

## **SELECT COMMITTEE**

12<sup>th</sup> September 2018

**Present** –The Chairman (Councillor Staveley), and Councillors Brown, Mason, Mercer, Pighills, Shuttleworth, Sutcliffe, Thompson and Whitaker.

**Officers** – Committee Officer.

Apologies for absence were received from Councillors Graham, Moorby and Solloway.

Start: 6.30pm

Finish: 7.35pm

The minutes of the Committee's meeting held on 18<sup>th</sup> July 2018 were confirmed and signed by the Chairman.

### **Minutes for Report**

OS.409

#### **ABSENCE MANAGEMENT 2017-18**

Further to Minute OS.401/17-18, the Senior Human Resources Officer submitted a report presenting the Council's sickness absence data for the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018, together with comparative data in respect of total days lost and long / short term absence in the period 2015-16 to 2016-17. The data provided for 2017-18 included details of

- Reasons for long term absence.
- Reasons for short term absence.
- Absence by service area.
- Reasons for absence in waste management.

For 2017/18 the annual target for sickness absence had been set at eight days absence per fulltime employee (FTE). The actual average number of days lost per FTE in the year had been 9.10 days; with the total number of working days lost amounting to 1,778.5 compared to 1,532.6 and 1575.1 in 2015-16 and 2016-17 respectively. Although short term absence had continued to fall showing 3.75 days lost per FTE in the year, compared to 3.8 in 2016-17, long term absence had increased by 18% to 5.34 days lost per FTE (1,044.60 days), as compared to 4.51 days lost per FTE in 2016-17 (854.60 days in total). Based on an average daily rate of £152.44 the cost of days lost in 2017-18 amounted to £184,134.49. Across all services there had been 103 members of staff (49%) with nil absence, those staff members had all been entered in a prize draw with eight receiving an award of £25 each.

As requested at Minute OS.401/17-18, the Senior Human Resources Officer provided an analysis of the absence figures for the waste management service, if excluding those figures the number of days lost per full time employee in 2017-18 would have been 6.1 days. In responding to Members' questions the Senior Human Resources Officer expressed the view that changes in working practices had resulted in an improvement in work related injuries within waste management, and also undertook to examine possible more inclusive approaches to recognising employees with a zero absence rate.

In closing the discussion the Chairman thanked the Senior Human Resources Officer for her attendance and indicated that the Committee looked forward to receipt of the mid-year position in due course.

OS.410

### **DISABLED FACILITIES GRANTS**

Further to Minute POL.867/17-18, at which Policy Committee had agreed to the in-house delivery of Disabled Facilities Grants (DFG) from 1st April 2018, the Chairman welcomed the Housing Adaptations Manager who had been invited to the meeting to discuss the experience to date in delivering the service. It was pointed out that in agreeing to the in-house delivery option, Members of Policy Committee had asked that this Committee review the new arrangements after an initial 6/12 month period to consider whether the in-house scheme was operating satisfactorily. Policy Committee had noted that with increasing flexibility as to the use of discretionary grants the in-house provision would enable the Council to take advantage of the growing increase in opportunities for the fund to be used to benefit more disabled households in Craven.

In addressing the Committee and responding to questions the Housing Adaptations Manager summarised the statutory and non-statutory aspects of the grants process, together with details of the funding arrangements, the application process and any concerns or difficulties encountered in service delivery in the period from 1<sup>st</sup> April 2018. Copies of the clients' handbook which explained the DFG process to applicants were circulated at the meeting.

The Committee was asked to consider appointing a working group to consider arrangements for the future funding and delivery of the service from April 2019.

**Resolved** – That a Disabled Facilities Grants Working Group\* is established with terms of reference to consider the experience to date and options for the future funding and delivery of the service from April 2019, including the relationship with partner services, all Members of Select Committee to be deemed to be members of the working group unless they indicate otherwise.

\* See also Minute 411 below.

Note : Background Information : A copy of the Director of Services' report "Disabled Facilities Grant : Delivery Options" presented to Policy Committee on 11<sup>th</sup> September 2017 and the related minute had been circulated for Members' information

OS.411

### **COMMITTEE WORK PROGRAMME**

Further to Minute OS.408/18-19, the Committee was asked to give further consideration to its work programme for the current year and to re-appoint its Bereavement Services Working Group to enable it to conclude its examination of the implementation of the new business model / structure for Bereavement Services.

**Resolved** – (1) That the Bereavement Services Working Group is re-appointed to enable it to conclude its examination of the implementation of the new business model / structure for Bereavement Services; the Working group to be authorised to agree and submit its report to Policy Committee.

(2) That the first meeting of the Disabled Facilities Grants Working Group is held on Wednesday 17<sup>th</sup> October 2018; immediately following the meeting of Select Committee at 6.30pm at which an update on customer services call handling performance will be considered.

(3) That the half year position on absence management, if available, is presented at a meeting of this Committee to be convened immediately before the second meeting of the Disabled Facilities Grants Working Group.

\* (4) That the provisional items in respect of Skipton Town Hall and the Vibrancy of Town Centres and Villages are both listed for consideration on 21<sup>st</sup> November 2018.

Craven District Council

\*Note : It was subsequently agreed in consultation with the Chairman that consideration of the Vibrancy of Town Centres and Villages would be put back to 16<sup>th</sup> January 2019.

Chairman.