

## **Cabinet Lead Reports – Full Council November 2021**

### **Councillor Narinder Bains**

#### **Deputy Leader and Cabinet Lead for Community Safety and Organisational Development**

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##### **Community Safety**

There has been a recent focus on fly tipping in the Borough with the team paying particular attention to known hotspots to deter offences. Specifically, the team has seen an increase in the dumping of mattresses and green waste and work is being undertaken to raise awareness of the routes available to lawfully dispose of these through local recycling centres and indeed through the Councils services.

Officers are also raising awareness of the penalties for fly tipping and failing in an individual's duty of care to ensure that all waste is disposed of legitimately. A £400 fixed penalty notice was recently issued by our team and subsequently paid which was for an offence of dumping household waste from the boot of a car.

There are currently some 20 tree work applications being progressed and 11 planning applications that also involve tree work.

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

No issues, risks or concerns to report.

Annual review of DSE assessments has taken place and all forms reviewed by the H&S team.

Further review of office space has been undertaken in consultation with both Councils Safety Champions and Roadmap updated to reflect changes. Team meetings taking place with social distancing reduced to 1 metre to allow increased room occupancy, working between office recommenced and those wishing to drop into the office can now do so without prior notification, all other control measures remain e.g. mandatory face coverings.

Contractors, monitoring continues ensuring that compliance is taking place in line with the HSAWA.

Monitoring from a health and safety perspective continues of our contractor Norse for health and safety aspects, ensuring documentation is in place and monitoring is taking place.

The Joint Health and Safety Committee meeting is taking place in October 2021, minutes will be 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)**

No issues, risks or concerns to report.

New Corporate and Service plans templates are being implemented to shore up business continuity arrangements further.

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.

### **Emergency Planning**

Annual training programme has taken place for the Emergency Control Centre staff. New roles and arrangements have been introduced within the (ECC) across the County to streamline and simplify the approach.

Annual exercise to test ECC staffing to take place during November.

We are continually monitoring the weather situation and where required passing on information as and when required.

We are reviewing the Adverse Weather Plan in conjunction with several other teams. Primarily relating to snow and the impacts on services, like waste, streets and grounds. Flooding guidance booklets have been reviewed and updated.

### **Strategic HR and OD**

The Strategic HR and OD team are working on a number of projects to support the council strategy:

#### **Transformation – Shaping Our Future**

We continue to support the strategic project board and project team with the HR and OD aspects of this programme. The “OD tools” for heads of service to use alongside the service delivery models being developed by the team supported by external consultants. We are currently working on the development of a performance scorecard in conjunction with Matt Goodwin

and the software suppliers. Work is underway on the Spans and Layers project commissioned from the LGA.

### **Future Working**

The trial went live on 19<sup>th</sup> July and has been extended to allow the use of the collaboration spaces to also be trialled. The team are now involved in preparing to review the staff survey results for the on-going trial and reviewing the results in order to judge effectiveness.

### **Employee Wellbeing**

Employee wellbeing and mental health continues to be prioritised and supported by the Wellbeing and inclusion group and the regular publication of Wellbeing Wins.

### **Learning and Development**

The e-Learning system has been relaunched and staff and councillors reminded of the mandatory courses and timescales for completion.

Development DIY is published every two months with ideas and support for self-development. The digital L&D passport is in its' final stages of development and will be launched Q4 2021/22.

### **Performance Management**

Implementation of a revised approach to performance management has been developed by the HR advisory team, following approval by Executive Board. Implementation is now supported by the in-house team who are presenting a number of focused "bite-size" sessions both live and on-line. This supports the PDR and talent modules within the existing My View software package.

### **Recruitment**

The team have worked with the supplier and the system 'hireful' is now being trialled with a small number of live vacancies. It will be launched for use across the councils in November. The onboarding module is also now being tested and will allow the full automation of the end to end process. This will include the issue of references and contracts directly from the system.

### **Equality and Inclusion**

The team are supporting the Councils' lead officer to ensure we have a robust workforce plan in place to dovetail with the overall strategy.

### **Environmental Health**

Environmental Health are continuing to work towards addressing backlogs of work accumulated during the pandemic, with a particular focus on food hygiene inspections. At the same time we are keeping a close eye on COVID 19 data and remaining prepared to act in the event of restrictions for businesses being brought back in, just in case we need to support the businesses in our borough to comply.

### **Electoral Services**

We are still fully occupied with the annual canvass, being run under the new Canvass Reform introduced last year. We are about to start the hand delivery of the 2<sup>nd</sup> reminders. Currently out of just over 13,000 properties from which we required a response, there are around 4200 that have still to respond. We will attempt to telephone occupiers as the final step after door knocking.

We are also issuing Invitations to Register to any new occupiers we have been made aware of during the canvas.

### **Insight**

The team are providing engagement support and expertise for the Hayling Island Regeneration Strategy and Programme, this is a multi-method approach with multiple stakeholders.

We continue to provide economic dashboard updates to the Business and Economy Recovery group on key data and statistics to inform local economic outlook and decision-making.

### **Plaza Reception**

Virtual meetings in reception are working well allowing customers face to face contact (via Teams) with officers irrespective of where officers are working from. We are seeing the shift in customer behaviour as a result of the pandemic continue with far fewer customers (September 2019 – 1,944 – September 2021 – 219) wanting the face to face contact and choosing other methods of contact instead.

### **Legal and Democratic Services**

Further to our latest round of recruitment, this month we've had start with us a new property solicitor; second property solicitor due to start next month.

We are now looking to recruit a trainee solicitor as a replacement for our previous trainee who qualified earlier in the year.

We continue to hold quarterly meetings with other services with a view to maintaining service delivery

Recruitment is currently ongoing for a Democratic Services Officer, which we hope to be filled before next council meeting. We also welcome Emma Carlyle to the team who has joined us on secondment from the Executive Support Team.