

## **Cabinet Lead Reports – Full Council**

**Councillor Lulu Bowerman**

**Cabinet Lead for People and Organisational Development**

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### **Staffing**

#### **Health and Safety (H&S)**

No issues, risks or concerns to report since the January report.

DSE assessments are up to date and reviewed by the H&S team.

Further review of office space has been undertaken and additional controls implemented to ensure the space remains Covid secure in light of the new variant and increased transmission rate e.g. mandatory face coverings.

The monitoring of contractors continues, ensuring that compliance is taking place in line with the HSAWA.

The Joint Health and Safety Committee meeting took place in January 2021 and the minutes are available on Skoop.

The Councils Out of Hours service at EHDC and HBC, continues to offer support, advice and guidance to member of the public and partners when the offices are closed.

#### **Business Continuity (BCP)**

Review of P1/P2 critical functions has been undertaken to ensure there is sufficient resilience in the council to continue to deliver these services if reasonable worst case scenario re staffing levels occurred.

All services have completed a desk -top exercise to test their BC plans and this exercise will be repeated again on a regular basis to ensure BC plans remain up to date and relevant.

Potential for cyber security threat has increased. A review is underway to consider how this risk is best managed to ensure the resilience of IT systems and the continuity of service delivery.

Monitoring of any impacts from Brexit continues with regards to any disruption of services but at the time of writing there have been no detrimental impacts noted across Hampshire.

### **Emergency Planning**

Annual training programme is underway for the Emergency Control Centre staff. New roles and arrangements are being introduced within the (ECC) across the County to streamline and simplify the approach.

Works continues with the Adverse Weather Plan in conjunction with several other teams, focusing mainly on snow and the impacts on services, like waste, streets and grounds.

The first draft of the Hayling Island Emergency Plan has been completed and ward councillors will be consulted as this plan goes forward to the next stage.

### **Strategic HR and OD**

#### **Employee Wellbeing**

There has been a presentation of the high-level results of the most recent Employee Wellbeing survey made to members of staff in January. Following analysis of the survey results, a number of recommendations will be implemented to further enhance an already robust approach to wellbeing while Lockdown 3 is still in place.

#### **Covid 19**

The HR service continues to support staff and managers in relation to the pandemic. This includes the second wellbeing survey referred to above and also general advice and support to managers and staff members in relation to the natural conflict between homeworking and home schooling. HR are also working closely with Heads of Service to identify potential staff who could be redeployed to a variety of roles to support the NHS e.g. vaccination centres, testing centres.

### **Democratic Services**

Democratic Services would like to welcome David Penrose and Lauren Kennedy as new Democratic Services Officers. David joined the team on a permanent basis from 1 February and Lauren joined on 8 February. David brings many years of democratic services knowledge to the team, having previously worked in democratic services at a number of other local authorities. Lauren is new to democratic services, is keen to learn and brings with her significant transferable skills from her previous roles.

### **Legal Services**

The IKEN legal case management software upgrade is now scheduled for 11<sup>th</sup> March, with training to follow shortly thereafter.

Covid-19 Business continuity plans remain in place and all Legal team members continue to work remotely, with restricted rota in place for a staff living locally continue to attend the office once a week to complete the sealing of essential documentation.

A second round of permanent recruitment is underway for two property solicitor roles; this will achieve cost efficiencies, with the appointees to replace agency staff.

### **Councillor Training**

After an excellent session on Scrutiny for all members on 25 January, Democratic Services have arranged for further training sessions for Scrutiny and Cabinet members with a date to be concluded shortly. This will focus on the process of setting annual work programmes.

The next meeting for the councillor development Panel is scheduled for early March and it will decide on the content of the Induction programme and how this will be delivered in May 2021 now it has been confirmed that the elections will take place on 6 May.

A new monthly e-newsletter is in development to raise awareness of learning materials available and monthly mandatory e-learning courses. HR and Democratic Services Officers have reviewed skills and knowledge subjects for Councillors to help produce the proposed Councillor Induction and a broader Councillor Development framework for discussion with Councillors who have agreed to act as critical friends.

The Councillor Charter reassessment has been rescheduled for June 2021.

### **Constitution Review**

At Full Council on 27 January the new constitution was adopted with a “go-live” date of 1 March 2021. Work is now taking place on the membership of the new committees and these will be announced on 24 February at Full Council. The new Standards Committee will have a busy agenda looking at specific subjects such as the Planning Committee numbers, that were raised in January when it was agreed to take them for further consideration and decision.

### **Capita**

The officer team continues to work with the Five Councils Transition Team and Capita on the return of the Exchequer Service on the 31<sup>st</sup> March 2021 and future working arrangements for the provision of Pay360 and Integra.

The Revenues and Benefits Service are now providing 7 day a week support to the Local Tracing Partnership run by Hampshire County Council on the provision of checks against Council Tax Data.

Preparations for annual billing for Council Tax and Business Rates are advancing as planned and the renewal for residents' Garden Waste services has recently commenced.

The roll out of memory upgrade on devices is underway within Covid secure parameters which will upgrade the system's effectiveness for staff who are working remotely.