



HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

AGENDA

DATE:	Tuesday, 11 October 2022
TIME:	7.30 pm
VENUE:	Committee Room - Town Hall, Station Road, Clacton-on-Sea, CO15 1SE

MEMBERSHIP:

Councillor Chapman BEM (Chairman)
Councillor Griffiths (Vice-Chairman)
Councillor Amos
Councillor Baker

Councillor Calver
Councillor S Honeywood
Councillor Morrison

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DATE OF PUBLICATION: Thursday, 29 September 2022

AGENDA

1 Apologies for Absence and Substitutions

The Committee is asked to note any apologies for absence and substitutions received from Members.

2 Minutes of the Last Meeting (Pages 1 - 6)

To confirm and sign as a correct record, the minutes of the last meeting of the Committee, held on Thursday 7 July 2022.

3 Declarations of Interest

Councillors are invited to declare any Disclosable Pecuniary Interests or Personal Interest, and the nature of it, in relation to any item on the agenda.

4 Questions on Notice pursuant to Council Procedure Rule 38

Subject to providing two working days' notice, a Member of the Committee may ask the Chairman of the Committee a question on any matter in relation to which the Council has powers or duties which affect the Tendring District **and** which falls within the terms of reference of the Committee.

5 Report of Assistant Director (Partnerships) - A.1 - Defence Employer Recognition Scheme Update Report (Pages 7 - 12)

To update the Human Resources and Council Tax Committee on the work that has been undertaken to date, and activities planned, to support the armed forces/veteran community; including Tendring District Council's participation in the Defence Employer Recognition Scheme.

6 Report of Assistant Director (Partnerships) - A.2 - Updated Work Placement Procedure (Pages 13 - 28)

To present the revised Work Placement Procedure to the Human Resources & Council Tax Committee. The purpose of this procedure is primarily to detail the Authority's work placement arrangements to ensure that the Council remains compliant with legislation and adheres to best practice.

7 Exclusion of Press and Public

The Committee is asked to consider passing the following resolution:

"That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of Agenda Items 8, 9 and 10 on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12A, as amended, of the Act."

8 Exempt Minute of the Last Meeting (Pages 29 - 32)

To confirm and sign as a correct record, the exempt minute of the last meeting of the Committee, held on Thursday 7 July 2022.

9 Report of the Chief Executive - B.1 - Market Forces Report for Posts within the Human Resources Team (Pages 33 - 38)

To put forward proposals for a Market Forces Supplement to support the retention and recruitment of qualified Human Resources officers.

10 Report of Assistant Director (Partnerships) - B.2 - Salary and Market Review: Report Commissioned from EELGA (Pages 39 - 58)

To provide the Human Resources and Council Tax Committee with an overview of the findings from the Salary and Market Review Report that has been commissioned from the East of England Local Government Association (EELGA). The report also provides recommendations for the Committee to consider.

Date of the Next Scheduled Meeting

The next scheduled meeting of the Human Resources and Council Tax Committee is to be held in the Committee Room - Town Hall, Station Road, Clacton-on-Sea, CO15 1SE at 7.30 pm on Thursday, 23 February 2023.

Information for Visitors

FIRE EVACUATION PROCEDURE

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**MINUTES OF THE MEETING OF THE HUMAN RESOURCES AND COUNCIL TAX
COMMITTEE,
HELD ON THURSDAY, 7TH JULY, 2022 AT 7.33 PM
IN THE COMMITTEE ROOM , TOWN HALL, STATION ROAD, CLACTON-ON-SEA,
CO15 1SE**

Present:	Councillors Chapman BEM (Chairman), Griffiths (Vice-Chairman), Amos, Baker, Calver, S A Honeywood and Morrison
Also Present:	Councillor P B Honeywood
In Attendance:	Anastasia Simpson (Assistant Director (Partnerships)), Carol Magnus (Organisational Development Manager), Ian Ford (Committee Services Manager), Katie Wilkins (Human Resources and Business Manager), Debiannne Messenger (Work Based Learning Manager), Karen Hardes (Human Resources Advisor) and Keith Durran (Committee Services Officer)
Participated via MS Teams:	Councillor G V Guglielmi (Portfolio Holder for Corporate Finance & Governance) (except items 9 and 10) and Ian Davidson (Chief Executive) (item 10 only)

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were no apologies for absence or notices of substitution submitted on behalf of Councillors on this occasion.

2. MINUTES OF THE LAST MEETING

It was moved by Councillor Baker, seconded by Councillor Amos and:-

RESOLVED that the minutes of the last meeting of the Committee, held on Thursday 24 February 2022, be approved as a correct record and be signed by the Chairman.

3. DECLARATIONS OF INTEREST

Councillor Griffiths stated for the public record that he was a member of the GMB union and a Shop Steward but that he had no involvement with Tendring District Council in that capacity.

4. QUESTIONS ON NOTICE PURSUANT TO COUNCIL PROCEDURE RULE 38

Pursuant to the provisions of Council Procedure Rule 38 Councillor Griffiths asked the following Question on Notice in relation to staff at Brightlingsea and Harwich Sports Centres:-

“In the event of any changes to the organizational structure or functions, which may lead to a change in role, or conditions of employment, can we have an undertaking that the HR Department will be involved at the start of the process, that any changes will involve consultation, and an undertaking from senior management that colleagues facing any such changes will not be subjected to any confidentiality clauses aimed at stopping

discourse with colleagues, or family members relating to potential changes to their employment.”

The Chairman of the Committee (Councillor Chapman BEM) replied as follows:-

“Thank you Councillor Griffiths for your question. As outlined in the Authority’s Organisational Change & Redundancy Policy (updated February 2022 and compliant in accordance with employment law and in line with the ACAS Codes of Practice and guidance) as seen and noted by members of the Committee at its meeting on the 24 February 2022, it is recognised that whenever organisational change is necessary, those responsible for restructuring must work with Human Resources to establish a Transition Plan from the old to the new structure, which is clear and transparent and communicated to all involved.

The Transition Plan should identify the following elements:

- *Consultation (direct and with recognised trade unions) at the start of any review phase.*
- *Details of the timescale for the review and how it will be conducted.*
- *The opportunity for employees to be involved in the review process through appropriate consultation.*
- *Regular progress reviews.*
- *Compliance with the National Single Status Job Evaluation Scheme before any final structure is approved.*

The updated policy was shared with all TDC Staff following the Committee’s meeting and attention drawn to its contents and the requirements within.

In response to Councillor Griffiths’ comments regarding confidentiality clauses, this Authority does not use this approach. However, during the consultation phase, employees are asked to treat the information imparted to them with sensitivity and discretion.”

5. CAREER TRACK - ORAL UPDATE

The Work Based Learning Manager (Debianne Messenger) gave an update to the Committee regarding the Council’s Career Track service. That update covered the following matters:-

- (a) Introduction
 - (1) Work based learning provider delivering apprenticeships programmes to TDC and other local authorities, large and small employers;
 - (2) Role of the Education & Skills Funding Agency and Department for Education (RoATP); and
 - (3) OfSTED Inspection in November 2021.
- (b) OfSTED
 - (1) Education Inspection Framework; and
 - (2) Its five key themes: governance; safeguarding; standards; curriculum; personal development.

- (c) Career Track's Development Plan: OneFile; Curriculum; Governing Board; stakeholder briefings; employer and learner survey & feedback; training and development; resorting; and ESFA.
- (d) What is next? – self assessment report; Quality Improvement Plan 2022/23; Governance meeting; RoAPT response; OfSTED monitoring visit; next OfSTED full inspection; and 40th anniversary celebration of success on 7 February 2023.

With the permission of the Chairman, the Portfolio Holder for Corporate Finance & Governance (Councillor G V Guglielmi), whose responsibilities included Career Track, addressed the Committee and highlighted the huge amount of work that had been undertaken in response to the outcome of the OfSTED inspection.

The Organisational Development Manager, the Work Based Learning Manager and the Portfolio Holder then responded to questions asked by Councillors Griffiths and Chapman BEM.

The Committee noted the foregoing.

6. APPRENTICESHIPS - ORAL UPDATE

The Organisational Development Manager (Carol Magnus) gave an update on Apprenticeships to the Committee. That update covered the following matters:-

- (a) Introduction
 - (1) Via Career Track, TDC provides Level (L) 2 & 3 in Customer Service; L3 in Administration and L3 in Public Service Operational Delivery Officer (PSODO);
 - (2) TDC using wide range of specialist apprenticeship providers – leading to professional qualifications such as:-
 - (i) Open University (L6 IT);
 - (ii) UCEM (L6 Surveyor);
 - (iii) CILEX (L6 Legal Executive);
 - (iv) CIPFA (L7 Accountancy);
 - (v) Colchester Institute (L5 CIPD, L3 Digital Marketeer and L3 Assistant Accountant);
 - (vi) SOLACE (L5 Operations/Department Manager);
 - (vii) Lighthouse (L4 Project Management); and
 - (viii) Writtle Cottage (L2 Arborist and L2 Horticulture).
- (b) Finance – levy charge and “co-investment” by the Government.
- (c) TDC Apprenticeship study
- (d) Value for Money
- (e) Planning Apprenticeships
- (f) Successes

With the permission of the Chairman, the Portfolio Holder for Corporate Finance & Governance addressed the Committee and highlighted the huge value for money that apprenticeships provided for the Council and gave the example of Gary Guiver who had started with the Council as an apprentice and was now the Director of Planning.

The Organisational Development Manager then responded to a question asked by Councillor Baker.

The Committee noted the foregoing.

7. REPORT OF ASSISTANT DIRECTOR (PARTNERSHIPS) - A.1 - WORKFORCE UPDATE

Members had before them the latest analysis of workforce data that provided them with statistics relating to the staff employed within the Council and how that compared to the Tendring District and national averages. This was a standard report that was periodically provided to the Human Resources and Council Tax Committee and set out relevant data under the following headings:-

- (1) Workforce statistics;
- (2) Age Profile;
- (3) Disability Profile;
- (4) Ethnicity Profile; and
- (5) Sickness Absence.

In relation to Appendix B to the report the Vice-Chairman (Councillor Griffiths) requested that it include, going forward and in order to aid in succession planning, the number of TDC staff aged 61+ broken down by department. The Human Resources & Business Manager (Katie Wilkins) undertook to taken this into consideration for future reports of this nature.

The Committee **NOTED** the contents of the report.

8. REPORT OF ASSISTANT DIRECTOR (PARTNERSHIPS) - A.2 - NEW MENOPAUSE POLICY

The Committee considered a proposed Menopause Policy, which was intended to be implemented by the Authority. The purpose of this new policy was to ensure that the Council remained compliant with employment legislation (*including the Equality Act 2010*); identified best practice and the Council's Equality and Diversity Policy by ensuring that staff, who were experiencing the menopause were appropriately supported by the Council as their employer.

Members were informed that the policy aimed to provide information about the menopause (*and referenced andropause*) for staff experiencing the menopause; their managers, as well as colleagues and highlighted the support available both from within the Council itself and external agencies. The Policy incorporated guidance from the National Institute for Health and Care Excellence (NICE), was written in accordance with current ACAS guidelines and set out:-

- *A clear definition of what is menopause, peri-menopause, post-menopause and andropause;*
- *An overview of potential symptoms;*
- *Responsibilities of both managers and employees; and*
- *Support available and additional resources for employees, managers, and colleagues.*

The Committee was made aware that, in line with the Council's commitment to Equality and Diversity the policy had been developed to be representative of all sections of society to ensure that all staff felt respected and able to give their best. In addition, it provided specific guidance to support managers' talking to their staff about the menopause and an advice sheet to support staff to talk to their GP about their symptoms and what support was available from the NHS and elsewhere.

Members were advised that Unison had been consulted on the new Menopause Policy and had offered its agreement and support for the implementation of these proposals.

The Committee was further informed that the introduction of a Menopause Policy was only the start of a comprehensive suite of health and well-being activities including information, support and advice that was planned to be cascaded throughout the Council over the coming months. This would include support sessions for those experiencing the menopause, along with information sessions and training for both those experiencing the menopause, line managers and colleagues. The HR Team planned to collaborate with all staff to identify the most appropriate support for staff experiencing menopause, which might include drop-in groups, one-to-one support sessions, and information briefings, as well as the promotion of self-help support and the Employee Assistance Programme.

The Human Resources & Business Manager outlined that section 1.4 of the Policy needed "tweaking" in order to make its wording 'gender neutral'.

It was moved by Councillor Baker, seconded by Councillor Griffiths and:-

RESOLVED that the Human Resources & Council Tax Committee supports the implementation of the new Menopause Policy, which includes the programme of support for staff experiencing the menopause, subject to the minor textual amendments to section 1.4 of the Policy being made in order to make the Policy 'gender neutral' throughout.

9. EXCLUSION OF PRESS AND PUBLIC

It was moved by Councillor Baker, seconded by Councillor Griffiths and:-

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of Agenda Item 10 on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12A, as amended, of the Act.

10. REPORT OF CHIEF EXECUTIVE - B.1 - MARKET FORCES REPORT FOR POSTS WITHIN GOVERNANCE

RESOLVED that the Human Resources and Council Tax Committee agrees that:

- (a) the Market Forces Supplement be applied with immediate effect to the posts within Election Services requiring the professional qualification;
- (b) the Market Forces Supplement continues from its expiry in November 2022 to be applied to posts within Legal Services which are required to be held by qualified solicitors with a current SRA practising certificate and Legal Executives;

-
- (c) subject to (a) and (b) above, the Market Forces Supplement is discretionary, to be decided by the Deputy Chief Executive, depending upon the post holder's circumstances; and
 - (d) the Supplements be applied for a period of two years, in line with the Council's approved Market Forces Policy, at which point a further review will be undertaken or until the outcome of the Council's pay audit is completed, if earlier.

The meeting was declared closed at 8.36 pm

Chairman

HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

11 OCTOBER 2022

REPORT OF ASSISTANT DIRECTOR (PARTNERSHIPS)

A.1 DEFENCE EMPLOYER RECOGNITION SCHEME UPDATE REPORT

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To update the Human Resources and Council Tax Committee on the work that has been undertaken to date, and activities planned, to support the armed forces/veteran community; including Tendring District Council's (TDC) participation in the Defence Employer Recognition Scheme (ERS).

EXECUTIVE SUMMARY

The ERS encourages employers to support defence and inspire others to do the same. The scheme encompasses bronze, silver and gold awards for employer organisations that pledge, demonstrate or advocate support to defence and the armed forces community, and align their values with the [Armed Forces Covenant](#) (*the Armed Forces Covenant is a promise by the nation ensuring that those who serve or who have served in the armed forces, and their families, are treated with fairness and respect in the communities, economy and society they serve with their lives*).

TDC renewed its commitment to the Armed Forces Covenant in February of this year, in a decision made by the Leader of the Council; which recognised the value serving personnel, reservists, veterans (*including our Chief Executive*) and military families bring to our organisation and community. The covenant focusses on helping members of the armed forces community have the same access to government and commercial services and products as any other citizen. This support is provided in a number of areas including:

- Education and family well-being;
- Having a home;
- Starting a new career;
- Access to healthcare;
- Financial assistance;
- Discounted services.

At the last update provided to this committee in February 2019 the Council held ERS Bronze award status, and was working with the Armed Forces Development Officer at Colchester Borough Council (CBC) to attain Silver status; which this authority was successful in achieving that Summer.

Since then the Council has continued to demonstrate its commitment in this regard, and in July of this year received Gold status in the ERS scheme. Gold criteria are more stringent than for Silver, including promoting the scheme to other employers (see 'Background' section below).

Employers can self-nominate for the ERS. Once the nomination has been validated it is considered by a selection board at national level for Gold awards (and at a regional level for Silver awards). The board is chaired by a senior military officer, and considers each nomination

against the award criteria. Organisations selected for Gold and Silver awards will be formally notified in writing and invited to the relevant award event, with TDC invited to the Gold award event on 29 September.

Cllr Chris Amos was appointed as Armed Forces Member Champion in 2017 and he attends the Civil Military Partnership Board (Essex).

Tendring is one of just 38 local government organisations to hold Gold status, and one of 48 organisations altogether in the East Anglia region.

Officers are keen to continue this work, not only to support the priorities outlined in the Armed Forces Covenant; but also the Council's recruitment priorities. Colchester Barracks discharges around 400 highly trained and skilled military personnel each year, a number of whom remain in the local area; and the Council is keen to tap into this talent pipeline. Being an ERS Gold Award holder adds to the organisation's employer brand, and the opportunity to be seen as an employer of choice by potential applicant's, particularly from this cohort.

To support our application for ERS Gold status, a staff survey was carried out to establish current Armed Forces personnel levels within the Council; this saw six people self-identify as veterans, with a further three staff who are partners of those in (*currently or previously*) the Armed Forces.

In addition some very positive comments were made by those staff. A TDC employed veteran reported high levels of professional and personal support for them and their family, citing they "*would thoroughly recommend TDC as an employer of ex-members of the Armed Forces*".

Finally, the authority is able to utilise its military partnerships to promote the employment opportunities available across the organisation amongst this network, thus giving us an opportunity to reach a recruitment market not open to many other employers.

RECOMMENDATION(S)

It is recommended:-

That the contents of this report be NOTED.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

This work programme demonstrates our intention to '*recognise the diversity and equality of individuals*' and '*work collaboratively*' as detailed in '*Our Values*' within the Corporate Plan. It also contributes to '*Support existing businesses*' under '*A Growing and Inclusive Economy*'.

FINANCE AND OTHER RESOURCE IMPLICATIONS

There is no direct cost to the Council in self-nominating for Gold ERS status. A small sum (~£300) has been allocated from existing budgets to support a Tendring4Growth Business Fortnight event to promote the ERS scheme to other employers locally, supporting our advocacy requirements.

MILESTONES AND DELIVERY

Employers are expected to actively reflect their Gold status for three years, and then look to renew this status.

ASSOCIATED RISKS AND MITIGATION

Additional leave requirements which could potentially impact upon service capacity are fully mitigated by effective planning by line managers, and are outweighed by the benefits gained from employing those who qualify for it.

EQUALITY IMPLICATIONS

In addition to its general duties under the Equalities Act 2010, the Armed Forces Covenant commits the Council to treating those who serve or who have served in the armed forces, and their families, with fairness.

Having due regard to the protected characteristics listed by the relevant legislation, our Armed Forces commitments will not adversely impact any group; and may positively impact those with disabilities when considering veterans who may have been injured in the line of duty.

SOCIAL VALUE CONSIDERATIONS

The Public Services (Social Value) Act 2012 requires all public sector organisations (and their suppliers) to look beyond the financial cost of a contract and consider how the services they commission and procure might improve the economic, social and environmental well-being of an area.

Our Armed Forces commitments:

- Promote Skills and Employment: By promoting development opportunities for the Armed Forces community and ensuring they have access to opportunities to develop new skills and gain meaningful employment.
- Supports the Growth of Responsible Local Businesses: By promoting the benefits of employing Armed Forces personnel to local businesses, it helps give them the skills to compete.

IMPLICATIONS FOR THE COUNCIL'S AIM TO BE NET ZERO BY 2030

None

OTHER RELEVANT CONSIDERATIONS OR IMPLICATIONS

Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below.

Crime and Disorder	None
Health Inequalities	None
Area or Ward affected	All

PART 3 – SUPPORTING INFORMATION

BACKGROUND

Considerable work has been undertaken to date to '*demonstrate or advocate*' support to defence and the armed forces community, and the Council had already achieved Defence ERS Silver award status. The criteria for achieving Gold status, awarded to the Council in

July, is as follows:

- must have signed the [Armed Forces Covenant](#);
- the employer must have already stated their intent to be supportive by using the ERS website to register at the Bronze level;
- the employer must proactively demonstrate that service personnel/armed forces community are not unfairly disadvantaged as part of their recruitment and selection processes;
- the employer must actively ensure that their workforce is aware of their positive policies towards defence people issues. For example, an employer nominated for support to the Reserves must have an internally publicised and positive HR policy on Reserves;
- within the context of Reserves the employer must have demonstrated support to mobilisations or have a framework in place. They must demonstrate support to training by providing at least five days' additional unpaid/paid leave (*wherever possible not to Reservist employees' financial disadvantage*);
- the employer must not have been the subject of any negative PR or media activity.

To achieve Gold award status, awarded to the Council in July, the authority had to demonstrate:

- it had signed the [Armed Forces Covenant](#);
- an existing relationship with their National Account Manager/REED/appropriate defence representative;
- it was already demonstrating support by holding a valid ERS Silver Award;
- it could proactively demonstrate their forces-friendly credentials as part of their recruitment and selection processes. Where possible, it should be engaged with [Career Transition Partnership](#) (CTP) in the recruitment of service leavers and have registered for the [Forces Families Jobs](#) (FFJ) portal;
- it actively ensures the workforce is aware of their positive policies towards defence people issues. For example, an employer nominated for support to the Reserves must have an internally publicised and positive HR policy on Reserves;
- it must be an exemplar within their market sector, advocating support to defence people issues to partner organisations, suppliers and customers with tangible positive results;
- within the context of Reserves it must have demonstrated support to mobilisations or have a framework in place. They must provide at least ten days' additional leave for training, fully paid, to the Reservist employee;
- it must not have been the subject of any negative public relations or media activity.

To achieve this a revised Reserve Forces Training Mobilisation Policy was adopted in April 2022 to grant Reservists ten days' additional paid leave for training, up from five offered previously.

Other activity taken to support the Council's objectives and the ERS Gold status, since the last update to this committee, include:

- Regular annual civic events including services for Remembrance Sunday, Armed Forces Day, the Veterans' Tea Dance and other services or flag raisings (*all in conjunction with the Clacton Royal British Legion*);
- In addition the Council supported the Chairman in staging a Veterans' Day event in

early August;

- Attendance by the Armed Forces at the Tendring Jobs and Skills Fair (2019), and the Tendring Skills Fair held last week;
- Continued links to the Career Transition Partnership;
- Continued priority given to ex-forces personnel within their housing band for those on the social housing register;
- Ran an event in week one of the Tendring4Growth Business Fortnight to promote the Armed Forces Covenant, ERS, and general benefits of employing Armed Forces personnel, to local employers – this built upon a similar event held in March 2019;
- An Armed Forces discount is available on leisure services;
- Workshops held for staff to raise awareness of our signing of the Armed Forces Covenant and possible benefits;
- TDC has signed up to the Essex Family Friendly Employer scheme – this supports in particular those who have partners in the military;
- Established a buddy scheme where existing TDC staff who are from an Armed Forces background can support any new starters from the same background to help with their transition.

PREVIOUS RELEVANT DECISIONS

15 February 2022 – Decision by the Leader of the Council, to commit to honour the Armed Forces Covenant and support the Armed Forces Community.

17 April 2022 – Decision by the Chief Executive, to update the Reserve Forces Training Mobilisation policy in line with the requirements of the Defence Employer Recognition Scheme (*Gold standard*).

REPORT CONTACT OFFICER(S)

Name	Katie Wilkins
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HUMAN RESOURCES AND COUNCIL TAX COMMITTEE

11 OCTOBER 2022

REPORT OF ASSISTANT DIRECTOR (PARTNERSHIPS)

A.2 UPDATED WORK PLACEMENT PROCEDURE

(Prepared by Katie Wilkins & Karen Hardes)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT
To present the revised Work Placement Procedure to the Human Resources & Council Tax Committee. The purpose of this procedure is primarily to detail the authority's work placement arrangements to ensure that the Council remains compliant with legislation and adheres to best practice.
EXECUTIVE SUMMARY
<p>The purpose of updating the Work Placement Procedure (<i>updates can be seen in red italic text</i>) is to ensure that the procedure is clear and covers all legislative requirements to support an effective work placement arrangement for Tendring District Council.</p> <p>The procedure aims to provide information about Tendring District Council's work placement process and what measures are put in place to assess the risk and ensure all safeguarding measures are in place. It is also designed to provide the framework to enable a positive work placement.</p> <p>The Procedure sets out:-</p> <ul style="list-style-type: none">▪ A clear description of our commitment and definition towards Work Placements;▪ An overview of Tendring District Council's Work Placement scheme;▪ Risk assessment and safeguarding requirements;▪ Supporting documentation for the procedure. <p>In addition, it provides specific guidance to support managers' who wish to take on a Work Placement individual.</p> <p>Unison has been consulted on the revised Work Placement Procedure and has offered agreement and support for the revision of this procedure.</p>
RECOMMENDATION(S)
<p>It is recommended:</p> <p>That the Human Resources & Council Tax Committee notes the updated Work Placement Procedure.</p>

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES
<p>This work programme contributes to our intention to '<i>recognise the diversity and equality of individuals</i>' and '<i>work collaboratively</i>' as detailed in '<i>Our Values</i>' and '<i>Community Leadership through Partnerships - Education - for improved outcomes</i>' as detailed within the Corporate Plan.</p> <p>This procedure will ensure that the organisation continues to observe recognised best practice and is compliant with Health and Safety guidelines and safeguarding protocols as a responsible organisation offering Work Placement vacancies.</p>
FINANCE, OTHER RESOURCES AND RISK
<p>No specific risks have been identified. This is a procedure needed to ensure best practice and continued legal compliance. This work sits within existing budgets.</p>
LEGAL
<p>The Council has a duty to ensure its Work Placement Procedure is compliant with Health and Safety regulations and best practice, in line with ACAS Codes of Practice and Guidance.</p> <p>The Assistant Director, Partnerships, has delegated Authority under Part 3 of the Council's Constitution (<i>Scheme of Delegated Powers</i>) to make minor amendments to Human Resources Policies and Procedures necessary as a result of legislation, national guidance or best practice. As such, the Committee is asked to note the changes made to the revised procedure.</p>
OTHER IMPLICATIONS
<p>None.</p>

PART 3 – SUPPORTING INFORMATION

Work Experience Placement
<p>The Council's Work Placement Procedure has been updated to include the new Work Placement electronic form.</p> <p>It is important for the Council, as a significant local employer to promote its Work Placement Procedure and associated vacancies to local schools and colleges to ensure young people experience and understand work particularly within the Public Sector and Local Government.</p> <p>Placements within the Council can assist with developing skills and improving employability in the future as well as enhancing a curriculum vitae.</p> <p>The procedure aims to ensure everyone understands the process for Work Placements.</p> <p>The procedure offers clear information and guidance to educate and inform managers about the process for Work Experience Placements.</p>

CONCLUSIONS
The Work Placement Procedure will ensure that the Council maintains its high standard of procedures that support local young people in gaining valuable experience and understanding of a work environment.
APPENDICES
Work Placement Procedure – October 2022

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Work Placement Procedure

Issued by – Human Resources
Updated – October 2022



EMPLOYER RECOGNITION SCHEME

GOLD AWARD 2022

Proudly supporting those who serve



WORK PLACEMENT PROCEDURE

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WORK PLACEMENT PROCEDURE

1. Our Commitment

Tendring District Council recognises that work placements are an essential way for young people to experience and understand work, particularly within Local Government. Placements within the Council can assist with developing skills and improving employability in the future as well as enhancing a CV.

The Council recognises the importance of its role as an employer within the Tendring District and is committed to supporting students within local schools and colleges. *Additionally, with the market force pressures this gives an ideal opportunity for local people to consider work placements to gain experience in roles within Tendring District Council.*

2. Definition

Work placement (experience) has been defined as “A placement on the employer’s premises in which students can carry out a particular task or duty, or a range of tasks or duties, more or less, as would an employee, but with the emphasis on the learning aspects of the experience”.

Work placement (experience) is governed by the Education Act 1996, as amended by the School Standard and Framework Act 1998. The main points are:

- Only students in their last 2 years of compulsory schooling, or students taking courses beyond the age of 16 are eligible.
- Placements occur on employer’s premises; and
- The majority of placements for under 16 years of age last for 2 weeks, for over 16 years of age placements can be more varied in length depending on the course being followed.

Work placement (experience) is part of a student’s education, and therefore the Council should make no payment for any work performed, whether to the students, schools or colleges.

3. Work Placement Vacancies

The Council will offer 6 work placement vacancies to students each academic year. The vacancies will be offered in September of each year and will be allocated via a formal interview process. The placements can occur at any time during the academic year. Preference should be given to applicants within the Tendring District, in order to allow the Council to support our local schools and community.

Applications should be made using the Work Placement Application Form available on Tendring District Council’s website (see Appendix A).

Vacancies will be offered across the Council. Placement areas are changeable depending on the needs of the Council. Generic job descriptors are available as a guide to the duties the postholder may be expected to undertake. It is not required to be exhaustive or exclusive and will be agreed as working requirements dictate.

Only applications made on the Council's Work Placement Application Form will be considered. Managers within each Department will be responsible for shortlisting, interviewing and appointing their suitable students. They must also ensure that all risk assessments and other supporting paperwork has been completed prior to any placements commencing. Copies of such paperwork should be submitted to Human Resources.

All Managers should give their time and commitment to supporting students during their work placement, to make their experience with Tendring District Council as positive and rewarding as possible.

At the end of the Work Placement an evaluation form will be sent to the individual to gain feedback for Tendring District Council on the work placement and to highlight areas for improvement.

4. Risk Assessments

The Health and Safety at Work Act 1974 places a statutory duty of care on all employers with respect to the health, safety and welfare of their employees. The Health and Safety (Training for Employment) Regulations 1990, extends that duty to any person (student) undertaking work experience within an employers organisation. In all cases, a student that is participating in work experience is to be regarded as an employee of the Council, for the purpose of health and safety.

Under the Management of Health and Safety at Work Regulations 1999, placement providers have particular duties to young persons (including students). It is essential that:

- Students are properly prepared and briefed on the potential hazards in the workplace and any control measures provided to reduce or eliminate risk or injury before they start work.
- The allocated supervisor for the student and their colleagues, are aware of what is expected of them and their legal responsibilities.
- The school or college is clear about its responsibilities in arranging placements for students and introducing them to general safe working practices, prior to the placement.

Every Department hosting a work placement (experience) student must complete a risk assessment (Appendix B), before the placement commences. Due to the limited experience of students, it is important to be aware that more than the standard level of supervision will be required, to ensure that they work safely.

When students are below the compulsory school leaving age, e.g. 16, the Council must provide their parents / guardians with the key findings of the risk assessment. Whilst there is no legal requirement to provide this information in writing, a copy of information given should be retained to protect the Council from any subsequent dispute arising from an accident.

The Working Time Regulations 1998 also apply to work experience students, and their working pattern during their placement should reflect this. Further guidance can be sought from the Council's Intranet.

The Council has the necessary insurance in place to cover work experience placements. Schools and Colleges providing students for work placements, will be provided with insurance details upon request.

5. Safeguarding

The Department for Children, Schools and Families provides guidance on safeguarding young people during work experience. The guidance states that where the employer does not have regular unsupervised access to the student, there is not a requirement for those staff to have undergone a DBS (Disclosure and Barring Service) check. However, DBS checks must be in place where:

- Students undertaking work placement (experience) have been identified by the school or college as vulnerable for educational, medical, behavioural or home circumstance reasons.
- The student's placement is due to last for more than 15 calendar days over an extended period.
- Where the student's placement involves regular lone working with an employer over long periods, i.e. more than half a day at a time.
- Where placements are located in isolated environments.
- Where placements involve a high degree of travelling.

Where any of these elements are relevant to a placement, an assessment should be made of the overall potential risks to the student, and any systems which are in place to minimise these risks. The decision can then be taken whether or not a DBS check is necessary.

Please note: it may be necessary for the student themselves to undergo a DBS check if the work placement (experience) provides them with unsupervised access to children or vulnerable adults.

Appendix A

There is an online application form on Tendring District Council's website, link and screen prints below. There is information on the types of placements, additionally contact details for the applicant and school are captured as well as the reason for applying for the Work Placement. Below is the first page of the online form:

Work Experience Application

Before you begin Application for work experience ⓘ Personal School contact details Placement Information

Student Contact Details

Name *

Your address

You can enter a postcode and search for an address. Alternatively, you can enter the address manually.

Enter postcode and search for address

Enter address manually

Link from Tendring District Council's Website

[https://tendring-self.achieveservice.com/service/Work Experience Application](https://tendring-self.achieveservice.com/service/Work_Experience_Application)

Tutor Name	<input type="text"/>
Tutor Job Title	<input type="text"/>
Tutor Telephone Number	<input type="text"/>

[Next Page](#)

Appendix B

Work Placement Risk Assessment

This risk assessment is to ensure that all factors relating to a young person engaging in work activity with Tendring District Council are addressed prior to the commencement date.

Risk Factors	Details	Risk status (Low, Medium, high)
Safeguarding	That the responsible manager holds a current DBS check where necessary.	
Health and Safety	Thorough induction checklist is completed on the first day. Appendix 1	
Duties	Duties to be appropriate, i.e.: <ul style="list-style-type: none"> • Photocopying • Hospitality Clear instructions to be provided to the student at the onset of any task.	

Name of Student	
Secondary School	
Date/s of placement	
Manager responsible (print & signature)	
Head of Dept. authorisation	
Department	

(Insert Date)

Dear (insert name),

Re: Work Placement Agreement

Further to your recent interview, I am pleased to confirm our offer of a Work Placement within Tendring District Council.

The placement is for the period from (insert date) to (insert date) based in (insert name of Department).

The Department is located at:

.....

The name and contact details of your work Supervisor is:

.....

Please read the Terms and Conditions carefully and sign both copies of this letter, returning one to Human Resources, Tendring District Council, Town Hall, Station Road, Clacton-on-Sea, Essex CO15 1SE.

Terms and Conditions of Work Placement

Sick Leave Arrangements - If you are unable to attend your work placement due to ill health, you should inform your Supervisor as soon as possible, and keep them informed of your likely date of return.

Identification Badge – It is a requirement for all Council employees/visitors to display an I.D. badge and you will be provided with a temporary card on your first day. This must be returned at the end of your period of placement.

Dress Code – Students are expected to wear suitable clothing and footwear for the workplace and always be neat and tidy. Any protective clothing or equipment provided should be used as instructed.

Confidentiality – Any matters of a confidential matter must not be disclosed to any unauthorised person. Any breach of confidentiality may result in a placement being terminated.

Health and Safety – You are reminded that in accordance with the Health and Safety at Work Act 1974, you have a duty to take reasonable care not to cause injury to yourself or others whilst carrying out your work duties. A copy of the Council's Health and Safety Policies are available from your Supervisor.

Smoking/Vaping – Smoking/Vaping is strictly forbidden in any Council vehicles, premises or surrounding boundaries.

Loss / damage of personal effects – No liability can be accepted for loss or damage of personal property whilst on Council premises. Please take care of your belongings and only bring necessary items with you.

Working Time – During your work placement you will be required to attend during normal office hours, these are 9.00am to 5.00pm Monday to Thursday, and 9.00am to 4.30pm on Friday. You will be given a one hour lunch break at a time agreed with your Supervisor. Hours of attendance can be made flexible to accommodate travelling etc, as agreed with your Supervisor.

Remuneration - During your period of placement you will not at any time, except where the law requires, be regarded as an employee of Tendring District Council, and will not therefore be eligible for pay in respect of your work placement.

We look forward to you joining us here at Tendring District Council, and hope you find your placement interesting and rewarding. If in the meantime you have any questions, please do not hesitate to contact your Supervisor stated.

Yours sincerely,

Katie Wilkins
Human Resources and Business Manager

Acceptance and Parental Consent

I have been provided with a copy of a job description and risk assessment for the work placement outlined above. I have read and understood the Terms and Conditions of my placement and retained a copy for my records.

Signed: _____ Date: _____

Print Name: _____

Parent/guardian's signature if under 18: _____

Print Name: _____ Date: _____

Work Placement Induction Checklist

Please tick relevant boxes

Name of Student: _____

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Check students work area for: <ul style="list-style-type: none"> • Essential equipment or clothing • Stationery equipment items, desk, chair, telephone • Note any problems and take action • Special needs for disabled people • Where applicable, notify the Colleagues <input type="checkbox"/> General welcome: Briefly introduce a few colleagues, e.g., key colleague. <input type="checkbox"/> ID Cards (Please arrange with Reception for a visitors pass to be used) | <ul style="list-style-type: none"> <input type="checkbox"/> Tour of the premises to include (as appropriate) <ul style="list-style-type: none"> <input type="checkbox"/> Toilets; <input type="checkbox"/> Location of managers/key colleagues; <input type="checkbox"/> Kitchen/rest room facilities; <input type="checkbox"/> Notice boards; <input type="checkbox"/> Location of equipment and stationery; <input type="checkbox"/> First aid box and first aiders; <input type="checkbox"/> Fire alarms, fire equipment, fire exits, assembly points; <input type="checkbox"/> Security of building including security codes, ID cards, keys etc; <input type="checkbox"/> Any Hazards that need addressing? |
|--|---|

Ensure that the student understands, or is aware of applicable procedures relating to the following:

- ☐ Hours of work
- ☐ Breaks, e.g. lunch
- ☐ Time recording – absence, lateness
- ☐ The Council's Policies and Procedures (available on Council's intranet site)
- ☐ Use of telephone, including private calls, redirecting calls and message taking
- ☐ Collection times for internal and external post.
- ☐ Photocopying, operation of equipment, hazards and private copies
- ☐ Handling and signing correspondence
- ☐ Filing systems
- ☐ Confidentiality of information/files
- ☐ Security of personnel
- ☐ Security of premises
- ☐ Any other communication systems
- ☐ Computer systems – including Council's website/intranet sites

HEALTH AND SAFETY

Ensure that the student understands, or is aware of procedures relating to the following:

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Fire Risks and prevention <input type="checkbox"/> Fire Drill/Evacuation Procedure. <input type="checkbox"/> Accident Prevention. <input type="checkbox"/> Reporting Accidents. <input type="checkbox"/> Procedures in the event of an accident. <input type="checkbox"/> Violence at work. | <ul style="list-style-type: none"> <input type="checkbox"/> Reporting dangerous and threatening incidents. |
|---|---|

A Work Placement Feedback Form has been developed to capture feedback from the individuals. This will ensure that we are providing the best opportunity and are aware of areas of improvement. This should be sent out withing 1 week of the Work Placement completing. Below is a copy of the first page, link to electronic form [Link to Work Placement Form](#)

Work Placement Feedback Form


This form is intended to be completed following a work placement by the individual. It is intended to provide feedback on the effectiveness of the placement

...

Introduction

We hope you enjoyed your Work Placement with Tendring District Council. It would be useful to get some feedback from you to ensure that our Work Placement programme offers the best experience for individuals.

1. When was your placement



2. Which area was it in?

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