



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

Joint Employee Council

Agenda

Meeting to be held at The Ceres Suite,
Worksop Town Hall, S80 2AH
On Wednesday, 10th April, 2024
At 3.00 pm

**Please turn mobile telephones to silent during meetings.
In accordance with the Openness of Local Government Bodies
Regulations 2014, audio/visual recording and photography during
Council meetings is permitted in accordance with the Council's
protocol 'Filming of Public Meetings'.**

Joint Employee Council

Membership: 2023-24

Councillors: P J Ducey, F McFarland, M Richardson, N J Sanders, J M Sanger MBE and S Scotthorne.

Substitute Members

Quorum: 3 Members

Lead Officer for this Meeting

K Childs

Administrator for this Meeting

C Hopkinson

Joint Employee Council

Wednesday, 10th April, 2024

Agenda

1. Apologies For Absence
2. Declarations Of Interest By Members And Officers
 - a. Members
 - b. Officers
3. Minutes Of The Meeting Held On 17th January 2024 (Pages 5 - 8)
4. Outstanding Minutes List (Pages 9 - 10)

Section A – Items For Discussion In Public

Key Decisions

Other Decisions

5. Report(s) Of The Head Of People And Culture
 - a. Flexible Working Policy and Procedure (Pages 11 - 34)
 - b. Update On Progress Of People Strategy Action Plan (Pages 35 - 44)

Exempt Information Items

The press and public are likely to be excluded from the meeting during the consideration of the following items in accordance with Section 100A(4) of the Local Government Act 1972.

Section B – Items For Discussion In Private

Key Decisions

Other Decisions

6. Report(s) Of The Head Of People And Culture
 - a. Review of Agency Workers (Pages 45 - 52)
7. Any Other Business Which The Chair Considers To Be Urgent

Notes:

1. The papers enclosed with this Agenda are available in large print if required.
2. Copies can be requested by contacting us on 01909 533252 or by e-mail cara.hopkinson@bassetlaw.gov.uk

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Joint Employee Council

Minutes of the Meeting held on Wednesday, 17th January, 2024 at The Ceres Suite, Worksop Town Hall, S80 2AH

Present:

Councillors:

S Scotthorne
F McFarland

P J Ducey
N J Sanders

Employee
Representatives in
attendance:

J Common, M Bassett, T Walstow and J Whalley

Officers
attendance:

in K Childs and C Hopkinson

(The meeting opened at 3.00 pm.)

19 Apologies For Absence

Apologies for absence were received from Councillor J Sanger and employee representative K Circuit.

20 Declarations Of Interest By Members And Officers

20a Members

There were no Declarations of Interest by Members.

20b Officers

There were no Declarations of Interest by Officers.

21 Minutes Of The Meeting Held On 4th October 2023

It was noted that Members were listed on the attendance twice.

Resolved that the Minutes of the meeting on 4th October 2023 be approved subject to the removal of the duplicated Members in attendance.

22 Outstanding Minutes List

Resolved that the Outstanding Minutes List be received.

Section A – Items For Discussion In Public

Key Decisions

None.

Other Decisions

JOINT EMPLOYEE COUNCIL

23 Report(s) Of The Head Of People And Culture

23a 2023 Employee Survey

The report detailed the results of the 2023 Employee Survey, which incorporated questions about workplace stress. Members of the Joint Employee Council were invited to make comments and suggestions which will inform further discussions about the outcomes and actions.

Attached at Appendix 1 were the overall results and analysis of the employee survey together with recommendations. The analysis also compared the results with those received during 2022.

The report included a series of recommendations arising from the feedback provided by staff, in particular in relation to the key themes identified from the optional comments that were provided. These will be incorporated into the People Strategy Action Plan, where appropriate, for implementation from 2024/25.

The survey results will be communicated to staff and a staff communications session will be arranged in the spring to discuss them further.

An elected Member commented that it would be useful to ask a specific question about the Council Plan to ensure that employees understand it. He also felt that it would be useful to have a comparison of the surveys in the last ten years.

In response to questions raised regarding concerns the information could be requested under a freedom of information request the Head of People and Culture advised that the questions have been carefully worded to ensure employees are not identifiable Giving the service area was not a mandatory field.

In response to the suggestion of an external provider conducting the survey she advised that historically this has not achieved a higher response rate.

Resolved that the contents of the report and survey results be noted.

23b Appraisal Policy and Procedure

The report proposed that a new Appraisal Policy is introduced to improve performance management of the workforce and ensure consistent annual discussions take place to maximise job satisfaction and that outcomes are aligned to the Corporate plan.

A performance management survey of managers and employees had been undertaken to better understand the activities managers undertake to manage performance, and how well these are received. The outcome of the survey was detailed within the report. It was clear from the survey that annual appraisal discussions are valued both by employees and managers, and that an improved format and timetable would be helpful to improve completions whilst ensuring greater consistency of experience.

The draft policy has been developed in consultation with the Policies Working Group, comprising trade union and HR representatives, the policy was appended to the report.

Resolved that:

1. The contents of the report be noted.
2. The Joint Employee Council supports the introduction of the new Appraisal Policy, attached at Appendix 1 of the report, for recommendation to Cabinet.

JOINT EMPLOYEE COUNCIL

23c Update On Progress Of People Strategy Action Plan

The report presented an update on progress against the actions identified in the People Strategy Action Plan for 2023/24, for the period October to December 2023.

Resolved that the Joint Employee Council note the contents of the update report and attachment, which is for information only.

23d Update on Review of Policies to Meet DAHA Accreditation Requirements

Members were presented with an update on the review of policies to meet Domestic Abuse Housing Alliance (DAHA) accreditation requirements.

Resolved that the Joint Employee Council note the contents of the update report, which is for information only.

24 Local Government Access to Information Act 1985

Resolved that in accordance with Part I of Schedule 12A of the Local Government Act 1972, and after considering the public interest test as set out by the officer in the body of the report, Members agreed that the following items of business involved the likely disclosure of exempt information as described in Paragraph 4 and, therefore, in accordance with Section 100A(4) of the Act, the press and public be excluded from the meeting:

Agenda Item No. 6(a) – Review of Agency Workers – Paragraph 4

Section B Items for Discussion in Private

Key Decisions

None.

Other Decisions

25 Report(s) Of The Head Of People And Culture

25a Review of Agency Workers

Members received an update on the use of agency workers and consultants by the Council for the period 1st July 30th September 2023. The information was appended to the report with a year's worth of data for comparison.

Resolved that:

1. The information contained within the report and appendices be noted.
2. The use of agency working be monitored by requiring managers to complete the quarterly monitoring form.

26 Any Other Business Which The Chair Considers To Be Urgent

As there was no other urgent business the Chair thanked everyone for their attendance and closed the meeting.

(Meeting closed at 3.53 pm.)

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**Joint Employee Council
Outstanding Minutes List
10TH April 2024**

Members please note that the updated positions are shown in bold type following each item. (HPC= Head of People and Culture)

<u>Min. No.</u>	<u>Date</u>	<u>Subject</u>	<u>Decision</u>	<u>Officer Responsible</u>
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None.

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Bassetlaw District Council

Joint Employee Council

10 April 2024

Report of the Head of People and Culture

Flexible Working Policy and Procedure

Cabinet Member: Communications, Policy and
Performance

Contact: Karen Childs

1. Public Interest Test

The author of this report, Karen Childs, has determined that its contents are not confidential.

2. Purpose of the Report

To propose amendments to the Flexible Working Guidelines in light of legislative changes, and to convert it to a Flexible Working Policy and Procedure, consistent with other Council HR policies.

3. Background and Discussion

3.1 Changes to employees' rights to ask for flexible working are due to come into force on 6 April 2024 when the Employment Relations (Flexible Working) Act 2023 becomes law.

3.2 The main changes are:

- the requirement for an employee to have 26 weeks' continuous service before they can make a formal flexible working request is removed. This means the right to request flexible working becomes a 'day-one' right.
- Employees will also be able to make two flexible working requests every 12 months, a change from the current single request every 12 months.
- the time limit for employers to deal with flexible working requests is reduced from three to two months, although this can be extended if the employee agrees.

- Employers must consult with an employee before refusing a request, and the new legislation will remove the need for employees to explain or justify the impact of the proposed change to their working arrangements.

3.3 As a consequence of these impending changes, the current Flexible Working Guidelines have been reviewed and revised by the Policies Working Group comprising HR and trade union colleagues. The opportunity has been taken to bring the document up-to-date and remove duplication, aiming for an easier to read style that is more accessible for staff. This is attached at appendix 1, for consideration by the Joint Employee Council.

4. Implications

a) For service users

None arising directly from this report.

b) Strategic & Policy

None arising directly from this report.

c) Financial - Ref: 24/767

None arising directly from this report.

d) Legal – Ref: 03/04/2024

The amendments to the existing provisions ensure that the new policy and procedure are compliant with employment legislation.

e) Human Resources

The changes to the document are intended to ensure that staff are informed about their right to request flexible working and how to make an application.

f) Climate change, Environmental

None arising from this report.

g) Community Safety, Equality and Diversity

None arising from this report.

h) GDPR

None arising from this report.

i) This is not a key decision.

5. Options, Risks and Reasons for Recommendations

5.1 To note the contents of this report, and support the introduction of the new Flexible Working Policy and Procedure attached at Appendix 1, for recommendation to Cabinet.

5.2 To note the contents of this report and propose an alternative approach.

6. Recommendations

6.1 That the Joint Employee Council notes the contents of this report, and supports the introduction of the new Flexible Working Policy and Procedure attached at Appendix 1, for recommendation to Cabinet.

Background Papers

Location

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BASSETLAW DISTRICT COUNCIL

FLEXIBLE WORKING

POLICY AND PROCEDURE

HUMAN RESOURCES

1 INTRODUCTION

This guidance sets out the rights of employees to request flexible working, the duty on managers to consider requests seriously, and the processes to follow to ensure adherence to legal requirements.

All employees have the right to request flexible working. This right applies from the first day of employment.

Employees' rights and responsibilities

Rights:

- To apply to work flexibly
- To have their application considered properly in accordance with the set procedure and refused only where there is a clear business reason for doing so
- To be accompanied by a trade union representative or work colleague when meeting the manager to discuss the application
- Where an application is refused to have a written explanation detailing the reason for the refusal
- To appeal against the manager's decision to refuse an application

Responsibilities:

- To provide a carefully thought-out application
- To ensure their application is valid and that they have provided their manager with all the necessary information
- To ensure the application is made well in advance of when they want it to start
- To arrive at meetings on time and to be prepared to discuss their application in an open and constructive way
- If necessary, be prepared to be flexible themselves, to reach an agreement with their manager

Managers' rights and responsibilities

Rights:

- To reject an application when the flexible working request cannot be accommodated within the needs of the service
- To seek the employee's agreement to extend timescales where it is appropriate
- To consider an application withdrawn in certain circumstances.

Responsibilities:

- To consider requests properly in accordance with the set procedure
- To adhere to the time limits contained within the procedure

- To provide the employee with appropriate support and information during the course of the application
- To only decline a request where there is a recognised business reason and to explain to the employee in writing why it applies
- To ensure that any variation to the procedure is agreed in advance with the employee and recorded in writing
- To consult Human Resources before the final decision is made to ensure a consistent approach is achieved throughout the Council.

Equality and Diversity Considerations

The Council will consider all applications for flexible working fairly and equitably and in line with current equality and diversity legislative requirements. It is recognised that a failure to fully, carefully and objectively consider applications against genuine business needs and requirements could lead to indirect discrimination. If considering rejection of an application managers are therefore advised to consult with Human Resources before doing so.

The Council recognises that allowing Flexible Working, where this is reasonable taking into account genuine business needs, can be a positive measure to support equality and diversity in the workplace. For example, it can enable staff with childcare or other caring responsibilities to effectively balance these with work and/or in terms of disability often an appropriate flexible working option can be an effective 'reasonable adjustment' to enable a member of staff to work. Further advice on these considerations is available from Human Resources

2 DEFINITION OF FLEXIBLE WORKING

Flexible working is a broad term used to describe any working arrangement that meets the needs of both the employee and the employer regarding when, where and how the employee works. Examples include, but are not limited to:

- part-time working
- homeworking
- hybrid working
- flexitime
- job sharing
- compressed hours
- annualised hours
- team-based rostering

3 MAKING AN APPLICATION

How often can an application be made?

A maximum of two applications within any 12 month period can be made under the right. Each year runs from the date when the application is made.

An employee may have only one live request for flexible working at any one time. Once a request has been made, it remains live until any of the following occur:

- A decision about the request is made
- The request is withdrawn
- An outcome is mutually agreed
- The statutory two-month period for deciding requests ends.

Application checklist

An application under the right must:

- Be in writing on form FW(A)
- Specify the flexible working pattern applied for
- State the date on which it is proposed the change should become effective
- State whether a previous application has been made to their manager and, if so when it was made
- Be dated

The level of detail required will depend on the desired changes to the existing working pattern. In all case it is in the employee's interest to be as clear and explicit as possible. The application provides the employee with the opportunity to set out the reasons why their preferred working pattern is compatible with the needs of the service, as far as they are able to tell. It may be helpful to both parties if the employee sets out what effect, if any, they think the application would have on their service and how they feel any such effect might be dealt with.

NOTE: If an employee wishes to make an application and their line manager is currently absent from work it is important to send the application to the line manager's manager, to ensure the timescales within this document can be effectively met.

Any request that is made and accepted under the statutory right will be a permanent change to the employee's contractual terms and conditions (unless otherwise agreed). The employee has no right to revert back to the previous working pattern.

NOTE: this policy sets out the statutory right to request flexible working. The Council has additional non-statutory provisions whereby, in exceptional circumstances, a temporary reduction of working hours and/or changes in working pattern may be considered. This may, for example, be requested by an employee to be able to respond to temporary and urgent caring responsibilities, or as an agreed temporary reasonable adjustment). Requests for such temporary changes can be discussed and agreed with the manager who should consult with Human Resources for consistency purposes.

4 CONSIDERING AN APPLICATION

An application will be considered to have been made on the day that it is received by the manager. For applications sent by e-mail this is taken to be the day of transmission. For applications sent by post it means the day on which it would have been delivered in the ordinary course of post, unless shown to be otherwise. If an employee fails to provide all the required information, the manager should inform the employee what they have missed out and ask them to re-submit the application when complete. The manager should also inform the employee that they are not obliged to consider the application until it is complete and re-submitted.

It is best practice for the manager to acknowledge receipt of the request in writing. The legal right places a duty on managers to consider all applications and establish whether the desired work pattern can be accommodated within the needs of the service. A flowchart summarising the procedure is included at Appendix A. In considering the request if the manager feels they are able to support it without the need to consult the employee then the application can be approved. If the employer cannot agree to the employee's request in full or is considering rejecting the request they must invite the employee to a meeting.

NOTE; All requests, including any appeals must be completed within 2 months. The timescales indicated below are indicative and recommended to ensure that the whole process can be effectively completed within the statutory 2 months' period. Due to required timescales for any potential appeal process, up to 28 days, it is recommended the manager ensures that consideration of the request is completed within one month.

The meeting

A manager must hold a consultation meeting to consider the request when an application is received. The meeting should be held without unreasonable delay, normally within 14 calendar days. Attendance at the meeting can be requested from Human Resources if required.

An employee can, if they wish, be accompanied at the meeting by their trade union representative or a work colleague. The person who accompanies the employee can address the meeting or confer with the employee but they cannot answer questions on the employee's behalf, and if they are unable to attend the meeting, the employee should re-arrange the meeting for a date within seven days of the originally proposed time, ensuring the new time is convenient to all parties or consider an alternative person to accompany them. NOTE: Accompanied in this context means someone who will support the employee not represents them.

Normally the meeting will be held face to face, however it is possible to agree to hold the meeting remotely, e.g. via a Teams Meeting, if this is considered reasonable and appropriate by both parties. The meeting will provide both parties with the opportunity to discuss the desired work pattern in depth and consider how it might be accommodated. Both the manager and the employee should be prepared to be flexible. If the original working pattern cannot be accommodated, the meeting also provides an opportunity to see if an alternative working arrangement may be appropriate.

It may also be in the manager's and employee's interest to agree that the new working pattern will take place for an agreed trial period in order to see how it would suit them both. Advice and further guidance on this should be sought from the HR Adviser.

A manager must write to the employee informing them of their decision within a reasonable timescale after the date of the meeting, normally within 7 calendar days, where possible.

What happens if the employee fails to attend this meeting?

An employee who fails to attend the meeting without notification should contact their manager as soon as possible to explain their absence and to rearrange the meeting at the next mutually convenient time. A manager whose employee fails to attend the meeting more than once and does not provide a reasonable explanation may treat the application as having been withdrawn. In such circumstances the manager should write to the employee confirming that the application is withdrawn. For further information about when an application may be taken as withdrawn see later in this document.

5 REACHING A DECISION

Accepting the Request

If a request is *accepted*, the manager should write to the employee and must:

- Include a description of the new working pattern
- State the date from which the new working pattern is to take effect
- Be dated (refer to form)

Form FW(B): Application Acceptance Form must be used to confirm a new working pattern. The agreed new working pattern will be a permanent change to the employee's terms and conditions of employment, unless agreed otherwise. Where a trial period has been agreed this should also be detailed in the written notice. When implementing the new working pattern other factors that the manager should bear in mind are detailed below:-

- Inform your HR Business Partner of the new working pattern
- Check to see if the employee's pay needs amending
- Check if all health and safety requirements have been satisfied. This will be particularly relevant where the employee is to work from home
- Consider who else you need to inform including your colleagues

Please check with the administration arrangements set out later in this document.

What happens if the manager needs more time to reach a final decision?

All requests, including any appeals, must normally be decided and communicated to the employee within a period of two months from when the employer receives the request. However, the employer and employee may agree to extend this period where necessary. If an extension is agreed the employer should confirm this in writing to the employee

Rejecting the Request

There will always be circumstances where, due to the needs of the service, the manager feels unable to accept a request. **Form FW(C): Application Rejection Form** is provided for refusing the request. In all such circumstances, the manager must in writing:

- State the business reason(s) why the request cannot be accepted
- Provide an explanation of why the business reasons apply in the circumstances
- Set out the appeal procedure
- Ensure the written notice is dated

What is a 'business reason'?

An application can be refused only where there is a clear business reason. The business reason(s) for refusing an application must be from one of those listed below:

- Burden of additional costs
- Detrimental effect on ability to meet customer demand
- Inability to reorganise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work

- Planned structural changes

In addition to providing a specific business reason the manager must include an accurate and clearly relevant explanation about why this applies in the circumstances. An employee who understands why a business reason is relevant is more likely to accept the outcome and be satisfied that their application has been considered seriously despite being disappointed that it has been refused. The reverse is also true, particularly if the explanation is not sufficiently understood.

6 APPEAL

An employee has seven calendar days after the date of notification of the manager's decision to appeal in writing to the relevant Head of Service. This should be done on **Form FW(D): Appeal Form**. When appealing against a refused request an employee will have to set out the grounds for making the appeal and ensure that it is dated. A copy should ideally also be emailed to the HR inbox or sent to the HR Team at the same time

There are no constraints on the grounds under which an employee can appeal. It may be that they wish to bring to attention something their manager may not have been aware of when they rejected the application, eg that another member of staff is now willing to cover the hours the applicant no longer wishes to work. Or it may be to challenge a fact their manager has quoted to explain why the business reason applies.

The Head of Service hearing the appeal must arrange the appeal meeting within 14 days after receiving notification that the employee wishes to appeal. The employee can be accompanied by their trade union representative or a work colleague. The format of the meeting should mirror the meeting to discuss the application and the appeal should be heard by the relevant Head of Service (or other member of Corporate Management Team, as appropriate)

The Head of Service must inform the employee of the outcome of the appeal in writing normally within seven days after the date of the meeting. **Form FW(E): Appeal Reply Form** should be used for this purpose.

If the appeal is *upheld* the written decision must:

- Include a description of the new working pattern
- State the date from which the new working pattern is to take effect
- Be dated

If the appeal is *dismissed* the written decision must:

- State the grounds for the decision. These will be appropriate to the employee's own grounds for making the appeal
- Provide an explanation as to why the grounds for refusal apply in the circumstances. The same principles apply as to what is a sufficient level of explanation at appeal as the amount of explanation that should be given following the initial decision
- Be dated

NOTE: These timescales may need to be adjusted if the first stage has taken longer than one month to conclude.

In circumstances where the employee misses the appeal meeting this should be handled in the same way as for an employee who misses the meeting to discuss the application as described in earlier in this document. An employee who fails to attend the meeting without notification should contact their

Head of Service as soon possible to explain their absence. The Head of Service should rearrange the meeting at the next mutually convenient time. If the employee fails to attend a meeting more than once and does not provide a reasonable explanation then the application can be treated as having been withdrawn. In such circumstances the Head of Service should write to the employee confirming that the application is now considered withdrawn. For further information about when an application may be taken as withdrawn see the next section.

7 EXEMPTIONS TO THE PROCEDURE AND WITHDRAWALS

Time Limit Extensions

There may be occasions when it is not possible to complete the procedure within the specified two months' time limit from when the employer first receives the request. Where necessary and appropriate the employer and employee may agree to extend this period. If an extension is agreed, the employer should confirm this in writing to the employee.

When can an application be treated as withdrawn?

There will be occasions when an application is treated as withdrawn. In all circumstances a written record must be made. **Form FW (F): Notice of Withdrawal** should be used for this purpose.

The employee decides to withdraw the application:

An employee who withdraws their application should be mindful of the limit of a maximum of 2 applications being able to be made within any 12 month period. This will therefore be a factor the employee will want to bear in mind when considering withdrawing their application as it will still count towards as an application. Where the employee decides to withdraw their application they should notify their manager as soon as possible in writing. This is essential to avoid any misunderstandings and **Form FW(G): Notice of Withdrawal** should be used for this purpose.

A manager who is informed verbally that the application is withdrawn by the employee but does not subsequently receive written confirmation should contact the employee to confirm their intentions. Where the manager does not receive confirmation from the employee, the manager should confirm the withdrawal in writing.

The employee fails to attend two meetings:

In cases where an employee misses two meetings without reasonable cause, the manager may treat the application as withdrawn. It is therefore in the employee's best interests to inform their manager as soon as possible if and why they are not able to attend a meeting. The manager should warn the employee that they risk their application being treated as withdrawn if they miss another meeting without reasonable cause when rearranging the meeting.

The employee unreasonably refuses to provide the required information:

There may be occasions where the manager is willing to accept a request for flexible working, but requires the employee to provide them with certain information before they can do so. If an employee unreasonably refuses to provide their manager with the information, then the manager can treat the application as withdrawn. For example, an employee may request to work from home three days a week and the manager may wish to ensure their working space meets health and safety standards. If the employee refuses to comply with this, the manager may treat the application as withdrawn.

8 PROTECTION FROM DETRIMENT AND DISMISSAL

Employee protection

An employer must not subject an employee to any detriment or dismissal because of any of the following:

- the employee has made or intends to make a request for flexible working
- the employee has issued legal proceedings against the employer in relation to their right to request flexible working, or has stated that there are circumstances which could constitute a ground for them doing so.

FW(A): Flexible Working Application Form

1. Name:

Date:

Service:

I would like to apply to work a flexible working pattern that is different to my current working pattern. I confirm I meet the eligibility criteria as follows:

I have not made more than 2 requests to work flexibly under this right during the past 12 months

2a. Describe your current working pattern (days/hours/times worked):

2b. Describe the working pattern you would like to work (days/hours/times worked):

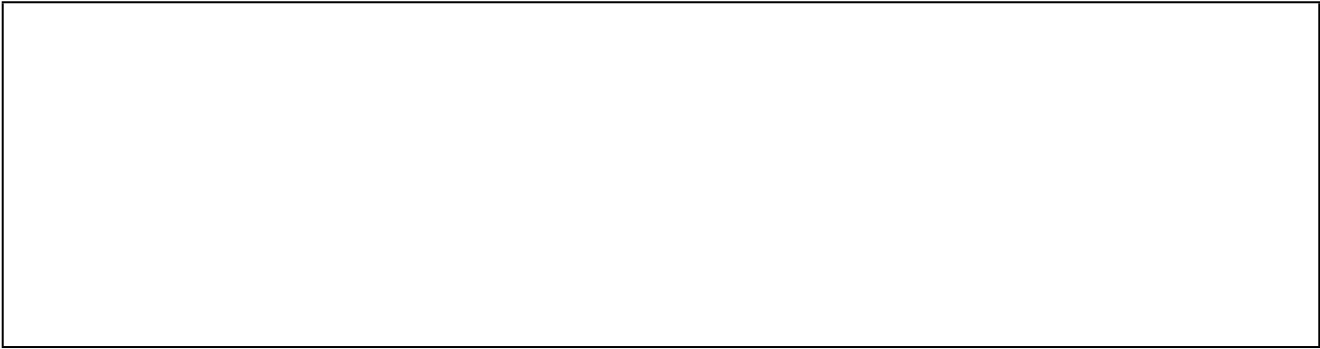
(you may continue on a separate sheet if necessary)

2c. I would like this working pattern to start from:

When completing sections 3 and 4 it will be very helpful to think about what effect your change in working pattern will have on the work you do and on your colleagues.

3. I think this change in my working pattern will affect my manager and colleagues as follows:

4. I think the effect on my manager and colleagues can be dealt with as follows:



THIS APPLICATION SHOULD BE FORWARDED IMMEDIATELY TO YOUR MANAGER (YOU MIGHT WANT TO KEEP A COPY OF YOUR OWN RECORDS).

Manager to return copy of form to employee with below section completed, to confirm receipt of their application

Manager's Confirmation of Receipt (to be completed and returned to the Employee)

Dear

I confirm that I received your request to change your work pattern on _____

I shall be arranging a meeting to discuss your application normally within 14 days following this date. In the meantime you might want to consider whether you would like a trade union representative or work colleague to accompany you at the meeting.

Signed: **Dated**

Form FW(B): Flexible Working Application Acceptance Form

Note to the Manager

This form should be completed normally within 7 days following the meeting (where applicable) when accepting an application to work flexibly. If you cannot accommodate the requested working pattern you may still wish to explore alternatives to find a working pattern suitable to you both.

Please note that Form C: Flexible Working Application Rejection Form should be used if the employee's working pattern cannot be changed, and no other suitable alternatives can be found.

Dear _____

Payroll Number: _____

Following receipt of your application and our meeting on*1 _____ I have considered your request for a new flexible working pattern.

**1delete if not applicable*

I am pleased to confirm that I am able to accommodate your application.

Having discussed your application , I am able to offer the alternative pattern which we have discussed and you agreed would be suitable to you.

Your new working pattern will be as follows:

Your new working arrangements will begin from _____

Please note that the change in your working pattern will be a permanent change to your terms and conditions of employment and you have no right to revert back to your previous working pattern unless this is agreed otherwise. If you have any questions please do not hesitate to discuss with me as soon as possible.

Signed: _____

Dated: _____

THIS FORM SHOULD BE RETURNED TO YOUR EMPLOYEE, WITH A COPY TO YOUR HR BUSINESS PARTNER

FW(C): Flexible Working Application Rejection Form

Note to the Manager

This form should be completed normally , within 7 days following the meeting, when turning down an application. Before completing this form you must ensure that full consideration has been given to the application. You must state the business reasons as to why you are unable to agree to a new working pattern and why the reasons apply in the circumstances. The lists of business reasons under which a request may be refused are detailed within this Guidance document.

Dear

Payroll Number:

Following receipt of your application and our meeting on _____ I have considered your request for a new flexible working pattern.

I am sorry but I am unable to accommodate your request for the following business reasons:

The reasons apply in the circumstances because:

(You should explain why any other work patterns you may have discussed at the meeting are also inappropriate. Please continue on a blank sheet if necessary)

If you are unhappy with the decision you may appeal against it. Details of the appeal procedure are set out within this document

Signed:

Dated:

The Appeal Process

To the Employee

If your request for flexible working is turned down you have the right to appeal against the decision. If you wish to appeal, you must write to the relevant Head of Service, with a copy to the HR Inbox setting out the grounds for your appeal, within 7 days after receiving written notice of my decision. Form FW(D) Flexible Working Appeal should be used for this purpose. .

To the Manager

If you reject your employee's request for flexible working, they have the right to appeal against your decision.

If your employee appeals against your decision to refuse a request for flexible working, your Head of Service must arrange a meeting with your employee to discuss the appeal within 7 days after receiving the appeal letter. This is detailed in the manager guidance.

After the meeting has been held, your Head of Service must write to your employee within 7days to notify them of the outcome of the appeal.

THIS FORM SHOULD BE RETURNED TO YOUR EMPLOYEE WITH A COPY TO YOUR HR BUSINESS PARTNER

FW(D): Flexible Working Appeal Form

Note to the Employee

If your application has been refused, you may appeal against your manager's decision. You should use this form to make your appeal. You should set out the grounds on which you are appealing, and do so within 7 days of receiving written notice that your application for flexible working has been turned down.

Dear

I wish to appeal against my manager's decision to refuse my application for flexible working. I am appealing on the following grounds:

(Please continue on a blank sheet if necessary.)

Signed:

Dated:

THIS FORM SHOULD BE RETURNED TO THE RELEVANT HEAD OF SERVICE, WITH A COPY TO THE HR INBOX

Note to the Head of Service

You have 14 days following your receipt of this form in which to arrange a meeting with your employee to discuss their appeal. . If you are unable to arrange the Appeal within 14 days you should discuss and agree an extentsion to the timescales with the employee or delegate the meeting to a suitable alternative manager or member of CLT (Corporate Leadership Team).

Form FW(E) Flexible Working Appeal Reply Form should be used when responding to this appeal.

FW(E): Flexible Working Appeal Reply Form

Note to the Head of Service

You should complete this form when replying to an appeal that an application to work flexibly has not been properly considered. You must return this form to your employee, giving notice of your decision, normally within 7 days after the meeting at which you both discussed the appeal. If you decide to turn down the appeal, you must state the grounds for your refusal.

Dear

Following our meeting on _____ I have considered your appeal against the decision to refuse your application to work a flexible working pattern.

I accept your appeal against the decision. I am therefore able to accommodate your original request to change your working pattern as follows:

Your new working arrangements will begin from _____

Please note that the change in your working pattern will be a permanent change to your terms and conditions of employment and you have no right to revert back to your previous working pattern unless agreed otherwise.

I am sorry but I must reject your appeal for the following ground(s):

The ground(s) apply because:

(please continue on a separate sheet if necessary.)

Signed:

Dated:

THIS FORM SHOULD BE RETURNED TO YOUR EMPLOYEE, TOGETHER WITH A COPY TO YOUR HR BUSINESS PARTNER

FW(F): Flexible Working Notice of Withdrawal Form

Note to the Employee

This form provides notification to your manager that you wish to withdraw your application to work flexibly.

Note: You are only allowed to make a maximum of two applications within a 12 month period, a withdrawn application will count of one of those.

Dear

I wish to withdraw my application to work flexibly, which I submitted to you on _____ I understand that even though I am withdrawing this application I understand that it still counts of one of the two applications I am able to make within a 12 month period.

Signed:

Dated:

PLEASE RETURN THIS FORM TO YOUR MANAGER, WITH A COPY TO THE HR INBOX

Note to the Manager

Once your employee has completed this form and returned it to you, the application is considered withdrawn.

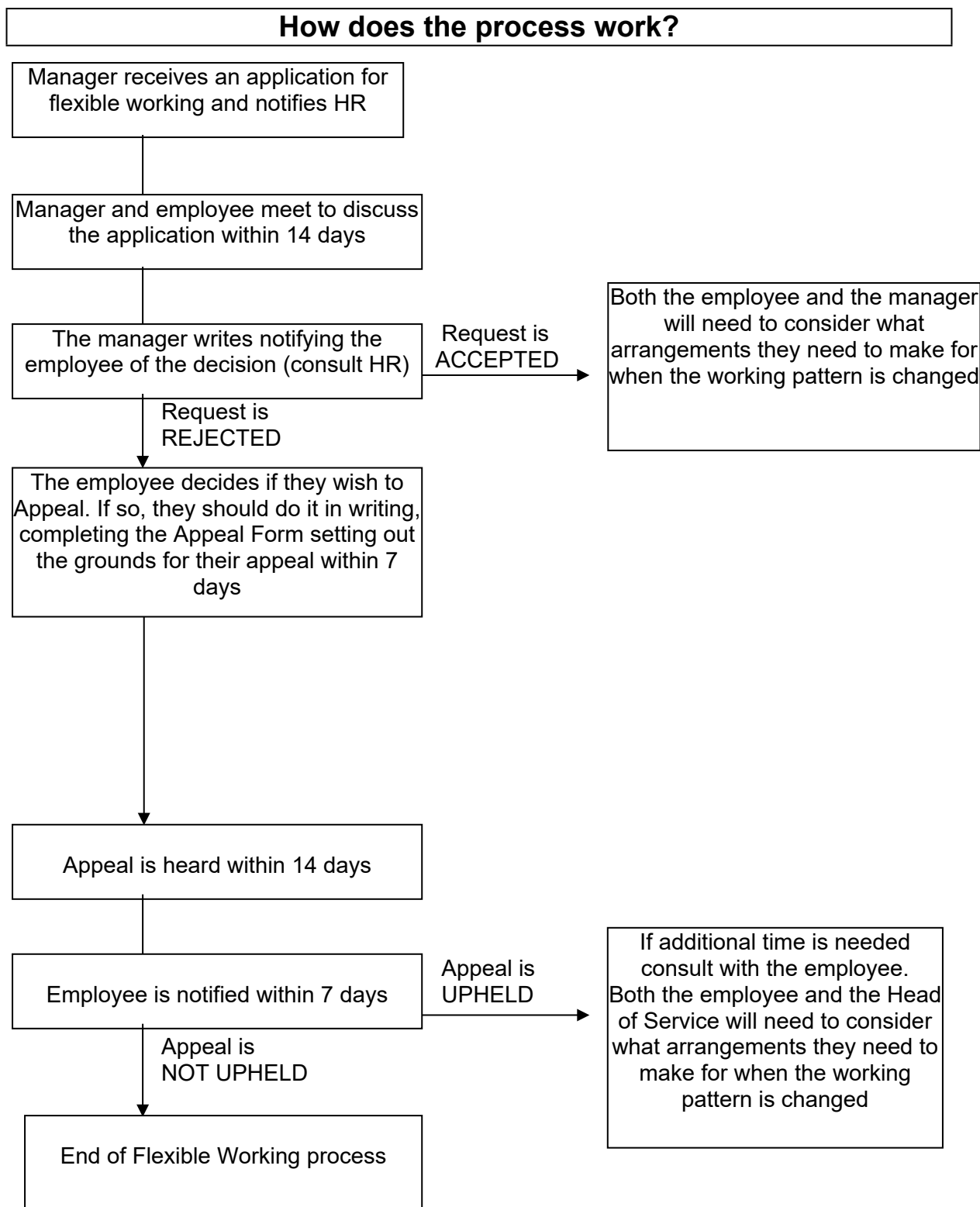
Confirmation of Withdrawal **(to be completed and returned to employee)**

Dear

I confirm that I have received notice that you wish to withdraw your application for flexible working which you submitted to me on _____

Signed:

Dated:



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Bassetlaw District Council

Joint Employee Council

10 April 2024

Report of the Head of People and Culture

Update on Progress of the People Strategy Action Plan

Cabinet Member: Communications, Policy and
Performance

Contact: Karen Childs

1. Public Interest Test

The author of this report, Karen Childs, has determined that its contents are not confidential.

2. Purpose of the Report

To present an update on progress against the actions identified in the People Strategy Action Plan for 2023/24, for the period January to March 2024.

3. Background and Discussion

3.1 A five year People Strategy was approved at Cabinet on 11 February 2021, incorporating eight objectives focussing specifically on wellbeing throughout the employee lifecycle during the forthcoming period of change to working practices and arrangements. These are as follows:

- 1 Employees recognise that the Council cares about their mental and physical health and wellbeing;
- 2 Employees are encouraged and supported to develop and maintain a healthy lifestyle;
- 3 Staff feel valued, that they have a voice and are listened to;
- 4 Staff feel empowered and trusted - clear about their role and how this relates to the Council's priorities;
- 5 Employees have the support of the organisation to work flexibly, according to the job role, so they can excel in delivering services whilst maintaining a good work life balance;
- 6 All staff value each other's contributions to processes which are understood, transparent and effective;
- 7 Employees are given opportunities to learn and develop existing and new skills that improve opportunities for progression and career development.

8 Development conversations inform future workforce planning.

3.2 In addition to the central theme of wellbeing, which incorporates opportunities for development which are in turn linked to workforce and succession planning, there is a focus on how the Council's staff can positively affect the customer experience. This will be achieved through reviews of processes by standing in the customer's shoes and understanding what is important to them, then considering how our processes help or hinder the delivery of that purpose. In that way the Strategy ensures focus on the customer is not lost.

3.3 Since 2021, members have received a progress report at each meeting in relation to the actions identified for completion during the first three years of the Strategy. This is attached at appendix 1.

3.4 Further updates will be provided at future meetings of the JEC.

4. Implications

a) For service users

The achievement of the objectives set out in the People Strategy and Action Plan will ensure staff are engaged, motivated and have the relevant skills to deliver the Council Plan and drive improvement in the quality and effectiveness of the services it provides.

b) Strategic & Policy

Completion of the actions in the action plan contribute to the achievement of the objectives set out in the People Strategy which in turn supports the achievement of Council's Vision.

c) Financial - Ref: 24/435

None arising directly from this report. Financial implications associated with specific actions will be identified through the life of the plan and be subject to appropriate consideration and approval in accordance with the Council's financial procedure rules and management arrangements.

d) Legal – Ref: 04/04/2024

Actions taken in support of the People Strategy will be in accordance with relevant employment legislation.

e) Human Resources

The implementation of this Strategy and Plan will have considerable benefits for the Council's staff by achieving the objectives set out in this report, ensuring they are appropriately skilled to provide excellence in delivery of services, and that their wellbeing remains an important priority for the Council.

f) Climate change, Environmental

Specific actions contained within the Action Plan contribute to the reduction of environmental impacts. This includes the introduction of a hybrid working policy which reduces travel requirements in previous years, and the introduction of a salary sacrifice

Cycle to Work scheme which encourages cycling, contributing to the reduction of emissions.

g) Community Safety, Equality and Diversity

Actions taken in support of the People Strategy will be in accordance with equalities legislation.

h) GDPR

None arising from this report.

i) This is not a key decision.

5. Options, Risks and Reasons for Recommendations

To note the contents of this update report and attachment, which is for information only.

6. Recommendations

That the Joint Employee Council notes the contents of this update report and attachment, which is for information only.

Background Papers

Location

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PEOPLE STRATEGY ACTION PLAN 2021 - 2025

		Year 3 Actions (to 31 March 2024)	Progress against actions at July 2023	Progress against actions at October 2023	Progress against actions at January 2024	Progress against actions at April 2024	
1	Employees recognise that the Council cares about their mental and physical health and wellbeing	1 Develop a mental health at work plan aligned to the core standards of the Mental Health at Work Commitment, with involvement of staff.	Staff have been invited to join a focus group to help develop the plan.	The focus group has met twice and contributed to the development of the plan.	The focus group has now met three times and concluded their input into the mental health at work plan. One of the actions identified by the group was to have a periodic newsletter focussed specifically on mental health. This was launched on 18 December.	The mental health action plan has now been developed and includes a range of existing provisions as well as actions to undertake.	
		2 Implement actions arising from the review of working practices within refuse and grounds maintenance, designed to reduce risk of musculoskeletal injury.	The report has been received from external consultants and is in the process of being finalised.	Discussions are taking place with relevant managers on implementing the recommendations within the report.	Recommendations taken on board and responded to.	Complete.	
		3 Provide further education/information to staff on the menopause	A provider of a menopause awareness has been identified and an event will be co-ordinated for later in the year.	We are currently exploring dates and considering events early in the new year.	This will be part of a series of events focussed on "Living a Healthy Life" scheduled for January 2024.	The 'Living a Healthy Life' event took place in January including a series of activities and events across both Queen's Buildings and Carlton Forest. This included pilates, body MOTs, sessions on the menopause, and other areas of health promotion (copy of timetable attached).	
		4 Introduce welcome gifts for new staff focussed on physical and mental wellbeing.	Welcome gifts have been implemented focussed on wellbeing. Staff can choose from one year's membership to the National Trust, English Heritage or RSPB, 15 free activity sessions at the Council's leisure centres or golf club, or if they want to contribute to the natural environment they can choose to have a sapling planted, or 12 young whips.	Complete.	Complete	Complete.	
		5 Promote the Westfield Healthcare scheme to staff to encourage take up and usage.	Promoted in staff newsletter 12 May with focus on the 24/7 advice and information line, availability of counselling sessions, and the Westfield app. 19 and 26 May promoted again with focus on Westfield Rewards and the Doctorline. 2 June - focus on acupuncture. 9 June - focus on Best Doctors.	Promoted in staff newsletter 25 August including, counselling service and 'My Healthy Advantage' app. Promoted again 8 September with focus on 24/7 advice and information line. Promoted 18 September with focus on 'Doctorline'.	Promoted 25 September (Westfield Rewards), 2 October (acupuncture treatment), 9 October (Best Doctors), 16 October (chiroprody), 23 October (chiropractic), 30 October (consultation benefit), 6 November (dental accident and Westfield Rewards), 13 November (dental benefits), 20 November (gym discounts), 27 November (homeopathy), 4 December (optical benefits), 11 December (osteopathy), 18 December (physiotherapy)	2 January (MRI, CT and PET scans); 8 January (chiroprody benefit); 15 January (chiropractic benefit); 22 January (consultation benefit); 29 January (dental accident benefit); 5 February (dental benefit); 12 February (discounts on gym memberships, digital fitness subscriptions, and equipment); 20 February (homeopathy); 26 February (optical benefit); 4 March (osteopathy); 12 March (physiotherapy); 18 March (MRI, CT and PET scans).	
		6 Track mental health-related absences on a monthly basis to identify any trends for further investigation.	Mental health absences are now being reported separately and tracked.	Ongoing, and reported to Overview and Scrutiny on a regular basis.	In place and ongoing.	In place and ongoing.	
2	Employees are encouraged and supported to develop and maintain a healthy lifestyle	7 Review the Sickness Policy and Procedure.	A review has commenced through the Policies Working Group. Attached is a list of activities and initiatives promoted to staff during April - June 2023.	Review complete and on the agenda for October JEC. Attached is a list of activities and initiatives promoted to staff during July-October 2023.	New Sickness Policy and Procedure agreed at Cabinet November, launched 1 December accompanied by training for managers which ran during December. Attached is a list of activities and initiatives promoted to staff during October to December 2023.	Complete. Attached is a list of activities and initiatives promoted to staff during January to March 2024.	
		2 Launch the cycle to work salary sacrifice scheme.	Work is nearing conclusion to be able to launch the new scheme.		New scheme launched with roadshows at Carlton Forest and Queen's Buildings during November and December. Five confirmed sign-ups with two pending.	A further roadshow took place on 21 March. Nine staff have now signed up to the scheme.	
		3 Hold a "Living a Healthy Life" event for staff with the aim of educating on reducing risk of developing serious illnesses	Discussions are taking place with Public Health to identify what support they can provide to this event.	Public Health have confirmed they will provide support through ABL, we are currently exploring dates for early in the new year.	This will be part of a series of events focussed on "Living a Healthy Life" scheduled for January 2024.	Complete.	
		4 Promote discounted gym membership to staff.		Promoted to staff in the newsletter 25 September. Posters being developed for noticeboards to target staff who don't routinely see the newsletter.		Complete.	
		3 Staff feel valued, that they have a voice and are listened to	1 Provide feedback to staff on the performance management survey undertaken earlier in the year.	The survey is currently being analysed.	Analysis is nearing completion with a report being finalised.	Survey now analysed and presented to CLT, trade unions, Leader, Bassetlaw Managers Forum. Session to be organised for staff feedback. The outcomes dovetail with those from the peer review and will be used to inform the Council's response.	Complete. A staff communication session has been set up for May 2024.
			2 Introduce staff communication sessions to encourage two-way communications.		Staff communication session will be arranged in regard to the vision and corporate plan.	Staff communication session will incorporate the PM survey as stated above.	Feedback was obtained at the Bassetlaw Managers' Forum on 21 February and a protocol is being developed to provide a structure for the process to work.
4	Staff feel empowered and trusted - clear about their role and how this relates to the Council's priorities	3 Encourage senior managers to go back to the floor and meet with/shadow staff.		Development of a process to capture these events will be undertaken by the new graduate recruited under the National Graduate Development Scheme, due to start October.	Meeting has taken place to discuss the approach following which work will now commence.	Complete.	
		4 Conduct an annual employee survey.		Timetable being developed for launching the survey.	Employee survey launched, closed 15/11/23, analysed and is the subject of a separate report to JEC.	Complete.	
		5 Ask staff for feedback to shape this action plan for the the next period			Feedback captured through the various surveys undertaken during the year will be used to inform the action plan for the next period.	The action plan is currently being worked upon in light of feedback from staff.	
		6 Develop flexible options for pay and reward designed to recognise, reward and retain talented staff, whilst complying with equal pay legislation.	A policy on accelerated increments has been developed and is on the agenda for July JEC.	Policy was approved by Cabinet in September.	COMPLETE	Complete.	
		1 Continue with the review and simplification of job descriptions and person specifications to focus on purpose.	This is ongoing.	Ongoing.	Ongoing.		

		Year 3 Actions (to 31 March 2024)	Progress against actions at July 2023	Progress against actions at October 2023	Progress against actions at January 2024	Progress against actions at April 2024
		2 Complete the review of the onboarding experience for new staff and identify and implement improvements.	The survey of new staff is currently being analysed. Some improvements have been made including clarifying roles and responsibilities within the onboarding process.	This work has been paused pending the conclusion of the performance management survey, but is due to recommence in September.	Work has recommenced with meetings to map out the end-to-end processes and a further survey of new staff who joined since the last one was completed. This will inform changes to the current processes.	Work is continuing on the onboarding review.
		3 Develop a set of meaningful values that promote consistent and authentic behaviours and support a positive organisational culture.	Draft values have been developed in consultation with managers, and will be considered at July Cabinet.	Draft values are currently being consulted on, prior to finalising them.	Values are due to be consulted on with members during January 2024.	Values have been approved at Cabinet.
		4 Engage with managers to develop a clear identity for the Bassetlaw Manager aligned with the Council's vision and values.	Work has been undertaken with the Bassetlaw Managers' Forum and an external provider is being commissioned to provide a series of events focussed on resilience and effective management.	The first of the sessions focussing on resilience and effective management is scheduled for 28 September, and these will continue through 2024.	Further work has been undertaken with the Forum to consider desired behaviours as part of establishing a Bassetlaw Employee framework, and this will then be built upon in terms of the Bassetlaw Manager framework.	The desired behaviours have been worked on further with manager behaviours being developed, for further consideration at the next Bassetlaw Managers' Forum in May.
		5 Review and improve the exit experience for staff.	A new exit questionnaire/framework for exit interviews is being developed.	Exit questionnaire/framework has now been developed and implemented.	COMPLETE	Complete.
5	Employees have the support of the organisation to work flexibly, according to the job role, so they can excel in delivering services whilst maintaining a good work life balance	1 Promote the annual leave purchase scheme.	This has been promoted earlier in the year with 44 employees choosing to purchase additional annual leave.	5 more purchases this quarter making a total of 49 employees to date.	The revised scheme has been promoted to staff in respect of the new leave year 2024. 47 approved requests have been received to date.	Complete.
		2 Review the effectiveness of the flexibility incorporated into the interim Annual Leave Purchase Scheme for 2023, with a view to determining whether this should be adopted moving forwards.		The interim process has been reviewed and a recommendation to implement the changes in the main scheme is on the agenda for October JEC.	COMPLETE	Complete.
		3 Conclude the review of the Hybrid Working Policy.	The interim appraisal process includes questions about hybrid working to inform this review.	This section of the survey is being analysed.	The analysis is almost concluded and will be finalised in January.	Complete.
		4 Undertake a review of the Work-Life Balance Agreement.				Work has commenced and will be the subject of a report to the next JEC.
		5 Complete the change to the annual leave year to commence from 1 January 2024, in response to staff feedback.	System changes have been made in readiness for the change.	Complete.	Complete	Complete.
6	All staff value each other's contributions to processes which are understood, transparent and effective	1 Conduct service improvement reviews supported by HR.	The onboarding review is being undertaken using service improvement principles.	Ongoing.	Ongoing.	Ongoing.
		2 Document the reviewed processes to ensure clarity and consistency and provide training aids				Work is being undertaken alongside the reviews to document the process.
		3 Introduce "Enable Now" technology to create procedure notes and aid training and consistency		Plans are in place to launch within HR first to capture benefits and training notes.	Support was given to Anti-Social Behaviour team to enable capture of key processes.	Enable Now is being discontinued by the provider, as such the team is looking at alternative options.
		4 Introduce a team overview available to all staff to help understand the purpose of each team				Work is underway, with information being gathered from each service area.
7	Employees are given opportunities to learn and develop existing and new skills that improve opportunities for progression and career development	1 Continue to develop a "grow our own" approach to professional roles with a defined budget		Exploring options within Legal Services for two positions. Apprenticeship role created within Finance.	Two positions established within Legal Services aimed at growing our own. Discussions taking place regarding opportunities within Finance.	Option of a higher level apprentice being considered in Finance and a higher level apprentice has been established within People and Culture.
		2 Introduce at least two opportunities for professional learning under "grow our own", with particular focus on areas of skills shortage			COMPLETE	Complete.
		3 Engage with the National Graduate Development Programme with the aim of hosting a graduate during 2023-25	We have successfully recruited a graduate under this scheme and are liaising with the scheme providers to establish a start date.		George Wilkinson started with the Council in October commencing work on the boundary review.	George has completed work on the boundary review and has moved onto his second placement within Growth and Enterprise Team.
		4 Develop further e-learning courses for staff using the learning management system.			Advanced data protection, and conflict resolution e-learning added to the course calendar.	New courses being reviewed for suitability including: Domestic Abuse, Prevent, and Modern Slavery. Not progressed further as yet due to higher priority work.
		5 Review and update the secondment policy	The policy is currently under review.		Not progressed further as yet due to higher priority work.	
		6 Review the budget management system for the training budget with a view to increasing flexibility and reducing administration, making it easier for reallocation of budget through the year (potentially increasing training opportunities)			Initial review has taken place with options being considered.	A corporate training course calendar is being developed to improve take-up of popular training, and a new scheme being developed to enable immediate booking of non-costed training, which should speed up management of costed training.
8	Development conversations inform future workforce planning	1 Conclude the review of the Council's current performance management methods.	The survey is currently being analysed.		Survey now analysed and presented to CLT, trade unions, Leader, Bassetlaw Managers Forum. Session to be organised for staff feedback. The outcomes dovetail with those from the peer review and will be used to inform the Council's response.	Actions identified and contained in the Corporate Peer Review action plan, and will also feed into the People and Culture service plan.
		2 Establish a baseline of staff development aspirations arising from information provided during the interim appraisal for 2023/24.		The appraisal process was extended to 31 August and analysis of development aspirations will commence once the performance management survey analysis is completed.	The analysis of development aspirations has now been concluded	Complete.
		3 Develop a staff development programme informed by the interim appraisal process			The above analysis will be used to inform design of a process to ensure we can map out development plans and succession plans.	Information is being used to develop a new talent management process.
		4 Redesign the appraisal process in light of the performance management survey undertaken during 2023.		This is currently in progress informed by the performance management survey.	New appraisal policy on agenda for January JEC.	Appraisal policy approved at Cabinet and will be rolled out this year.

Health and Wellbeing Activities/Initiatives promoted to staff January to March 2024

The following wellbeing events and initiatives have been promoted to staff during the quarter:

- The Lullaby Trust: tips and advice on creating safe sleeping arrangements for children.
- AVCWise: shared cost AVCs to assist with planning for retirement taking advantage of salary sacrifice;
- UKSPF Pride Sculpture Project;
- In Sam's Name events;
- January health fair for staff (see attached timetable);
- Festival of Science and Curiosity;
- The Great British Spring Clean;
- Free online training regarding domestic abuse from Equation;
- BDC Health and Well-being Blog
- Financial Fresh Start: Your Guide to Budgeting in the New Year;
- Measles – how to stay safe;
- Sharing of a presentation on the menopause delivered during the health fair;
- Sexual Abuse and Sexual Violence Awareness Week;
- Item about Nicki Richards, Domestic Abuse Co-ordinator, and how to contact her;
- LGBT+ History Month;
- How to prevent online shopping fraud;
- Westfield Health Plan;
- Toolbox talk on 'sharps';
- Cycle to Work scheme roadshow at Carlton Forest;
- Kilton Forest Golf Club Charity Golf Competition;
- Learn to ride your bike and cycling skills workshop;
- Information about the Children's Bereavement Centre;
- Bassetlaw Careers Fair;
- Swimming Lessons at Your Space Worksop;
- Retford Big Market Day;
- Notts Energy Partnership free home visits to optimise energy usage in the home;
- List of BDC First Aiders.

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Living a Healthy Life

January Health Fair - Session Timetable

18th January

Your Health Notts Notts Talk	12:00pm - 2:00pm Presentation: 12:00pm	Worksop Town Hall Ceres Suite	<ul style="list-style-type: none"> • Nutrition • Smoking • Physical health • Mental health
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Change Grow Live	2:00pm - 4:00pm	Carlton Forest Meeting Room	<ul style="list-style-type: none"> • Alcohol prevention stalls and literature
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23rd January

Menopause Rockstar	9:30am - 10:45am Presentation: 9:30am	Carlton Forest Meeting Room	<ul style="list-style-type: none"> • Perimenopause • Changes in hormones & symptoms • The impacts of stress on well-being and menopause transition • Lifestyle interventions to support the transition
Mairi Taylor Pilates*	12:00pm - 1:00pm	Worksop Town Hall Assembly Room	<ul style="list-style-type: none"> • Pilates
Mairi Taylor	Presentations: 1:15pm - 2:30pm 2:45pm - 4:00pm	Worksop Town Hall Assembly Room	<ul style="list-style-type: none"> • Perimenopause • Changes in hormones & symptoms • The impacts of stress on well-being and menopause transition • Lifestyle interventions to support the transition
NHS Foundation Trust	11am - 11:30am Presentation: 11:00am	Worksop Town Hall Ceres Suite	<ul style="list-style-type: none"> • What is breast screening • Who is invited • How are they invited • What happens at the appointment • Over 71? • Why is it important to attend • Risks of attending • Self-checks
NHS Foundation Trust	1:00pm - 1:30pm Presentation: 1:00pm	Carlton Forest Meeting Room	
Aurora Wellbeing Services	10:00am - 12:00pm	Worksop Town Hall Ceres Suite	<ul style="list-style-type: none"> • Cancer prevention stalls and literature
Nottinghamshire Mind	10:00am - 12:00pm	Worksop Town Hall Ceres Suite	<ul style="list-style-type: none"> • Stalls and literature in relation to mental health
Nottinghamshire Mind	2:00pm - 4:00pm	Carlton Forest Meeting Room	

24th January

Change Grow Live	11:00am - 1:00pm	Worksop Town Hall Assembly Room	<ul style="list-style-type: none"> • Alcohol prevention stalls and literature
Aurora Wellbeing Services	2:00pm - 4:00pm	Carlton Forest Meeting Room	<ul style="list-style-type: none"> • Cancer prevention stalls and literature
Westfield	11:00am - 1:00pm Presentation: 12:00pm	Worksop Town Hall Assembly Room	<ul style="list-style-type: none"> • Cash Plans presentation
Westfield	2:00pm - 4:00pm Presentation: 2:00pm	Carlton Forest Meeting Room	

25th January

Optima Health Body MOT*	9:00am - 3:00pm	Worksop Town Hall Assembly Room	<ul style="list-style-type: none"> • Height • Weight • BMI • Blood Pressure • Pulse • Smoking Status • Alcohol Intake • Diet • Exercise • Family Medical History • Stress Management
Your Health Notts Notts Talk	2:30pm - 4:00pm Presentation: 2:30pm	Carlton Forest Meeting Room	<ul style="list-style-type: none"> • Nutrition • Smoking • Physical activity • Mental health

*Please contact HR to book your place on Pilates and the Body MOT sessions. These are first come first serve and you will be asked to sign in.

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