW

2.1 Heads of Service have successfully completed the Institution of Occupational Safety and Health, (IOSH), "Managing Safely" training and therefore have an understanding of everyone's safety and health responsibilities in the workplace, including their own.

2.2 The three-key moral, legal and financial reasons for managing safely, and manager's responsibility and accountability for safety and health, are the foundations of a positive health and safety culture ensuring the effective implementation of the council's Health and Safety Management System.

2.3 Senior managers, managers and supervisors must maintain attention on the council's significant risks and on implementation of adequate controls by taking ownership of the management of the safety and health of their staff. The perception employees have of senior managers and manager's commitment to their safety and health is reflected in their behaviour and attitude towards implementing safe systems of work, most especially when they are not being observed.

- 2.4 A good health and safety culture is one where employees behave naturally in a safe and risk aware manner. Without a positive culture, instruction and training is ignored and safe procedures violated.
- 2.5 Senior managers, managers and supervisors must demonstrate their commitment by their attitude and actions and by challenging unhealthy or unsafe behaviour in a timely and effective manner. They must understand their roles and those of others and measure performance (monitor), to check that operatives are following procedures and training to verify controls are working and standards are being maintained, most especially during the current pandemic.
- 2.6 The role of managers is crucial in driving a positive safety culture. Managers are important role models, and if they reinforce negative behaviour or are seen to be disengaged in matters of health and safety, employees will mimic this approach. The organisation must be united in its approach, from top to bottom.
- 2.7 The legal requirements for consultation and involvement of the workforce include engaging in consultation with all employees, this creates a culture where relationships between employers and employees are based on collaboration, trust and joint problem solving. Employees should be involved in assessing workplace risks and the development and review of workplace health and safety policies and procedures in partnership with the employer.
- 2.8 During the current pandemic employers are required to consult and involve employees in the steps being taken to manage the risk from coronavirus. RVBC has explained planned changes to employees and asked for feedback from staff to ensure changes will work and to continue to operate safely.
- 2.9 The management of Health and Safety within Waste Services nationally continues to be a priority in the Health and Safety Executives programme of interventions aimed at reducing the incidence of work-related accidents and occupational ill-health within the industry. This extends not only to employees, but also to members of the public during such manoeuvres as reversing. It is therefore important that managers ensure current best practice guidance and standards in the management and monitoring of this service are maintained.
- 2.10 Effective management of health and safety risks helps the Council to:
- maximise the well-being and performance of its employees;
  - prevent people being killed, injured or suffering ill-health by their work;
  - prevent damage to its reputation in the eyes of customers, suppliers, other stakeholders and the wider community;
  - encourage better relationships with contractors, and more effective contracted activities; and
  - minimise the likelihood of prosecution and consequent penalties.
- 2.11 The Ribble Valley Borough Council Health and Safety Management System utilises the model provided in HS (G) 65 1997, POPMAR, (Policy, Organising, Planning, Measuring performance, Auditing and Review). This guidance was refreshed and simplified in December 2013 and explains the Plan, Do, Check, Act approach showing how a balance between the systems and behavioural aspects of management can be achieved.

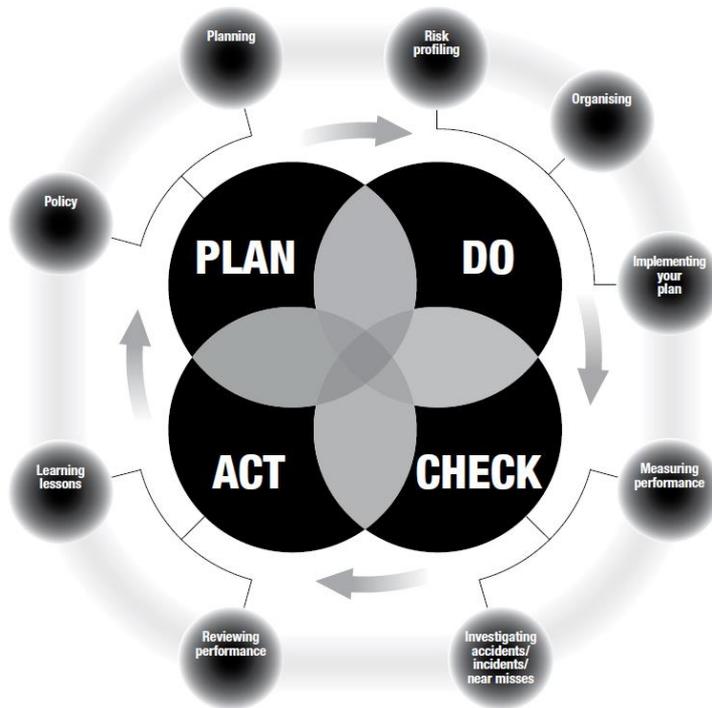


Figure 1. HSG65, 2013

- 2.12 The simpler “Plan, Do, Check, Act” approach treats health and safety management as an integral part of good management generally, rather than as a stand-alone system. However, Ribble Valley Borough Council will continue with the POPMAR model of managing health and safety as this system remains appropriate for the risk level and complexity of the organisation and already incorporates the core elements identified in the refreshed guidance.
- 2.13 HSE encourages a common sense and practical approach as part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes, as does Ribble Valley Borough Council. The core elements, underpinned by an understanding of the profile of risks the organisation creates or faces links back to wider risk management and is pictured below.



2.14 The keys to effectively managing health and safety are:

- leadership and management
- a trained/skilled workforce;
- an environment where people are trusted and involved.

Success hinges on the attitudes and behaviours of the people in the organisation.

### 3 POLICY AND PROCEDURE DEVELOPMENT

3.1 The Ribble Valley Borough Council Health and Safety Policy has been reviewed and updated in line with changes in legislation and guidance. The Policy is set out in three sections:

- **The statement of general policy on health and safety at work** sets out the council's commitment to managing health and safety effectively.
- **The organisation section** sets out who is responsible for specific actions
- **The arrangements section** contains the detail of what will be done in practice to achieve the aims set out in the statement of health and safety policy and includes information on how the risk of hazards will be eliminated or reduced.

### 4 THE COUNCIL'S SIGNIFICANT HAZARDS

#### **Covid 19**

4.1 The Council follows Government and Health and Safety Executive Regulations and Guidance to ensure its workplaces are COVID-secure, the measures that have been put in place include:

- Risk assessment: A Covid Working Group was established to agree Covid risk assessments for every workplace, the Group included the Unison Branch Secretary. The risk assessments are updated to reflect any changes in legislation or guidance that may impact the councils work activities. The offices were initially closed to the public in accordance with the lockdown directions and we have currently re-opened on a limited basis (10am – 3pm) following the easing of restrictions on 17 May.
- Social distancing: where possible staff are kept two metres apart. If this has not been viable staff are kept one metre apart with risk mitigation, such as screens.
- Cleaning, hygiene and handwashing: Workplaces are regularly cleaned reducing the potential for coronavirus to spread.
- Ventilation and air conditioning: Staff are advised to open windows to allow trickle ventilation and to fully open windows and doors regularly to allow thorough purging of workspaces. Automatic door closers have been fitted to ensure fire safety is not compromised.
- Staff have been provided with information about support and maintaining control measures. We have produced a wide range of posters and signage to reinforce key messages as well as regular features in Backchat.
- Working from home: staff have been provided with the equipment they need, and there is regular contact and discussion about their wellbeing.
- Vulnerable workers: the risk to workers who are particularly vulnerable to coronavirus has been considered and controls have been put in place to reduce that risk.

**The message remains “Hands, Face, Space, Ventilation”.**

- 4.2 Construction - The Construction Design and Management (CDM) regulations 2015 came into force on 6 April, 2015. The main changes were the replacement of CDM coordinators by “Principal Designers”, (appointed by Clients for projects involving more than one contractor), full inclusion of domestic projects and an overall attempt to reduce bureaucracy and communicate the key roles and responsibilities in a clearer manner. The Regulations are applicable to all construction work including the works carried out by the General Works Department and Contractors. The Construction Skills Certification Scheme, (CSCS) is the leading skills certification scheme within the UK construction industry. CSCS cards provide proof that individuals, at all levels, working in construction have the required training and qualifications for the type of work they carry out and this scheme should be implemented at the council to ensure the competence of this section of the workforce.
- 4.3 Transport – this includes Salthill Depot and Waste Transfer Station management, occupational road risk and vehicle operations and maintenance. More than a quarter of all road traffic incidents may involve somebody who is driving as part of their work at the time (Department for Transport figures), in 2019 there were 1752 reported road fatalities. Health and safety law applies to work activities on the road in the same way as it does to all work activities and the risks to drivers must be managed.
- 4.4 Health and safety law does not apply to people commuting (i.e. travelling between their home and their usual place of work), unless they are travelling from their home to somewhere which is not their usual place of work. Vehicles at work continue to be a major cause of fatal and serious injuries. Occupational road risks at the council include drivers of Refuse Collection Vehicles, Depot plant, vans and pick-ups, casual vehicle and lease car drivers, all involved in driving for work.
- 4.5 Reversing continues to cause a disproportionately large number of moving vehicle accidents in the waste and recycling industry. Ribble Valley Borough Council have concluded that they will always use reversing assistants unless it is not safe to do so, in such cases 2-way radios are used by loaders to communicate “Stop” instructions to the driver from a place of safety.
- 4.6 In 2020/21, transport own damage settled cases totalled £13,987.05, with open cases approximately £21,315.00. Third party settled cases totalled £12,400.91 with open cases totalling £812.00. Combined £48,515.00.
- 4.7 For comparison in 2019/20, own damage cases totalled £15,344.19, with third party claims totalling £18,121.67. Combined £33465.86.
- 4.8 Fire – this is an important area due to the potential severity of any incidents and the size of the authority’s property portfolio. Following the Grenfell Tower fire the Fire Risk Assessments for all the council’s buildings were reviewed to ensure that appropriate fire safety measures are established. The Dame Judith Hackitt Review into Building Regulations and Fire Safety made important recommendations including clearer relevant regulations, guidance and enforcement and improved fire-safety competence for all involved. The Ministry for Housing Communities and Local Government (MHCLG) has published the draft Building Safety Regulator Bill ahead of pre-legislative scrutiny, in which HSE is formally named as the new regulator.
- 4.9 Training for newly appointed Fire Marshals and refresher training for existing Fire Marshals has been suspended during the pandemic and will resume with the easing of lockdown measures. The training package includes instruction on the Emergency Evacuation Plan and Fire Extinguisher identification and use. The fire alarm detection

system in the Council Offices is tested every Thursday at 10.00 hours and full testing of the Emergency Evacuation Plan, for the council offices, should be carried out annually.

- 4.10 Mental health problems – these are the biggest cause of sickness absence in local government. Stress, anxiety and depression are the main issues, 498 working days were lost this year accounting for 22% of all absences (excluding Covid-related absence).
- 4.11 Musculoskeletal injuries – bad backs, muscle damage and sprains are not just caused by lifting or moving heavy things, repetitive tasks such as intensive keyboard use can also be to blame along with slip or trip accidents. Musculoskeletal injuries, excluding back injuries, were highest at 529 lost days and accounting for 23% of all absences (excluding Covid-related absence).
- 4.12 The estimated costs to the council of these absences is £100,700 based on a conservative cost of £100/day. It is clear that considerable cost savings could be made through effective preventive and protective measures for managing and controlling these types of ill-health. A new training package has been purchased and will be rolled out as soon as practicable.
- 4.13 Waste Management – Refuse collection is a high risk activity. Personnel and members of the public continue to be killed by reversing refuse collection vehicles. There were 12 fatalities nationally in 2017/18. It is therefore imperative that safe systems of work are implemented by competent operatives and supervisors, sufficiently monitored by senior managers, managers and supervisors, and that robust corrective action is taken where activities fall short of identified standards. The recommendations from the Glasgow Bin Lorry inquiry should be implemented where practicable. Transport operations associated with collection activities (municipal and commercial) and at a range of waste management and recycling sites represent the most significant risk of serious or fatal accidents to workers and members of the public. 'Struck by moving vehicle' accounts for about only 4% of all reported accidents, however, over 40% of all fatalities fall within this category. There were 5 fatalities in the Waste Sector in 2019/2020.
- 4.14 One of the core elements of effective health and safety management is to check that policies and procedures are actually being followed on site. Effective monitoring in the waste and recycling service is important because of the constantly changing environment particularly during refuse and recycling collection activities. All drivers and loaders (including agency staff) should be advised about monitoring arrangements and why they are in place i.e. to ensure they are following the procedures that they have been trained in and a system should be in place to manage the feedback to crews about areas of non-compliance. This applies equally to the council's cleansing, grounds maintenance and general works operations.
- 4.15 CCTV systems are in place on Refuse Collection Vehicles, (RCVs) and therefore real time monitoring is readily available to the Head of Engineering Services and the Refuse and Workshop Manager. CCTV is also available for monitoring of activities in the Depot and Waste Transfer Station. Those that are being monitored should be clear about how non-compliance will be dealt with and the results of monitoring should be reviewed, analysed and reported to senior management to assist with improving the health and safety climate at Salthill Depot.
- 4.16 There were 233 Improvement Notices and 59 Prohibition Notices issued by HSE to businesses in this Sector in 2017/18. In addition to these enforcement notices, 14 prosecution cases were brought, the resulting fines from these prosecutions totalled

around £2.6M in 2019/20, with an average fine per case of £239,000.

- 4.17 The HSE continue to implement their Fees for Intervention (FFI) scheme which places a duty on the HSE to recover its costs for carrying out its regulatory functions. Inspectors who identify material breaches at the sites they visit and are required to intervene charge organisations £160.00 an hour for the time they spend investigating and resolving the breaches. A material breach is where a Health and Safety law has been broken and an inspector judges this is serious enough for them to notify the organisation in writing. This will either be a notification of contravention, an improvement or prohibition notice, or a prosecution.
- 4.18 There were no contraventions, prosecutions, improvement notices or prohibition notices issued to RVBC by the HSE during 2020/2021 and therefore no Fees for Intervention were applied.
- 4.19 On 1 February 2016, the new sentencing guidelines for health and safety offences came into force. They direct the courts to consider the sentencing of offending organisations by way of a step-by-step approach, primarily examining culpability, the seriousness of harm risked and the likelihood of harm, which are divided into a number of different levels to reflect the scale within each category. A feature of these guidelines is that the fine is related to the turnover of organisations and, as a result, large organisations convicted of offences are receiving larger fines than seen prior to these guidelines. Highways England has been referred to the Crown Prosecution Service to consider if corporate manslaughter charges are appropriate following a smart motorway death.
- 4.20 There are similar guidelines for the sentencing of individuals for health and safety offences, with a stronger focus on the risk of a custodial sentence for those found guilty of serious breaches. Enterprise Management Services were fined £1.2 m in April 2021 after a refuse collector was run over by a reversing refuse collection vehicle. There had not been a suitable and sufficient risk assessment, and there was a failure to adequately supervise the round. These tragic cases are a stark reminder that the courts (despite the pandemic and the impact on an organisation's turnover over the last year or so), will be more than ready to impose heavy levels of fines in accordance with the organisation's pre-pandemic turnover.

## 5 SUMMARY OF ACHIEVEMENTS

- 5.1 The Council's Health and Safety Policy clearly sets out how the Council will manage the Health, Safety and Welfare of all employees and others who may be affected by its undertakings, therefore the health and safety goal of the Council is to effectively implement all sections of the Policy.
- 5.2 The Health and Safety Advisor continues to provide information, advice, training and guidance to all sections of the council to ensure they understand their legal duties for working, managing and directing health, safety and welfare for all staff, and others, who may be affected by our undertaking.
- 5.3 Covid-19 changed the way we all work and interact in the workplace to protect our health, the health of our colleagues and our families. There has been a greater reliance on Health and Safety Professionals and Managers to review government guidance and provide safe working environments and systems of work, it has also placed a greater emphasis on workers' mental health. Many RVBC staff continued to work at their workplaces, and at home, to provide essential services during challenging and uncertain times with respect to their health and wellbeing.

- 5.4 There have been 3 HSE reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013, (RIDDOR), all involving members of staff. The Regulations require that if someone has died or has suffered specified injuries because of a work-related accident this must be reported. Not all accidents need to be reported, other than for certain gas incidents, a RIDDOR report is required only when: i) the accident is work-related ii) it results in an injury of a type which is reportable. Over 7 day absences resulting from accidents are also reportable.
- 5.5 The Health and Safety Advisor continues to Chair the Lancashire Local Authority Health and Safety Advisors Forum and continues to update his CPD through membership of The Institution of Civil Engineers, (ICE) and The Institution of Occupational Safety and Health, (IOSH).
- 5.6 Safety and Health inductions have been carried out for new and temporary staff and contractors in accordance with HSE and Government guidance on Covid-secure workplaces.
- 5.7 Significant proactive and reactive work has been undertaken providing a wide range of support both corporately and operationally most especially with respect to Coronavirus Secure workplace risk assessments and controls.

## 6 ACCIDENT AND INCIDENT STATISTICS

### Accidents

- 6.1 In the 2020 – 2021 year there were 32 accidents, 22 involving staff, 9 at the Pool and 1 member of the public. The 9 accidents at the Pool were mainly due to slips, trips, cuts and banging into things. There were 3 RIDDOR Reportable accidents to staff, the most serious involving a broken arm and dislocated shoulder following a fall. The Health and Safety Advisor will continue to investigate accidents, incidents and ill health, along with senior managers, managers, supervisors and safety representatives, in accordance with the Policy and Procedure for the Reporting and Investigation of Accidents and Incidents in order to prevent reoccurrence and further lost time incidents and associated losses. The causes of unsafe ways of working, accidents, incidents and ill health do not always stop with the worker. The problem can often be traced back to less obvious causes such as decisions made by management and the wider organisation.

### Incidents

- 6.2 The term **accident** is used where injury or ill health occurs and The Accident Book should be completed in those circumstances. The term **incident** includes **near misses** and **undesired circumstances**, where there is the **potential** for injury or the incident has resulted in threats to staff, damage to council property or a financial loss. **Ill health** is defined as any illness, disability or other physical problem caused or made worse by one's work. There were no reported incidents during this period.
- 6.3 Where incidents result in aggressive or violent behaviour to RVBC staff the Policy for Dealing with Violence and Aggression is implemented. The Awareness Register Group investigates the incident and recommends actions to CMT which may include placing the persons details on the Awareness Register so that relevant staff are aware of the potential risk and control measures can be developed.

## 7 TARGETS FOR 2021/2022

### **Construction**

- 7.1 Monitor the implementation of the Policy for the Health and Safety Management and Control of Contractors and Consultants to ensure compliance at procurement stage and during works on site.
- 7.2 Continue to implement the Council's Control of Asbestos and Legionella Bacteria Policies and carry out monitoring, sampling and testing as appropriate.
- 7.3 Monitor compliance with the duties imposed by the Construction (Design and Management) Regulations 2015, (CDM 2015), are carried out for all applicable design and construction works.

### **Transport**

- 7.4 Implement the Council Policy for the Management of Occupational Road Risk, (MORR), reviewing and revising the Council's risk assessments for driving vehicles including, the "grey fleet", and carry out driving assessments where appropriate.
- 7.5 Continue to monitor the number of incidents resulting in damage to refuse collection vehicles and implement an initiative to reduce the number of incidents and lower the burden of repair costs for vehicles and property.

### **Fire**

- 7.6 Implement the corporate policy for Fire Safety which identifies roles and responsibilities for those employees with duties in the event of Fire and Emergency in accordance with the Regulatory Reform (Fire safety) Order 2005.
- 7.7 Carry out basic fire safety refresher training for employees and further specific Fire Safety training for all Fire Marshals in accordance with the Fire Safety (Employees' Capabilities) (England) Regulations 2010.
- 7.8 Ensure fire alarm testing and practice evacuations of public buildings are carried out regularly and liaise with the Fire and Rescue Service during statutory inspections and audits.

### **Mental Health Problems**

- 7.9 Monitor instances of work related stress symptoms including anxiety and depression and assist Managers and HR Section in the risk assessment process for individual cases.
- 7.10 Work alongside the HR Section in developing strategies for reducing the number of working days lost due to work related stress through implementation of the Health and Safety Executive's Management Standards and the Ribble Valley Borough Council Policy on the Management of Stress at Work.

### **Musculoskeletal Injuries**

- 7.11 Review workstation risk assessments for all users of display screen equipment in accordance with Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002).

- 7.12 Conduct Advanced Display Screen Assessments where musculo-skeletal disorders have been identified and ensure ergonomic adjustments are carried out and monitored.
- 7.13 Continue to monitor manual handling activities carried out by Council employees and where necessary conduct risk assessments where appropriate.
- 7.14 Provide in-house training and refresher sessions for all employees where appropriate and in particular in the Refuse Collection and General Works Service's to reduce the number of working days lost through poor lifting and carrying practices.

### **Waste Management**

- 7.15 Waste Collection activities account for the largest proportion of accidents in the waste and recycling industries. Operating a vehicle-based collection service has the potential to expose collection crews, other road users and pedestrians to a range of hazards, it continues to be one of the highest risk activities undertaken by the Council. Transport operations associated with collection activities (municipal and commercial) and at a range of waste management and recycling sites represent the most significant risk of serious or fatal accidents to workers and members of the public. 'Struck by moving vehicle' accounts for about only 4% of all reported accidents, however, over 40% of all fatalities fall within this category.
- 7.16 Continue to liaise with the HSE and monitor the progress of the WISH (Waste Industry Safety and Health Forum) strategy, guidance development.
- 7.17 The teams continue to operate on a "Group Task and Finish" basis. This type of system is recognised by the HSE as requiring a greater level of management and supervision as it may encourage workers to rush the job and take dangerous short cuts, robust monitoring of the service must therefore be carried out with instances of non-compliance dealt with appropriately.

### **Events**

- 7.18 The Health and Safety Advisor will provide advice, guidance and support to Event Organisers who plan events on council owned land, in accordance with applicable Covid-19 restrictions.

### **Accidents and Incidents**

- 7.19 Monitor the implementation of the RVBC Policy and Procedure for the Reporting and Investigation of Accidents and Incidents at appropriate levels and advise on decisions and recommendations for additional control measures and action plans.

### **First Aid**

- 7.20 The Health and safety Advisor will provide staff refresher briefings for emergency use of defibrillators at the council offices and at Salthill Depot.

## **8 PROFESSIONAL DEVELOPMENT**

- 8.1 The Health and Safety Advisor continues his professional development through webinars and Teams meetings arranged by the Institution of Occupational Safety and Health, IOSH, and The Institution of Civil Engineers, ICE, both of which he holds Graduate Membership.

8.2 The Health and Safety Advisor undertakes Continuing Professional Development, CPD, with the above organisations and continues to Chair the Lancashire Local Authority Health and Safety Advisor's Forum, regularly attending evening meetings of the Manchester and District IOSH Branch and Public Services Section.

## 9 RISK ASSESSMENTS

9.1 Senior Managers are accountable to their Director for implementing the Council's Health and Safety Policy, encouraging and assisting in developing safe procedures and ensuring that suitable and sufficient risk assessments are produced with the involvement of the staff who carry out the activities and that the assessments are readily accessible to all. They must also ensure that Supervisors are properly trained and receive the support they need to perform their duties and challenge unsafe behaviour in a timely way.

9.2 Senior Managers and Managers need to remain aware of the importance of setting good examples in their own behaviour to promote positive health and safety performance by others and to nurture a positive health and safety culture by active involvement, including on the shop floor visibility. The active involvement of Senior Management in the Health and Safety Management System is important. Senior Managers, Managers, supervisors and staff must take ownership of the risk management process and proactively implement the control measures which have been identified.

## 10 CONCLUSION

10.1 A fall in the number of accidents this year was recorded; however this has been during the period of coronavirus pandemic and associated restrictions, where there have been less staff in work and where some of our operations have been suspended due to Covid e.g. the pool has been closed for a significant period during the year.

10.2 The Department for Work and Pensions, Job Centre Plus, have collaborated proactively with the council in continuing to provide their services in a Covid-secure way.

10.3 The waste management and recycling industry has grown rapidly over the past decade in response to the environmental challenge. Unfortunately, it remains an industry with a poor health and safety performance – with fatality rates reaching over ten times the all industry average – second only to agriculture.

10.4 Local authorities continue to have a major role to play in reducing these high rates of fatal injury, and the high rates of other injuries which accompany them. They are the clients for this work if it is contracted out, and are the direct employers if the service is delivered in-house. HSE is very aware of the competing pressures on local authorities. One key principle is that there is no need for this to be seen as a trade-off – meeting recycling targets and achieving improvement in health and safety performance remain compatible and complimentary goals.

10.5 Effective management and monitoring of safe working practices is essential in maintaining standards. The in-house collection and disposal of paper waste re-introduced manual handling of sacks to our systems and close supervision is key in managing this risk.

10.6 Effective leaders and line managers know the risks their organisation faces, ranks them in order of importance and takes action to control them, risk profiling. The range of risks goes beyond health and safety risks to include quality, environmental and asset damage, but issues in one area could impact in another.

- 10.7 Competence is the ability to undertake responsibilities and perform activities to a recognised standard on a regular basis. It combines practical and theoretical skills, knowledge and experience. The competence of individuals is vital, whether they are employers, managers, supervisors, employees or contractors, especially those with safety-critical roles and the application of National Occupational Standards can ensure they recognise the risks in their activities and can apply the right measures to control and manage those risks. The council should strive to ensure these standards are upheld through the recruitment, selection and training process.
- 10.8 Effectively managing for health and safety is not just about having a management or safety management system. The success of whatever process or system is in place still hinges on the attitudes and behaviours of people in the organisation (this is sometimes referred to as the 'safety culture').
- 10.9 A positive safety culture comes from those at the top of the organisation, this will permeate throughout management and supervisory levels to front line staff and operatives, maintaining and continuously improving health, safety and welfare standards and controlling the Council's risks at a legally and morally acceptable level.
- 10.10 Leaders, at all levels, need to understand the range of health and safety risks in their part of the organisation and to give proportionate attention to each of them. This applies to the level of detail and effort put into assessing the risks, implementing controls, supervising and monitoring.

PHIL DODD  
HEALTH AND SAFETY OFFICER

JANE PEARSON  
DIRECTOR OF RESOURCES

For further information please contact Phil Dodd on 01200 414526.

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

INFORMATION

meeting date: WEDNESDAY, 9 JUNE 2021  
title: OVERVIEW OF THE JOB EVALUATION PROCESS  
submitted by: JANE PEARSON – DIRECTOR OF RESOURCES  
principal author: MICHELLE SMITH – HEAD OF HR

### 1 PURPOSE

1.1 To provide Members with an overview of the Job Evaluation scheme which is in place at the authority.

1.2 Relevance to the Council's ambitions:

- Council's Ambitions: As staff are the Council's biggest resource the achievement of all the Council's ambitions is dependent on a dedicated and committed workforce.
- Community Objectives: See above.
- Corporate Priorities: See above.
- Other considerations: The system for evaluating posts ensures that staff salaries are paid in a fair and equitable way and to protect the Council from Equal Pay claims.

### 2 BACKGROUND

2.1 The Council carried out a Council wide Job Evaluation exercise in November 2005 using the Greater London Provincial Council (GLPC) Job Evaluation Scheme which was completed, and final results issued to staff, in July 2007. This was followed by an appeals process which was completed in March 2008 (59 staff had appealed their original result).

2.2 We were assisted throughout the exercise by an external Project Manager from Liberata.

2.3 Jobs were evaluated using an up-to-date Job Description and an Additional Information sheet (see Appendix A). The Additional Information sheet was created to add extra information relevant to the scheme criteria. Service Managers and all staff were asked to confirm and agree their current job description with their Manager prior to evaluations commencing.

2.4 We asked for volunteers to be trained as evaluators and 20 staff came forward. These staff then worked in teams to evaluate all the posts that were on the Establishment at the time.

2.5 The final results of the exercise after appeals showed that 43% of posts were upgraded, 12% downgraded and 45% remained unchanged.

2.6 At the end of the exercise we produced a hierarchy of all posts which is still in place.

### 3 ISSUES

3.1 The GLPC scheme is based on a set of factors as outlined below:

i) Supervision and Management of People

This factor measures the degree of responsibility for the supervision/management of employees and others for whose work the post can be considered directly accountable.

There are 7 levels within this factor.

ii) Creativity and Innovation

This factor considers the extent to which the work requires innovative and imaginative responses to issues and in the resolution of problems. Consideration is also given to how often creativity and innovation are used within the job.

There are 7 levels within this factor.

iii) Contacts and Relationships

This factor measures the degree of personal contact and assesses the nature of the relationships with other people which are required to be maintained by the postholder in the course of the job. It is not necessarily concerned with the status of the contact.

There are 8 levels within this factor.

iv) Decisions

This factor considers both the requirement to make decisions or recommendations as a regular feature of the work and the consequences of those decisions or recommendations.

This factor has two sub-factors:

Discretion – this assesses the need to make choices, the accountability for the outcome, the constraints on the decisions and availability of guidelines, advice, precedents and procedures.

This sub-factor has 6 levels.

Consequences – this assesses the nature of the consequences or outcome of the decisions.

This sub-factor has 5 levels.

v) Resources

This factor assesses personal and identifiable accountability for physical and financial resources.

This factor has 5 levels.

vi) Work Environment

This factor has 4 sub-factors:

Work demands – this considers the impact of deadlines, the frequency and suddenness of demands for changes between work, communication problems, resolution of conflicting resources needs and priorities on the work of the postholder.

This sub-factor has 5 levels.

Physical demands – this considers the amount and continuity of physical effort required within a post.

This sub-factor has 4 levels.

Working conditions – this considers the exposure to disagreeable or unpleasant working conditions present in the physical environment.

This sub-factor has 4 levels.

Work context – this considers the potential risk to health and general well-being of illness and injury (emotional as well as physical) inherent in the job.

This sub-factor has 4 levels.

vii) Knowledge and Skills

This factor measures knowledge and skills in their broadest sense and which are necessary for the competent performance of the full duties and responsibilities of the job. It takes account of qualifications and experience.

There are 8 levels within this factor.

3.2 Posts are scored against all the factors listed above and then cross referenced with our Job Evaluation points scale to establish the appropriate grade for the post. The points scale is shown below together with details of the current national payscales.

### **JOB EVALUATION POINTS SCALE**

Grade	Points
1a	182 - 225
1b	226 – 245
2	246 – 281
3	282 – 347
4	348 – 395
5	396 – 425
6	426 – 489
SO1	490 – 517
SO2	518 – 527
PO 1-4	528 – 543
PO 2-5	544 – 595
PO 5-8	596 – 625
PO 6-9	626 – 689
PO 10-13	690 +

<b>SCALE</b>	<b>SALARY BAND</b>	<b>NJC SCALE POINTS</b>
1a	£17,842	scp 1
1b	£18,198 - £18,562	scp 2 - 3
2	£18,562 - £18,933	scp 3 - 4
3	£19,312 - £19,698	scp 5 - 6
4	£20,092 - £21,748	scp 7 - 11
5	£22,183 - £24,491	scp 12 - 17
6	£24,982 - £27,041	scp 18 - 22
SO1	£27,741 - £29,577	scp 23 - 25
SO2	£30,451 - £32,234	scp 26 - 28
PO1-4	£31,346 - £33,782	scp 27 - 30
PO2-5	£32,234 - £34,728	scp 28 - 31
PO5-8	£34,728 - £37,890	scp 31 - 34
PO6-9	£35,745 - £38,890	scp 32 - 35
PO10-13	£39,880 - £42,821	scp 36 - 39
	<b>HEADS OF SERVICE</b>	
PO16 -19	£45,859 - £48,863	scp 42 - 45
PO 23 -26	£53,051 - £56,271	scp 49 - 52

- 3.3 Following completion of the exercise we agreed a procedure for ongoing evaluation as follows:

“All new posts created within the authority will be evaluated under the Job Evaluation system.

Job descriptions are reviewed annually as part of the performance appraisal process. If during such a review the duties of a particular post have changed significantly since the original evaluation, an updated job description, job title and additional information sheet, must be agreed with the individual and relevant Head of Service and approved by the Director, and then submitted for re-evaluation, following which any score will then be moderated by Corporate Management Team (CMT). The decision of CMT is final and there will be no right of appeal.

To qualify for a re-evaluation, duties must have changed substantially and that change must be permanent. A change in ‘volume’ or throughput does not necessarily constitute a significant change. Also, where it is claimed that duties have increased there must be clear evidence as to where the additional duties have come from eg new legislative requirements, new Central Government requirements. If tasks have been acquired from other posts then those posts will also need job descriptions updating and re-evaluation. Any re-valuation would be carried out by the Head of HR and UNISON branch representative and moderated as above.

Please note: during any re-evaluation all aspects of a post will be considered, not just the proposed additional duties

If at anytime during the course of the year, an employee feels that his/her job has changed significantly, they should discuss the changes with their manager, update their job description as appropriate and then follow the re-evaluation procedure as outlined above.”

- 3.4 The original job evaluation exercise was completed and the payline set in 2007. Since then bottom loading of the pay spine following national pay negotiations has meant that the lower grades have seen a higher percentage proportional increase than grades at the upper levels of the pay spine. This has also resulted in the

erosion of pay differentials at the bottom end of the pay spine.

#### 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources: None.
- Technical, Environmental and Legal: the Council needs to be mindful of the requirements of the Equal Pay Act (2010). The Equal Pay Act requires that men and women in the same workplace be given equal pay for equal work. The jobs need not be identical, but they must be substantially equal. Job content (not job titles) determines whether jobs are substantially equal. Any contravention of the Equal Pay Act could put the council at risk of legal challenge and a claim being made against it at an Employment Tribunal.
- Political: None.
- Reputation: None.

#### 5 **RECOMMENDED THAT COMMITTEE**

5.1 Note the report.



MICHELLE SMITH  
HEAD OF HR

JANE PEARSON  
DIRECTOR OF RESOURCES

# JOB EVALUATION – ADDITIONAL INFORMATION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

**Name:**

**Department:**

**Job Title:**

**Responsible to:**

**Responsible for:**

*(List all staff for whom you have full managerial responsibility e.g. quality / quantity of work, discipline, training etc. Count each individual person eg job share posts count as 2 people)*

**Responsibility for Resources:**

*(This factor covers the responsibility for the proper handling, care, security etc of equipment, plant, buildings such as vehicles, cash, keyholder responsibilities – state value of **resource**. e.g a Refuse Vehicle may have a value of approximately £120,000; if someone handles cash on a regular basis – state the value of the cash)*

**Main Contacts Associated with Principal Duties**

*(eg Elected Members, external partners, regional liaison etc. Please state frequency of contact eg daily, regular attendance at committee, occasional attendance at committee when requested to attend, regular external meetings – give examples)*

**Essential Qualifications / Experience required to do the job**

*(It is important here to list essential items, eg those items which would be detailed as 'Essential' on a person specification, and qualifications which are specifically needed for the job, not necessarily the qualifications of the person who currently holds the position)*

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

INFORMATION

meeting date: 9 June 2021  
title: REPRESENTATIVES ON OUTSIDE BODIES 2021/22  
submitted by: Chief Executive  
principal author: Olwen Heap

### 1 PURPOSE

1.1 To inform members of the outside bodies that are under the remit of the Policy & Finance committee and their membership.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – to be a well managed council providing effective services.
- Corporate Priorities - to protect and enhance the existing environmental quality of our area; to help make people's lives healthier and safer.
- Other Considerations – to work in partnership with other bodies in pursuit of the Council's aims and objectives.

### 2 BACKGROUND

2.1 At the annual meeting each year the Council makes nominations to various outside bodies.

2.2 Members attend meetings of the outside body and report back to the relevant parent committee.

### 3 ISSUES

3.1 The following outside body comes under the remit of the Personnel committee.  
The membership of this outside body was approved at the annual meeting of the council on 18 May 2021.

NW Employer's Organisation	Cllr Sue Bibby Cllr David Peat (substitute)
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3.2 Representatives are encouraged to provide reports back giving committee an update on the work of the body and drawing attention to any current issues.

### 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the costs associated with members attending meetings of outside bodies is included in the budget for 2021/22.
- Technical, Environmental and Legal – no significant risks identified
- Political ) the Council's representation on a number of these bodies is important
- Reputation ) to both it's political and reputational relationship with wider partnerships
- Equality & Diversity - no significant risks identified

5 CONCLUSION

5.1 Members note the outside body under the remit of this committee and it's membership.

Marshal Scott  
CHIEF EXECUTIVE

Olwen Heap  
ADMINISTRATION OFFICER

BACKGROUND PAPERS

Report on Representatives on Outside Bodies – Annual Council 18.5.21

REF: CE/OMH/Pers/09.6.21

For further information please ask for Olwen Heap, extension 4408

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