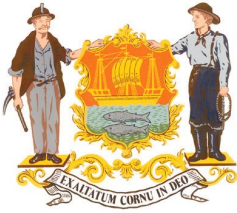


# TRURO CITY COUNCIL



CITY OF TRURO

Town Clerk's  
Department  
Municipal Buildings  
Boscawen Street  
Truro TR1 2NE  
Tel. (01872) 274766  
www.truro.gov.uk  
email: [info@truro.gov.uk](mailto:info@truro.gov.uk)

6 June 2025

To: Chairman and members of the **STAFFING COMMITTEE**  
Councillors Biscoe, Douglas-Martin, Eathorne-Gibbons, Green and Mepham  
and all other Members of **TRURO CITY COUNCIL** *for information*

*Before the meeting the Chairman will read out the Library Building Fire Procedures*

Dear Councillor

## A G E N D A

NOTICE IS HEREBY GIVEN that the meeting of the **STAFFING COMMITTEE** will be held at **THE LARGE COMMUNITY ROOM, TRURO COMMUNITY LIBRARY (SECOND FLOOR), UNION PLACE** on **THURSDAY 12 JUNE 2025 at 7.00 pm** for the transaction of the under mentioned business: -

- 1 **COUNCILLORS IN ATTENDANCE AND APOLOGIES**  
To **note** apologies.
- 2 **DECLARATIONS OF INTEREST**
- 3 **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA VERBAL QUESTIONS** (5 minutes only)
- 4 **MINUTES**  
To resolve to approve and sign the minutes of the Staffing Committee meeting held on 19 May 2025 ([Appendix A](#))
- 5 **TERMS OF REFERENCE** ([Appendix B](#))  
To **review** and **recommend** to Council the terms of reference for the Staffing Committee.
- 6 **DEPUTY TOWN CLERK REPORT**  
Verbal report.
- 7 **CHAIRMAN'S REPORT**  
Verbal report.
- 8 **CORRESPONDENCE**  
None.
- 9 **STANDING ITEMS**
  - a. Health and Safety Issues ([Appendix C](#))

- Verbal report from Deputy Town Clerk
- b. Training - E-learning. (Appendix D)
  - c. HR Report (Appendix E)  
To **note** the contents of this report.
  - d. Recruitment

## **AGENDA ITEMS**

- 10 a. **CHRISTMAS 2025 OFFICE OPENING HOURS**  
To resolve that the two extra-statutory days will be 29 and 30 December and that the Council contact centre will be restricted to emergencies only from midday 24 December 2025 to 5 January 2026.
- b. **STAFF COUNCIL**  
To resolve to create a Staff Council to consider, understand and influence pay and conditions.
- 11 **EXCLUSION OF THE PRESS AND PUBLIC**  
In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public will be excluded from the meeting during consideration of the following items by reason of its confidential or special nature: staffing.
- 12 **CONFIDENTIAL AGENDA ITEMS**
- a. Additional Management Responsibilities and short-term additional resources Report. (Appendix F)
    - i. To resolve to review a job description and grade.
    - ii. To resolve to approve a short-term resource – Policy Officer
    - iii. To note that both can be accommodated within existing budget
- 13 **READMITTANCE OF THE PRESS AND PUBLIC**  
Press and public will be permitted to rejoin the meeting following the conclusion of the confidential items.
- 14 **DATE OF NEXT MEETING**  
22 September 2025 starting at 7pm
- 15 **ITEMS FOR FUTURE MEETINGS**  
Fostering for adoption covered in Maternity Policy or separately



David Rodda MBE  
TOWN CLERK

# TRURO CITY COUNCIL



CITY OF TRURO  
Town Clerk

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Municipal Buildings  
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**MEETING OF STAFFING COMMITTEE HELD ON  
MONDAY 19 MAY 2025 at 7.28 pm  
in the Committee Room, first floor, Municipal Buildings, Boscawen Street, Truro**

**PRESENT:** Councillors Honorary Freeman Wells (Mayor), Rich (Deputy Mayor), Biscoe, Douglas-Martin, Eathorne-Gibbons, Green and Mepham.

**APOLOGIES:** None.

**ABSENT:** None.

**Also in Attendance:** David Rodda MBE - Town Clerk  
Cheryl Simpson - Committee Clerk

**1. ELECTION OF CHAIRPERSON FOR THE MUNICIPAL YEAR 2025/26**

It was proposed by Councillor Douglas-Martin, seconded by Councillor Green, and

**RESOLVED** that Councillor Biscoe be elected Chairperson of the Staffing Committee for the Municipal Year 2025 – 2026 **S/25/112**

**2. ELECTION OF VICE-CHAIRPERSON FOR THE MUNICIPAL YEAR 2025/26**

It was proposed by the Deputy Mayor, seconded by Councillor Green, and

**RESOLVED** that Councillor Eathorne-Gibbons be elected Vice-Chairperson of the Staffing Committee for the Municipal Year 2025 – 2026

**S/25/113**

**3. COUNCILLORS IN ATTENDANCE AND APOLOGIES**

Attendance of those councillors present was noted. There were no apologies. **S/25/114**

**4. DECLARATIONS OF INTERESTS**

None. **S/25/115**

**5. MINUTES**

It was proposed by Councillor Green, seconded by Councillor Eathorne-Gibbons, and

**RESOLVED** that the Minutes of the Staffing Committee Meeting held on 10 April 2025 were considered a correct record.

**S/25/116**

**6. DATE OF NEXT MEETING**

Thursday 12 June 2025. **S/25/117**

The meeting closed at 19:29

----- CHAIRMAN

# TRURO CITY COUNCIL



**CITY OF TRURO**  
Town Clerk

Town Clerk's Department  
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Tel. (01872) 274766  
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## Staffing Committee Terms of Reference 2025-2026

This committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by the Council

Membership:	5 (either with HR experience or willing to undertake relevant training)
Quorum:	3
Meeting frequency:	Quarterly
Attending Officers:	Town and/or Deputy Clerk and HR Officers

NB: Membership to be 5 members not holding the office of Chairperson/ Deputy Chairperson or Mayor/ Deputy Mayor positions elected by the Council.

### Terms of Reference:

1. In consultation with Finance and General Purposes and Parks and Amenities Committee, to establish and keep under review the staffing structure and budgets.
2. To implement, monitor, review and revise policies relating to staffing.
3. To ensure that Joint consultation arrangements with the recognised Trades Unions and that the terms of the recognition agreement are fully implemented.
4. To establish and review salary pay scales for all categories of staff and to receive reports from the Deputy Town Clerk on their administration, and on the implementation of the Council's Job Evaluation Scheme.
5. To oversee the recruitment and appointment of staff, including agency staff where necessary.
6. To oversee the execution of new employment contracts in line with NALC/SLCC model contract agreement and variations to contracts (including TUPE transfers).
7. To establish and review annual appraisals and staff training programmes.
8. To oversee any process leading to dismissal of staff (including redundancy).
9. To keep under review staff working conditions, and health and safety matters.
10. To monitor and address regular or sustained staff absence.
11. To make recommendations on staffing related expenditure to the Finance and

General Purposes Committee as part of the annual budget process.

12. To receive reports from the Deputy Town Clerk on any appeal against a decision in respect of pay or changes to terms and conditions. To consider and make recommendations to Council arising from such decisions, should it be appropriate or necessary.
13. To consider a staff grievance or disciplinary (and any appeal) for the Senior Management Team, if necessary. The Committee to be divided in consideration of the initial matter, so that fresh eyes are retained for any subsequent appeal.
14. To be assured that supervision, performance management and pay reviews for the Town Clerk and Deputy Town Clerk are carried out as required by Standing Orders, by the Chairperson of Finance & General Purposes Committee.

## **2. Delegated Powers**

2.1 Decisions made by this committee serve as recommendations to Council save the following exceptions (a) to (d) below:

(a) Payment of invoices for work, services and other liabilities either previously confirmed by the Council or where delegated within Financial Regulations to the RFO and/or Committees.

(b) The Council may consider from time to time delegating specific responsibilities to this Committee (within the scope of the LGA 1972 s101) but excluding any powers that cannot be delegated by the Council e.g. issuing a precept for the rate (s67 LG & FA 1992). Any such delegated responsibility shall be clearly identified and defined within the Council Minutes.

(c) To set up and administer sub-committees and working parties to facilitate the work of this Committee and for no other purpose. The Committee shall determine the terms of reference and protocols for the sub-committee and working parties that shall report to this Committee. No sub-committee or working party shall be formed or operated without terms of reference and protocols.

Where matters have been delegated to this Committee for approval, it shall comply with all Council's policies, protocols, systems and procedures including Standing Orders and Financial Regulations and any other statute or codes within legislation.

- To authorise the Deputy Town Clerk in consultation with the HR Advisor to carry out the recruitment and appointment of staff, including agency staff where necessary.
- To authorise the Deputy Town Clerk to administer annual appraisals and staff training programme.
- To authorise the Deputy Town Clerk to monitor staff working conditions, and health and safety matters

2.2 Should a matter be delegated to the Town Clerk for determination this shall be in consultation with the Chairperson or Vice-Chairperson and Mayor or Deputy Mayor.



# Health & Safety Incident Report

Last 90 Days - 6th June 2025

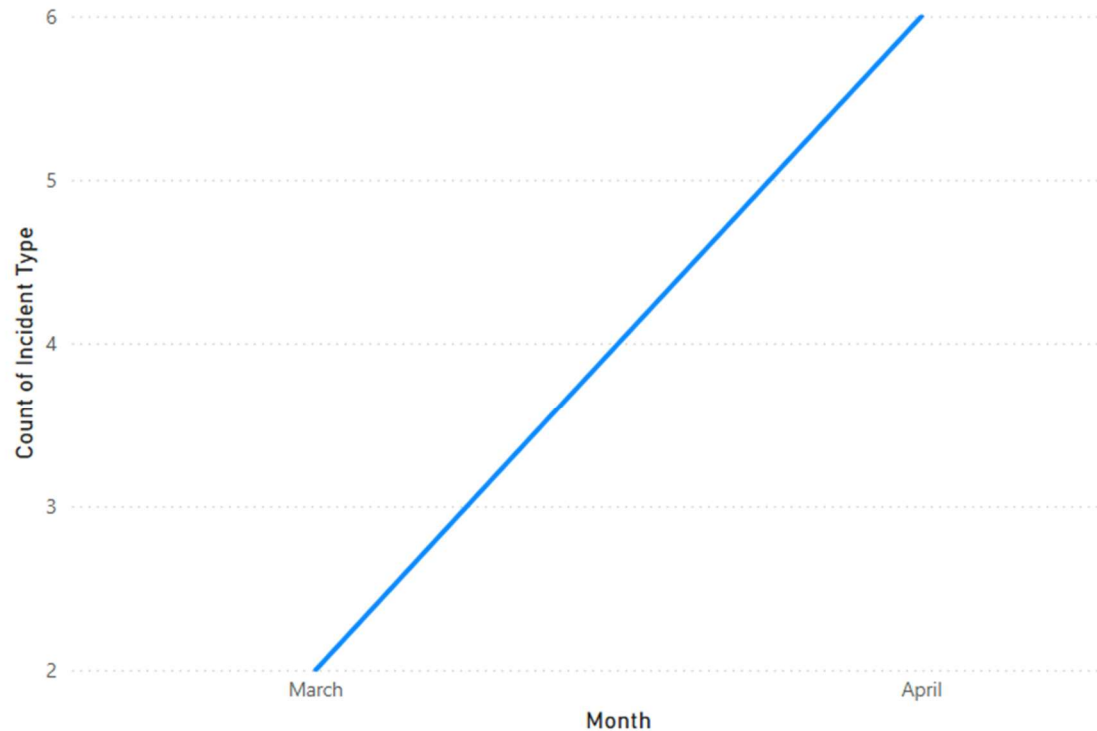
## Incident Summary - Last 90 Days

Incident Type	Count
Accident	5
Near Miss	3
<b>Total</b>	<b>8</b>

Incident Category	Count
Exposure to Harmful Substance	1
Fall from Height	1
Slip, Trip or Fall	4
Struck by a Moving Object	2
<b>Total</b>	<b>8</b>

Primary Root Cause	Count
Process/Procedure, Management/Planning	1
Process/Procedure	2
People, Process/Procedure	1
People	2
Management/Planning	1
Environment	1
<b>Total</b>	<b>8</b>

Count of Incident Type by Month



# Health & Safety Incident Report

Last 90 Days - 6th June 2025



## Reporting of Injuries, Diseases and Dangerous Occurrences Regulations - RIDDOR

RIDDOR, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, is the UK law that requires employers and others in control of work premises to report and keep records of certain serious workplace accidents, occupational diseases, and specified dangerous occurrences.

Incident Type	Location	RIDDOR?	Describe what happened?	Incident Category	Root Cause	Outcome Notes
Near Miss	Zebs	Yes	<p>Myself and Holly were in Zebs yesterday and the boiler wasn't working, then we could smell gas. we turned off the gas from valve outside and opened windows and called our plumber.</p> <p>He came yesterday evening and has said that the flue has been removed. He has said that it's really dangerous and shouldn't have been touched by anyone that isn't qualified to do gas, and that really this should be reported to Riddor because of the seriousness of it, he said it needs to be investigated as it was very dangerous and someone could have died as a result of it.</p> <p>He has isolated our boiler and turned off the supply to it so it's safe for now.</p> <p>He took a couple pictures, see attached. He has said that flue pipe is now too short and will need replacing but the wall doesn't look like it is finished yet, the foam around the pipe looks like the builders have done it (look at photo of the wall), as he doesn't use expanding foam (he put the boiler in)</p> <p>Myself and Holly have spoken with one of the builders this morning, who have stated that they didn't realise it was a problem as their was still pipe in the wall, but the plumber says the flue acts like an exhaust, so it wouldn't have been taking out the carbon monoxide/gas effectively. so it's a bit worrying that they haven't realised the issue of removing it.</p>	Exposure to Harmful Substance	People, Process/Procedure	A RIDDOR was logged with the HSE. TCC RFQ scope was reviewed to incorporate services investigations.

# Health & Safety Incident Report

Last 90 Days - 6th June 2025



## Incident Reports - Last 90 Days

Year	Month	Day	Incident Type	Injured or at risk Person	Outcome	Outcome Notes	RIDDOR?	Where did the Incident Happen?	Status
2025	April	4	Near Miss	Employee, Member of the Public, Tenant		A RIDDOR was logged with the HSE. TCC RFQ scope was reviewed to incorporate services investigations.	Yes	Zebs	Closed
2025	March	11	Accident	Employee	Returned to Work	Medical certification was sought before return to work	No	Off-Site	Closed
2025	March	20	Near Miss	Employee, Member of the Public	Returned to Work	Ordered and completed a drone survey for the Library. Roof damage is minimal so the risk is low. Will budget for roof repairs and chimney capping next financial year.	No	Truro Library	Closed
2025	April	4	Accident	Employee	Returned to Work	Reported on paper and not through the new portal. Incident closed.	No	Off-Site	Investigating
2025	April	17	Accident	Employee	Returned to Work	Legacy Report - Outcome unknown	No	Idless Nurseries	Closed
2025	April	22	Near Miss	Contractor, Tenant	Returned to Work	Contractors were ordered to stop works until the correct equipment was provided.	No	Zebs	Closed
2025	April	25	Accident	Employee	Returned to Work	The gravel has also been swept off the steep path and Mathew will keep his eye on the area in the future. Suggestions that staff shouldn't be parking at Victoria Gardens but using the staff car park at Hendra instead.	No	Victoria Gardens	Closed
2025	April	8	Accident	Member of the Public	Went Home	Replaced the old Chicken wire with heavy duty mesh	No	Daubez Moor	Closed



Report to:	<b>Staffing Committee</b>	
Date:	<b>12th June 2025</b>	
Title:	<b>eLearning Platform Rollout – April to June 2025</b>	
Authors, Roles and Contact Details:	<b>Katrina Randhawa HR Compliance and Safety Officer</b>	
Approval and clearance obtained from chair of committee:		<b>Y / N</b>
Urgency Procedure(s) used? If yes include rationale.		<b>N</b>

### **Recommendation(s):**

1. To note the successful rollout of the new eLearning platform across the Council.

## **1 Executive Summary**

- 1.1 This report provides an overview of the rollout of Truro City Council's new eLearning platform between April and June 2025. The platform delivers mandatory compliance training aligned with UK legislation such as Health & Safety, GDPR, and Fire Safety, alongside wellbeing-focused modules like Mental Health Awareness and Environmental, social and governance (ESG).
- 1.2 All training modules are CPD (Continuing Professional Development) certified, providing staff with recognised professional development credits to support ongoing learning and career growth.
- 1.3 The phased rollout has ensured smooth adoption across teams, and the platform is now embedded into staff onboarding and ongoing development. It supports legal compliance, reduces organisational risk, and promotes a positive learning culture across the Council.

## **2 Purpose of Report and key information**

- 2.1 To inform Council of the implementation and outcomes of the eLearning platform rollout and to highlight its role in compliance, risk mitigation, and staff engagement.
- 2.2 To ensure full inclusivity, employees without access to digital tools will receive all legally required training in person through scheduled group

sessions. This guarantees compliance for all staff regardless of digital capability.

### **3 Benefits for Customers/Residents**

- 3.1 Indirect benefits include improved service quality through enhanced staff training and wellbeing, and greater organisational compliance with legal obligations.

### **4 Relevant Previous Decisions**

- 4.1 A formal decision was made by the Council to purchase the WorkNest eLearning platform to support compliance training, HR, and Health & Safety services. This rollout of the eLearning platform aligns with that decision and reflects on the Council's ongoing commitment to staff training, wellbeing, and continuous compliance improvement.

### **5 Consultation and Engagement**

- 5.1 Engagement included managers during the initial rollout phase to foster leadership involvement and champion the programme. The platform was then trialled with the office team to test system functionality and communications, allowing refinements before full staff access. Ongoing monthly monitoring and regular feedback sessions with managers support continuous improvements.
- 5.2 This phased engagement approach ensured smooth adoption and fostered a positive learning culture by involving managers as active champions and maintaining open communication channels.

### **6 Financial Implications of the proposed course of action/decision**

- 6.1 Costs are within budget allocations for staff development and digital training tools. No additional funding is currently required.
- 6.2 In-person delivery for non-digital users will be managed internally through existing staff time and facilities, with minimal additional cost implications.
- 6.3 Over time, the use of the eLearning platform is expected to generate cost efficiencies by reducing reliance on third-party in-person training providers, lowering ongoing training fees and associated logistical expenses.

### **7 Legal/Governance Implications of the proposed course of action/decision**

- 7.1 The eLearning platform supports compliance with key legislation including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the UK General Data Protection Regulation (UK GDPR). It also aligns with internal governance policies on induction, equal opportunities, and data protection.

- 7.2 By embedding mandatory training into a structured digital platform, the Council strengthens its governance framework through consistent monitoring, reporting, and audit readiness.
- 7.3 The inclusion of GDPR-related modules reinforces the organisation's commitment to data security and privacy, helping mitigate legal risks associated with data breaches.
- 7.4 The platform adheres to appropriate cybersecurity standards to protect user data and maintain the integrity of training records, supporting overall information governance.

## **8 Risk Implications of the proposed course of action/decision**

- 8.1 The eLearning platform rollout reduces organisational risk by ensuring all staff receive consistent and up-to-date mandatory compliance training, helping the Council meet its statutory obligations.
- 8.2 Providing in-person training for employees without digital access further mitigates the risk of non-compliance and ensures inclusivity across the workforce.
- 8.3 Any initial technical challenges identified during the departmental trial phase were addressed with platform provider support and user feedback, minimising disruption and ensuring a successful full rollout.
- 8.4 Ongoing monitoring and feedback mechanisms reduce risks associated with training effectiveness and staff engagement by allowing continuous improvement.

## **9 Options available**

- 9.1 **Do nothing** - Continue with existing in-person training and use of the Cornwall Council eLearning platform, which does not fully meet Truro City Council's operational or training needs. This approach risks inconsistent compliance, reduced staff engagement, limited customisation, and ongoing costs due to reliance on third-party providers.
- 9.2 **Other options** - Outsource all training to external providers or rely solely on in-person sessions, which may be costly, less flexible, and harder to scale.
- 9.3 **Chosen option** – Implement the phased rollout of the digital eLearning platform supplemented by in-person sessions for employees without digital access. This approach balances cost efficiency, compliance, inclusivity, and staff development.

## **10 Supporting Information (Appendices)**

- 10.1 N/A

## 11 Approval and clearance

### All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk (Required for <b>all</b> reports)	David Rodda	04/06/25
Deputy Town Clerk (Finance and HR) (Required for <b>all</b> reports)	yes	4.6.25

Report to:	<b>Staffing Committee</b>	
Date:	<b>Thursday 12<sup>th</sup> June 2025</b>	
Title:	<b>Quarterly HR Report</b>	
Authors, Roles and Contact Details:	<b>Mica Crook, HR Officer</b>	
Approval and clearance obtained from chair of committee:	<b>Y / N</b>	
Urgency Procedure(s) used? If yes include rationale.	<b>N</b>	

**Recommendation(s):**

1. To **note** the contents of this report.

**1 Executive Summary**

- 1.1 Q1 HR Report showing the most recent data and analytics on Truro City Council staff over the past 12 months. TCC has 79 employees with 58% being full time. This equates to a Full-time Equivalent (FTE) of 54. 48% of the work force are female.

**2 Purpose of Report and key information**

- 2.1 To provide key data obtained by the HR Department on numbers, equality information and sickness absence.

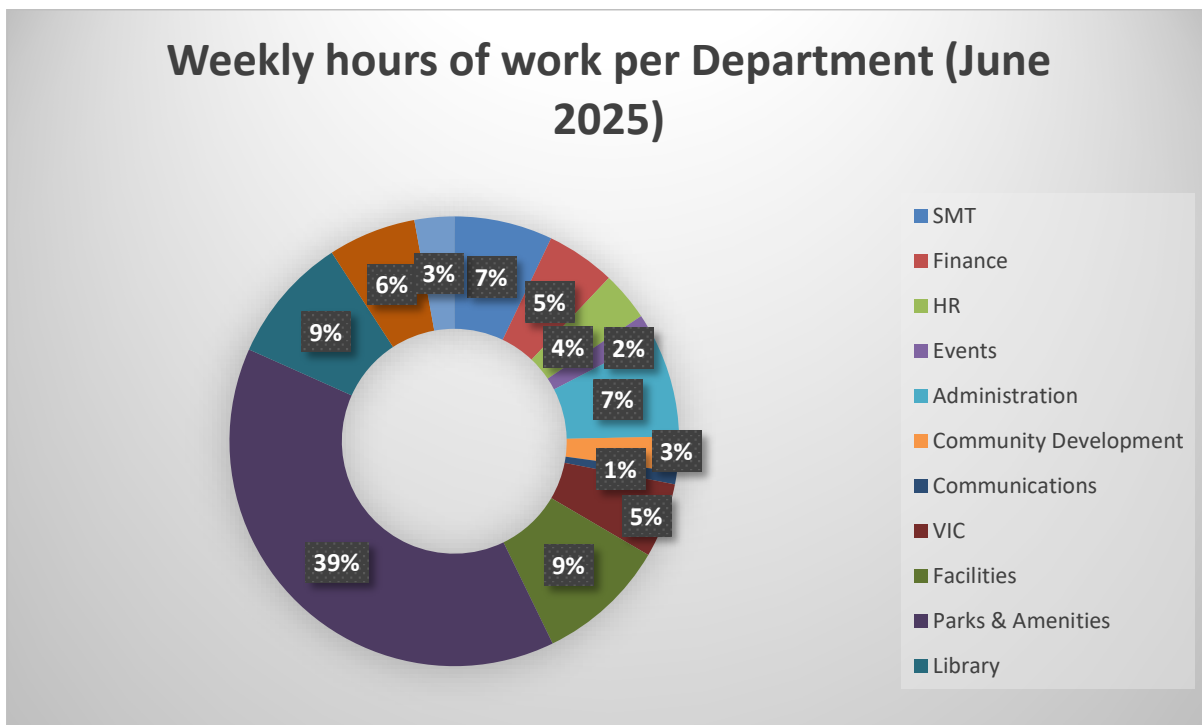
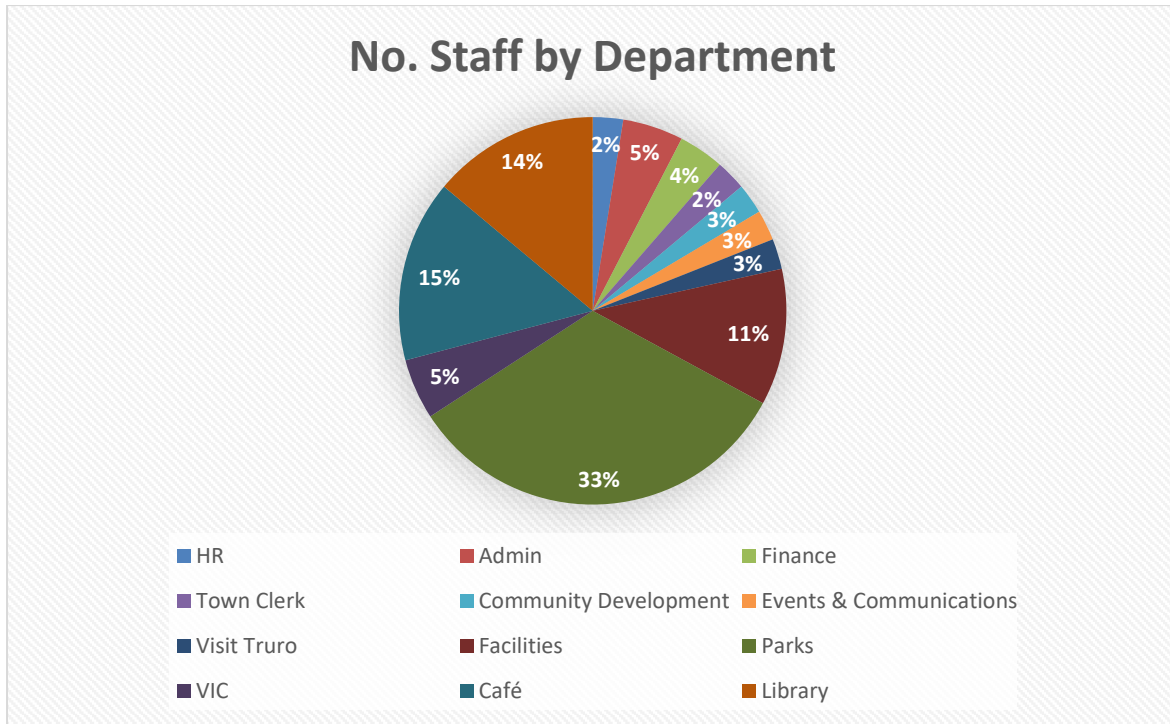
**2.2 Current Personnel Information**

TCC currently have 79 staff employed at Truro City Council as of 09/06/2025.

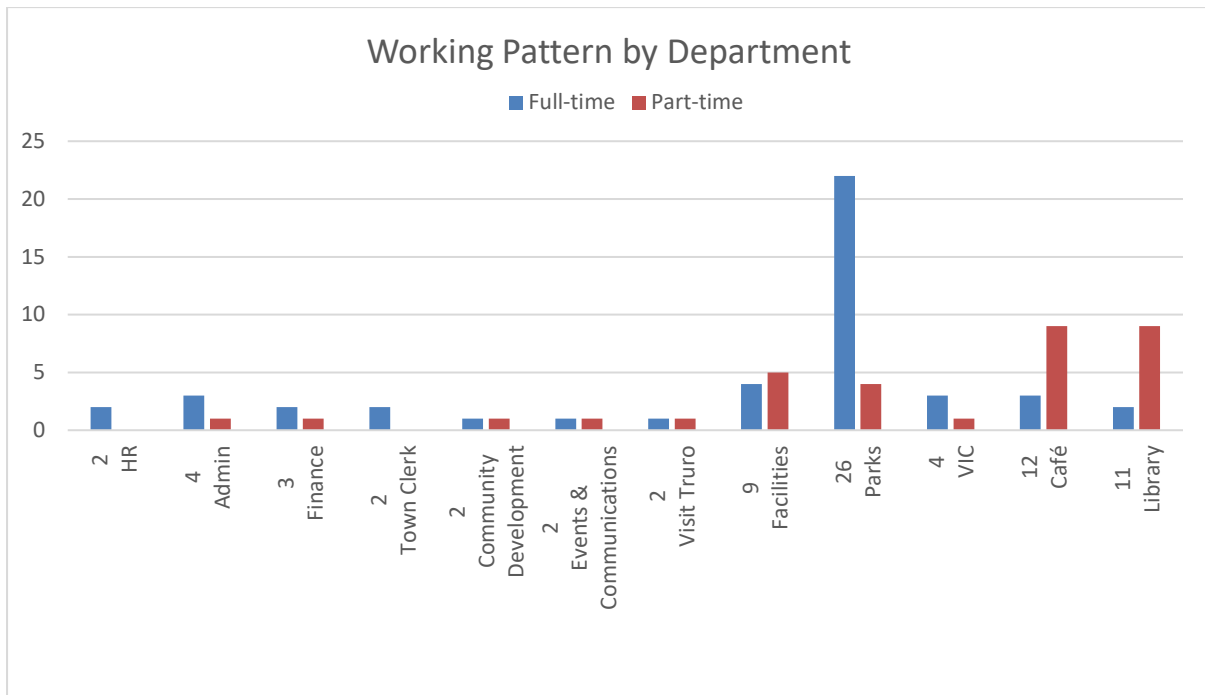
Current Departments & Staff in each:

- HR – 2
- Admin – 4
- Finance – 3
- Town Clerk – 2
- Community Development – 2
- Events & Communications – 2
- Visit Truro – 2
- Facilities – 9
- Parks – 26
- VIC – 4
- Café – 12
- Library – 11

The below pie chart clearly shows staff ratio department by percentage (%).



The above chart shows the weekly hours of work per department. The data used excludes the hours for the 4 casual library staff and 6 casual café staff as their hours vary on a weekly basis. It is also noted that 4 members of staff within the Parks Department and 2 members of staff from the Café are seasonal, which will result in a reduction in hours over the autumn/winter season.



The above bar chart shows the breakdown of full-time vs part-time working pattern by department within the Council.

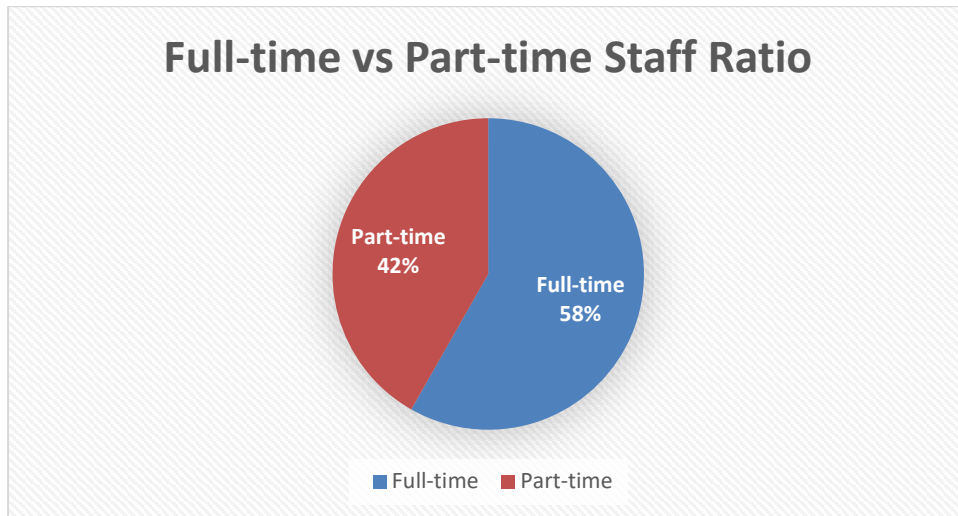
The below graph clearly displays the headcount of staff over the past 12 months and shows a clear consistency in employee numbers. As we have entered another peak summer season, additional staff have been recruited to help support the increased workloads of the various teams. These are consistent every year and the numbers are expected to decrease again as we enter the autumn and winter periods.

82

+10 (+13.89%) in the last 12 months



### 2.3 Full-time & Part-time Staff ratio



The above Pie Chart shows the ratio of Full-Time and Part-time staff employed at Truro City Council as of June 2025.

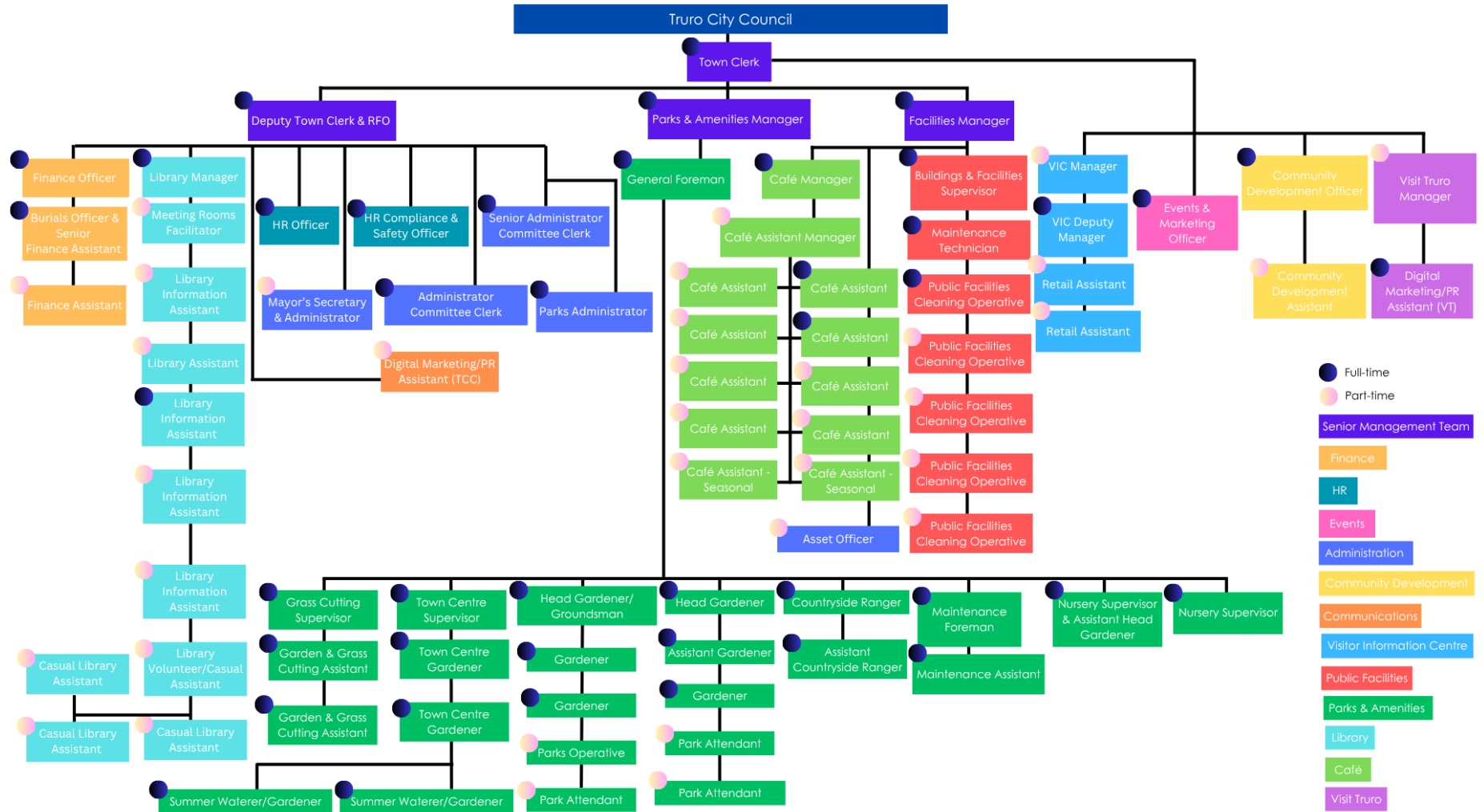
Number of staff for each category:

Full-time – 46

Part-time – 33

Truro City Council's Full-time Equivalent (FTE) is 54.

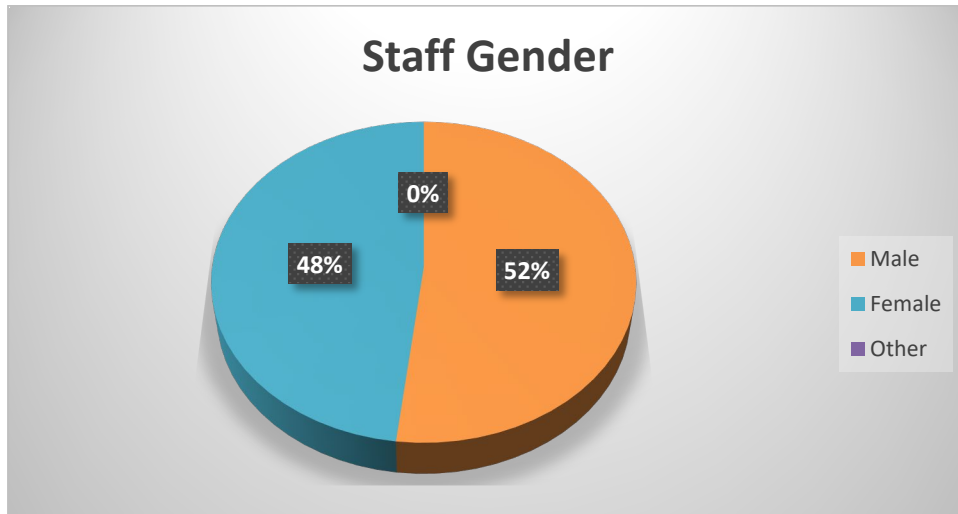
## 2.4 Current Truro City Council Staff Organogram



The above Organogram clearly shows all current Truro City Council Staff displaying their roles, departments and who they report to.

## 2.4 Equal Opportunities Data

### 2.4.1 Gender



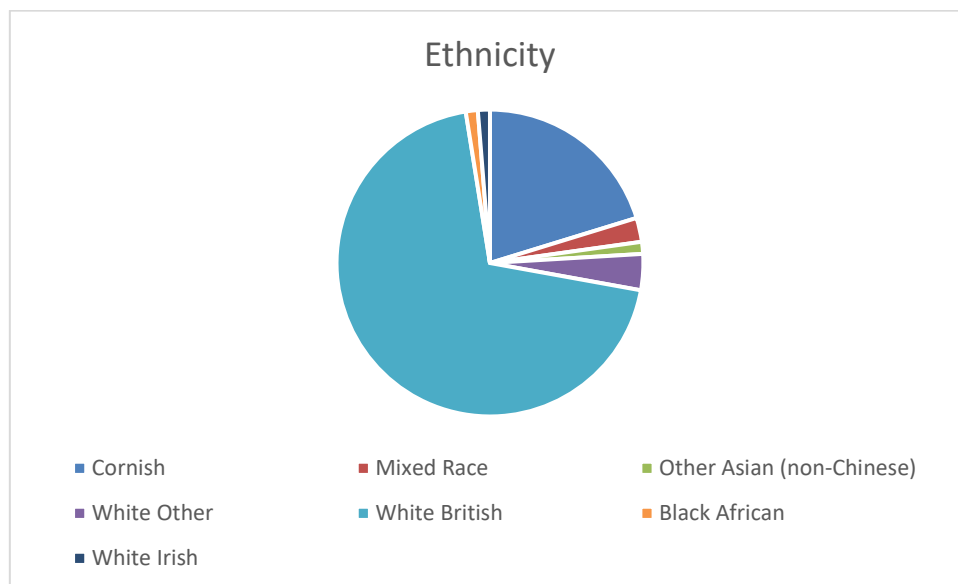
The Pie Chart shows the current split of genders employed at Truro City Council.

Number of staff for each category:

Female – 38

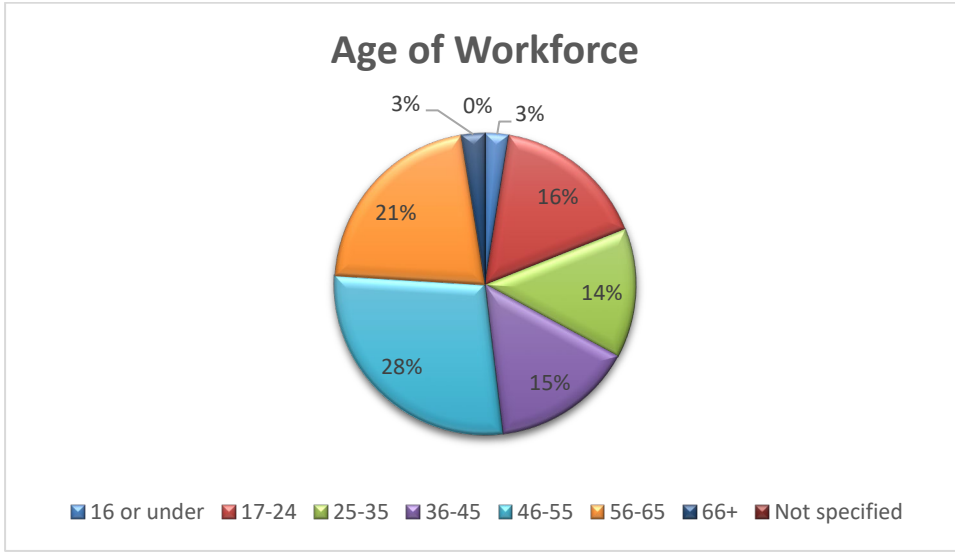
Male – 41

### 2.4.2 Ethnicity



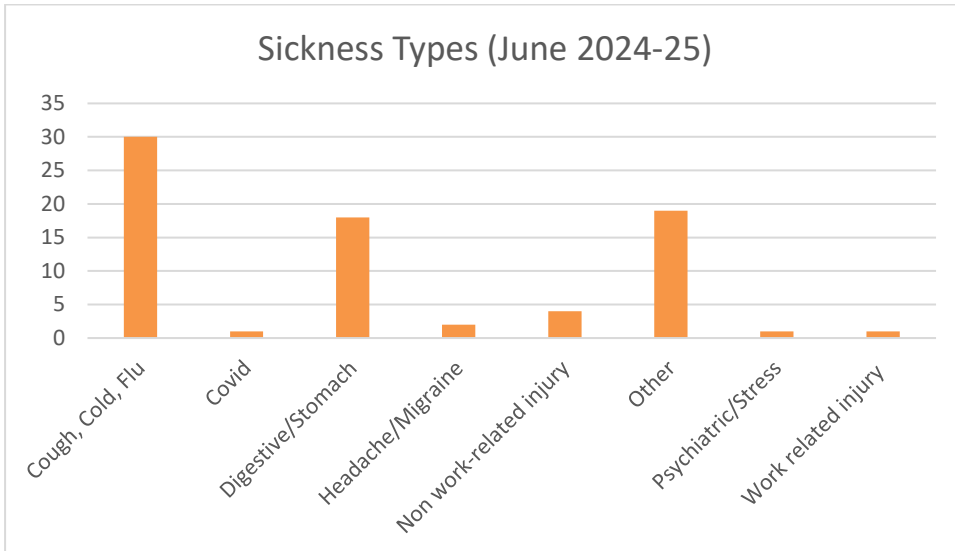
The above chart shows the ratio of Ethnicity within the Council. Compared to last quarter's report, this clearly shows an increase in diversity of staff when reviewing Ethnicity.

### 2.4.3 Age of Workforce



The above pie chart shows the diversity of the workforce in terms of age group. As stated in the previous report the HR Department has been able to obtain additional data to make this chart more accurate when representing the age of TCC's workforce. The Pie Chart clearly shows a good range of ages.

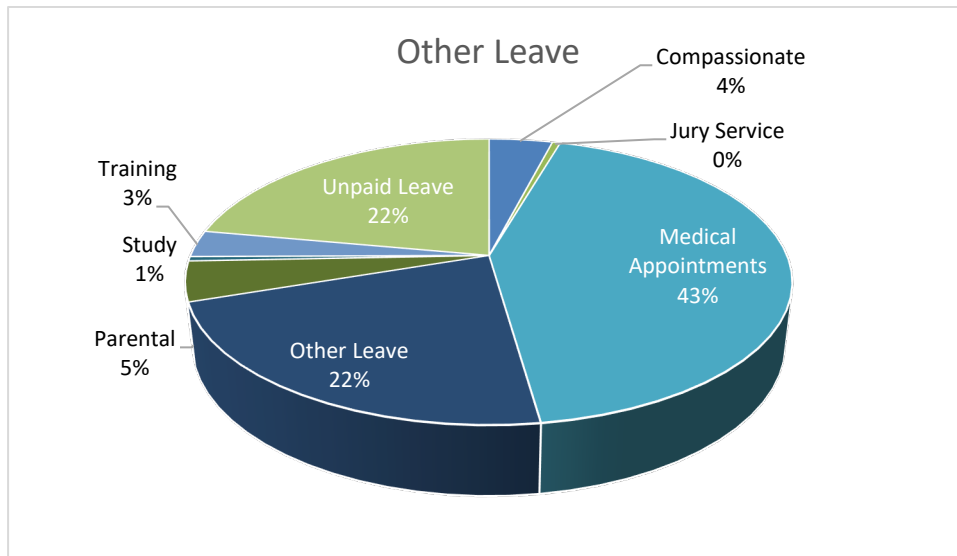
### 2.5 Sickiness Types over the past 12 months



The Chart shows the various types of sickness types taken over the past 12 months. The most used selection was Cough, Other following closely behind this. The HR Department is looking into ways in which sickness is reported through BreatheHR to provide more accurate data. Comparing this month graph with last quarters there has been a decrease in the number of Other categorised sickness. As you can see – the categories are very broad; when staff have a specific problem, they tend to put other and identify the exact nature of their issue. The general consensus is that most types are listed as

other due to the lack of choices available that do not apply when logging sickness type.

## 2.6 Other Leave over the past 12 months



Other leave is a category the Council uses to establish absences from work that do not correlate with annual leave. As shown above the most prominent uses of this are for Medical Appointments, Other Leave and Unpaid Leave.

The use of medical appointments is monitored closely by the individuals line manager and HR (when required). This is particularly reviewed during the Appraisal process which gives the line manager a chance to request further information and if a new or existing health condition could be causing issues or impact future workload and attendance. It is the HR Departments intention during the personnel file audit to obtain updated medical information from all staff to ensure any pre-existing and current medical issues need to be noted and/or reasonable adjustments be added to files. This includes updating First Aiders (with the permission of the employee) with medical conditions should a member of staff have a medical episode at work and how best to support them.

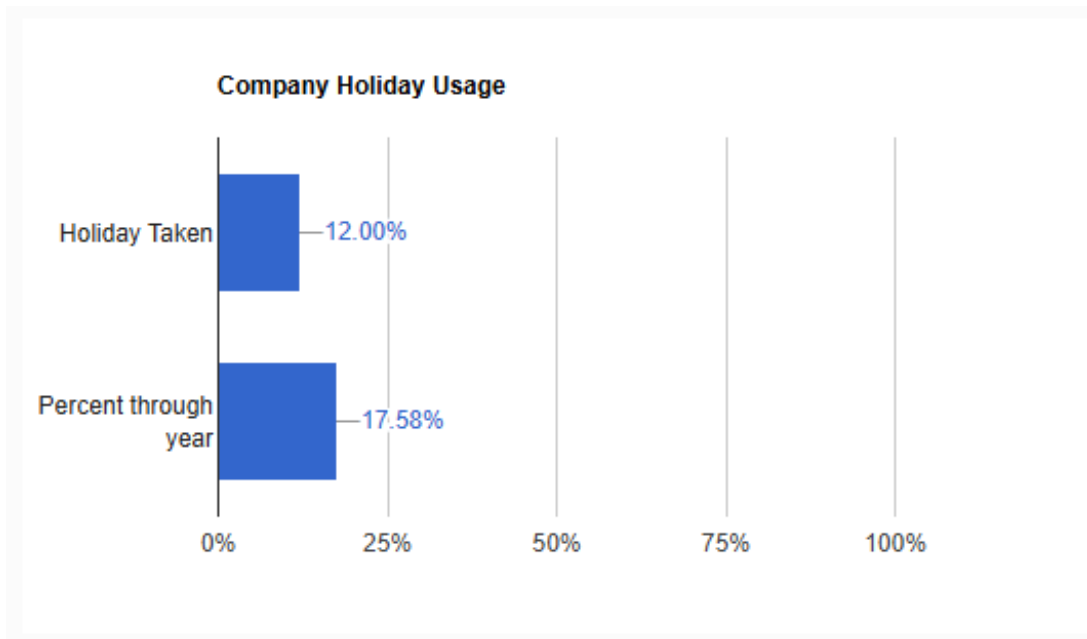
The use of Other Leave and Unpaid Leave are usual used by the zero-hour and casual contracted staff to book in time off as they are not allotted an annual leave allowance but paid this on an accrued basis. It is being considered by the HR Department whether an additional category can be created for this use alone as the Other Leave category is not the intended use.

## 2.7 Company Holiday Usage

As we enter June and our third month of the 2025-26 annual leave entitlement year, the below bar chart clearly shows the percentage through the year we are, comparatively with the percentage of holiday taken by staff

so far. As the year progresses and we enter the summer season TCC expects the use of annual leave to increase throughout the organisation.

Managers have been asked to remind their staff the importance of taking annual leave and ensuring they plan this out appropriately with their teams to ensure adequate workload cover. All carried over annual leave and TOIL should now have been used as the deadline of 31<sup>st</sup> May 2025 has passed. The HR Department will review this over the next few weeks and alter staff entitlement accordingly, if required.



## 2.8 Time off in Lieu (TOIL)

TOIL is an important way that TCC manages additional working hours that are accrued for Council Committee meetings, Full Council and other operational activities. Managers have been asked to remind staff to use their TOIL accordingly. A note of TOIL usage in the holiday request notes section aids managers on a visual representation of this being utilised.

## 3 Benefits for Customers/Residents

3.1 Low levels of staff absence due to sickness helps to improve the productivity of Truro City Council which helps to deliver value for money for residents. Diversity within teams can also aid productivity and engagement.

## 4 Relevant Previous Decisions

4.1 N/A

## **5 Consultation and Engagement**

Consultation will take place with the Trade Unions over the levels of sickness absence and what can be done to reduce them.

## **6 Financial Implications of the proposed course of action/decision**

Reducing sickness absence and increasing staff retention and productivity will deliver improved value for money. Conversely high levels of sickness absence carry a significant cost and are often an indicator of poor morale and can cause low productivity.

## **7 Legal/Governance Implications of the proposed course of action/decision**

Sickness Data Collection is necessary to enable compliance with Truro City Council's legal obligations, for example to prevent breaching health and safety regulations, anti-discrimination rules.

- Truro City Council should distinguish between different forms of sickness absence.
- Authorised short-term absences may include attending medical appointments and sickness absence.
- Truro City Council should investigate the cause of unauthorised absences and respond appropriately.

7.1 Authorised absences should be managed in accordance with Truro City Council's policies.

## **8 Risk Implications of the proposed course of action/decision**

Monitoring of staff sickness and absence will enable HR to identify and analyse trends. This analysis will reduce the risk to TCC of individual problems going unnoticed and not being addressed. It will reduce the likelihood of issues reoccurring if issues are identified and addressed. Monitoring of equality and diversity statistics will enable TCC to positively effect change and reduce the risk of falling foul of the law. Identifying issues will enable TCC to implement reasonable adjustments as required and make changes to working practices.

## **9 Options available**

9.1 **Do nothing** – Do not monitor or analyse data on sickness levels.

9.2 **Other options** – Monitor sickness levels for information only

9.3 **Chosen option** – Monitor sickness levels on a regular basis and consult with line managers and employees on next best steps etc.

## **10 Supporting Information (Appendices)**

## 11 Approval and clearance

### All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk (Required for <b>all</b> reports)	David Rodda	05/06/25
Deputy Town Clerk (Finance and HR) (Required for <b>all</b> reports)	Esther Greig	5.6.25