



Cabinet Member for Strategic Finance and Resources

Time and Date

2.00 pm on Monday, 13th July, 2015

Place

Committee Room 2 - Council House

Public Business

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes**
 - a) To agree the minutes of the Cabinet Member for Strategic Finance and Resources meeting held on 9 March 2015.
 - b) Matters arising
4. **Agency Workers and Interim Managers - Performance Management Report Q4 (1 January to 31 March 2015) with a final summary of 2014/15 compared with 2013/14**

Report of the Executive Director of Resources
5. **12 month (April 2014-March 2015) Cumulative Sickness Absence 2014/2015**

Report of the Executive Director of Resources
6. **Foster Friendly Employers Scheme**

Report of the Executive Director of Resources
7. **Lord Mayor's Annual Report 2014-2015**

Report of the Executive Director of Resources
8. **Outstanding Issues Report**

There are no outstanding issues.
9. **Any other items of public business which the Cabinet Member decides to take as matters of urgency because of the special circumstances involved.**

Private Business

Nil

Chris West, Executive Director, Resources, Council House Coventry

Friday, 3 July 2015

Note: The person to contact about the agenda and documents for this meeting is
Usha Patel Tel: 024 7683 3198

Membership: Councillor D Gannon (Cabinet Member)

By invitation Councillor T Sawdon (Shadow Cabinet Member)

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting
OR if you would like this information in another format or
language please contact us.

Usha Patel

Tel: 024 7683 3198

Email: usha.patel@coventry.gov.uk

Coventry City Council

Minutes of the Meeting of The Cabinet Member for Strategic Finance and Resources

held at 2.00 pm on Monday, 9 March 2015

Present:

Members: Councillor D Gannon (Cabinet Member)
Councillor T Sawdon (Shadow Cabinet Member)

Employees: V Castree, Resources Directorate
J Crawley, Resources Directorate
H Peacocke, Resources Directorate
J Bilen, Resources Directorate
S Lal, Resources Directorate
L Welton, Resources Directorate
P Boulton, Place Directorate

Public Business

30. **Apologies**

None

31. **Declarations of Interest**

None

32. **To agree the minutes of the meeting held on 19 January 2015**

The Cabinet Member for Strategic Finance and Resources confirmed the minutes of the meeting held on 19 January and signed them as a true record

33. **Matters Arising**

None

34. **Progress report on delivery of the Social Value Policy and Procurement Strategy**

The Cabinet Member received a report from the Executive Director for Resources on the delivery of the Social Value Policy and the Procurement Strategy through the Procurement Board. He also noted a Briefing Note from The Finance and Corporate Services Scrutiny Board following its consideration of the Report on 2 February 2015.

The Cabinet Member heard that the performance of the Procurement and Commissioning Service has been rated against the new National Procurement Strategy (NPS) launched by the Local Government Association in July 2014 and

that the Procurement and Commissioning Service's performance and strategic direction are on the whole, in line with the NPS.

It was further noted that monthly reports on savings and procurement activity conducted through the Procurement Panels and Procurement Board had been presented to Audit and Procurement Committee, where Members had the opportunity to ask questions and seek reassurance that appropriate action was taken. The Cabinet Member asked that the role of the Audit and Procurement Committee in relation to procurement be reviewed to see if responsibility should lie with him.

Resolved that the Cabinet Member for Strategic Finance and Resources notes the progress made against the Social Value Policy and the Procurement Strategy and recommends that the Council continue to support the delivery against these mechanisms

35. Cumulative Sickness Absence April - December 2014

The Cabinet Member received a report from the Executive Director, Resources, giving the levels of sickness absence for the 9 month period of April - December 2014 and the actions being taken to manage absence and promote health at work across the City Council.

It was noted that the Quarter 4 report would include data for all of 2014-15 as well as comparison with other relevant authorities

Resolved that the Cabinet Member (Strategic Finance & Resources) notes the sickness absence data for the 9 month period of April – December 2014 and endorses the actions taken to monitor and manage sickness.

36. Agency Workers and Interim Managers - Performance Management Report Quarter 3 (1 October to 31 December 2014).

The Cabinet Member received a report from the Executive Director, Resources, with performance information on the use of agency workers procured through the Master Vendor Contract for the Q3 period 1 October to 31 December 2014, comparing Q2 2014/15 with Q3 2014/15 expenditure. He also considered Interim Manager spends for the same periods procured through National Framework Agreement RM692 along with any additional off contract spends across the authority

Resolved that the Cabinet Member for Strategic Finance and Resources

1. Approves monitoring processes to continue for both Agency workers and Interim Managers

2. Endorses compliance with the corporate policy on the recruitment of Temporary Agency Workers through the Master Vendor, Pertemps for the Q3 period; Interim managers and any off contract spends
 3. Reviews the Q3 spends for 2014/15 with the previous Q2 spends for 2014/15 for spends with Pertemps and for Off-Contract spends during the same period.
 4. Instructs officers to continue to work towards reducing expenditure on the use of agency workers.
 5. Approves that future orders are not accepted if no reason is given for the need for the agency worker
37. **Any other items of public business which the Cabinet Member decides to take as matters of urgency because of the special circumstances involved.**

None

(Meeting closed at 2.55 pm)

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Cabinet Member for Strategic Finance and Resources

13 July 2015

Name of Cabinet Member:

Cabinet Member for Strategic Finance and Resources – Councillor Gannon

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

All

Title:

Agency Workers and Interim Managers – Performance Management Report Q4 (1 January to 31 March 2015) with a final summary of 2014-15 compared with 2013-14.

Is this a key decision?

No. Although the matter within the Report can affect all wards in the City, it is not anticipated that the impact will be significant and it is therefore not deemed to be a key decision.

Executive Summary:

To provide the Cabinet Member with performance information on the use of agency workers procured through the Master Vendor Contract for the Q4 period 1 January to 31 March 2015; to compare Q3 2014/15 with Q4 2014/15 expenditure. To also compare the final figures on agency workers for 2014/15 with the previous year 2013/14. Finally to consider Interim Manager spends for the same periods.

Recommendations:

The Cabinet Member is asked to:

1. Approve monitoring processes to continue for both Agency workers and Interim Managers
2. Endorse compliance with the corporate policy on the recruitment of Temporary Agency Workers through the Master Vendor, Pertemps.
3. Instruct officers to continue to work towards reducing expenditure on the use of agency workers.
4. Approve that future orders are not accepted if no reason is given for the need for the agency worker

List of Appendices included:

The information attached in Appendix I shows the total expenditure on agency workers by Directorates for Q4 2014/15 for spends with the Master Vendor supplier, Pertemps.

The information attached in Appendix II show the justification of new orders placed by Directorates for agency workers during Q4 2014/15 for spends with Pertemps.

Other useful background papers:

None

Has it or will it be considered by Scrutiny?

No

Has it, or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title:

Agency Workers and Interim Managers – Performance Mgt Report Q4 (1 January to 31 March) and Interim Managers spends.

1. Context (or background)

The Master Vendor contract requires all agency workers to be ordered through the Master Vendor, Pertemps and came into force on the 2 December 2013. The Master Vendor will supply all suitable agency workers through their own agency or through a 2nd tier arrangement with other agencies on behalf of the Council, using rates of pay based on an agreed pay policy and a negotiated mark-up rate, with the Master Vendor. The information supplied by the Master Vendor on the agency spends gives detailed information on agency worker usage and spends.

Options considered and recommended proposal

The table in 2.1 below shows a comparison for Q3 for 2014/15 with Q4 2014/15 and indicates if there has been an increase or a decrease in spend. The Master Vendor Contract covers all agency workers with the exception of interim managers for HAY Graded posts and agency workers in schools.

2.1 Table for comparison with Q3 2014/15 and Q4 2014/15 Agency Spend.

Directorate	Spend Q3 2014/15	Spend Q4 2014/15*	Increase/decrease
People Directorate	£1,750,516	£1,924,873	Increased
Places Directorate	£99,033	£84,576	Decreased
Resources Directorate	£262,053	£276,945	Increased
Chief Executives	£0	£0	
TOTAL	£2,111,602	£2,286,394	Increased

Directorate Commentary on increased Agency worker Spend for Q4 2014/15**People Directorate**

Expenditure on Agency Workers increased by £174,357 in quarter 4 compared to Q3. This increase reflects the ongoing requirement for experienced children's social workers to deal with higher workload, particularly within the Referral and Assessment Service and in Children's Social Care, due to the unprecedented rates of contacts at the moment. There is an on-going recruitment campaign including attendance at 2 recruitment fairs to try and recruit to vacancies within Children's Social Work with a view to reducing the need for agency workers in the longer term. A Children's Social Care Workforce Strategy will also include plans for the recruitment retention and development of Social Workers going forward.

Agency spend in Internally Provided services within Adults has reduced. This is due in the main to managers successfully developing a relief pool of casual workers. Care workers, who have expressed an interest in Early Retirement or have volunteered for redundancy in the abcs review are also being asked if they would be interested in working on a casual/relief basis at some point in the future.

Work is continuing regionally between 14 local authorities in the West Midlands to cap the agency worker hourly rates for Children's Social Workers (this varies depending on the level being appointed to). Concerns had been raised by Chief Executives and the Director of Children's Services in the region about escalating hourly rates for Children's Social Workers so a meeting was held in 2014 to agree on capped rates for several levels of social workers and an agreed protocol was signed by all 14 contributing local authorities. These capped rates were introduced at the beginning of January 2015. Social workers currently engaged with an Authority will remain on their agreed rates until such time as they move authorities and then the new rates will be applied. Work is also in progress to create a centralised bank of references held on behalf of participating authorities. This will enable more effective monitoring of agency worker performance between Authorities. This project should result in hourly rates for agency social workers remaining static and ultimately reducing. Other authorities from surrounding areas have shown an interest in the project and will be interested to see how we progress. Managers are required, as is our Master Vendor Pertemps, to ensure that no hourly rate is awarded above the agreed capped rate and exceptions will be reported to the Director. To date, we have had no negative feedback on this new scheme, or seen any mass exodus of agency social workers from the local authority. We will continue to monitor the effectiveness of the protocol over the coming months.

Resources Directorate

Expenditure on agency workers has increased on Q3 in Q4 by £14,892. This increase in spend is due to the on-going use of contractors in the ICT area although a more cost effective way of resourcing this work is being looked at with a view to reducing spend in the longer term. In addition spend has gone up slightly for legal services and the forthcoming review should address agency expenditure in this area.

2.1.1 Table of Comparison of spends for agency workers between 2013/2014 and 2014/2015

Directorate	Spends 2013/14	Spends 2014/15	Increase/Decrease
People	£2,990,852	£6,701,183	Increased
Places	£753,108	£412,203	Decreased
Resources	£1,348,845	£1,021,833	Decreased
Chief Executives	£7,067	£0	
TOTAL	£5,099,872	£8,135,219	Increased

Decreases are shown on agency spend through the Master Vendor arrangement in Places and Resources Directorates and an increase in the People Directorate. However if you take into account the off contract spend incurred by Places, overall, this would show an increase in spend on agency workers when comparing years 2013/14 and 2014/15.

2.2 Comparison of authorised off contract spend on agency workers between Q3 and Q4

Directorate	Spend Q3	Spend Q4	Increase / Decrease
People	£667,317	£557,320	Decrease
Places	£1,718,824	£1,371,644	Decrease
Resources	£0	£0	
Chief Executives	£0	£0	
TOTAL	£2,386,141	£1,928,964	Decrease

2.3 Unauthorised Off-Contract spends Q4

There has been no unauthorised off contract spends for Quarter 4 identified.

2.4 Interim Management Spend for Q3 2014/15 and Q4 2014/15

Table 2.4 shows a summary of spend for Interim Management in Q3 2014/15 and Q4 2014/15. This relates to cover for post attracting a day rate for remuneration and generally are for posts graded over £50,000 pa.

Directorate	Number of Managers in Q3	Total Spend Q3	Number of Managers in Q4	Total Spends in Q4
People Directorate	2	£76,737	3	£131,750
Resources Directorate	1	£14,080	0	£0
Place Directorate	0	0	0	£0
TOTAL	3	£90,817	3	£131,750

People Directorate

There were three interims employed in the People Directorate during Quarter 4. One of the Interims was appointed as Project Manager for the Better Care Fund. His Interim appointment ended at the end of March.

The two other Interim managers are covering vacancy posts as Interim Assistant Director Children's Social Care and Service Manager Fostering and Adoption

Table 2.4.1 shows a comparison on spend on Interim Managers for 2013/14 compared with 2014/15

Directorate	Total Spends on Interim Managers 2013/14	Total Spends on Interim Managers 2014/15	Increase/Decrease
People Directorate	£48,804	£325,537	Increased
Resources Directorate	£49,392	£67,480	Increased
Place Directorate	£18,700	£0	
TOTAL	£116,896	£393,017	Increased

3. Rebate

The cost of agency workers is made up of the pay rate for the work plus working time directive payments, national insurance payments and a margin or mark up to the agency. As part of the Master Vendor contract, fixed pay rates have been set corporately for each job category. Given that national insurance payments and the working time directive are fixed legislative requirements, Pertemp's procurement of agency workers is based on reducing agency mark ups in order to generate cashable savings.

The Management rebate income forecast for 2014/15 was initially forecasted to be £1,300,000. This forecast was based on an expected increase compared to last year's rebate to take into account the expected increase in spend on agency workers. For Q4 we received a rebate of £409,642 from Pertemps. The final total in rebate we received for the year 2014/15 was £1,446,724 which exceeded the initial forecast.

4. Strategic Management Board Comment

The Master Vendor contract is a planned strategy to work towards reducing the level of agency spends and to better understand where and how we use agency workers.

There will always be the need to use agency workers. However, it is acknowledged that current usage is still too high because of the need to cover sickness absence, short-term cover, cover whilst Fundamental Service Reviews are taking place and to cope with sudden surges of demand. This will require the need for scarce skills and workers during these reviews; organisational restructures and sudden peaks in demand.

In terms of the cost of using agency workers, it is important to note that not all of the cost is in addition to normal staffing spend. Although agency cover associated with sickness absence in front line services is often an additional cost, in the case of agency cover for vacant posts the cost will be funded in part by the relevant staffing budget. Please also note that the figures shown in the main body of the report will differ to those shown in the appendices. This reflects that there is some additional off contract spends added into the total spends from the Master Vendor contract. This occurs generally where the Master Vendor has been unable to supply an agency worker so we are forced to go to a supplier not on the Master Vendor contract. However we keep this to a minimum and try to ensure that this is only for short term cover whilst the Master Vendor tries to source other agency workers.

Where opportunities exist for bulk recruitment campaigns to front line essential services, the Human Resources Recruitment Team will continue to work with service managers to establish registers of workers, who are available for casual, temporary or permanent work in order to reduce the use of agency workers. The Recruitment Team has successfully worked with Managers from Cleaning to undertake a recruitment exercise to build up a bank of cleaners and some catering staff available for temporary/ casual or permanent work. The team is working with Job Centre Plus; Remploy and the Council's Job Shop, as well as managers in the authority, to initially create opportunities for unemployed candidates to apply by holding 'open days' at the Job Shop and Remploy and giving them access to opportunities. This is with a view to trying to source our own workers for short term work therefore reducing the need for agency workers and giving opportunity to the unemployed to find employment with the City Council. Temporary and casual work may lead to permanent work in the future for candidates and this will be a way of recruiting workers to a bank rather than advertising individual vacancies, as we currently do, or using agency workers to fill short term cover during periods of review etc.

The new contract with Pertemps came into effect on the 2 December 2013. The contract, is a joint contract with Warwickshire and Solihull following an extensive tendering process, and has

now been fully implemented. The new contract is a hybrid Master Vendor arrangement which will provide the Council with additional advantages to the existing Master Vendor contract.

5. Results of consultation undertaken

- 5.1 The report sets out the steps the Council is taking to reduce expenditure on agency workers, particularly in those areas where they are used most intensively.
- 5.2 The report is able to identify more accurately spend on agency workers and the reasons for spend.
- 5.3 Officers will continue to bring the monitoring information to the Cabinet Member and steps will continue to be taken to endeavour to reduce the level of expenditure.
- 5.4 Management Information has given the opportunity for the Recruitment Team to target large areas with high usage of agency workers to try and reduce the need for agency workers. This work is ongoing.

6. Timetable for implementing this decision

Not applicable

7. Comments from Executive Director, Resources

7.1 Financial implications

Quarterly monitoring of expenditure on agency workers will continue throughout the contract. The cost of agency workers for the current reporting period from the Pertemps system is £2,286,394 which equates to 5.67% of the overall wage bill for this quarter (excluding schools).

Reed and Pertemps operate a live management accounts system which places the cost of agency workers in the period the work took place rather than the period of time in which the Council was billed for or paid the related invoices. The system shows the volume of agency activity/usage in a particular quarter irrespective of when invoices are paid. Therefore this information will be different from that which has gone through the Council's financial systems during Q4.

Reed's and Pertemps system only incorporates timesheets authorised by managers and therefore the costs for a particular quarter will increase throughout the year as more timesheets are authorised. We actively work with the master vendor to keep outstanding timesheets to a minimum.

8.2 Legal implications

There are no specific legal implications associated with this report.

9. Other implications

9.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / LAA (or Coventry SCS)?

The Agency Worker Contract arrangement provides good value for money in relation to the procurement of agency workers. It also provides firmer controls on the use of agency workers

and has in place sound management reporting to see where spend is taking place to target recruitment, maximise resources, and reduce spend on agency workers.

9.2 How is risk being managed?

No risks identified

9.3 What is the impact on the organisation?

Through the rigorous monitoring of the use of agency workers and alternative strategies for resourcing short-term work requirements, the dependency on agency workers should be reduced. The Council's Policy on the use of agency workers states that Agency Workers should only be used when:

- Proper recruitment processes have failed to secure an appointment and staff cover has become crucial to the delivery of services;
- Short-term temporary cover is required until proper recruitment processes have been completed and an appointment is made;
- Unplanned absences require immediate cover to ensure continuity of services;
- Unplanned, short-term or peak workloads occur.

Human Resources are proactively supporting managers to reduce agency spend.

9.4 Equalities / EIA

We have removed the equalities data for the next 2 quarters due to the incomplete equalities data the master vendor is able to provide at this time. We will be working with our master vendor to survey all our agency workers to make it mandatory for them to complete an equalities monitoring form which will incorporate a category of "prefer not to say" to try and increase the accuracy and the value of the data. No equality impact assessment has been carried out as the recommendations do not constitute a change in service or policy.

9.5 Implications for (or impact on) the environment

None

9.6 Implications for partner organisations?

None

Report author(s):**Name and job title:**

Jane Crawley, Recruitment Manager

Directorate:

Resources Directorate

Tel and email contact:

Telephone 024 76 83 2145 jane.crawley@coventry.gov.uk

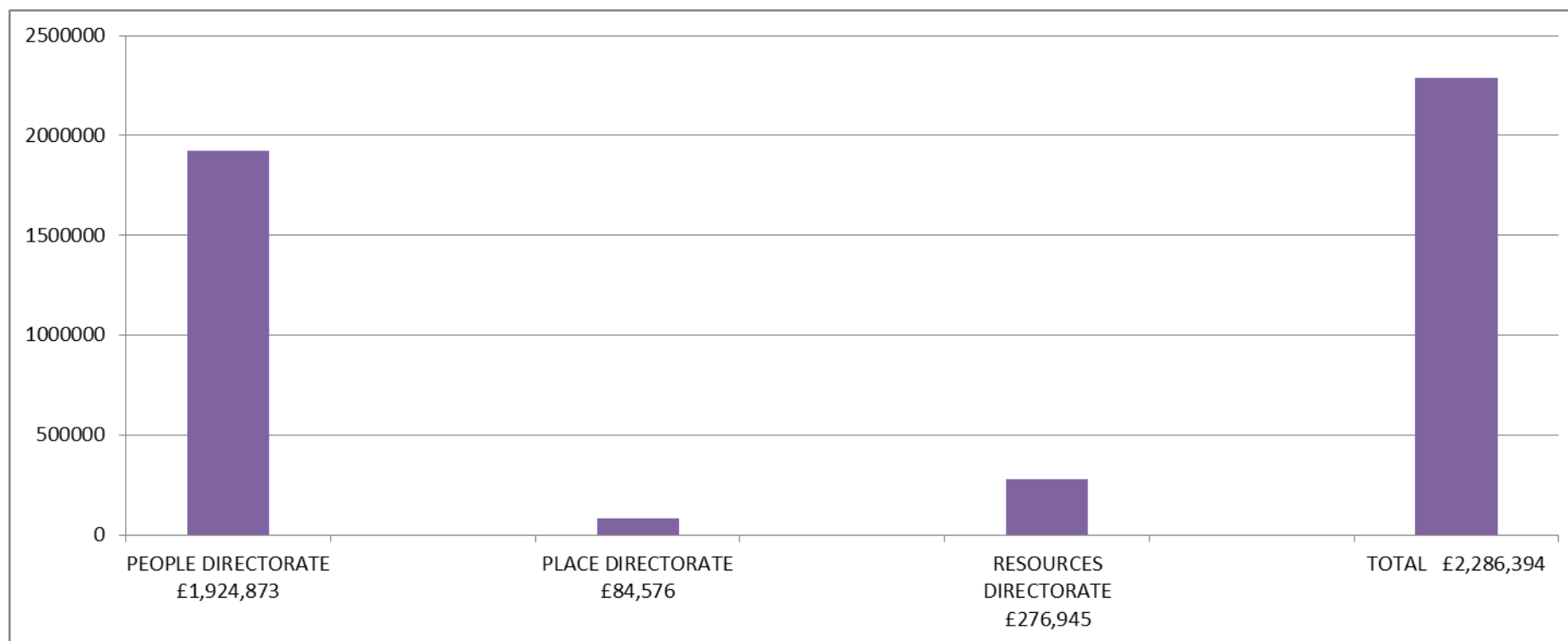
Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Usha Patel	Governance Services Officer	Resources	20 May 2015	1 st June 2015
Other members				
Names of approvers: (officers and members)				
Human Resources & Workforce Services: Shokat Lal	Assistant Director, HR & Workforce Services	Resources	6 May 2015	1 st June 2015
Finance: Kathryn Sutherland	Lead Accountant	Resources	20 May 2015	26 May 2015
Legal: Julie Newman	Legal Services Manager, People	Resources	20 May 2015	1 st June 2015
Director: Chris West	Executive Director	Resources	6 May 2015	1 st June 2015
Member: Councillor Gannon	Cabinet Member		22 June 2015	22 June 2015

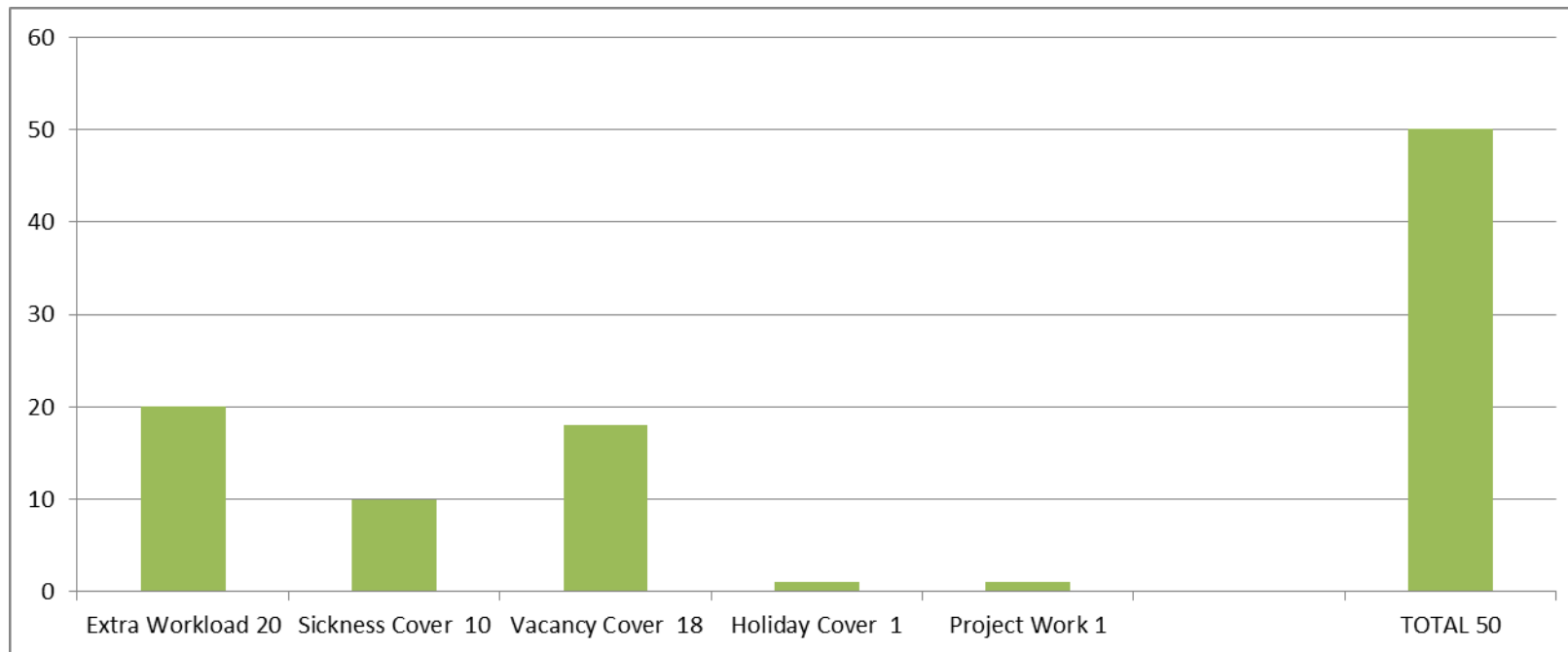
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APPENDIX I - AGENCY SPEND BY DIRECTORATE - JANUARY TO MARCH 2015



APPENDIX II - ORDER JUSTIFICATION QUARTER 4 : JANUARY TO MARCH 2015



APPENDIX III - SUMMARY OF USE OF AGENCY WORKERS BY DIRECTORATE AND STRATEGIES IN PLACE FOR REDUCING DEPENDENCY ON AGENCY WORKERS
Q4 JANUARY TO MARCH 2015

Directorate	Q3 October to December 2014 Expenditure by Service Area	Q4 January to March 2015 Expenditure by Service Area	State Usage of Agency Workers in Q4	What Strategies are in place for Reducing Dependency on Agency Workers
People Directorate	Total Expenditure Q3 <u>£1,750,516</u>	Total Expenditure Q4 <u>£1,924,873</u>	Increase in expenditure on Q3 of £174,357 There are two main factors ; Ongoing shortage of experienced social workers. Higher workload, particularly within the Referral and Assessment Service and in Children's Social Care, due to the unprecedented rates of contacts.	Recruitment campaign for Children's Social workers is on going Recruitment and retention measures are in place to attract applicants and retain existing staff Children's Social Care workforce strategy will address plans for recruitment, retention and development of Social Workers
Place Directorate	Total Expenditure Q3 <u>£99,033</u>	Total Expenditure Q4 <u>£84,576</u>	Reduction in Agency spend since Quarter 3	Reduction in Agency spend since Quarter 3
Resources Directorate	Total Expenditure Q3 <u>£262,053</u>	Total Expenditure Q4 <u>£276,945</u>	Legal Services - have experienced an increase in workloads across all areas. Locums have been appointed to cover vacant posts until the pending Legal Services review is implemented. ICT – external contractors have been engaged to assist with peaks in volumes of technical project work. There are significant levels of ICT change taking place across the council over a short period of time, for example, the new telephony system.	Once the review is completed agency spend will be reduced accordingly. The ICT division is looking to fully utilise in-house resources and will look for alternatives to contractor spend where this represents value for money. In addition, where contract or specialist resource is used, then a focus is given to knowledge/skills

			.	transfer as a training/coaching opportunity for in-house staff.
OVERALL TOTALS	Q3 £2,111,602	Q4 £2,286,394		

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Cabinet Member for Strategic Finance and Resources

13 July 2015

Name of Cabinet Member:

Cabinet Member for Strategic Finance and Resources – Councillor Gannon

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

None

Title:

12 month (April 2014 – March 2015) Cumulative Sickness Absence 2014/2015

Is this a key decision?

No

Executive Summary:

To enable Cabinet Member for Strategic Finance and Resources to monitor:

- Levels of sickness absence for the 12 month period of 2014/2015.
- The actions being taken to manage absence and promote health at work across the City Council.

Recommendations:

Cabinet Member for Strategic Finance and Resources is asked to receive this report providing sickness absence data for the 12 month period of 1 April 2014 – 31 March 2015 and endorse the actions taken to monitor and manage sickness.

List of Appendices included:

Appendix 1	Coventry City Council – Days Lost per FTE 2003 - 2015
Appendix 2	Directorate Summary Out-turn 2014 / 2015 vs. 2013 / 2014
Appendix 3	Coventry City Council Reasons for Absence (2014 / 2015)
Appendix 4	Days Lost per FTE, by Directorate (2014 / 2015)
Appendix 5	Coventry City Council Percentage Breakdown of Absence (2014 / 2015)
Appendix 6	Coventry City Council Spread of Sickness Absence, by Length of Days (2014 / 2015)
Appendix 7 & 8	Summary of Occupational Health & Counselling Services Activities Undertaken (2014 / 2015)

Other useful background papers:

None.

Has it or will it be considered by Scrutiny?

No.

Has it, or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No.

Report title: 12 month (April 2014 – March 2015) Cumulative Sickness Absence 2014/2015

1. Context (or background)

1.1 Annual and quarterly information is based on full time equivalent (FTE) average days lost per person against the FTE average days per person available for work. This is the method that was previously required by the Audit Commission for annual Best Value Performance Indicator reporting. The City Council continues to use this method to ensure consistency with previously published data.

1.2 This report gives the cumulative sickness absence figures for the Council and individual directorates.

1.3 Performance and Projections

FTE Average Days Lost	All Employees	All Employees (except teachers)	Teachers
2014/15 - Quarter 4	9.40	10.14	6.86
2013/14 - Quarter 4	9.14	9.81	7.10

Annual FTE Average Days Lost	All Employees	All Employees (except teachers)	Teachers
2014/15 Outturn	9.40	10.14	6.86
2014/15 Target	8.50	9.13	6.30

1.4 Reasons for Absence

1.4.1 Appendix 3 Illustrates that:

- The most occasions of sickness absence across the City Council in April 2014 – March 2015 is Infections, Colds and Flu accounting for 3,979 occasions. The amount of time lost through Infections, Colds and Flu was 9551.47 days.
- The amount of time lost through Stress, Depression, and Anxiety was 17,734.52 days, making it the highest cause of time lost. However, it is not possible to differentiate between personal stress and work related stress.
- The second, third and fourth most prevalent reasons for time lost due to sickness absence were Other Musculo-Skeletal Problems (15,995.34 days); Infections, Colds and Flu (9,551.47 days) and Stomach, Liver and Gastroenteritis (9,537.96 days).

1.4.2 A comparison of year on year figures across the authority reveals that:

- 2008/2009 out turn was **11.44** (average sick days lost per full time equivalent employee).
- 2009/2010 out turn was **10.37** days (average sick days lost per full time equivalent employee).
- 2010/2011 out turn was **10.34** days (average sick days lost per full time equivalent employee).
- 2011/2012 out turn was **9.13** days (average sick days lost per full time equivalent employee).
- 2012/2013 out turn was **9.53** days (average sick days lost per full time equivalent employee).
- 2013/2014 out turn was **9.14** days (average sick days lost per full time equivalent employee).
- 2014/2015 out turn was **9.40** days (average sick days lost per full time equivalent employee).

1.4.3 When comparing 2014/15 out turn with last years in the same period (2013/14), it reveals that:-

- Decrease in the number of the occurrences of absence by **200** based on comparison with the same period last year.
- Decrease in the total days lost per FTE by **1,164.17** days based on comparison with the same period last year.
- Reduction of **10,433.21** working hours' lost based on comparison with the same period last year out-turn.
- Stress has reduced by **2,777.85** days based on comparison with the same period last year.
- Muscolo-Skeletal absence has increased by **481.52** days based on comparison with the same period last year. However, there has been a reduction of the occurrences by **190** based on comparison with the same period last year.
- Infection, Colds and Flu has increased by **401.61** days with an additional of **323** occasions, based on comparison with the same period last year.
- Chest, Respiratory, Chest Infection has increased by **490.04** days with an increase in **85** occasions, based on comparison with the same period last year.

1.4.4 The data provided within Appendices 2 and 4 reflects the new Directorates and establishments (The implementation of the Resources, People and Place Directorates). Therefore, due to the change in the structures and composition of

Directorates, an accurate evaluation against last year's performance/statistics may not be directly comparable.

1.5 Frequent and Long Term Absence

1.5.1 Appendix 5 provides the breakdown between frequent and long-term absence levels during 2014/2015.

1.5.2 Appendix 6 provides a more detailed breakdown of the duration of absences.

1.6 Dismissals through Promoting Health at Work Corporate Procedure

1.6.1 During 2014 / 2015 there have been a total of **33** dismissals in accordance with the Promoting Health at Work Corporate Procedure. **14** dismissals have been due to ill health retirement and **19** dismissals have been where the City Council cannot continue to sustain the level of sickness absence.

2. Options considered and recommended proposal

2.1 Activities during Quarter 4 from the HR Health & Wellbeing Team

The HR Health & Well Being Team aims to ensure a consistent approach to sickness absence management and is responsible for providing information on sickness absence to Directorate Management Teams/Senior Managers on a monthly basis and supporting managers in the application of the Council's Promoting Health at Work procedure.

2.1.2 Directorate Management Teams review summary absence reports on a monthly basis to monitor progress and determine actions needed to address any hotspots.

2.1.3 The Health & Well Being Team undertake proactive strategies to support the authority to reduce levels of sickness absence. They include:

- Robust approach is being taken to the management of sickness absence casework with the application of a revised model, resulting in no more than 4 meetings having to take place before a decision is made about an employees continued employment.
- A monthly system to alert Assistant Directors when employees hit a sickness absence trigger point and have not been seen as part of the Promoting Health at Work Procedure.
- Training is provided to managers to support dealing with both practical and procedural issues. An ongoing programme of training is taking place across the Council as a whole. This includes receiving the absence phone call, conducting effective Return to Work Interviews, supporting Disabled Employees and understanding the rational for making Reasonable Adjustments in the work place to facilitate an employee's return to work.

- Training has allowed Managers the opportunity to refresh their knowledge and understanding of the Promoting Health at Work process.
 - The implementation of an intranet based absence toolkit '*Managing Absence - Your Guide*' along with a desk top icon for easy access. The purpose of the toolkit is to enable managers to deal with the routine "day to day" sickness absence management tasks. The toolkit contains a number of simple and easy to use guides. The toolkit also provides detailed FAQs, 'how to guides' and some straightforward 'golden rules' to help managers and links to relevant policies, procedures, checklists and scripts.
- 2.1.4 A number of service areas across the Council hold regular 'performance summits / clinics' on a monthly, quarterly or as needed basis. These incorporate both the management of sickness cases as well as areas of performance concerns, which in some cases have a direct link.
- 2.1.5 These serve as a useful mechanism to safeguard the general well-being of the organisation ensuring performance and attendance are well-managed for all parties. This guarantees absence levels remain a high priority with the aim to reduce these levels for the Council and to enable services to be cost-effectively delivered to the public.
- 2.1.6 The purpose of 'performance clinics', are to provide an opportunity for Management with the relevant Head of Service / Assistant Director, to review sickness and performance cases within a given area. This is to ensure cases are being addressed in a timely manner and are being robustly, consistently, fairly and appropriately managed through the application of the Promoting Health at Work process and other relevant processes.
- 2.1.7 The clinics provide an opportunity for Managers to share good practice and experience in managing absence levels, as well as to gain further advice, support and updates on changes to procedure and support the Council can provide to its employees and Managers, from their Lead HR Representative, HR Health & Wellbeing Team and HR Representative Performance Team.
- 2.1.8 One of the particular key benefits of performance clinics has been to identify hotspot areas, or key issues/reasons for absence within service areas. This enables the advice, support and resources to be tailored to ensure these issues are addressed and managed and that our employees are appropriately supported. This has proved to be very useful in making a positive impact in the working environments and on attendance levels.
- 2.1.9 At the request of the Cabinet Member I can confirm that there is no outstanding casework from absence triggers generated from Quarter 4.

2.2 Be Healthy Be Well Initiative

- 2.2.1 The Be Healthy Be Well initiative is joint project between the HR Health & Well Being Team and Occupational Health & Counselling Support Team which was

launched in January 2012. The primary aim of the initiative is to act as central source of information and encourage Council employees to get Fit and Healthy.

2.2.2 The initiative has delivered the following events in Quarter 4:

- Provision of free taster sessions of squash, tennis and the Gym for Council employees through Coventry and North Warwickshire Sports Club.
- Continuation and promotion of the volunteer workplace Health Champions Scheme.
- Try the CC4 stair challenge - Workplace Health Champion Robert Houghton ran a pilot local workplace health event during March for people who occasionally use the stairs at CC4 from the ground floor to the 9th floor, which is 180 steps.
- 10 minutes to change your life - free 10 minutes to change your life guides by The British Heart Foundation each containing a week-long challenge to help individuals get started.
- Free guided Relaxation for Panic Attacks and Anxiety Management using Cognitive Behavioural Therapy (CBT).
- Continuation of a support group for employees who have relatives with mental health. The purpose of this group is for individuals to meet up with others to share their thoughts and experiences and to support their own wellbeing.
- Continuation of the Smoking Cessation 12-week course to assist employees to give up smoking.
- Continuation of the Body Beautiful Workshops.
- A Cook and Eat Well session gave Council staff tips on how to have a healthy diet.
- Council staff who live across the border in Warwickshire were invited to get some tips from The Master Gardeners scheme run at Ryton Organic Gardens to help people across Warwickshire to get back out in their garden and start growing their own fruit and vegetables.
- DEN (Disabled Employee Network) – Promotion around raising awareness of effective communication with individuals who have disabilities and a Reasonable Adjustment process and support event.
- Running – The Magic Mile in Longford Park every 3rd Sunday of the month and the ‘Couch to 5K programme’, which can turn a couch potato into a successful five kilometre runner over the course of nine weeks.
- Continuation of the Challenge Martin Table tennis sessions.

- Tennis Easter Holiday camps run at Warwick University.
- Cycling - Cycle Coventry ran a Cycle Safari. There was also a family-led ride with bike ride to Wyken Slough Pond and with 'BikeRight' and Warwickshire Wildlife Trust.
- Continuation with publication of the very popular & informative monthly Be Healthy Be Well newsletter to all employees.
- Continuation of the intranet page to advise and advertise promotion events for City Council employees.

2.3 Activities during Quarter 4 from the Occupational Health Team

- We now have 50 enthusiastic employees as Workplace Health Champions in the work place who continue to help promote health and wellbeing in the workplace and motivate and empower employees to enjoy healthier lives.
- From the 64 Musculoskeletal cases closed in Quarter 4, 73% displayed a significant improvement in pain. This demonstrates a positive impact on musculoskeletal problems within the organisation, linked to a reduction in sickness absence.
- The Peoples Directorate 'Keeping Well at Work Pilot' continues to provide a fast-care Musculoskeletal (MSK) Service at Faseman House.
- The Fast Care Musculoskeletal Clinics for City Services. They have been evaluated and found to be effective in reducing the impact of musculoskeletal-related ill health.
- Macmillan Programme is on-going, working in partnership with the Macmillan Project Board to better support employees with cancer and employees supporting others with cancer through the Cancer Buddy Scheme. A resource package is available for all employees to access on the intranet.
- 'Body Beautiful' 3 Week Challenges took place in January and February 2015. Each week dealt with a different subject covering stress, healthy diet, exercise, coping with change and learning how to relax. 9 people attended the hour long sessions and took up the challenge, 5 stated it had helped them make a lifestyle improvement.
- The Occupational Health and Counselling Service are working in conjunction with Mind (the leading mental health charity in England and Wales), to provide training for managers on how to identify and work towards developing positive mental wellbeing in employees.
- The training will help managers create an open and supportive working environment so they will be better equipped to promote employee wellbeing. It will raise manager's awareness to the internal support that is available to help them support an employee experiencing mental health issues and will ensure line

managers are equipped and competent in dealing with employees experiencing mental health issues.

- NHS Health Checks were commenced January – March 2015. 138 were carried out by the Health Promotion Nurses as part of the Occupational Health & Counselling Service Wellbeing Programme. NHS Health checks are aimed at individuals between 40 and 75 years of age who are registered with a Coventry GP. 100 were identified as having previously unidentified health problems, enabling interventions to take place before the onset of serious long term ill health, helping to reduce lifestyle related absence.
- Be Healthy Be Well Programme; supporting both the sickness absence and Public Health agenda. The average number of newsletter readers per month is 1338, not including the number of readers that do not access the newsletter through Beacon.

2.4 Targets 2015 / 2016

Detailed below are the targets 2015 / 2016.

Directorate	Target 2015 / 2016
Chief Executive	5.0
People	9.5
People Teachers	6.3
People School Support	9.0
Place	10.4
Resources	7.5
Coventry City Council	8.5

2.5 Comparison Information

Coventry City Council has collected sickness out turn data for 2014/15 for the other West Midlands Metropolitan Authorities.

West Midlands Metropolitan Authority	Days Lost per FTE
Wolverhampton	8.91 **
Walsall	9.60 **
Coventry	9.40
Solihull	10.17
Dudley	10.26
Birmingham	10.46**

**** Outturn does not include absence for schools.**

3. Results of consultation undertaken

No consultation has been undertaken.

4. Timetable for implementing this decision

None.

5. Comments from Executive Director of Resources

5.1 Financial implications

Sickness absence impacts on the ability of the Council to deliver its services with replacement cover required in many service areas at an additional cost to the Council.

5.2 Legal implications

There are no legal implications resulting from this report.

6. Other implications

There are no other specific implications.

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard)/organisational blueprint/LAA (or Coventry SCS)?

Sickness absence is one of the Council's corporate plan targets and performance is reported to Cabinet Member (Strategic Finance & Resources) on a quarterly basis with the final quarter containing the out turn report.

6.2 How is risk being managed?

The Promoting Health at Work strategy will require further development to examine more intensively issues such as working conditions, accidents, work related ill health, and industrial injuries in addition to managing absence. This will involve liaison with colleagues in the area of safety management and Occupational Health, and will also include analysis of sickness data to identify the relationship between specific causes of absence and occupational groups.

6.3 What is the impact on the organisation?

Human Resources

The HR Health and Wellbeing team and the Occupational Health and Counselling Service, support absence management across the whole City Council. The teams support managers to deal with sickness promptly and consistently within all directorates.

Information and Communication Technology

Improvements will continue to be made to the reporting process through Resource link management information to improve accuracy and detail of information in relation to all absences.

Trade Union Consultation

Consultation with the trade unions is ongoing. The trade unions are kept up to date on the latest absence figures and are actively involved in casework regarding sickness absence management.

6.4 Equalities/EIA

The application of the sickness absence management processes are continually reviewed to ensure compliance with the Council's duty under Section 149 of the Equality Act 2010. No equality impact assessment has been carried out as the recommendations do not constitute a change in service or policy.

6.5 Implications for (or impact on) the environment

None.

6.6 Implications for partner organisations?

None.

Report author(s):**Name and job title:**

Jaz Bilen, HR Business Partner

Directorate:

Resources

Tel and email contact:

024 7683 1054

jasbir.bilen@coventry.gov.uk

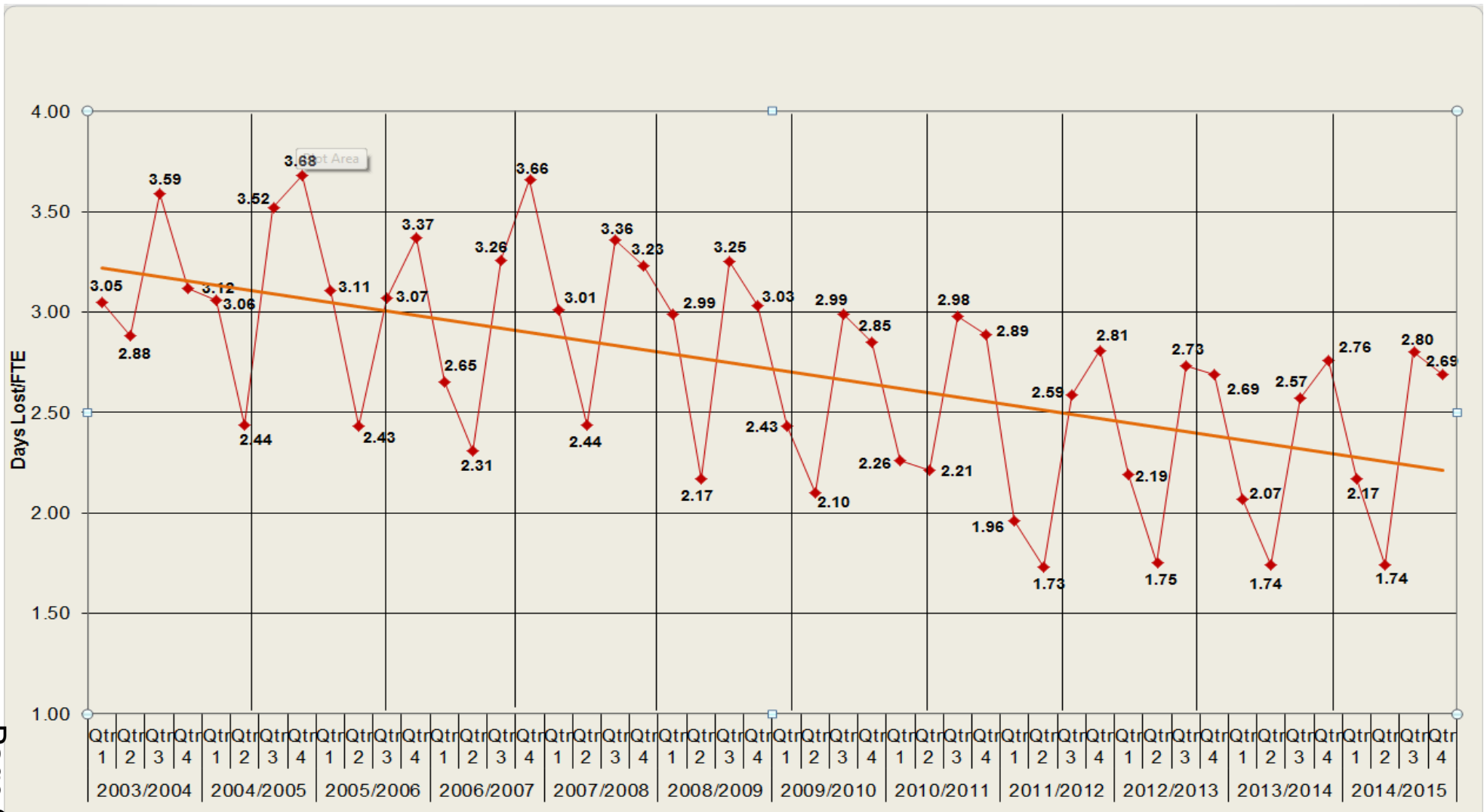
Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Kerry Crook	Human Resources Advisor	Resources	05/05/15	19/05/15
Angie White	Occupational Health & Safety Manager	Resources	05/05/15	19/05/15
Louise Hughes	Senior Accountant	Resources	05/05/15	19/05/15
Usha Patel	Governance Services Officer	Resources	22/06/15	22/06/15
Names of approvers: (officers and members)				
Shokat Lal	Assistant Director	Resources	28/05/15	01/06/15
Julie Newman	Children & Adult Legal Service Manager	Resources	28/05/15	29/05/15
Councillor Gannon	Cabinet Member	Coventry City Council	22/06/15	22/06/15
Chris West	Executive Director	Resources	28/05/15	01/06/15

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Coventry City Council
Days Lost per FTE
2003 - 2015



Corporate / Directorate Comparisons against Target**Coventry City Council**

2014/2015	2013/2014	Annual Target 2014/2015
9.40	9.14	8.5

This demonstrates an increase of 0.26 days per FTE compared to 2013/14.

Chief Executive's Directorate

2014/2015	2013/2014	Annual Target 2014/2015
2.38	5.09	5.0

This demonstrates a reduction of 2.71 days per FTE compared to 2013/14.

Place Directorate

2014/2015	2013/2014	Annual Target 2014/2015
10.49	11.25	10.4

This demonstrates a decrease of 0.76 days per FTE compared to 2013/14.

People Directorate

2014/2015	2013/2014	Annual Target 2014/2015
10.60	10.25	9.5

This demonstrates an increase of 0.35 days per FTE compared to 2013/14.

Teachers in Schools

2014/2015	2013/2014	Annual Target 2014/2015
6.86	7.10	6.3

This demonstrates a reduction of 0.24 days per FTE compared to 2013/14.

Support Staff in Schools

2014/2015	2013/2014	Annual Target 2014/2015
9.92	9.36	9.0

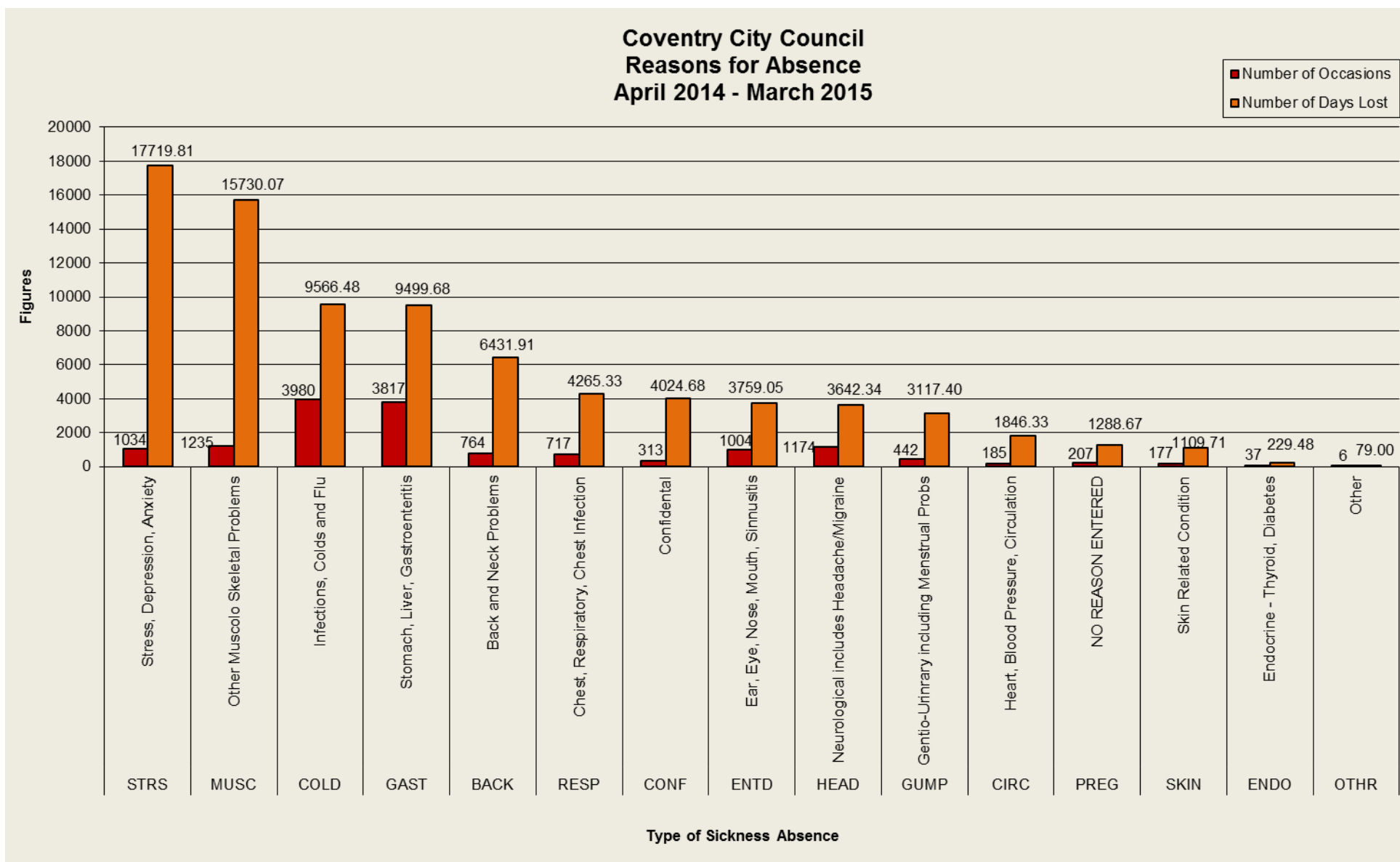
This demonstrates an increase of 0.56 days per FTE compared to 2013/14.

Resources Directorate

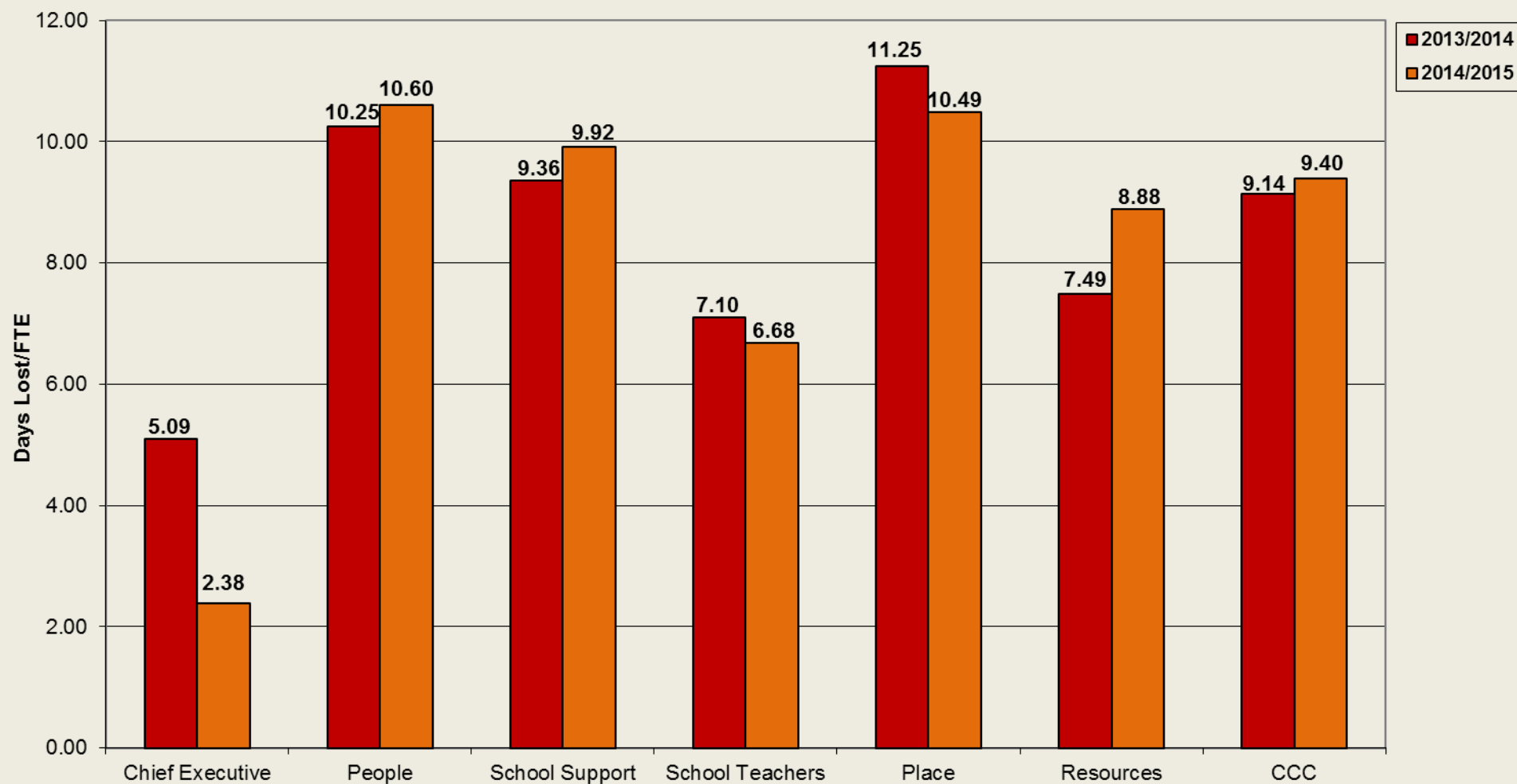
2014/2015	2013/2014	Annual Target 2014/2015
8.88	7.49	7.5

This demonstrates an increase of 1.39 days per FTE compared to 2013/14.

Due to the change in the structures and composition of Directorates, an accurate evaluation against last year's performance / statistics is not always directly comparable.



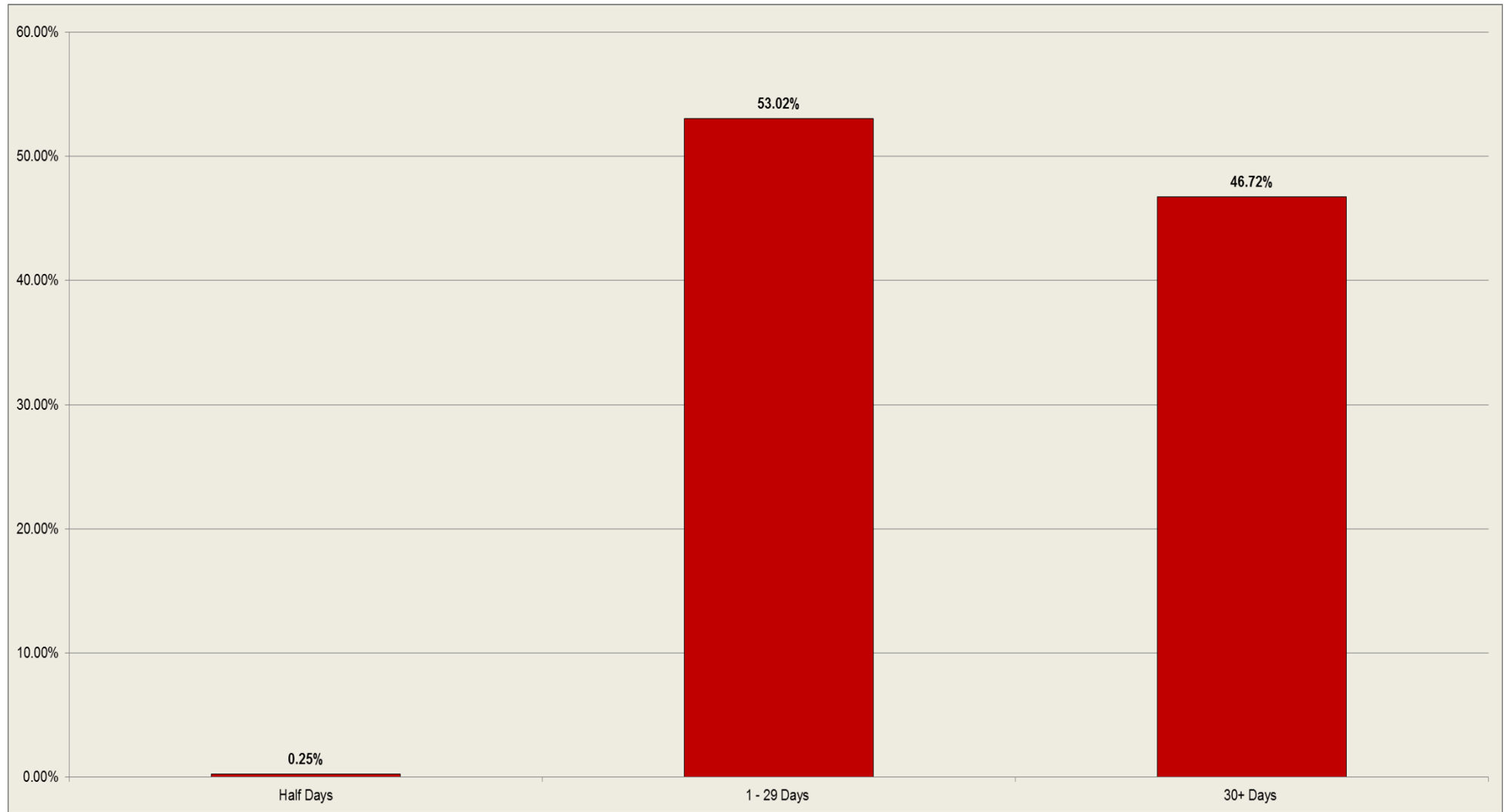
2013/2014 vs. 2014/2015
Days Lost Per FTE



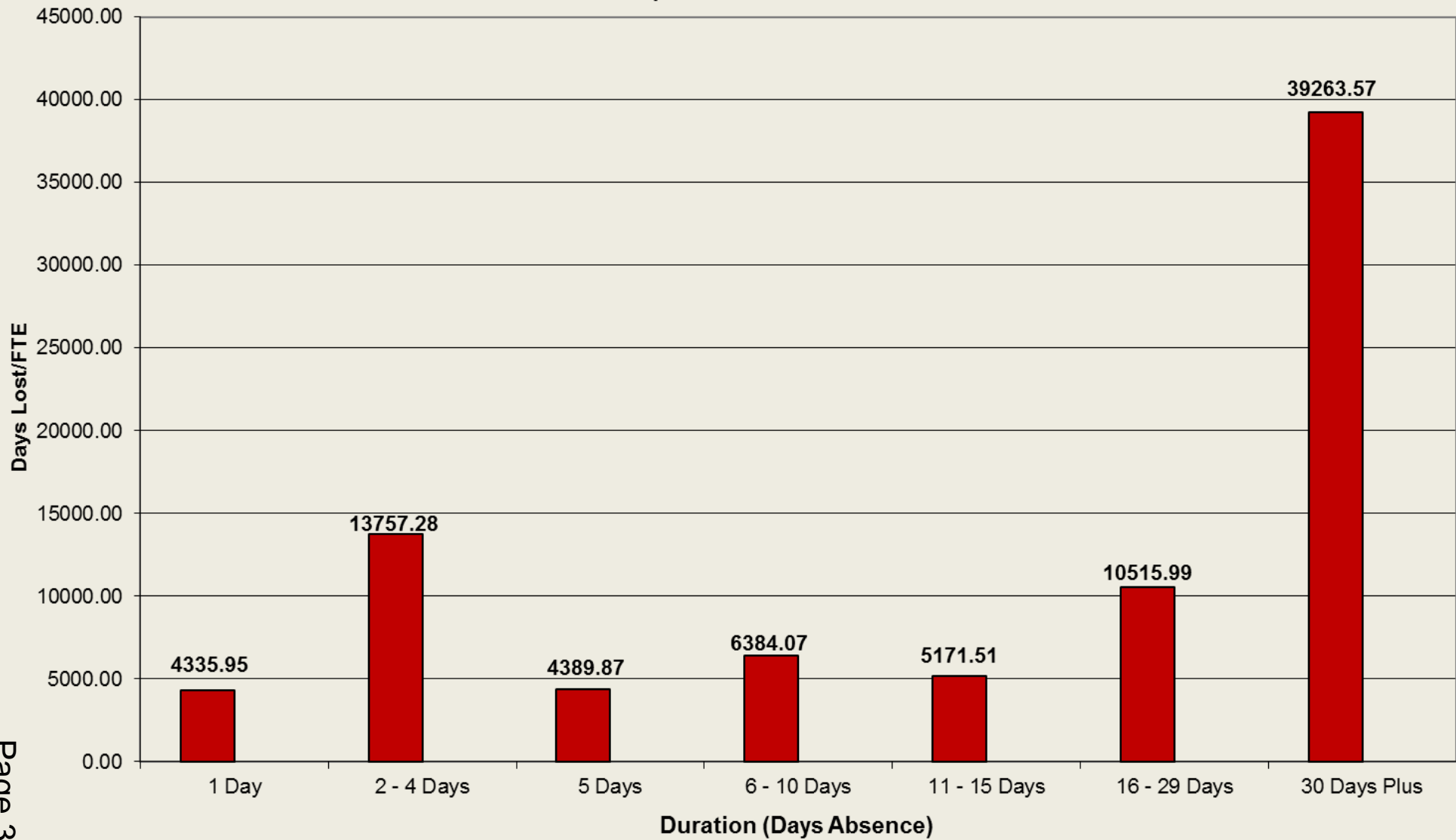
Coventry City Council
April 2014 – March 2015
Sickness Absence – Percentage Breakdown

Appendix 5

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Coventry City Council
Spread of Sickness Absence
April 2014 - March 2015



OCCUPATIONAL HEALTH
Promoting Health at Work Statistics
1st April 2014 – 31st March 2015

Activity	April-June 2014	July-September 2014	October-December 2014	January-March 2015	Total for Year
Pre-Employment health assessments	227	279	191	137	820
January – March 2015 From the pre-employment assessments, 28 required additional advice and guidance to be given to the employing manager. 19% of pre-employment forms were processed within 3 working days 100% clearance slips were returned to the Recruitment Team/School within 3 working days					
Sickness absence health assessments and reviews	472	443	361	331	1607
Ill health conditions reported/investigated as work related	72	58	35	64	229
Work Place assessments carried out	6	6	1	0	13
Case conferences carried out	7	2	2	3	14
Vaccinations	36	11	695	16	758
January – March 2015 Ill health condition reported as work related (breakdown): 45 musculoskeletal; 5 mental health/depression; 14 stress related. Referrals to support services, work place assessments and case conferences were part of the health management plan. Advice on workplace adjustments, medical redeployment and ill health retirement were also given. 100% of employee ill health referral forms processed within 3 working days 43% reports sent to HR/schools within 3 working days					
Vision screening and other surveillance procedures	96	65	116	71	348
January – March 2015 From the 71 screenings which took place 38 required additional intervention to prevent a deterioration in health and maintain the employee in work.					
Healthy Lifestyles screens and follow up appointments	129	142	114	163	548
January – March 2015 From the initial healthy lifestyle screens, 42 were identified as having previously unidentified health problems, and required follow up appointments at the OHU and referrals to their GP.					
Self referrals	7	8	6	4	25

The above figures do not include income generation work for contracts, advice, support and guidance, telephone enquiries, health education training, developing policies, quality standards and guidance notes, etc., in support of the Managing Health at Work process.

COUNSELLING SERVICE
Promoting Health at Work Statistics
1st April 2014 to 31st March 2015

Appendix 8

Activity	Apr – Jun 2014	Jul – Sep 2014	Oct – Dec 2014	Jan – Mar 2015	Total for Year
New referrals for counselling	148	133	153	142	580
Counselling sessions	648	637	580	591	2456
The table below provides a breakdown of reasons for referral					
Anxiety Management group attendance including CBT	4	3	3	3	13
Numbers trained in managing mental health, stress and interpersonal issues in the workplace	58	17	16	14	105
Stress Risk Assessments (number of employees involved)	110	44	211	795	1160
Service evaluation					
Number of employees completing questionnaire	56	23	69	38	186
Counselling helped avoid time off work (not on sick leave)	43	15	39	29	126
Counselling helped early return to work (on sick leave when counselling started)	8	7	21	9	45
Did not affect sickness absence	5	1	90	0	15

The above figures do not include advice, support and guidance, telephone enquiries, health education training, developing policies, quality standards and guidance notes, etc., in support of the Managing Health at Work process.

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Public report Cabinet Member Report

Cabinet Member for Strategic Finance and Resources

13 July 2015

Name of Cabinet Member:

Cabinet Member for Strategic Finance and Resources – Councillor Gannon

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

None

Title:

Foster Friendly Employers Scheme

Is this a key decision?

No

Executive Summary:

The purpose of this report is to provide information and proposals to support the recommendations made by the Education and Children's Services Scrutiny Board (2) for Coventry City Council to become a Foster Friendly Employer.

Recommendations:

The Cabinet Member for Strategic Finance and Resources is asked to:

- Approve the introduction of leave entitlement for foster carers
- Support the promotion of the Foster Friendly Employer Scheme to other local employers.

List of Appendices included:

None

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No.

Report Title:

Foster Friendly Employer Scheme

1. Context (or background)

- 1.1 To support the on-going recruitment and retention of Foster Carers, who are employees of Coventry City Council, recommendations were made by the Education and Children's Services Scrutiny Board (2) Task and Finish Group on Fostering to the Education and Children's Services Scrutiny Board (2) on 26th March 2015. The recommendations were for Coventry City Council to become a Foster Friendly Employer ensuring that this is in addition to other family friendly policies that the Council may have.

2. Options considered and recommended proposal

- 2.1 Foster Friendly Employers is the Fostering Network scheme, designed to support and recognise employers who support fostering. Companies such as Asda, Boots, Tesco, Sainsbury's, O2, the Department for Education, the LGA, and a number of Local Authorities are some of the organisations that have been recognised as Foster Friendly Employers. These organisations provide a range of entitlements. Some only during the application and assessment stage to become a foster carer, and others also provide leave following approval.
- 2.2 Cumbrian County Council introduced the scheme 'Become a Foster Friendly Employer' which gives local businesses the opportunity to support the Council's work to recruit more foster carers, by making some simple changes such as, recognising the needs of foster carers in employment policies and helping to celebrate fostering and foster carers. In recognition of the support the Council raises the profile of businesses committed to Cumbria's vulnerable children through their media partner at events and in council publications.
- 2.3 Foster Carers are not automatically entitled to as many of the family friendly rights that biological or adoptive parents enjoy. Although there is no legal obligation to do so, it is open to an employer to grant foster carers a short period of leave to enable them to attend training, meetings or for settling the child into his or her new environment.
- 2.4 Coventry City Council's Flexible Working Policy provides the opportunity for all employees, with 26 weeks continuous service, to manage their work life balance by requesting a change in their working hours. The Council's Compassionate Leave and Emergency Time off for Dependents Policy applies to foster carers and provides unpaid leave to respond to certain unexpected or sudden emergencies in relation to a dependant.
- 2.5 There are currently four employees within Coventry City Council who are established foster carers. It would be difficult to anticipate if this will increase and over what period of time.

2.6 To provide an incentive to recruit and retain foster carers it is recommended to;

- introduce an entitlement of up to five days leave for employees applying to become an approved foster carer for Coventry, and three days leave for employees who currently foster for Coventry. This will enable them to attend meetings and training.
- to promote, through the Family Placement Service, the Foster Friendly Employer Scheme to other local employers.

3. Results of consultation undertaken

None

4. Timetable for implementing this decision

It is planned to introduce the new entitlement from 20th July 2015.

5. Comments from Director of Finance and Legal Services

5.1 Financial Implications

If 3 days leave entitlement is provided to foster carers who currently work for Coventry City Council this would represent a salary cost equivalent of c£1,600. This would, not represent an additional cash-cost to the Council but would result in reduced productivity.

It is difficult to anticipate if adopting the Foster Friendly Employers Scheme will result in an increase in the number of foster carers, who are also employees of Coventry City Council. However, any future lost productivity is very unlikely to ever reach a cost that is significant in comparison with the overall City Council budget and these costs would anyway be far outweighed by the potential gains in terms of the reduced costs within the Council's looked after children budgets. This will be monitored over the long term.

5.2 Legal Implications

There are no legal implications.

6. Other Implications

6.1 How will this contribute to the achievement of the Council's key objectives/ corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

The recruitment and retention of foster carers contributes towards the Council's priority to improve the quality of life for Coventry people by helping to protect and support the most vulnerable.

- 6.2 **What is the impact on the organisation?**
To support the on-going recruitment and retention of foster carers within Coventry.
- 6.3 **Equalities EIA?**
This recognises the needs of staff members who foster for Coventry and enables them to balance their work and caring responsibilities.
- 6.4 **Impact on the environment?**
None
- 6.5 **Implications for partner organisations?**
None

Report author(s): Karen Mihajlovic

Name and job title: Senior HR Advisor

Directorate: Resources

Tel and email contact: 02476 831696 karen.mihajlovic@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
<u>Usha Patel</u>	Governance Services Officer	Resources	22.06.2015	22.06.2015
Names of approvers for submission: (officers and members)				
Finance: Paul Jennings	Finance Manager	Finance & legal	22.06.2015	22.06.2015
Legal: Gill Carter	Senior Solicitor	Finance & legal	22.06.2015	23.06.2015
Assistant Director: Shokat Lal	Assistant Director - HR and Workforce Services		23.06.2015	24.06.2015

Members: Cllr Gannon	Cabinet Member for Strategic Finance and Resources		22.06.2015	22.06.2015
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Public report Cabinet Member Report

Cabinet Member for Strategic Finance and Resources
Council

13 July, 2015
14 July, 2015

Director Approving Submission of the report:
Executive Director, Resources

Ward(s) affected:
None

Title:
Annual Report, Final Hospitality Statement and Charity Appeal for the Mayoralty of
Councillor Hazel Noonan 2014/2015

Is this a key decision?
No

Executive Summary:

This is the end of year hospitality budget report for the Mayoral Year of Councillor Hazel Noonan 2014/2015. The report updates the Cabinet Member on how the budget was allocated during the Mayoral Year. The total spent was £59,684.72; this was £5,911.28 less than the budget and this balance was returned to corporate reserves.

Recommendations:

1. (i) approve the contents of Appendix 1 which sets out detailed expenditure of £59,684.69 against the hospitality budget
(ii) note the final sum of £15,652 raised for the Lord Mayor's Charity Appeal
(iii) refer the report to the City Council on 14th July 2015 for their consideration.
2. That the City Council consider and note the Annual Report of the Lord Mayoralty of Councillor Hazel Noonan 2014/2015.

List of Appendices included:

Appendix 1 - the Lord Mayor's Annual Report 2014/15

Appendix 2 - Hospitality Budget for Mayoral Year 2014/15 – Councillor Hazel Noonan

Other useful background papers:
None

Has it been or will it be considered by Scrutiny?
No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?
No

Will this report go to Council?
Yes

Report title:

1. Context (or background)

- 1.1 The annual Hospitality budget for the Mayoral Year was £65,596. This report provides detail of the expenditure against the budget for the year which totalled £59,684.72. The Lord Mayor's Office also managed the HMS Diamond Freedom Parade which costs £16,250.03. This was funded by corporate reserves.
- 1.2 The Lord Mayor's Annual Report is attached at Appendix 1 and provides the background to the civic engagements which were undertaken to meet a range of priorities from community engagement to international events.

2. Options considered and recommended proposal

- 2.1 The Cabinet Member is recommended to approve Appendix 2 of the report which sets out how the hospitality budget was spent, including the return of £5,911.28 to corporate reserves.
- 2.2 The Cabinet Member is also recommended to note the total of £15,627 raised for the Lord Mayor's Charity Appeal. This year's beneficiaries were Grapevine, UHCW Charity Trust and The ABF The Soldiers' Charity.
- 2.3 Expenditure against the hospitality budget is carefully monitored throughout the year to ensure that activities undertaken support the aims of the Lord Mayoralty and the City Council and stays within budget.

3. Results of consultation undertaken

- 3.1 No consultation is required.

4. Timetable for implementing this decision

- 4.1 The 2015/15 Mayoral year is now complete.

5. Comments from Executive Director, Resources

- 5.1 Financial implications
There are no financial implications arising from this report. Expenditure of £59,684.72 against the budget for the year of £65,596 ensured that the balance of £5,911.28 was returned to corporate reserves. One off costs of £16,250.03 associated with the HMS Diamond Freedom Parade which costs were funded by corporate reserves.
- 5.2 Legal implications
There are no legal implications arising from this report.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

The Lord Mayor's Hospitality Budget is spent to reflect the Lord Mayor's Mission Statement as outlined in the Council's Constitution which aligns itself to the Council's core aims and objectives.

6.2 How is risk being managed?

No significant risks are associated with the budget management. Health and Safety issues are considered for all events with the more significant events being monitored by the Council's Safety Events Group.

6.3 What is the impact on the organisation?

No impact, the events are managed by the Lord Mayor's office.

6.4 Equalities / EIA

An Equality Impact Assessment for the Lord Mayor's Office was last undertaken in February 2012 to ensure the Mayoralty promotes equality across the city and the recommendations in this report do not constitute a change in service or policy.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s):**Name and job title:**

Jane Barlow, Principal Private Secretary to the Lord Mayoralty

Directorate:

Resources

Tel and email contact:

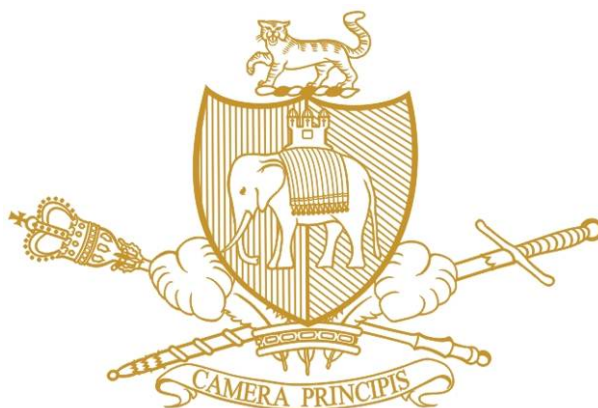
024 7683 3047 jane.barlow@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Adrian West	Members and Elections Team Manager	Resources	22/06/2015	22/6/2015
Usha Patel	Governance Services Officer	Resources	22/06/2015	22/06/2015
Names of approvers for submission: (officers and members)				
Finance: Melanie Thornton	Accountant	Resources	22/06/2015	24/06/2015
Legal: Helen Lynch	Legal Services Manager (Place & Regulatory)	Resources	22/06/2015	22/06/2015
Director: Chris West	Executive Director		22/06/2015	22/06/2015
Members: Cllr Gannon	Cabinet Member		22/06/2015	22/06/2015
Cllr Townshend	Cabinet Member		22/06/2015	25/06/2015
Cllr Hazel Noonan	Former Lord Mayor		22/06/2015	23/06/2015

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Lord Mayor's Annual Report

Councillor Hazel Noonan

Lord Mayor of the
City of Coventry

June 2014 – May 2015

Introduction

I became the first female Lord Mayor of the City of Coventry since 2001 at the Council's Annual Meeting 2014 after first being elected in 2000 to represent Cheylesmore Ward.

The year proved to be full of challenges, yet exciting times. In this respect, the Lord Mayor's office was no exception to the many other sections within the Council to deliver the best possible results for the citizens of the city. However, with better use of limited resources, together with improved focus maximising trade and commerce opportunities, the Lord Mayor's office has assisted to deliver a number of the Council's visions and priorities for the next 10 years.



In presenting this annual report, it is difficult to determine what to mention and what to leave out – there have been so many highlights. As you read through this annual report hopefully you will gain the sense of pride that was sensed as I undertook this prestigious role.

I would like to thank the Civic Office and all of those City Council staff who have assisted in helping achieve my objectives throughout the civic year and making it such an enjoyable success.

I conclude by thanking the people of Coventry for giving me the opportunity of being their First Citizen.

A handwritten signature in black ink, reading 'H. Noonan'.

Councillor Hazel Noonan
Lord Mayor of the City of Coventry 2014-15

Promoting the City

The civic office works very closely with a number of partner organisations to promote the city. Synchronising economic development activity with the Business and Investment Team, business and economic prospects were maximised throughout the year. With this new way of working, there was a 22% increase from the previous year on how the Hospitality Budget was spent supporting promotional and investment opportunities for the city.



Launch of Da Vinci's Surgical Robot
January 2015



State Bank of India Conference
April 2015



Official Opening of De Tank UK Headquarters
February 2015



Visit of the Latvian Ambassador
April 2014



Queens Award for Enterprise to Jaguar Land Rover
June 2014

Engagement with Communities

Celebrating success and achievements with local people from all communities has proved to be most inspirational. Our citizens are incredibly committed to their various causes, sometimes crossing borders of gender, race, sexuality, economic background and educational excellence. Despite these there is a common thread to improve and support the city, or their career, their business, their education, their livelihood or the voluntary organisation to which they belong. During our year we have hosted and attended some significant community events.



40th Anniversary of the Ring Road/Sky Ride Event – September 2014



Guide Dogs for the Blind Awareness Day September 2014



Freemen of the City Admission's ceremony – Oct 2014



Vaisakhi Nagar Keertan at GNP Gurdwara April 2015



Visit of 26th City of Coventry Brownies May 2015



Armed Forces Day – June 2014

Embracing city-wide Success



Visit of HRH The Duke of Cambridge
– July 2014



Freedom of the City to HMS Diamond
– October 2014



Coventry Award of Merit Presentation
– February 2015

WWI Commemorations and Royal Visit by HRH The Duke of Cambridge

To launch the Centenary Fields programme, a new UK wide initiative aimed at securing recreational spaces in perpetuity in honour of the millions of people who lost their lives in World War I, the city was honoured to welcome His Royal Highness to unveil Coventry's War Memorial Park as the first Centenary Field in the UK.

Freedom of the City to HMS Diamond

The Ship's company of HMS Diamond paraded through the City Centre when the title of Freedom of the City was conferred upon them.

A ceremonial event enjoyed by the whole city.

The Coventry Award of Merit

This was presented to seven recipients to highlight the efforts of local people in raising the profile and reputation of the City.

Held in St Mary's Guildhall I was delighted to present the Award to the following recipients:

David Burbidge OBE DL
Councillor Ann Lucas OBE
Ms Betty McGlinchey
Mr Ratan N Tata GBE and
Jaguar Land Rover
Councillor Ken Taylor OBE
The Most Reverend and Rt Hon
Justin Welby,
Archbishop of Canterbury

Lord Mayor's Cadets 2014-2015

It was an honour to have three Lord Mayor's Cadets support me throughout the Mayoral Year, particularly on Armed Forces Day (June 2014) and Remembrance Sunday (November 2014). The highlight of their year was meeting the HRH Duke of Cambridge at the WWI Centenary Fields Event in the War Memorial Park (July 2014)



Lord Mayor's Cadets 2014/2015

Sergeant Victoria Roberts, Army Cadet Force
Flight Sergeant Bradley Simpson, Air Training Corp
Leading Cadet Emily Smith, Coventry Sea Cadet

Lord Mayor's Charity Appeal

Lord Mayor's Charity Appeal during 2014/2015 raised a total sum of **£15,627**

The beneficiaries were:

- Grapevine, a Coventry based charity who offer support and run projects to help adults with learning difficulties to lead active and meaningful lives;
- UHCW Charity Trust are raising money to build a new breast screening centre in the heart of Coventry; and
- The ABF The Soldiers' Charity who offer help and support to families of ex-servicemen & women in the Coventry area.

International Relations

I have welcomed a number of inward delegations from a variety of worldwide destinations. There have also been key economic visits by the Ambassadors for Poland, Romania, Serbia, Latvia together with high profile Chinese delegations into the city.

In terms of outward exchanges, I have visited 3 twin cities – Kiel in Germany, Volgograd in Russia, Dresden in Germany as well as a trade mission to India.

Visit to Kiel in June 2014 – The Coventry delegation was invited to attend and participate in the International City Forum on youth unemployment, which coincides with the official opening of Kieler Woche 2014. A paper was prepared and presented by the Economy and Jobs Manager, Rebecca Young from the Place Directorate on the 2014 theme “Unemployment amongst young people and a shortage of skilled workers - strategies and approaches for the integration of young people into the labour market”.

Visit to Volgograd in October 2014 – 2014 marked the 70th anniversary of Coventry and Volgograd forming a bond of friendship as twinned cities. Whilst this bond of friendship was established during the Second World War and in particular at the beginning of the siege of Stalingrad it has endured throughout the last 70 years despite the difficulties of the cold war. With this and similar experiences in mind the United Nations (UN) in 2013 designated the 31st October each year as World Cities Day, with the initial day being the 31st October 2014. Volgograd hosted the 1st World Cities day conference “Political Solutions and Sustainable Territorial Development” where I attended and delivered an address.



As part of the 2018 European Football championship, Volgograd are likely to be host city and are currently preparing a new stadium and regenerating the surrounding area including a park. Sections of this park will be dedicated to Volgograd's twin cities and will represent each country. It is hoped that a plot in the park will be dedicated to Coventry – see above.

Visit to Dresden in February 2015 – The Lord Mayor and Consort were invited by the Mayor of Dresden, together with HRH The Duke of Kent, the Archbishop of Canterbury, the Bishop of Coventry, Dean of Coventry Cathedral and a 12 strong congregation of 'Friends of Coventry Cathedral' to represent the UK and the City of Coventry at a number of ceremonial events as part of the 70th anniversary of the destruction of Dresden.



Leading the Service of Commemoration with a message of Peace from Coventry.



The Lord Mayor and Consort light candles 'In Remembrance'

Visit to India – February 2015

The Council has identified India as a key region for establishing strategic international trade and investment opportunities. Together with Cabinet Member (Business, Enterprise and Employment) travelled to Delhi and North West India in an attempt to increase trade links within the region. This was working in conjunction with the UKTI with companies joining the delegation.

The visit included attendance at the new international automotive trade show.

Meetings in Chandigarh took place with Punjab and Haryanas State Governments.



Time apportionment of civic duties

The Mayoral Year 2014/2015 was only 49 weeks due to the Municipal calendar. During this time a total of 514 Civic Engagements were undertaken as per the chart below. As you can see, the time has been predominantly spent in the community with local people supporting local initiatives, the main theme of my Mayoral Year.

Key to the Chart Descriptions

Promoting – Launching and promoting Council or business initiatives, marketing and media opportunities

Civic Circuit - Either hosting or visiting Civic Heads from neighbouring local authorities

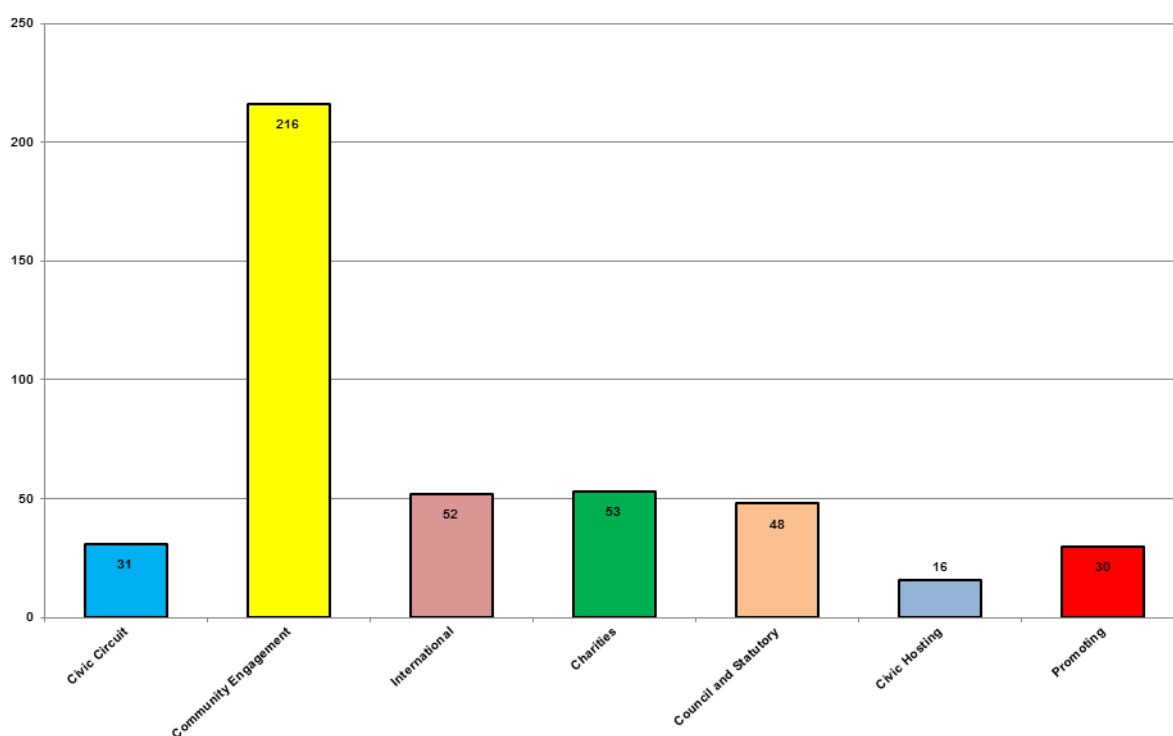
International – Hosting individuals and groups visiting the city from outside of the UK as well as twin city activities – egg visiting cities outside of the UK and supporting diverse local communities

Charities – Hosting or attending events in respect of fundraising for charity including the Lord Mayor's Charity Appeal or other charitable organisations

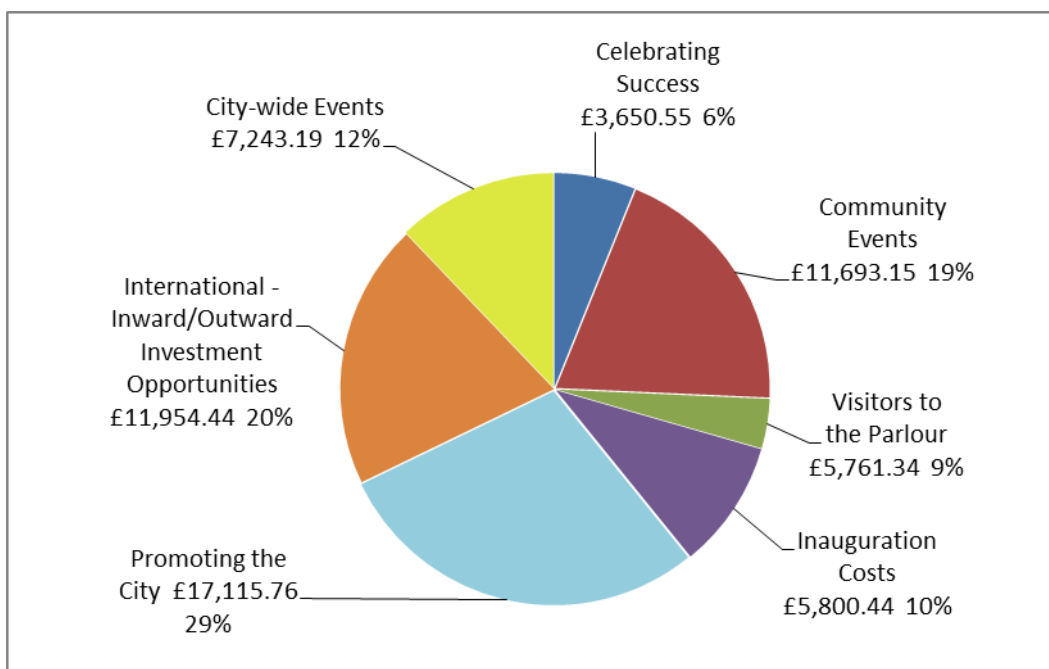
Statutory/Traditional – Statutory functions egg Full Council meetings as well as historic and traditional duties - Citizenship Ceremonies, Royal Visits, Funerals and Acts of Remembrance, Long Service Awards and Freeman of the City

Civic Hosting – offering hospitality to visitors to the Parlour or community groups (excluding international visitors)

Community Engagement - attending local events with local people – fetes, award ceremonies, church services, multi-cultural events and theatre productions



Breakdown of how the Lord Mayor's Hospitality Budget was spent during 2014/15



Total budget for Mayoral Year 2014/2015 was £65,596.

A detailed breakdown of how the budget has been spent is attached as Appendix 2.

Key to the Chart Descriptions

City-wide Events – Contribution towards major events that involve the whole city eg Armed Forces Day, WWI Centenary, Remembrance Sunday and Holocaust Memorial Day.

Celebrating Success – Hosting events to mark the achievements of individuals or groups who excel in their particular field e.g. performing arts, sports, literature, horticulture etc from within the business, community and voluntary sectors.

Community Events – Attending and supporting events of local people and their initiatives e.g. fetes, award ceremonies, charitable fundraising, church services, multi-cultural events and theatre productions.

Civic Hosting – To give civic recognition for something an individual or group has attained, completed, achieved, supported etc.

Inauguration Costs – Contribution towards the costs of the Annual Meeting of the City Council (Mayor-making ceremony) and dinner to mark the occasion.

Promoting the City – Financial contribution towards major events, conferences, concerts, dinners etc that welcomes visitors to the city. Hosted in partnership with key organisations eg Coventry Cathedral, Coventry University, University of Warwick and The Belgrade Theatre.

International Hosting and Travel – To welcome visitors to the city and costs for inward/outward delegation visits to Coventry's twin cities in support of the Council's priorities. The last 12 months has seen exchanges visits to Volgograd, trade mission to India as well as the commemorations for 70th anniversary of the bombing of Dresden.

The Lord Mayor's Office also managed the HMS Diamond Freedom Parade which cost a total of £16,250.03. This was funded by central Council resources.

Hospitality Budget for Mayoral Year 2014/15 – Councillor Hazel Noonan

This is the Hospitality budget breakdown for the Mayoral Year of Councillor Hazel Noonan 2014/2015. It updates the Cabinet Member on how the budget was spent throughout the whole Mayoral Year.

- The annual sum of the Hospitality Budget is £65,596.
- The total amount of £59,684.72 was spent at year end.
- This left a variance remaining of £5,911.28 from the overall budget which will be returned to corporate reserves.

<u>Date</u>	<u>Function</u>	<u>Number of Guests</u>	<u>Actual Cost</u>
	<u>Quarter 1</u>		
05.06.14	Contribution towards the Annual Meeting of the City Council	450	£2,500.00
06.06.14	Commencement of Mayoral Year Dinner	92	£3,300.44
11.06.14	Reception for Dresden Philharmonic Orchestra	45	£294.56
11.06.14	Contribution towards the Allotments Prizegiving and AGM	-	£213.75
25.06.14	Contribution towards the cost of Coventry Inspiration Book Awards	35	£168.50
19.06.14	Tickets for Royal Academy of Engineering Summer Exhibition	1	£66.67
20.06.14	All costs associated with Civic Visit to Kiel	3	£764.98
24.06.14	Refreshments for Good Citizen Recipient prior to Full Council	6	£18.30
28.06.14	All costs associated with Armed Forces Day Service and Parade	-	£1,868.30
15.07.14	Refreshments for Good Citizen Recipient prior to Full Council	6	£35.70
16.07.14	Afternoon Tea with the Brownies	20	£97.90
17.07.14	Afternoon Tea for WWI Planning Group	15	£57.75
30.07.14	Afternoon Tea with Charity Auction Prize Winner	8	£40.40
02.08.14	WWI Commemoration Dinner	89	£3,782.44
03.08.14	All costs associated with hosting international visitors for WWI commemoration weekend	6	£1,163.78
03.08.14	VIP Reception prior to WWI Service and Community Event	65	£974.92
	Mayoral Refreshments between 05.06.14 – 20.08.14		£82.15
	1st Quarter Budget Total		£15,430.54

	<u>Quarter 2</u>		
22.08.14	Reception for Visitors from Vannes, France	40	£152.00
24.08.14	Donations towards Coventry Festival of Motoring	-	£1,573.73
09.09.14	Refreshments for Good Citizen Recipient prior to Full Council	6	£20.70
10.09.14	Civic Reception for Shanghai Clever Football Club	98	£4,038.83
11.09.14	Visit of HMS Diamond Planning Group	7	£10.50
26.09.14	Chairman of Warwick District Council's Charity Dinner	2	£80.00
26.09.14	Visit of Kiel Shooting Club – Brunswiker Schutzen Gilde	15	£171.45
01.10.14	Refreshments for Queen's Award for Voluntary Service presentation to Phoenix Swimming Club	60	£425.00
02.10.14	Freeman of the City Admissions Court	90	£1,366.96
07.10.14	Refreshments for Good Citizen Recipient prior to Full Council	6	£22.50
09.10.14	Refreshments with a Coventry Ambassador	7	£42.00
24.10.14	Mayor of Whitnash TC Village Voices Choir Tickets	2	£15.00
29.10.14	All costs associated with Civic Visit to Volgograd	-	£1,781.28
05.11.14	Civic Reception for Winter Night Shelter Volunteers	120	£1,134.00
07.11.14	Tickets for ABF The Soldiers' Charity Curry Supper	6	£180.00
09.11.14	Remembrance Sunday Service and Parade	180	£5306.64
10.11.14	Farewell Lunch with Kiel Delegation	6	£28.80
11.11.14	Refreshments for Good Citizen Recipient prior to Full Council	6	£32.70
14.11.14	Contribution towards Peace Prize 2014 Presentation Dinner	89	£368.70
	Mayoral Refreshments between 21.08.14 - 20.11.14		£98.00
	2nd Quarter Budget Total		£16,848.79

	<u>Quarter 3</u>		
16.10.14	Financial adjustment from Quarter 2	-	£0.03
21.11.14	Civic Dinner for the Judiciary	30	£1,385.24
25.11.14	Cost of tickets for Hotel Booking Agents Association Dinner	2	£60.00
27.11.14	Civic Reception for Foster Carers	42	£610.89
29.11.14	Ticket for Chairman of Warwick DC Jazz Evening	2	£25.00
29.11.14	Tickets for Mayor of North Warwickshire Dickens Event	2	£30.00
02.12.14	Refreshments following 100% School Attendance Award	30	£24.00
04.12.14	Refreshments at Lord Mayor's Charity Christmas Gift Fair	-	£109.20
04.12.14	Afternoon Tea for GP retiring from Kenyan Medical Centre	6	£23.10
04.12.14	Chairman of Stratford TC Christmas Concert	2	£20.00
05.12.14	Refreshments for Barr's Hill Student Award Event	10	£35.00
09.12.14	Refreshments for Good Citizen Recipient prior to Full Council	6	£30.30
10.12.14	Reception for Coventry Foodbank Event	50	£195.90
16.12.14	Coventry & Warwickshire Magistrates Festive Evening	70	£271.93
17.12.14	Festive Civic Heads Dinner	120	£3,820.90
13.01.15	Refreshments for Good Citizen Recipient prior to Full Council	6	£30.30
21.01.15	Donation to International Children's Games 2015	-	£200.00
03.02.15	All costs associated with the Coventry Award of Merit 2015	106	£6,491.93
12.02.15	All costs associated with Civic visit to Dresden for 70th Anniversary of the Bombing	2	£557.36
	Mayoral Refreshments between 21.11.14 – 20.02.15		£151.30
	3rd Quarter Budget Total		£14,072.38

	<u>Quarter 4</u>		
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24.02.15	Refreshments for Good Citizen Recipient prior to Full Council	5	£23.10
04.03.15	Costs associated with Lord Mayor's Charity Concert - Warwick Fused IV	-	£1665.84
05.03.15	Afternoon Tea Refreshments for Raffle Prize Winner	3	£11.55
05.03.15	Refreshments for IRA victims' Family meeting	11	£17.60
10.03.15	Visit of Greek Orthodox Ladies Committee	15	£25.50
11.03.15	Lunch with Councillor McCarthy, Chair of Cork/Coventry Twinning Committee	10	£101.50
12.03.15	Costs associated with Primary School Debating Competition refreshments	-	£461.00
14.03.15	Mayor of Whitnash Charity Caribbean Evening	2	£20.00
14.03.15	Mayor of Warwick's Charity Luncheon	2	£70.00
17.03.15	Refreshments for Good Citizen Recipient prior to Full Council	8	£34.00
20.03.15	Donation for Coventry Cork Poets Exchange	-	£200.00
21.03.15	Mayor of Leamington Charity Concert	2	£20.00
23.03.15	Lord Mayor's Cadet Presentation Evening	20	£203.00
24.03.15	Pride of Cov & Warwickshire Runners-up Event	16	£19.20
25.03.15	Civic Dinner for Major Economic Investment	90	£5,072.02
27.03.15	Mayor of Dudley Charity Ball	2	£70.00
01.04.15	Civic Dinner for Palestinian Ambassador	65	£2,651.30
10.04.15	Chairman of Stratford DC Charity Dinner	2	£70.00
22.04.15	Refreshments for Freeman of the City Admissions Court	60	£88.00
24.04.15	Tickets for Shakespeare Reception	2	£20.00
28.04.15	Refreshments with Coventry Carers	33	£19.80
29.04.15	Lunch with Nandi County Visitors	12	£48.60
30.04.15	Refreshments for visitors from Bromyard and Coventry Freeman's Guild	12	£18.00
10.05.15	Lunch following Freeman's Sunday Service	50	£673.18
13.05.15	End of Mayoral Year Celebration inc Charity Cheque Presentation	61	£1,350.57

19.05.15	International Children's Games Presentation Evening	70	£224.00
	Mayoral Refreshments between 21.02.15 – 20.05.15		£155.25
	4th Quarter Budget Total		£13,333.01
	TOTAL BUDGET		£59,684.72

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