

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

13 November 2024

To: Chairman and members of the **STAFFING COMMITTEE**
Councillors Biscoe, Green, Rich, Roby and Roden
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

AGENDA

NOTICE IS HEREBY GIVEN that the meeting of the **STAFFING COMMITTEE** will be held at **THE TRAINING ROOM, TRURO COMMUNITY LIBRARY (FIRST FLOOR), UNION PLACE** on **MONDAY 18 NOVEMBER 2024** at **7.00 pm** for the transaction of the under mentioned business: -

- 1 **COUNCILLORS IN ATTENDANCE AND APOLOGIES**
To resolve to accept 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** (Appendix A)
To resolve to approve and sign the minutes of the Staffing Committee meeting held on 2 September 2024.
- 5 **DEPUTY TOWN CLERK REPORT**
Verbal report including HR Contract, Staff Emails.
- 6 **CHAIRMAN'S REPORT**
Verbal report.
- 7 **CORRESPONDENCE**
None.
- 8 **STANDING ITEMS**
 - a. Accidents (Appendix B)
 - b. Training - Harassment Training, E-learning.
 - c. Sickness, Absence and Staff Turnover Report (Appendix C)
 - d. Recruitment

9 **AGENDA ITEMS**

a. Employee handbook review (Appendix D) – A link to this will follow.

10 **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.

11 **CONFIDENTIAL AGENDA ITEMS**

a. To **discuss** the 2025/26 revenue budget lines:

Staffing levels (Appendix E) - Confidential papers will be provided at the meeting.

b. Grievance and Disciplinary Matters

12 **READMITTANCE OF THE PRESS AND PUBLIC**

Press and public will be permitted to rejoin the meeting following the conclusion of the confidential items.

13 **DATE OF NEXT MEETING**

14 **ITEMS FOR FUTURE MEETINGS**

a. Severance Policy



David Rodda MBE
TOWN CLERK



CITY OF TRURO
Town Clerk

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**MEETING OF STAFFING COMMITTEE HELD ON
TUESDAY 2 SEPTEMBER 2024 at 7.12 pm
in the Training Room, first floor, Truro Public Library, Union Place, Truro**

PRESENT: Councillors Roden (Chairman), Biscoe, Green and Rich.

ALSO PRESENT: The Mayor.

APOLOGIES: Apologies of absence were received from Councillor Roby.

Also in Attendance: David Rodda MBE, Town Clerk
Esther Greig, Deputy Town Clerk
Mica Crook, HR Assistant
Cheryl Simpson, Committee Clerk

1 COUNCILLORS IN ATTENDANCE AND APOLOGIES

Attendance of those councillors present was noted. The Deputy Town Clerk clarified that councillors not members of the Committee would be asked to leave the meeting on a case-by-case basis for confidential items of business. **S/24/397**

2 DISCLOSURES OR DECLARATIONS OF INTERESTS

There were none. **S/24/398**

3 OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA VERBAL QUESTIONS

There were none. **S/24/399**

4 MINUTES

It was proposed by Councillor Biscoe, seconded by the Chairman, and

RESOLVED that the Minutes of the Staffing Committee Meeting held on 2 July 2024 were considered a correct record. **S/24/400**

5 DEPUTY TOWN CLERK REPORT

The Deputy Town Clerk updated the Committee as follows: The staff grievance process had been concluded satisfactorily within the initial budget but over the July estimate. Work was on-going to choose a standard staff time recording system across the Council. Tamar HR had agreed to extend its contract to 31 December 2024 pending the required procurement process. Once the Single Status Agreement had been updated, contract comparison would be offered to Library staff who are on TUPE terms. Recruitment for a facilities manager, a PR/digital communication/Visit Truro post and public convenience cleaners was ongoing.

It was proposed by the Chairman, seconded by Councillor Green, and

RESOLVED that the report be noted. **S/24/401**

6 CHAIRMAN'S REPORT

The Chairman welcomed the fact that the Deputy Town Clerk had successfully completed her probation period and was therefore confirmed in post. He was also

pleased to report that the 1 month and 3 month review of the Town Clerk's probation period have been successfully concluded. **S/24/402**

7 LINE MANAGEMENT CLARIFICATION FOR TOWN CLERK

The Chairman noted that currently Standing Orders state that the Chairman of the Finance and General Purposes Committee was line manager to the Town Clerk but currently the Mayor was authorising the Town Clerk's holiday/TOIL and that as ex-chairman of Finance and General Purposes Committee he was currently undertaking the monthly reviews for the Town Clerk. It was also suggested the Staffing Committee maintain neutrality in this matter.

It was proposed by Councillor Biscoe, seconded by the Chairman, and

RESOLVED that the Chairman of Finance and General Purposes takes on the responsibility as line manager to the Town Clerk. **S/24/403**

8 CHRISTMAS BREAK ARRANGEMENTS

The Deputy Town Clerk agreed to notify Councillors of the proposed opening hours for the 2024 festive period.

It was proposed by the Chairman, seconded by Councillor Green, and

RESOLVED that the office opens and that all staff have the days off over the festive period as follows: the Library will close on Friday 27 and Saturday 28 December as two extra statutory days off. The Office staff extra statutory days will be Friday 27 December and Monday 30 December. The Library and Office will be open on Tuesday 31 December for a half-day. **S/24/404**

9 EMPLOYEE HANDBOOK AND SINGLE STATUS REVIEW

The Deputy Town Clerk presented the Committee with a copy of the latest draft version. Once agreed it would be rolled out to all staff. It was suggested the statement of policies be reviewed to reduce use of the term "totally". The report was noted.

S/24/405

10 BUDGETS

The Deputy Town Clerk reported on the pay award 2024/25 noting that two unions had rejected the employer's offer and were balloting their members for strike action; one union had accepted the employer's offer. At this stage, next year's assumption could be estimated at current year plus inflation of 2.5/3%. At the end of Quarter 2/ end of September the Council would be asked what it wanted to achieve in terms of budget for the following year. The report was noted. **S/24/406**

11 PAY POLICY STATEMENT

The Committee reviewed the pay policy statement, and a number of changes were agreed as follows: on page 1, index – switch "Scope" with "Policy statement", page 1, paragraph 3, fourth line replace "Cornwall" with "Truro", and pages 4-5 replace reference to flexible retirement with the pension discretionary policy.

It was proposed by the Chairman, seconded by the Councillor Green, and

RESOLVED that the report be noted.

RECOMMENDED TO COUNCIL that the Pay Policy Statement, as amended, is approved **S/24/407**

12 CORRESPONDENCE

None.

S/24/408

13 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by the Chairman, seconded by the Councillor Green, and

RESOLVED that in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of the following items by reason of their confidential or special nature; staffing matters and contracts. **S/24/409**

14 JOB EVALUATION

The Deputy Town Clerk updated Members on the contractor arrangements. The Council's contractor would be reviewing the Council's pay and grading framework and a report back to the Committee was awaited. They are terminating their contract with TCC once this work has been completed. The Town Clerk and Deputy Town Clerk would also be undertaking appropriate training on the processes involved. The report was noted. **S/24/410**

15 JOB EVALUATION

The Committee received a report about benchmarking clerk salary scales using National Association of Local Councils (NALC)/ Society of Local Council Clerks (SLCC) guidelines. Following a brief introduction, the Town Clerk and Deputy Town Clerk left the meeting room at 8:04 pm and returned at 8:10pm following consideration of the matter.

It was proposed by the Chairman, seconded by Councillor Green, and

RECOMMENDED TO COUNCIL that:

1. The Town Clerk and Deputy Town Clerk/ Responsible Finance Officer pay ranges be revised to reflect the national standard.
2. The Town Clerk pay range is SCP 55-60.
3. The Deputy Town Clerk/Responsible Financial Officer pay range is SCP 44-48. **S/24/411**

16 HR CONTRACT SPECIFICATION

The Committee considered a draft Human Resources (HR) service specification. A number of changes were made as follows: Page 1, second bullet point, addition of "and councillors" and Page 2, addition of "To provide advice for Senior Management Team recruitment as appropriate."

It was proposed by the Chairman, seconded by Councillor Green, and

RESOLVED that the HR Specification, as amended, be agreed.

RECOMMENDED TO COUNCIL that

1. The HR Specification as amended and agreed is tendered.
2. A Panel consisting of the Chairman and Vice-Chairman of the Finance and General Purposes Committee, Chairman of the Staffing Committee and Chairman of the Parks and Amenities Committee, advised by the Town Clerk and Deputy Town Clerk, be established to award the tender. **S/24/412**

17 READMITTANCE OF THE PRESS AND PUBLIC

It was proposed by the Chairman, seconded by Councillor Green, and

RESOLVED that the meeting be re-opened for press and public access. **S/24/413**

18 DATE OF NEXT MEETING

The next meeting would take place on 18 November and not on 2 December 2024 as set out on the agenda. **S/24/414**

19 ITEMS FOR FUTURE MEETINGS

- i. Severance Policy.
- ii. Employee Handbook

S/24/415

The meeting closed at 8:26 pm

----- CHAIRMAN

Accident, Incident, Near Miss, Injury and Anti-Social Behaviours

Reporting

Process and Procedure

1. Purpose

The purpose of this procedure is to ensure that all Accidents, Incidents, Near Misses, Injuries, and Anti-Social Behaviours at Truro City Council are reported, documented, and investigated promptly and effectively. This is to maintain the safety of employees, contractors, visitors, and the public while ensuring compliance with UK Health and Safety regulations, including RIDDOR and Mental Health guidelines.

2. Scope

This procedure applies to All employees, contractors, visitors, and any persons interacting with the council's services or premises. It covers:

- Accidents, Incidents, Near Misses, Injuries, and Anti-Social Behaviours in All council locations.
- High-risk roles, including public-facing workers, lone workers, and those in potentially hazardous environments.

The procedure includes digital reporting tools, mental health and wellbeing support, legal and insurance reporting, and emergency contact protocols.

3. Definitions

- **Accident:** An unexpected event causing injury or damage to property.
- **Incident:** An unplanned event that could potentially lead to injury or damage but did not result in harm.
- **Near Miss:** An event where no injury or damage occurred but the potential for harm was present.
- **Injury:** physical or psychological harm caused by an accident or incident.
- **Anti-social Behaviour (ASB):** Actions that cause harassment, alarm, or distress, such as threatening behaviour, vandalism, or verbal abuse.
- **High-Risk Roles:** Roles that expose workers to a higher risk of injury, violence, or isolation, such as public-facing or lone workers.
- **RIDDOR:** Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (UK law) requiring certain work-related incidents to be reported to the Health and Safety Executive (HSE).

4. Reporting Process and Procedures

Step 1: Immediate Response

- **Ensure Safety:** Priority is given to the safety of individuals involved. In cases of immediate danger, evacuate the area and control hazards.
- **Medical Assistance:** If there is an injury, provide first aid or contact emergency services (999). For anti-social behaviours, secure the area and alert security or the police.

Step 2: Professional Support and Emergency Contact

- In the event of a serious injury or mental health crisis, the employee's emergency contact must be informed promptly by the **HR Department**.
- The council will provide access to professional medical or psychological support, as necessary.

Step 3: Report the Event- Staff, Contractors, and Visitors

All incidents must be reported within **24 hours** using the council's digital reporting tools or directly to supervisors, line managers or appointed person (designated by the council to handle incident reports).

- **High-Risk Roles:** Staff in public-facing or lone-working roles must undergo regular risk assessments. These assessments should be updated regularly, particularly after any incident.

What to Include in the Report:

- Date, time, and location of the incident.
- Type of event (accident, injury, near miss, anti-social behaviour).
- Names of individuals involved.
- Description of the event and immediate actions taken.
- Witness details (if applicable).
- If applicable, the police reference number(s) related to the incident.

Step 4: Reporting to insurers.

- **When to report to insurers:** If the incident involves a serious injury, major property damage, or a potential legal claim, the line manager or senior manager must inform the Health & Safety Officer, Deputy Town Clerk, or Town Clerk immediately.
- **Insurer Reporting:** The Finance Responsible Officer is responsible for reporting the incident to the council's insurers and ensuring all necessary documentation is submitted.

Step 5: Investigation

- **Investigation Team:** The investigation will be conducted by the Health & Safety Officer, the employee's line manager, and other relevant personnel. External investigators may be involved for serious incidents.
- **Risk Management for High-Risk Roles:** If the incident involves public-facing or lone-working staff, the investigation will include a review of existing risk assessments, protective measures, and personal protective equipment (PPE) used.
- **Root Cause Analysis:** The investigation will focus on identifying the root cause(s) of the event and addressing unsafe conditions, behaviours, or process failures.

Step 6: Corrective and preventive actions

- **Immediate Action:** If changes or improvements are needed to prevent future incidents, they must be implemented immediately. This could include modifying procedures, enhancing training, or updating risk assessments.
- **Sharing Findings:** The Health & Safety Officer will share the investigation findings and recommended actions with relevant departments to promote council-wide learning and prevent similar incidents.

Step 7: Mental Health and Wellbeing Support

- **Mental Health Support:** Following any significant incident, employees will be encouraged to access the council's Mental Health Support.
- **Critical Incident Stress Debriefing:** After traumatic incidents (e.g., severe injury or aggressive anti-social behaviour), employees may attend debriefing sessions.
- **Mental Health First Aiders:** Available on-site to provide immediate support for staff dealing with stress or trauma.

Step 8: Training and Emergency Drills

- **Health & Safety Training:** All staff will undergo regular health & safety training to ensure they are equipped to manage incidents effectively.
- **Emergency Drills:** Regular emergency drills will be conducted to ensure preparedness for various incident scenarios, such as fires, evacuations, or medical emergencies.
- **Specialist Training:** Additional training will be provided for staff in public-facing roles on how to manage aggressive or threatening behaviour.

5. Record-Keeping and Documentation

- **Digital Tools:** All reports must be filed through the council's digital incident reporting system (WorkNest) for accurate and real-time documentation.
- **Record Retention:** All reports, investigations, and related documents will be stored securely for at least 3 years, and RIDDOR reports for at least 3 years or in case of fatal incidents at least of 6 years.
- **Trend Monitoring and Analysis:** The Health & Safety team will regularly analyse incident data to identify trends and areas for improvement.

6. Roles and responsibilities

- **Employees:**
 - Reported all accidents, incidents, near misses, injuries, and anti-social behaviours promptly using the digital reporting tools or directly to their supervisor or line manager.
- **Supervisors/Managers:**
 - Ensure employees are trained on and adhere to the reporting procedures.
 - Report all incidents through the council's digital reporting tools after receiving them from employees.
 - Conduct risk assessments for high-risk roles and take appropriate preventive measures.
- **Health & Safety Officer:**
 - Oversee incident investigations, manage RIDDOR reporting, and ensure corrective actions are implemented.
 - Facilitate regular risk assessments for high-risk roles and promote council-wide safety learning.
- **Finance Responsible Officer:**
 - Manage all insurer-related reporting and ensure that incidents involving serious injury or property damage are managed in line with insurance requirements.

7. Risk Management for High-Risk Roles

- **General Risk Assessments:** All employees undergo regular risk assessments to identify potential hazards. This ensures that risks are minimised and appropriate safety measures are in place across all roles.
- **Enhanced Risk Management for High-Risk Roles:** For high-risk roles (e.g., public-facing workers, lone workers), more frequent and detailed risk assessments are conducted due to the heightened dangers associated with these positions.
 - **Frequent Reviews:** Regular assessments are conducted and reviewed immediately after any incident.
 - **Protective Measures:** High-risk employees are provided with personal protective equipment (PPE) and specialised training.
 - **Specialised Support:** Mental health services and physical safety protocols are available to employees in high-risk roles.

8. Annual Review

This procedure will be reviewed annually or following any significant incident to ensure it remains up to date with UK laws and regulations.

9. Key Contacts

In the event of an emergency, or if further support is required, the following contacts should be used:

- **Emergency Services:**
 - **Phone:** 999 (for life-threatening emergencies)
 - **Non-emergency Police:** 101 or report online via the **Devon and Cornwall Police website**.
- **Truro City Council Health & Safety Officer:**
 - **Name:**
 - **Phone:**
 - **Email:**
- **Health & Safety Executive (HSE):**
 - **Website:** www.hse.gov.uk
 - **Phone:** 0345 300 9923

DRAFT

Report to:	Staffing Committee	
Date:	Monday 18th November 2024	
Title:	Quarterly HR Report	
Authors, Roles and Contact Details:	Mica Crook – HR Assistant – Truro City Council	
Approval and clearance obtained from chair of committee:	Y / N	
Urgency Procedure(s) used? If yes include rationale.	N	

Recommendation(s):

1. To **note** the contents of this report.
2. To **note** that staff sickness levels will reviewed regularly. Appropriate action will be taken individually, or corporately, in a response to trends.
3. To **note** that a review of data processing is underway for payroll and data retention.

1 Executive Summary

- 1.1 Q2 HR Report showing the most recent data and analytics on Truro City Council staff over the past 12 months. TCC has 73 employees with 54.7% being full time. 54.7% of the work force are female.
- 1.2 Having undertaken this analysis, it has been found that there are gaps in the data input into BreatheHR from the induction processes over the last few years. HR department are reviewing all employees details to ensure continuity going forward.
- 1.3 It is also noted that the consistency and quality of the data input is questionable. This will affect the timeliness and effectiveness of data analysis as some departments do not consistently use HR software. Some are using a paper-based system.

2 Purpose of Report and key information

- 2.1 To provide key data obtained by the HR Department on numbers, gender and sickness absence. Q3 figures will show a comparison to national trends.
- 2.2 Current Personnel Information
TCC currently have 72 staff employed at Truro City Council, increasing to 73 staff in December when the Facilities Manager starts their position. A member of staff is retiring after Christmas so this will bring us back down to 72 members of staff going into 2025.

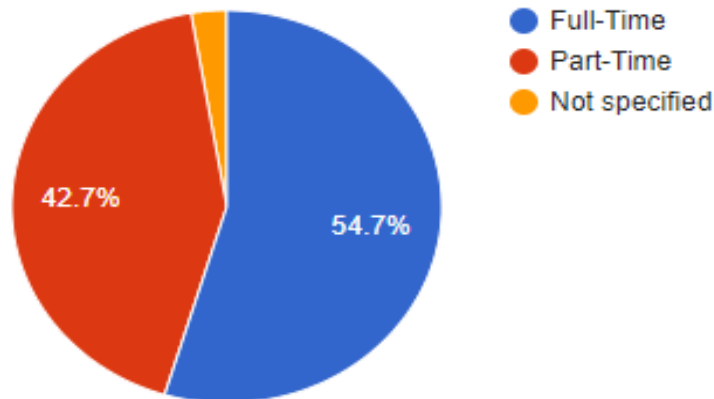
Current Departments & Staff in each:

- HR – 2
- Admin – 4
- Finance – 4
- Town Clerk – 2
- Community Development – 2
- Events & Communications – 2
- Visit Truro – 2

- Facilities – 6
- Parks – 23
- VIC – 4
- Café – 12
- Library – 9

2.3 Full-time & Part-time Staff ratio:

Full time / part time



The above Pie Chart shows the ratio of Full-Time and Part-time staff employed at Truro City Council as of November 2024. The data clearly shows the majority of staff are working Full-time hours.

Number of staff for each category:

Full-time – 42

Part-time – 32

Not specified – 2 (new starters who have not yet started when this report was created).

2.4 Equal Opportunities Data

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

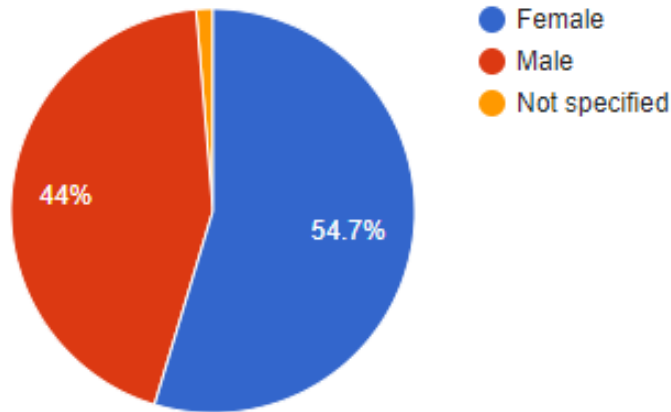
Number of staff for each category:

Female – 41

Male – 33

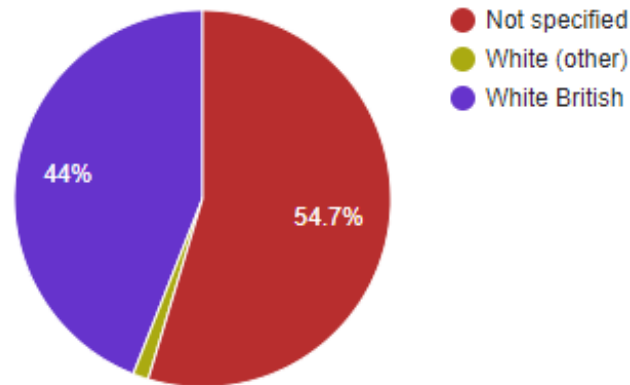
Not Specified (for individuals who do not identify with either of these pronouns) - 1

Gender



2.5 Ethnicity

Ethnicity



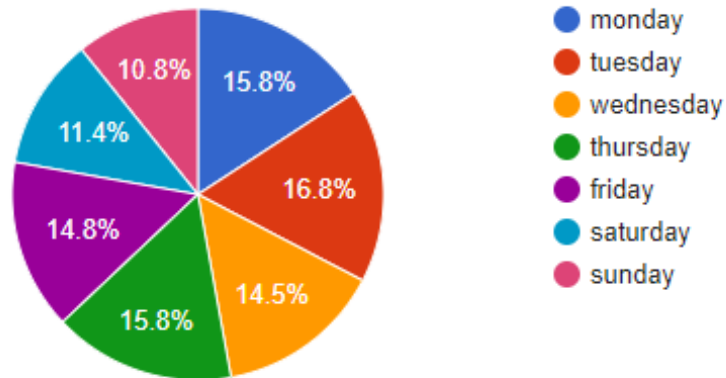
The Pie Chart shows the current Ethnicities that work at Truro City Council. Although individuals were asked to update their details in full there are still some missing information on various profiles. To ensure an accurate record is provided going forward the HR Department will work on updating this information for all employees.

Number of staff for each category:

- White British – 33
- White (other) – 1
- Not Specified – 41

2.6 Sickness Trends over the past 6 months

All sicknesses from 01/04/2024 - 31/10/2024



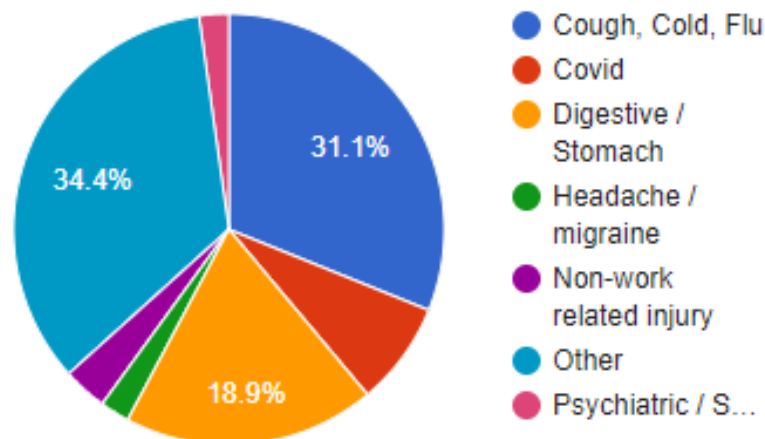
The above Pie Chart shows the sickness trends over the past 6 months detailing which days were recorded as Sick Leave. The most used day for sickness was a Tuesday with the least being a Wednesday. As not all staff work on the weekend, the sickness logs for this will not be as accurate.

Number of staff for each category:

Monday – 99
 Tuesday – 104
 Wednesday – 97
 Thursday – 104
 Friday – 96
 Saturday – 73
 Sunday -70

2.7 Sickness Types over the past 12 months

Sicknesses types (last 12 months)

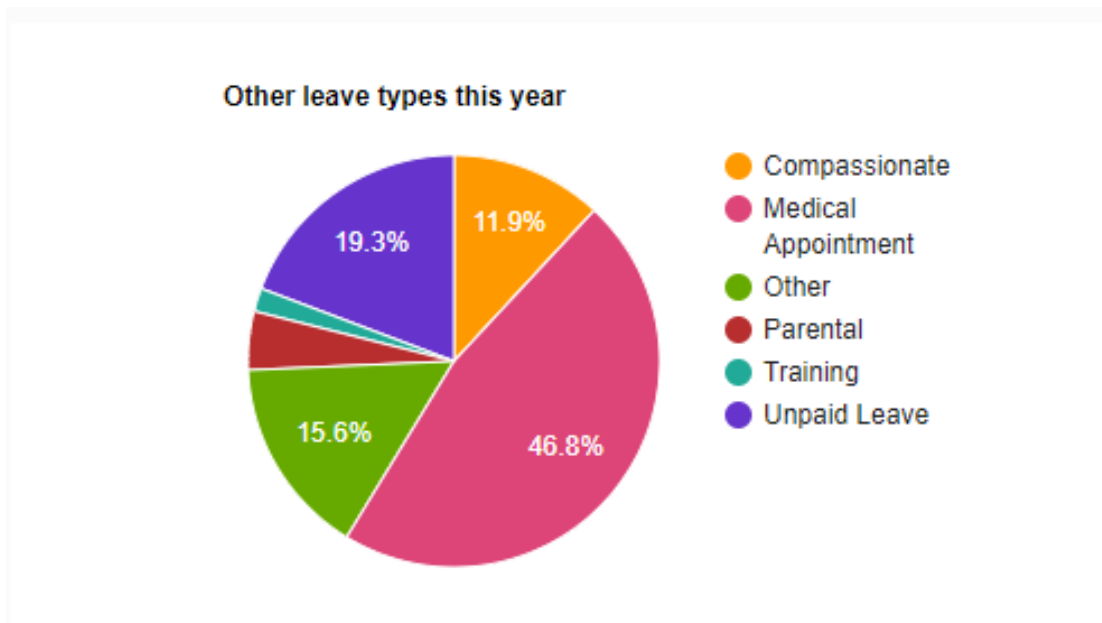


The Pie Chart shows the various types of sickness types taken over the past 12 months. The most used selection was other with Cough, Cold Flu following closely behind this. The HR Department is looking into ways in which sickness is reported through BreatheHR to provide more accurate data. The general consensus is that most types are listed as other due to the lack of choices available that do not apply when logging sickness type.

Number of staff for each category:

Cough, Cold, Flu – 28
 Covid – 7
 Digestive/Stomach – 17
 Headache/Migraine – 2
 Non-work related injury – 3
 Other – 31
 Psychiatric/Stress - 2

2.8 Other leave types this year



The above Pie Chart shows the other forms of leave taken over the past 12 months. As shown above, the most common other form of leave is Medical Appointments. As per the Single Status and Employee Handbook Medical Appointment may be attended as long as the employee makes up the time lost for attending them. As Medical Appointments make up nearly 50% of Other Leave it is reassuring to know that working time lost is lower due to these policies. The HR Department has also been encouraging staff to use BreatheHR more frequently and accurately to assist with the data and analytics drawn from the system to present to the Staffing Committee.

Number of staff for each category:

Compassionate – 13
 Medical Appointment – 51
 Other – 17

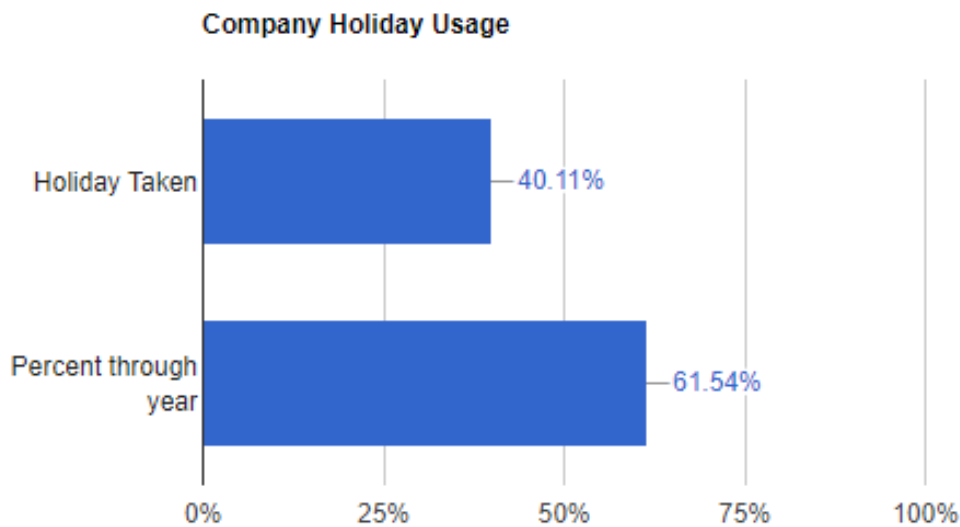
Parental – 5

Training – 2

Unpaid Leave – 21

Other and unpaid leave are used by Zero Hour Café Staff to inform the Café Manager when they are unable to work their usual hours. Holiday entitlement is paid into their monthly salary as an average of what they've worked over that period.

2.9 Company Holiday Usage



The Bar Chart clearly displays how far through the year we are in terms of holiday usage and also how much holiday has been taken by staff so far. The HR Department and Line managers will be working with individuals to encourage them to take their allotted annual leave entitlement prior to the end of the financial year (31st March 2025).

As per the Single Status and Employee Handbook it is at the discretion of the Town Clerk to carry over annual leave and this is limited to 5 calendar days.

2.10 New Starters Report Apr – Oct 2024

We have had 11 new starters at Truro City Council over the past 6 months. Please see below list showing which departments they joined:

Café - 5

Admin - 2

Parks - 1

Finance - 1

Library - 1

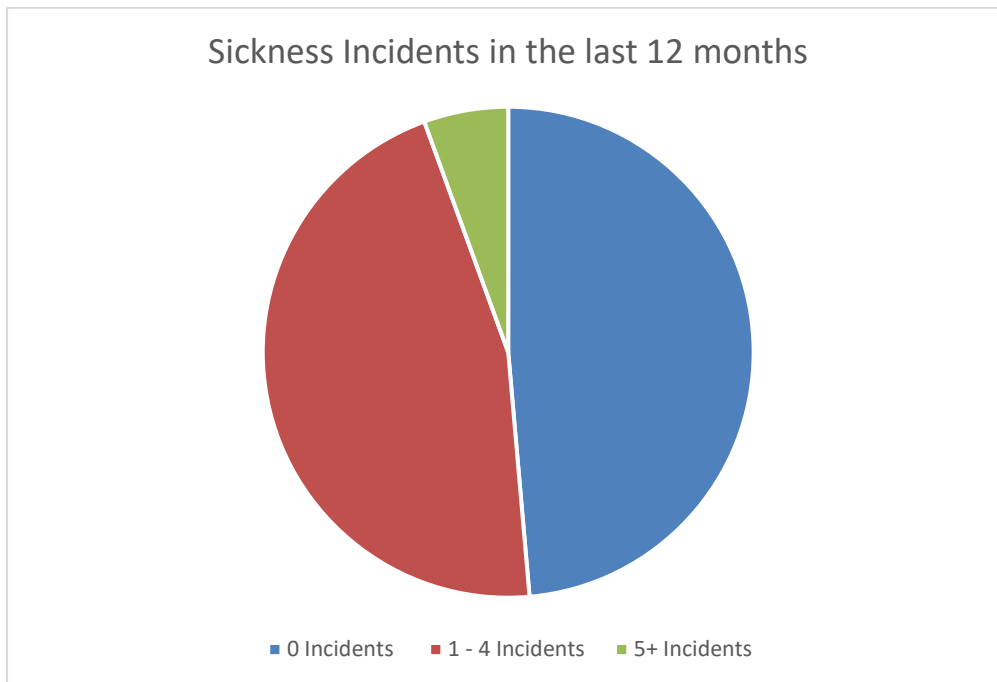
Facilities - 1

2.11 Leavers Report Apr – Oct 2024

Over the past 6 months there have been 2 leavers. 1 leaver came to the end of their fixed-term contract and the other resigned to per sue their studies. There were 2 additional leavers, however they restarted with Truro City Council again within 45 days of leaving.

2.12 Annual Sickness Report 2023-24

The total number of sickness days over the past 12 months for 72 staff equal 394.09 days.



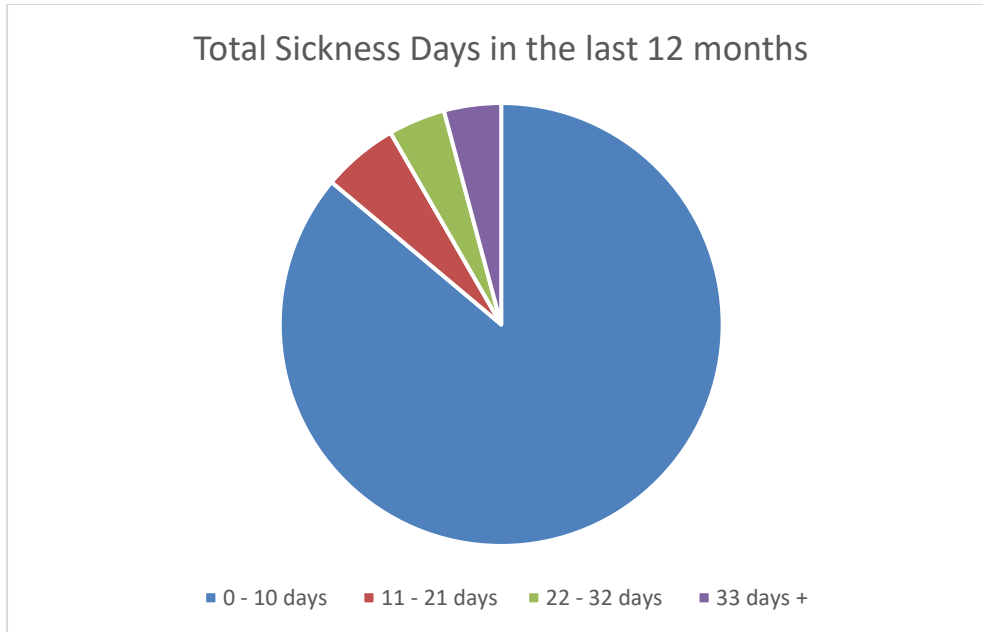
The above Pie Chart shows the number of sickness incidents over the past 12 months.

Number of staff for each category:

0 Incidents – 35

1 – 4 Incidents – 33

5+ Incidents - 4



The above Pie Chart shows the total number of sickness days in their duration in the last 12 months.

Number of staff for each category:

- 0 – 10 days – 62
- 11 – 21 days - 4
- 22 – 32 days – 3
- 33+ days - 3

As shown, some staff members have had more sick leave than other and also varying lengths. The HR Department would like to monitor these sickness levels further going forward to ensure staff wellbeing is a priority and to ensure staff do not experience burnout.

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.
- 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 all reports)	Y	13.11.24
Deputy Town Clerk (Finance and HR) (Required for all reports)	Y	13.11.24