

# Public Document Pack



Ribble Valley  
Borough Council

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Dear Councillor

The next meeting of the **PERSONNEL** Committee will be held at **6.30 pm** on **WEDNESDAY, 30 OCTOBER 2024** in the **Council Chamber**.

I do hope you can be there.

Yours sincerely



CHIEF EXECUTIVE

## AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 8)
3. **DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS**

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

4. **PUBLIC PARTICIPATION**

### ITEMS FOR DECISION

5. **DUTY TO PREVENT SEXUAL HARASSMENT** (Pages 9 - 22)

Report of the Director of Resources and Deputy Chief Executive enclosed.

### ITEMS FOR INFORMATION

6. **2023/2024 YEAR-END PERFORMANCE INFORMATION** (Pages 23 - 32)

Report of the Chief Executive enclosed.

7. **MINUTES OF WORKING GROUPS**

There are no items under this heading

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

There are no items under this heading

9. **EXCLUSION OF PRESS AND PUBLIC**

**ITEMS FOR DECISION**

10. **PAYMENT OF HONORARIUM** (Pages 33 - 34)

2

Report of the Director of Resources and Deputy Chief Executive enclosed.

**ITEMS FOR INFORMATION**

11. **GENERAL STAFFING UPDATE** (Pages 35 - 42)

1

Report of the Director of Resources and Deputy Chief Executive enclosed.

Electronic agendas sent to members of Personnel – Councillor Rosemary (Rosie) Elms (Chair), Councillor Stephen Atkinson, Councillor Karl Barnsley, Councillor Susan Bibby, Councillor David Birtwhistle, Councillor Derek Brocklehurst, Councillor Steve Farmer (Vice-Chair), Councillor Gaye McCrum and Councillor Donna O'Rourke.

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

## Minutes of Personnel

Meeting Date: Wednesday, 28 August 2024, starting at 6.30 pm  
Present: Councillor R Elms (Chair)

Councillors:

|                |            |
|----------------|------------|
| K Barnsley     | S Farmer   |
| S Bibby        | G McCrum   |
| D Birtwhistle  | D O'Rourke |
| D Brocklehurst |            |

In attendance: Chief Executive and Director of Resources & Deputy Chief Executive

### 198 APOLOGIES FOR ABSENCE

Apologies from the meeting were received from Councillor S Atkinson.

### 199 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 5 June 2024 were approved as a correct record and signed by the Chairman.

### 200 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

### 201 PUBLIC PARTICIPATION

There was no public participation.

### 202 APPRENTICESHIPS

The Director of Resources and Deputy Chief Executive submitted a report for Committee to consider whether to increase the number of Apprenticeship posts within the Council.

The Council had two existing apprenticeship posts, one in the IT section and one in the Accounts section. Members had requested information on creating additional apprenticeship posts specifically in non-office based services. The Council's Corporate Management Team had recommended that the Council recruit two apprentices within the Grounds Maintenance Team who would study for an appropriate horticultural qualification. The direct costs of employing the apprentices would fall on the Council, whilst the cost of training and assessments would be chargeable against the Apprenticeship Levy Fund.

The full year cost to the Council would be between £26,980 and £46,440 depending on the age of the Apprentices.

At the meeting, Members were asked to approve one Apprentice Mechanic post at the Depot and one Grounds Maintenance Apprentice instead of two Grounds Maintenance Apprentices. It was explained this was due to difficulties recruiting qualified HGV mechanics.

Members were supportive of this and were pleased to see non-office based opportunities for training being created which would also support Council services. The proposal would require approval from Policy and Finance Committee for a Supplementary Estimate.

RESOLVED THAT COMMITTEE:

Approve the creation of two new apprentice posts within the Garage and Grounds Maintenance service areas, subject to budgetary approval by Policy and Finance Committee.

203

#### CLIMATE CHANGE WORKING GROUP - CARBON LITERACY TRAINING

The Director of Resources and Deputy Chief Executive submitted a report for Committee to consider and approve carbon literacy training for the Climate Change Working Group (CCWG).

The report noted that the CCWG had met on 19 August 2024 to discuss the identified options, which included:

- Option 1: Local Government Association (LGA)
- Option 2: Climate Guide - Rachel Coxcoon
- Option 3: APSE - Carbon Literacy for Elected Members
- Option 4: Climate Emergency UK - Local Climate Academy

The CCWG felt that in person training would be of most benefit and recommended that Committee approve option 2, to explore in person training with Rachel Coxcoon with a session for all Members preceding an in-depth training session for the CCWG.

RESOLVED THAT COMMITTEE:

Approve that the Council arrange carbon literacy training with Rachel Coxcoon as recommended by the Climate Change Working Group.

204

#### UPDATE ON NATIONAL PAY CONSULTATIONS 2024/25

The Director of Resources and Deputy Chief Executive submitted a report to advise Members of the latest position with the pay negotiations for 2024/25 for Council staff.

Nationally, only the Chief Officers group had accepted their pay offer which was 2.5%. The other groups had all rejected the latest offer which was for £1,290 on all spinal column points up to and including scp43 and 2.5% thereafter.

It was explained that the cost of the latest pay offers was slightly higher than the 4% provided for in the 2024/25 budgets, however, a pay contingency of £200k had been set aside when setting the budget at the beginning of the year. Members would be kept up to date regarding any future developments in regard to pay settlements for 2024/25.

205

## 2024 STAFF SURVEY REPORT AND ACTION PLAN

The Director of Resources and Deputy Chief Executive submitted a report providing Committee with the action plan developed following the Employee Survey carried out in 2024.

A total of 117 responses had been received, which was a response rate of 40%. The report provided an overview of the staff responses and the topics raised by staff in their additional comments. CMT had considered the action plan provided in the appendix to the report and would oversee the implementation of the actions.

Committee discussed the responses, which had been largely positive, and ways in which the response rate could be improved. Despite reassurance, the confidentiality of the survey had been a concern for some staff, and this would be taken into consideration for the next survey.

RESOLVED THAT COMMITTEE:

Accept the 2024 Staff Survey report and approve the Action Plan.

206

## ANNUAL WORKFORCE MONITORING PROFILE 2024

The Director of Resources and Deputy Chief Executive submitted a report updating members on the workforce data that was published in compliance with the Equality Act 2010, the Local Government Act 1972, the Localism Act 2011, and the Trade Union (Facility Time Publication Requirements) Regulations 2017.

A new Annual Workforce Monitoring Report had been developed for 2023/24 workforce data which included:

- Section 1: The Workforce Profile as of 31 March 2024
- Section 2: Gender Pay Gap Reporting
- Section 3: Pay Policy Statement (including the Pay Multiple)
- Section 4: Trade Union Facility Time

The report would be published on the Council's website and/or intranet.

207

## MINUTES OF WORKING GROUPS

There were no items under this heading.

208

## REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

209

## EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

210

#### AUTHORISATION TO SUPPORT AND FUND A PART-TIME POST-GRADUATE PLANNING DEGREE

The Director of Economic Development and Planning submitted a report to seek authority from Committee to support and fund a part-time (typically 2 year) post-graduate Royal Town Planning Institute (RTPI) Accredited Planning Degree for a member of staff in the Economic Development and Planning section of the Council.

The report included the proposed arrangement and costs to the Council for Committee's consideration, which would be subject to approval by Policy and Finance Committee.

#### RESOLVED THAT COMMITTEE:

Authorise the Assistant Planning Officer (Development Management) to undertake a part-time 2-year post-graduate Royal Town Planning Institute (RTPI) Accredited Planning Degree, subject to approval by Policy and Finance Committee of the additional budget.

211

#### AUTHORISATION TO FUND A PART-TIME HNC IN CONSTRUCTION MANAGEMENT

The Chief Executive informed Committee of a further training request and to seek authority from Committee to support and fund a part-time HNC in Construction Management over a period of 2 years for a labourer within the Works Admin section.

He informed Committee of the proposal with the course commencing in September 2024. The course was for two years with a cost of £4,500 a year. He explained that given this, the request would also be subject to financial approval by Policy and Finance Committee.

#### RESOLVED THAT COMMITTEE:

Authorise a labourer within the Works Admin Section to undertake a part-time 2-year HNC in Construction Management, subject to approval by Policy and Finance Committee of the additional budget.

212

#### CHANGES TO THE COUNCIL'S ESTABLISHMENT

The Director of Resources and Deputy Chief Executive submitted a report to request that Committee approve a number of changes to the establishment.

The report provided the rationales and financial implications in regard to three proposed changes to the establishment which had been approved by the Council's Corporate Management Team.

#### RESOLVED THAT COMMITTEE:

Endorse the decisions of CMT to change the Council's Establishment as follows:

1. The addition of a temporary part-time Homelessness Prevention Officer until the end of March 2025.

2. Redesignate post COM764 from Building Surveyor to Trainee Building Surveyor at Scale 4-6 (scp 10-24) with access to Scale 6 restricted to HNC qualification.
3. Increase the hours of the two part-time toilet cleaners from 22.5 hours per week to 30 hours per week.

213

#### CHANGES TO THE ESTABLISHMENT - PAYROLL OFFICER

The Director of Resources and Deputy Chief Executive submitted a report to seek approval from Members for a proposed change to the establishment within the Financial Services section of the Resources Department.

The report provided Committee with the details of the alternative staffing structure which was being proposed in the Financial Services section following the recent retirement of a member of staff. The proposals within the report would alleviate capacity issues, which had been flagged as part of the Annual Governance review and would help build resilience from a business continuity perspective.

The full details and financial implications were included for Committee's consideration.

#### RESOLVED THAT COMMITTEE:

1. Approve the proposed structure changes of:
  - 1.1 Deletion of the Part Time Job Share Payments Assistant (18.5 hours/week) on Scale 3 from the establishment
  - 1.2 Addition of a new Payroll Officer (37 hours per week) on Scale 4/5/6 in to the establishment, with a qualification requirement to progress to Scale 6.
2. Refer the proposal to Policy and Finance Committee in order for consideration to be given to the approval of the additional budget required.

214

#### PAYMENT OF HONORARIUM

The Chief Executive submitted a report for Committee to consider payment of honorarium to a member of staff who had covered the duties of a more senior post. The factors and financial implications to be considered when assessing the application was set out in the report.

#### RESOLVED THAT COMMITTEE:

Agree to the honorarium payment to the member of staff as set out in the report.

215

#### FLEXIBLE RETIREMENT APPLICATION - FURTHER CONSIDERATION

The Chief Executive submitted a report to update Committee regarding a previously agreed Flexible Retirement request and to consider the protections surrounding pre 2008 service and associated pension strain costs. He provided members with the latest estimated pension strain costs.

The report included the implications for Committee to consider. The Chief Executive explained that, if approved, the cost of the pension strain would be funded by delaying filling the vacancy created in the other half of this role

RESOLVED THAT COMMITTEE:

Approve meeting the pension strain cost of the flexible retirement request arising as a result of the individual's 85-year rule protection.

216

#### UNISON TRAINING REQUEST

The Unison Branch Secretary submitted a request to Committee to approve that two members of Council staff who were Unison Stewards attend the Employment Rights Act (ERA) Representation Skills course and approve a temporary request for an hour per week to mentor both Stewards. The training and mentorship would prepare the Stewards to legally represent Members and allow for succession planning.

RESOLVED THAT COMMITTEE:

1. Approve that the two members of staff attend the Employment Rights Act (ERA) Representation Skills course as Unison Branch Stewards, and
2. Approve the Unison Branch Secretary to mentor the Stewards for one hour per week.

217

#### GENERAL STAFFING UPDATE

The Director of Resources and Deputy Chief Executive submitted a report informing members on general staffing matters since the last Committee meeting. The report included information on appointments and resignations, internal movements, establishment changes, training, and retirements.

The report noted that eight new members of staff had been appointed between 16 May 2024 and 15 August 2024 and that there had been nine leavers in the same period. The report noted that there had been 11 work experience placements in the reporting period. Letters of thanks were to be sent to the staff who had left the Council, where appropriate.

The meeting closed at 7.46 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Hodgson [rebecca.hodgson@ribblevalley.gov.uk](mailto:rebecca.hodgson@ribblevalley.gov.uk).



## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

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meeting date: WEDNESDAY, 30 OCTOBER 2024  
title: DUTY TO PREVENT SEXUAL HARASSMENT  
submitted by: CHIEF EXECUTIVE  
principal author: HEAD OF LEGAL AND DEMOCRATIC SERVICES & HR OFFICER

### 1 PURPOSE

- 1.1 To inform Committee of a new duty and to seek approval of a policy and procedures to ensure compliance with that duty.
- 1.2 Relevance to the Council's ambitions and priorities
- Community Objectives - }
  - Corporate Priorities - } Consideration of these issues will promote the Council's aim to be a well-managed Council.
  - Other Considerations - }

### 2 BACKGROUND

- 2.1 The Equality Act 2010 ("EqA10"), is the main sources of legal protections against harassment in the workplace. Section 26 of the EqA10 defines sexual harassment as unwanted conduct of a sexual nature that has the purpose or effect of violating a person's dignity or creating for that person an intimidating, hostile, degrading or offensive environment. Examples of such behaviour can include sexual comments and jokes, suggestive looks, staring or leering, propositions or sexual advances, intrusive questions about a person's sex life, sexual gestures, sexually explicit email or text messages or welcome touching or hugging. A person can be sexually harassed by some of the same or different sex.
- 2.2 The EqA10 prohibits both sexual harassment and any less favourable treatment because an employee has rejected, or submitted to, conduct of a sexual nature. For the purposes of the EqA10 it does not matter if the unwanted conduct is not intended to cause distress as long as the conduct violates a person's dignity or creates an offensive environment. In fact, whether unwanted conduct violates a person's dignity or creates an offensive environment depends on the victim's perspective and whether their reaction is reasonable in all of the circumstances.
- 2.3 The EqA10 provides that employers can be vicariously liable for acts of sexually harassing their employees or job applicants, it also provides that employers can be vicariously liable for acts of sexual harassment carried out by their employees in the course of their employment (sections 40 & 109). An employer does not need to have approved of, or even been aware of, its employees' actions in order to be liable for sexual harassment

carried out by its staff. However, employers may have a defence if they can show that they took all reasonable steps to prevent the harassing employee from acting unlawfully (section 109(4), 2010Act) (section 109).

### 3 ISSUES

3.1 Despite the protections set out above, it became apparent that they are inadequate to fully protect employees and that there is an issue with under reporting. The Equality Human Right Commission (“EHRC”) and the House of Commons Women and Equalities Committee (“WESC”) both issued reports on this in 2018.

3.2 Following this a private members bill was introduced in 2022, which has culminated in The Worker Protection (Amendment of Equality Act 2010) Act 2023 (“New Duty”) comes into force on 26 October 2024.

3.3 The New Duty set out in Section 40A of the EqA10 states as follows:

*“40A Employer duty to prevent sexual harassment of employees:*

*(1) An employer (A) must take reasonable steps to prevent sexual harassment of employees of A in the course of their employment.*

*(2) "Sexual harassment" in subsection (1) means harassment of the kind described in section 26(2) (unwanted conduct of a sexual nature).*

*(3) A contravention of subsection (1) (or a contravention of section 111 or 112 that relates to a contravention of subsection (1)) is enforceable as an unlawful act under Part 1 of the Equality Act 2006 (and, by virtue of section 120(8) and (9), is enforceable only by the Commission under that Part or by an employment tribunal in accordance with section 124A (compensation uplift in employee sexual harassment cases)).”*

3.4 It is as yet unclear what might constitute the reasonable steps that employers should take to prevent sexual harassment. The phrase “reasonable steps” is not defined and there is not yet any guidance on what it entails or how this requirement might be interpreted differently from the originally proposed “all reasonable steps”. Indeed, although the removal of the word “all” may suggest a lower threshold of responsibility for employers, many practitioners are speculating that employment tribunals will interpret the new duty in a similar way to the existing section 109 defence for employers that can demonstrate they took all reasonable steps to prevent sexual harassment.

3.4 What is reasonable will vary from employer to employer and whether or not an employer has taken reasonable steps will depend on the facts and circumstances of each situation. In order to ensure compliance with the New Duty therefore it is recommended that the Council take the following steps:

#### Approve and apply a Sexual harassment Policy

3.4.1 A Sexual Harassment Policy has been drafted by HR in conjunction the Head of Legal and Democratic Services. It has been submitted to CMT who have approved it and Unison have been consulted upon it. A copy of the Policy is attached at Appendix 1 for consideration.

#### Training

3.4.2 Having a policy and reporting procedures in itself should be supplemented by appropriate training and periodic refresher training. The Council uses ME Learning to provide online

training to staff. They have developed a training module for Managers (45 minutes) and for employees (30 minutes).

- 3.4.3 HR will make arrangements for this training to be available to Managers and all other staff and will set a deadline of 30 November 2024 for all Managers to have completed this training and all remaining staff by 31 December 2024. HR will report the completion of this training to CMT and Personnel Committee going forward. HR will also produce and circulate Guidance Notes for Managers to assist with the practicalities of any reported incident(s).

#### Registering and Reporting Complaints

- 3.4.4 The policy includes a reporting procedure which should be clearly communicated to workers, effectively implemented, and monitored and reviewed regularly. This includes as recommended formal and informal resolution routes.

The practicalities of developing online reporting tool for sexual harassment complaints is to be investigated also as it is felt that this will assist in promoting the reporting of any such issues.

#### Investigation of complaints

- 3.4.5 It is important that arrangements are put in place for properly investigating complaints raised by workers and acting where wrongdoing is identified and those who will be tasked with investigating such complaints will be provided with additional training where this is required to allow them to do so sensitively.

#### Risk Assessments

- 3.4.6 Targeted risk assessments will be carried out to identify risk factors and establish what steps can be taken to minimise risk including a a risk management framework for sexual harassment. This will include identifying risk areas such as lone working and putting in place measure to minimise those risks.

### 4. RISK ASSESSMENT

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

- Resources – The training is understood to be provided is included within an online training framework already procured and so there will be no additional costs relating to this.
- Technical, Environmental and Legal – The recommendations within the report seek to ensure legal compliance with the duty and have been drafted with input from Legal Services.
- Political – No implications
- Reputation – Legal compliance and taking steps to ensure that employees are protected and have proper reporting mechanisms will enhance the Council's reputation.

- Equality & Diversity – The Council considers that the proposals ensure compliance with its duties.

5. **IT IS RECOMMENDED THAT COMMITTEE:**

- 5.1 Approve the Sexual Harassment policy.
- 5.2 Note and approve the procedures which the Council is to put in place to ensure compliance with the duty.

MAIR HILL

MARSHAL SCOTT

HEAD OF LEGAL AND DEMOCRATIC SERVICES

CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

For further information please ask for Mair Hill, extension 4418

REF: MJH/Personnel Committee/30 October 2024



Ribble Valley  
Borough Council

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# **SEXUAL HARASSMENT POLICY**

## CONTENTS

|  |    |
|--|----|
| Policy administration .....                                      | 3  |
| Policy ownership .....   | 3  |
| Version control and review date.....                             | 3  |
| Equality implications.....                                       | 3  |
| Supporting documents or legislation relating to this policy..... | 3  |
| Policy Statement.....  | 4  |
| 2. About this Policy .....                                       | 4  |
| 3. Who Does this Policy Apply to? .....                          | 4  |
| 4. Who is Responsible for this Policy? .....                     | 4  |
| 5. What is Sexual Harassment?.....                               | 5  |
| 6. If you are being Sexually Harassed: Informal Steps.....       | 7  |
| 7. Raising a Formal Complaint .....                              | 7  |
| 8. If you Witness Sexual Harassment or Victimisation .....       | 7  |
| 9. Formal Investigation .....                                    | 8  |
| 10. Action Following the Investigation .....                     | 9  |
| 11. Appeals.....   | 9  |
| 12. Protection and Support for those Involved .....              | 9  |
| 13. Reporting Outcomes, Confidentiality and Record-Keeping.....  | 10 |

## Policy administration

### Policy ownership

For any queries about this policy, please contact the plan owner.

|                   |                     |  |       |
|-------------------|---------------------|--|-------|
| <b>Department</b> | Human Resources     |  |       |
| <b>Owner</b>      | Head of HR          | <a href="mailto:@ribblevalley.gov.uk">@ribblevalley.gov.uk</a> | 01200 |
| <b>Committee</b>  | Personnel Committee |  |       |

This policy is maintained and published on behalf of Ribble Valley Borough Council. A copy of this policy will be published on the Council Intranet and will be reviewed and updated as stated below.

### Version control and review date

| Version | Date       | Reason for Publication          | Approved by Committee / Date | Review Date |
|---------|------------|---------------------------------|------------------------------|-------------|
| V1.0    | XX/XX/20XX | Review and update of the policy | Personnel Committee / Date   |             |
| V1.1    |            |                                 |                              |             |

This policy will be reviewed, as a minimum, on an annual basis. However, consideration should be given to reviewing the policy should there be any changes in legislation or guidance. The policy/procedure owner will ensure the document is reviewed as stated.

### Equality implications

|                      | Action   | Yes / No |
|----------------------|--|----------|
|                      | An Equality Impact Assessment (EIA) has been completed | Yes      |
| <b>EIA Hyperlink</b> |  |          |

### Supporting documents or legislation relating to this policy

| Please include any supporting documents / legislation |
|---|
| 1. Equality Act 2010                                  |
| 2.  |
| 3.  |

## Policy Statement

- 1.1 Ribble Valley Borough Council is committed to providing a working environment free from sexual harassment and ensuring all staff are treated, and treat others, with dignity and respect. The Council recognises that sexual harassment can occur both in and outside the workplace, such as off-site meetings, at work-related events or social functions, or on social media.
- 1.2 Sexual harassment or victimisation of any member of staff, or anyone they come into contact with during the course of their work, is unlawful and will not be tolerated. We will take active steps to help prevent the sexual harassment and victimisation of all staff. Anyone who is a victim of, or witness to, sexual harassment is encouraged to report it in accordance with this policy. This will enable us to take appropriate action and provide support. Sexual harassment can result in legal liability for both the Council and the perpetrator, whether they work for us or are a third party outside of our control. Sexual harassment may result in disciplinary action up to and including dismissal.

## 2. About this Policy

- 2.1 The purpose of this policy is to set out a framework for line managers to deal with any sexual harassment that occurs by staff (which may include consultants, contractors and agency workers) and also by third parties such as customers, suppliers or visitors to our premises.
- 2.2 This policy has been agreed in conjunction with UNISON.

## 3. Who Does this Policy Apply to?

- 3.1 This policy applies to all employees, officers, consultants, self-employed contractors, casual workers, agency workers and volunteers.

## 4. Who is Responsible for this Policy?

- 4.1 Corporate Management Team (CMT) has overall responsibility for the effective operation of this policy but has delegated responsibility for overseeing its implementation to Heads of Service in conjunction with HR Section. Suggestions for change should be reported to the Head of HR.
- 4.2 The HR section has day-to-day responsibility for this policy and you should refer any questions about this policy to them in the first instance.
- 4.3 This policy is reviewed annually by the Head of HR in consultation with UNISON and the Council will monitor its effectiveness.



## 5. What is Sexual Harassment?

- 5.1 Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has the purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to sexual harassment.
- 5.2 It also includes treating someone less favourably because they have submitted or refused to submit to unwanted conduct of a sexual nature, or that is related to gender reassignment or sex, in the past.
- 5.3 Sexual harassment may include, for example:
- (a) unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
  - (b) continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome;
  - (c) sending or displaying material that is pornographic or that some people may find offensive (including emails, text messages, video clips and images sent by mobile phone or posted on the internet);
  - (d) unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless); or
  - (e) offensive emails, text messages or social media content.
- 5.4 A person may be sexually harassed even if they were not the intended target. For example, a person may be sexually harassed by pornographic images displayed on a colleague's computer in the workplace.
- 5.5 Victimisation includes subjecting a person to a detriment because they have done, or are suspected of doing or intending to do, any of the following protected acts:
- (a) Bringing proceedings under the Equality Act 2010.
  - (b) Giving evidence or information in connection with proceedings under the Equality Act 2010.
  - (c) Doing any other thing for the purposes of or in connection with the Equality Act 2010.
  - (d) Alleging that a person has contravened the Equality Act 2010.
- 5.6 Victimisation may include, for example:
- (a) denying someone an opportunity because it is suspected that they intend to make a complaint about sexual harassment;
  - (b) excluding someone because they have raised a grievance about sexual harassment;

- (c) failing to promote someone because they accompanied another staff member to a grievance meeting; and
  - (d) dismissing someone because they gave evidence on behalf of another staff member at an employment tribunal hearing.
- 5.7 Sexual harassment and victimisation are unlawful and will not be tolerated. They may lead to disciplinary action up to and including dismissal if they are committed:
- (a) In a work situation.
  - (b) During any situation related to work, such as at a social event with colleagues.
  - (c) Against a colleague or other person connected to us outside of a work situation, including on social media.
  - (d) Against anyone outside of a work situation where the incident is relevant to your suitability to carry out your role.
- 5.8 The Council will take into account any aggravating factors, such as abuse of power over a more junior colleague, when deciding the appropriate disciplinary action to take.
- 5.9 If any sexual harassment or victimisation of staff occurs, the Council will take steps to remedy any complaints and to prevent it happening again. These may include updating relevant policies, providing further staff training and taking disciplinary action against the perpetrator.
- 5.10 Third-party harassment occurs where a person is harassed or sexually harassed by someone who does not work for, and who is not an agent of, the council, but with whom they have come into contact during the course of their employment. Third-party harassment could include, for example, unwelcome sexual advances from a client, customer or supplier visiting the employer's premises, or where a person is visiting a client, customer or supplier's premises or other location in the course of their duties.
- 5.11 Third party sexual harassment can result in legal liability and will not be tolerated. All staff are encouraged to report any third-party harassment they are a victim of, or witness, in accordance with this policy.
- 5.12 Any sexual harassment by a member of staff against a third party may lead to disciplinary action up to and including dismissal.
- 5.13 The Council will take active steps to try to prevent third-party sexual harassment of staff. These may include warning notices to customers or recorded messages at the beginning of telephone calls.
- 5.14 If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. These may include warning the harasser about their behaviour, banning them from our premises, reporting any criminal acts to the police, and sharing information within the Council.

## **6. If you are being Sexually Harassed: Informal Steps**

- 6.1 If you are being sexually harassed, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult, you should speak to your line manager, who can provide confidential advice and assistance in resolving the issue formally or informally. If you feel unable to speak to your line manager because the complaint concerns them, you should speak informally to HR. If this does not resolve the issue, you should follow the formal procedure below.
- 6.2 If you are not certain whether an incident or series of incidents amounts to sexual harassment, you should initially contact your line manager or HR informally for confidential advice.
- 6.3 If informal steps are not appropriate, or have been unsuccessful, you should follow the formal procedure set out below.

## **7. Raising a Formal Complaint**

- 7.1 If you wish to make a formal complaint about sexual harassment, you should submit it in writing to your line manager. If the matter concerns your line manager, you should submit it to HR.
- 7.2 Your written complaint should set out full details of the conduct in question, including the name of the harasser, the nature of the sexual harassment, the date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.
- 7.3 If you wish to make a formal complaint about victimisation, you should submit it in writing to your line manager. If the matter concerns your line manager, you should submit it to HR.
- 7.4 Your written complaint should set out full details of the conduct in question, including the name of the person or persons you believe have victimised you, the reason you believe you have been victimised, the nature of the victimisation, the date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.
- 7.5 As a general principle, the decision whether to progress a complaint is up to you. However, we have a duty to protect all staff and may pursue the matter independently if, in all the circumstances, we consider it appropriate to do so.

## **8. If you Witness Sexual Harassment or Victimisation**

- 8.1 Staff who witness sexual harassment or victimisation are encouraged to take appropriate steps to address it. Depending on the circumstances, this could include:
  - (a) intervening where you feel able to do so;
  - (b) supporting the victim to report it or reporting it on their behalf;

- (c) reporting the incident where you feel there may be a continuing risk if you do not report it; and
  - (d) co-operating in any investigation into the incident.
- 8.2 All witnesses will be provided with appropriate support and will be protected from victimisation.

## **9. Formal Investigation**

- 9.1 We will investigate complaints in a timely, respectful and confidential manner. Individuals not involved in the complaint or the investigation should not be told about it.
- 9.2 We will arrange a meeting with you, usually within one week of receiving your complaint, so that you can give your account of events. You have the right to be accompanied by a colleague or a trade union representative of your choice, who must respect the confidentiality of the investigation.
- 9.3 Where your complaint is about an employee, we may consider suspending them on full pay or making other temporary changes to working arrangements pending the outcome of the investigation, if circumstances require. An investigating officer will meet with the alleged harasser, who may also be accompanied by a colleague or trade union representative of their choice to hear their account of events. They have a right to be told the details of the allegations against them, so that they can respond.
- 9.4 Where your complaint is about someone other than an employee, such as a customer, supplier or visitor, we will consider what action may be appropriate to protect you and anyone involved pending the outcome of the investigation, bearing in mind the reasonable needs of the Council and the rights of that person. Where appropriate, we will attempt to discuss the matter with the third party.
- 9.5 We will also consider any request that you make for changes to your own working arrangements during the investigation. For example, you may ask for changes to your duties or working hours to avoid or minimise contact with the alleged harasser.
- 9.6 It may be necessary to interview witnesses to any of the incidents mentioned in your complaint. If so, the importance of confidentiality will be emphasised to them.
- 9.7 At the end of the investigation, the investigating officer will submit a report to your Director, who will arrange a meeting with you, usually within a week of receiving the report, in order to discuss the outcome and what action, if any, should be taken. You have the right to bring a colleague or a trade union representative to the meeting. A copy of the report and the investigating officer's findings will be given to you and to the alleged harasser.

## 10. Action Following the Investigation

- 10.1 If the investigating officer considers that there is a case to answer and the harasser is an employee, the matter will be dealt with as a case of possible misconduct or gross misconduct under our Disciplinary Procedure. Our investigation into your complaint may be put on hold pending the outcome of the Disciplinary Procedure. Where the disciplinary outcome is that sexual harassment occurred, prompt action will be taken to address it. If the harasser is a third party, such as a customer or other visitor, we will consider what action would be appropriate to deal with the problem.
- 10.2 Whether or not your complaint is upheld, we will consider how best to manage the ongoing working relationship between you and the person concerned. It may be appropriate to arrange some form of mediation or counselling, or to change the duties, working location or reporting lines of one or both parties.
- 10.3 Any staff member who deliberately provides false information in bad faith, or who otherwise acts in bad faith as part of an investigation, may be subject to action under our Disciplinary Procedure. However, you will not be disciplined or treated detrimentally because your complaint has not been upheld.

## 11. Appeals

- 11.1 If you are not satisfied with the outcome you may appeal, in writing, to the Chief Executive stating your full grounds of appeal, within 7 days of the date on which the decision was sent or given to you.
- 11.2 The Council will hold an appeal meeting as soon as possible following receipt of your written appeal. Where practicable, the appeal hearing will be conducted by a Director who has not been previously involved in the case. They may ask anyone previously involved to be present. You have the right to bring a colleague or trade union representative to the meeting.
- 11.3 We will confirm our final decision in writing, usually within one week of the appeal hearing. This is the end of the procedure and there is no further appeal.

## 12. Protection and Support for those Involved

- 12.1 Staff who make complaints, report that they have witnessed wrongdoing, or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure.
- 12.2 If you believe you have suffered any such treatment you should inform your line manager. If the matter is not remedied, you should raise it formally using our Grievance Procedure or this procedure if appropriate.
- 12.3 We will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with

appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed.

- 12.4 We offer access to confidential counselling, which is available on request for anyone affected by, or accused of, sexual harassment. This is available via PAM Assist on 0800 8824102 or the PAM Assist portal: [pam-assist.co.uk](http://pam-assist.co.uk) (quote organisation code: rvbc).

### **13. Reporting Outcomes, Confidentiality and Record-Keeping**

- 13.1 Confidentiality is an important part of the procedures provided under this policy. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. Breach of confidentiality may give rise to disciplinary action under our Disciplinary Procedure.
- 13.2 When appropriate and possible, where a complaint is upheld, we will advise the complainant of the action that has been taken to address their specific complaint and any measures put in place to prevent a similar event happening again.
- 13.3 Information about a complaint by or about a staff member may be placed on their personal file, along with a record of the outcome and of any notes or other documents compiled during the process. These will be processed in accordance with our Data Protection and Document Retention Policies.

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## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

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meeting date: WEDNESDAY, 30 OCTOBER 2024  
title: 2023/2024 YEAR-END PERFORMANCE INFORMATION  
submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE  
principal author: JAQUI HOULKER – PRINCIPAL POLICY AND PERFORMANCE OFFICER

### 1 PURPOSE

- 1.1 To inform committee about the year-end report for 2023/2024 that details performance against our local performance indicators.
- 1.2 Performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
  - Community Objectives –
  - Corporate Priorities –
  - Other Considerations -Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

### 2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.
- 2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.
- 2.3 The report attached at Appendix 1 provides an overview of the Council's performance up to 31 March 2024, and comprises the following information:
  - The outturn figures for all local performance indicators relevant to this committee for 2023/2024. Notes are provided where necessary to explain significant variances either between the outturn and the target or between 2022/2023 data and 2023/2024 data. A significant variance is greater than 15% (or 10% for cost PIs).
  - Performance information is also provided for previous year 2021/2022 for comparison purposes (where available) and the trend in performance is shown between 2022/2023 data and 2023/2024 data.
  - Targets for service performance for the year 2023/2024 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: service performance significantly below target (i.e. less than 75% of target performance), Amber: performance slightly below target (i.e. between 75% and 99% of target), Green: target met/exceeded.
  - Where available targets have also been provided for all years.
- 2.4 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.
- 2.5 Where possible audited and checked data has been included in the report. However, some data may be corrected following the work of Internal Audit and before the final publication of the indicators on the Council's website.
- 2.6 Indicators can be categorised as 'data only' if they are not suitable for monitoring against targets – these are marked as so in the report.
- 2.7 A new Corporate Plan 2023-2027 was approved and adopted by Policy and Finance Committee in April 2024. A revised suite of Corporate KPIs will be established following

feedback from the Corporate Plan Working Group and Council officers considering statutory requirements and corporate priorities.

- 2.8 For the past few years the Council has utilised and reported data for 130 KPIs, however this will be reduced to a smaller, and more focussed number. It is important that the Corporate KPI Scorecard is concise and provides assurance against Corporate Plan progress, some KPIs will have cross cutting themes across the diverse range of services and priorities the Council provides. Six monthly reporting for the new suite of KPIs will commence for 2024/2025 with an annual report at year-end. The Corporate Plan and suite of KPIs will also be reviewed on an annual basis
- 2.9 We measure our performance by examining these KPIs. Where available KPI data will be reported in a six monthly performance report and scrutinised by a network of people including Corporate Management Team (CMT) and relevant Committees. Council services also have their own specific plans which look at performance in more detail and include a number of KPIs pertinent to that service.

### 3 GENERAL COMMENTS ON PERFORMANCE AND TARGETS

3.1 Analysis shows that of the 23 Personnel Services key performance indicators (KPIs) that can be compared to target:

- 35% (8) of the KPIs met target (green) and or are on track.
- 4% (1) of the KPIs was close to target (amber) where delivery is on track and is currently being managed.
- 61% (14) of the KPIs provide data only.

3.2 Of the 23 Personnel Services KPIs where performance trend can be compared over the years:

- 35% (8) of the KPIs have improved
- 4% (1) of the KPIs stayed the same, i.e. there was no change
- 61% (14) of the KPIs provide data only and cannot be compared with previous years

3.3 In respect of KPIs for Personnel Services, the following information regarding performance and targets has been provided:

- **PI HR1 to PI HR11** – Staff grade and scale KPIs. No targets are set for these KPIs as they are data only indicators. A new Minimum Wage KPI has been included for monitoring purposes. The long term trend is to fill vacancies and retain staff.
- **PI HR14 (BV11a) Top 5% of Earners: Women, PI HR15 (BV11b) Top 5% of Earners: Ethnic Minorities and PI HR16 (BV11c) Top 5% of Earners: with a disability** – data is collected for these KPIs to provide transparency and to create an inclusive and diverse workforce. This data is also reported to Committee as part of the Annual Workforce Profile Report. In 2023/24 46.15% are women in the top 5% of Earners, and 7.69% Ethnic Minority employees among our top 5% earners.
- **PI HR17 (BV12) Working Days Lost Due to Sickness Absence** – 6.31 days per employee were lost due to sickness absence in 2023/24. The number of days lost per employee has continued to reduce since 2021/22 (9.58 days) and 2022/23 (7.62 days) respectively. Sickness absence remains a constant concern for the Council in terms of cost, impact on service delivery and creating additional workload for those who remain in work. Sickness absence is monitored very closely by HoS and managers taking a proactive approach to reduce absence.
- **PI HR18 (BV14) Percentage of Early Retirements and PI HR19 (BV15) Percentage of Ill-health Retirements** - There were no early retirements or ill-health retirements in year.
- **PI HR20 (BV16a) Percentage of Employees with a Disability** - The percentage of council employees with a disability was 12.82% compared to the local government average of 15.7%.



- **PI HR21 (BV16b) The percentage of economically active disabled people in the authority area** – These statistics relate to the employment of working-age disabled people in the UK. They provide context for the government’s goal to see one million more disabled people in work between 2017 and 2027. This goal was reached in 2022. In 2023/24 the percentage of economically active disabled people in Ribble Valley was 14.16 %, showing a 1.85% increase since 2022/23.
- **PI HR22 (BV17a) Ethnic Minority representation in the workforce – employees** - The percentage of Ethnic Minority employees was 5.12%, this is less than the national average in local government workforce of 8.2%, but representative when compared with the demographics for the area.
- **PI HR23 Staff turnover** – In 2023/24 the percentage of staff turnover was 10.6% with 25 leavers overall. This is a considerable reduction of 16.63% since 2021/22 (26.69%). Data relating to the reason for leaving is collated as part of the employees exit interview which are monitored and discussed at CMT.
- **PI HR24 Number of training days provided** – 153.5 training days were provided in 2023/24. This data provides information relating to training and workforce development including findings on skill-shortage vacancies, skills gaps and key training provision.

#### 4 RISK ASSESSMENT

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

- Resources – There are no resource implications as a result of this report. Resource implications of any actions referred to within this report, will be reported to the appropriate Committee.
- Technical, Environmental and Legal – None identified.
- Political – None identified
- Reputation – It is important that correct information is available to facilitate decision-making.
- Equality & Diversity - For all Ribble Valley Borough Council Policies and Strategies and in line with the Council’s approach to equalities, an Equality Impact Assessment (EIA) would identify the potential impact of the organisation’s policies, services and functions on its residents and staff, and will actively look for negative or adverse impacts of policies, services, and functions on any of the nine protected characteristics. After consideration an EIA is not required for this report.

#### 5 CONCLUSION

- 5.1 For committee to note the 2023/2024 performance information provided relating to this committee.

**Jaqui Houlker**  
 PRINCIPAL POLICY AND  
 PERFORMANCE OFFICER

**Marshal Scott**  
 CHIEF EXECUTIVE

#### BACKGROUND PAPERS:

For further information please ask for Jaqui Houlker, extension 4421

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**Ribble Valley Borough Council  
Year-end monitoring report for 2023/24  
(1 April 2023 to 31 March 2024)  
Monitoring Report to Personnel Committee**







| PI Status |           | Long Term Trends |   |
|-----------|-----------|------------------|---|
|           | Alert     |                  | Improving   |
|           | Warning   |                  | No Change   |
|           | OK        |                  | Getting Worse   |
|           | Unknown   | N/A              | For data only KPIs, the long term trend is to fill vacancies and retain staff |
|           | Data Only |                  |   |

Page 27

**Personnel Committee (HR 23 KPIs)**

| PI Code | Short Name                                | 2021/22 |           | 2022/23 |           | 2023/24 |           | 2023/24 Current Performance | Long Term Trend year on year | Comments   | Objective   |
|---------|---|---------|-----------|---------|-----------|---------|-----------|-----------------------------|------------------------------|--|---|
|         |   | Value   | Target    | Value   | Target    | Value   | Target    |                             |                              |  |   |
| PI HR1  | Number of staff at: craft grade           | 0       | Data only | 0       | Data only | N/A     | Data only |                             | N/A                          | We no longer have any staff on craft grade.                                  | To monitor the number of staff on locally agreed grades |
| PI HR3  | Number of staff at: Local Agreement grade | 0       | Data only | 0       | Data only | N/A     | Data only |                             | N/A                          | We have local agreements in place. However, we no longer have any staff on a |   |

| PI Code         | Short Name                             | 2021/22   |           | 2022/23   |           | 2023/24   |           | 2023/24 Current Performance | Long Term Trend year on year | Comments  | Objective  |
|-----------------|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------------------------|------------------------------|---|--|
|                 |  | Value     | Target    | Value     | Target    | Value     | Target    |                             |                              |   |  |
|                 |  |           |           |           |           |           |           |                             |                              | specific Local Agreement grade.   |  |
| PI HR12 NEW     | Number of staff at: Minimum Wage       | 1 New KPI | Data only | 2 New KPI | Data only | 2 New KPI | Data only |                             | N/A                          | Data taken from Annual Workforce Profile Report as of 31/03/24  |  |
| PI HR4          | Number of staff at: Scale 1-3          | 99        | Data only | 106       | Data only | 106       | Data only |                             | N/A                          | Targets are not set for Staff grade and scale KPIs as they are data only indicators. The long term trend is to fill vacancies and retain staff. |  |
| PI HR5          | Number of staff at: Scale 4-6          | 75        | Data only | 80        | Data only | 81        | Data only |                             | N/A                          |   |  |
| PI HR6          | Number of staff at: Scale SO 1-2       | 11        | Data only | 15        | Data only | 14        | Data only |                             | N/A                          |   |  |
| PI HR7          | Number of staff at: Scale PO 1-5       | 17        | Data only | 13        | Data only | 13        | Data only |                             | N/A                          |   |  |
| PI HR8          | Number of staff at: Scale PO 6-10      | 4         | Data only | 7         | Data only | 7         | Data only |                             | N/A                          |   |  |
| PI HR9          | Number of staff at: Scale PO 11-15     | 0         | Data only | 0         | Data only | 0         | Data only |                             | N/A                          |   |  |
| PI HR10a        | Number of staff at: Scale PO 16-22     | 6         | Data only | 7         | Data only | 7         | Data only |                             | N/A                          |   |  |
| PI HR10b        | Number of staff at: Scale PO 23-26     | 3         | Data only | 2         | Data only | 2         | Data only |                             | N/A                          |   |  |
| PI HR11         | Number of staff at: Scale CEX/Director | 4         | Data only | 3         | Data only | 4         | Data only |                             | N/A                          |   |  |
| PI HR14 (BV11a) | Top 5% of Earners: Women               | 30.76%    | 35.70%    | 50.00%    | 35.70%    | 46.15%    | 35.70%    |                             |                              |   | Data taken from Annual Workforce Profile Report as of 31/03/24 |

| PI Code                | Short Name                                | 2021/22                 |        | 2022/23                 |        | 2023/24                 |        | 2023/24 Current Performance   | Long Term Trend year on year  | Comments  | Objective   |
|------------------------|---|-------------------------|--------|-------------------------|--------|-------------------------|--------|---|---|---|---|
|                        |   | Value                   | Target | Value                   | Target | Value                   | Target |   |   |   |   |
|                        |   |                         |        |                         |        |                         |        |   |   |   | create an inclusive and diverse workforce                             |
| <b>PI HR15 (BV11b)</b> | Top 5% of Earners: Ethnic Minorities      | 0.00%                   | 0.00%  | 0.00%                   | 0.00%  | 7.69%                   | 0.00%  |    |    | Data taken from Annual Workforce Profile Report as of 31/03/24  | To provide transparency and create an inclusive and diverse workforce |
| <b>PI HR16 (BV11c)</b> | Top 5% of Earners: with a disability      | 15.38%                  | 0.00%  | 0.00%                   | 0.00%  | 15.38%                  | 0.00%  |    |    | Data taken from Annual Workforce Profile Report as of 31/03/24  | To provide transparency and create an inclusive and diverse workforce |
| <b>PI HR17 (BV12)</b>  | Working Days Lost Due to Sickness Absence | 9.58 days per employee. | 9.00   | 7.62 days per employee. | 8.00   | 6.31 days per employee. | 8.00   |  |  | Sickness absence remains a constant concern for the Council in terms of cost, impact on service delivery and creating additional workload for those who remain in work. Sickness absence is monitored very closely by HoS and managers who are taking a proactive approach to reduce absence. Data is for all sickness including Covid-19 (excludes maternity). | To appreciate and invest in our staff                                 |

| PI Code         | Short Name  | 2021/22 |           | 2022/23  |           | 2023/24    |           | 2023/24 Current Performance | Long Term Trend year on year | Comments   | Objective   |
|-----------------|---|---------|-----------|----------|-----------|------------|-----------|-----------------------------|------------------------------|--|---|
|                 |   | Value   | Target    | Value    | Target    | Value      | Target    |                             |                              |  |   |
| PI HR18 (BV14)  | Percentage of Early Retirements   | 0.00%   | 0.50%     | 0.00%    | 0.50%     | 0.00%      | 0.50%     |                             |                              | Data taken from Annual Workforce Profile Report as of 31/03/24 | To appreciate and invest in our staff   |
| PI HR19 (BV15)  | Percentage of Ill-health Retirements  | 0.00%   | 0.45%     | 0.00%    | 0.45%     | 0.00%      | 0.45%     |                             |                              | Data taken from Annual Workforce Profile Report as of 31/03/24 | To appreciate and invest in our staff   |
| PI HR20 (BV16a) | Percentage of Employees with a Disability                                   | 10.00%  | 10.00%    | 12.76%   | 10.00%    | 12.82%     | 10.00%    |                             |                              | Data taken from Annual Workforce Profile Report as of 31/03/24 | To create an inclusive and diverse workforce and provide reasonable adjustments to ensure that disabled people are not disadvantaged. |
| PI HR21 (BV16b) | The percentage of economically active disabled people in the authority area | 10.13%  | Data only | 12.31%   | Data only | 14.16%     | Data only |                             | N/A                          | ONS - nomis data   | To provide transparency and create an inclusive and diverse workforce   |
| PI HR22 (BV17a) | Ethnic Minority representation in the workforce - employees                 | 2.49%   | 3.50%     | 5.53%    | 4.00%     | 5.12%      | 4.00%     |                             |                              | Data taken from Annual Workforce Profile Report as of 31/03/24 | To provide transparency and create an inclusive and diverse workforce   |
| PI HR23         | Staff turnover  | 26.69%  | 15%       | 13.61%   | 15%       | 10.6%      | 15%       |                             |                              | Data taken from Annual Workforce Profile Report as of 31/03/24 | To understand the reason for staff leaving the Council and improve staff retention  |
| PI HR24         | Number of training days provided  | 78 days | Data only | 111 days | Data only | 153.5 Days | Data only |                             | N/A                          |  | Provides information relating to training and   |

Page 30

| PI Code | Short Name | 2021/22 |        | 2022/23 |        | 2023/24 |        | 2023/24<br>Current<br>Perform<br>ance | Long<br>Term<br>Trend<br>year on<br>year | Comments | Objective                |
|---------|------------|---------|--------|---------|--------|---------|--------|---------------------------------------|--|----------|--------------------------|
|         |            | Value   | Target | Value   | Target | Value   | Target |                                       |  |          |                          |
|         |            |         |        |         |        |         |        |                                       |  |          | workforce<br>development |

Internal quality assurance checks aim to ensure the robustness of the data and information included in all performance monitoring reports. Committee is asked to note that some figures may change in future reports, as a result of these quality assurance checks.

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