

# Public Document Pack



To: Councillor Copland, Convener; Councillor Al-Samarai, Vice-Convener; Councillor David Cameron, the Lord Provost; Councillor Steve Delaney, the Depute Provost; and Councillors Boulton, Davidson, Fairfull, Graham, Macdonald, MacGregor, MacKenzie, McLeod and Thomson.

Trade Union Advisers: Ron Constable and Carole Thorpe (EIS); Kevin Masson and David Willis (GMB); Jason Currie and 1 vacancy (SSTA); Mark Musk and Alison Robertson (UNISON); Joe Craig and Mishelle Gray (UNITE); and Rob Stephen and 1 vacancy (VOICE).

Town House,  
ABERDEEN, 11 November 2022

## **STAFF GOVERNANCE COMMITTEE**

The Members of the **STAFF GOVERNANCE COMMITTEE** are requested to meet in the **Council Chamber - Town House** on **MONDAY, 21 NOVEMBER 2022 at 10.00am.** **This is a hybrid meeting and Members may also attend remotely.**

The meeting will be webcast and a live stream can be viewed on the Council's website. <https://aberdeen.public-i.tv/core/portal/home>

VIKKI CUTHBERT  
INTERIM CHIEF OFFICER - GOVERNANCE

### **B U S I N E S S**

#### **NOTIFICATION OF URGENT BUSINESS**

1.1. There are no items at this time

#### **DETERMINATION OF EXEMPT BUSINESS**

2.1. There are no items of exempt business

#### **DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS**

3.1. Members are requested to declare any interests

## **DEPUTATIONS**

- 4.1. None at this time

## **MINUTE OF PREVIOUS MEETING**

- 5.1. Minute of Previous Meeting of 3 October 2022 (Pages 3 - 6)

## **COMMITTEE PLANNER**

- 6.1. Committee Business Planner (Pages 7 - 10)

## **NOTICES OF MOTION**

- 7.1. None at this time

## **REFERRALS FROM COUNCIL, COMMITTEES AND SUB COMMITTEES**

- 8.1. None at this time

## **WORKFORCE STRATEGIES**

- 9.1. Developing the Young Workforce and Employability Programmes Update - CUS/22/236 (Pages 11 - 24)

## **HEALTH, SAFETY & WELLBEING OF STAFF**

- 10.1. Corporate Health & Safety Quarterly Update - July to September 2022 - COM/22/262 (Pages 25 - 46)
- 10.2. Menopause Awareness and Support - CUS/22/263 (Pages 47 - 54)
- 10.3. Pregnancy Loss Support - CUS/22/264 (Pages 55 - 60)

IIAs related to reports on this agenda can be viewed [here](#)  
To access the Service Updates for this Committee please click [here](#)  
Website Address: [aberdeencity.gov.uk](http://aberdeencity.gov.uk)

Should you require any further information about this agenda, please contact  
Steph Dunsmuir, email [sdunsmuir@aberdeencity.gov.uk](mailto:sdunsmuir@aberdeencity.gov.uk)

## STAFF GOVERNANCE COMMITTEE

ABERDEEN, 3 October 2022. Minute of Meeting of the STAFF GOVERNANCE COMMITTEE. Present:- Councillor Copland, Convener; Councillor Al-Samarai, Vice-Convener; and Councillors Boulton, Cameron, Delaney, Fairfull, Graham, Macdonald, MacGregor, MacKenzie, McLeod, McRae (as substitute for Councillor Mennie) and Thomson.

Trade Union Advisers present:- Kevin Masson and David Willis (GMB); Mark Musk and Alison Robertson (UNISON); and Joe Craig and Fiona Sales (UNITE).

The agenda and reports associated with this minute can be viewed [here](#).

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

### DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

1. Councillor McRae advised, for reasons of transparency, that he was a member of UNITE, but did not feel that this was an interest which required to be declared, nor which would prevent him from participating in the meeting.

### MINUTE OF PREVIOUS MEETING

2. The Committee had before it the minute of its previous meeting of 27 June 2022 for approval.

#### **The Committee resolved:-**

to approve the minute as a correct record.

### COMMITTEE BUSINESS PLANNER

3. The Committee had before it the planner of committee business as prepared by the Interim Chief Officer – Governance.

#### **The Committee resolved:-**

- (i) to note the reasons outlined in the planner for the delay to the Workforce Strategy report and that this would now be reported to Committee in November;
- (ii) to note that the Chief Officer – People and Organisational Development had advised that the content of the business planner would be reviewed to ensure that it was in line with the Target Operating Model 1.2, the Workforce Strategy, any forthcoming legislation, and the Partnership statement;

## STAFF GOVERNANCE COMMITTEE

3 October 2022

- (iii) to note that a report would be brought to the next meeting in relation to support for both pregnancy loss and the menopause; and
- (iv) to otherwise note the planner.

### **LEADERSHIP AND MANAGEMENT DEVELOPMENT - CUS/22/223**

4. The Committee had before it a report by the Director of Customer Services which presented the refreshed approach to leadership and management development, which would form a key part of the Workforce Strategy to be presented to Committee in November. The report advised that leaders and managers would be supported to develop and nurture the capabilities required to facilitate the organisational culture which would strategically orient the Council to deliver the outcomes of the next phase of the Target Operating Model – TOM 1.2, and ultimately the collective vision for the future of Aberdeen.

Members asked a number of questions on the report.

#### **The report recommended:-**

that the Committee –

- (a) note the refreshed approach to Leadership and Management development and the upcoming delivery timeline; and
- (b) agree that a coaching approach to managing and leading should act as a core foundation within all the management development programmes.

#### **The Committee resolved:-**

- (i) to instruct officers to report back on progress with the scheme in a year's time; and
- (ii) to otherwise approve the recommendations.

### **EMPLOYER PENSION DISCRETIONS POLICY – LOCAL GOVERNMENT PENSION SCHEME - CUS/22/158**

5. The Committee had before it a report by the Director of Customer Services which sought approval for the Council's revised Employer Pension Discretions Policy in respect of the Local Government Pension Scheme.

The report advised that the Local Government Pension Scheme (LGPS) Regulations contained a number of regulations over which the employer had discretion. Following changes to the LGPS Regulations in 2018, all employers in the Scheme were required to review and update their Pension Discretions Policy, as held by the North-East Scotland Pension Fund. The Policy outlined how the Council, as an employer of the Fund, would administer the LGPS in respect of application of the various discretions.

Members asked a number of questions in relation to the report.

## STAFF GOVERNANCE COMMITTEE

3 October 2022

### **The report recommended:-**

that the Committee –

- (a) approve the Council's revised Employer Pension Discretions policy as attached at Appendix A, which detailed the Council's declared policy on the specified pension discretions in respect of the Local Government Pension Scheme;
- (b) note the delegation of decisions in respect of application of certain of the specified discretions in Appendix A, to the appropriate Chief Officer, in consultation with the Chief Officer - People and Organisational Development and the Chief Officer - Finance, where it was indicated that individual cases would be considered on their merits or where a decision was required (unless the authoriser was specified); and
- (c) note the delegation of decisions in respect of application of other non-specified discretions to the Chief Executive or nominated deputy on a case-by-case basis.

### **The Committee resolved:-**

to approve the recommendations.

## **CORPORATE HEALTH & SAFETY POLICY - COM/22/214**

6. The Committee had before it a report by the Director of Commissioning which sought approval of an updated Corporate Health and Safety Policy. The report advised that the Policy had last been approved by Committee on 12 April 2021 and was to be reviewed on an annual basis. It was noted consultation on amendments to the Policy had been undertaken with Clusters and Trade Unions, with the opportunity for both sectors to provide further feedback once the document had been updated. The report set out the amendments made to the Policy.

### **The report recommended:-**

that the Committee approve the Corporate Health and Safety Policy to replace the previous policy with effect from 4 October 2022.

### **The Committee resolved:-**

to approve the recommendation.

## **CORPORATE HEALTH & SAFETY QUARTERLY UPDATE - APRIL-JUNE 2022 - COM/22/213**

7. The Committee had before it a report by the Director of Commissioning which provided a summary of statistical health and safety performance information for the three month reporting period April to June 2022 to provide the Committee with the opportunity to monitor compliance with health and safety legislation.

## STAFF GOVERNANCE COMMITTEE

3 October 2022

### **The report recommended:-**

that Committee note the report and provide comment on the health, safety and wellbeing policy, performance, trends and improvements.

### **The Committee resolved:-**

- (i) to note that officers would review the format of the report appendix with colleagues in Data and Insights to assist with clarity; and
- (ii) to otherwise note the report.

## **EMPLOYEE ASSISTANCE SCHEME / OCCUPATIONAL HEALTH / SICKNESS ABSENCE SIX MONTHLY REPORT - CUS/22/217**

8. The Committee had before it a report by the Director of Customer Services which provided an update on the utilisation of the Employee Assistance Service (EAS) provided by Time for Talking during the last 6 monthly period January 2022 to June 2022 and further provided a 6 monthly update on the Occupational Health and absence figures for the same period.

The report further advised that the Trade Unions had been engaging closely with services to explore how best to support employees who lived with ongoing medical conditions. As part of that work, it was proposed to implement reasonable adjustment passports across the organisation. The passport was a live record of the adjustments agreed between a worker who was disabled, or who had a health condition, and their manager.

### **The report recommended:-**

that the Committee –

- (a) note the report and provide comment on the performance and trends; and
- (b) note the ongoing support including the proposal to introduce reasonable adjustment passports.

### **The Committee resolved:-**

- (i) in relation to the data on page 119 of the report around the usage of the Employee Assistance Service, to note that officers would clarify the percentage split between male, female and non-binary staff in the Council workforce and circulate this information to Members outwith the meeting; and
  - (ii) to approve the recommendations.
- **COUNCILLOR NEIL COPLAND, Convener**

	A	B	C	D	E	F	G	H	I
1	<b>STAFF GOVERNANCE COMMITTEE BUSINESS PLANNER</b>								
	The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.								
2	<b>Report Title</b>	<b>Minute Reference/Committee Decision or Purpose of Report</b>	<b>Update</b>	<b>Report Author</b>	<b>Chief Officer</b>	<b>Directorate</b>	<b>Terms of Reference</b>	<b>Delayed or Recommended for removal or transfer, enter either D, R, or T</b>	<b>Explanation if delayed, removed or transferred</b>
3	<b>21 November 2022</b>								
4	Corporate Health & Safety Quarterly Update	To present the quarterly update for July to September 2022		Colin Leaver	Governance	Commissioning	3.3		
5	Workforce Strategy	To present the five year strategy		Isla Newcombe	People & Organisational Development	Customer	2.2	D	This is proposed to be delayed to January 2023 to allow feedback from the consultation with stakeholders to be fully analysed and incorporated into the final report
6	Developing Young Workforce / Employability Update	To present the annual update		Lesley Strachan	People & Organisational Development	Customer	2.2		
7	Menopause Support	To provide an update on support currently available for employees around menopause, highlight legislation changes in these areas that may mean changes to policy, guidance and practice; and seek approval from Committee to sign up to a pledge which will support this area of work		Darren Buck	People & Organisational Development	Customer	2.6 and 3		
8	Pregnancy Loss	To provide an update on work currently being undertaken for employees around pregnancy loss and seek approval from Committee to sign up to a pledge which will support this area of work		Darren Buck	People & Organisational Development	Customer	2.6 and 3		
9	<b>30 January 2023</b>								
10	Job Families / Capability Framework Report	To provide an update on the capability framework		Sandie Scott	People & Organisational Development	Customer	2.3		
11	Use of Locating Systems and Devices Policy	To seek approval of the policy		Kirsten Foley	People & Organisational Development	Customer	2.5		
12	<b>13 March 2023</b>								
13	Mental Health Action Plan Annual Update	To provide an update in relation to the employee mental health action plan		Kirsten Foley	People & Organisational Development	Customer	3.3		
14	Equality Outcomes Report Update	To present to committee following consideration of the Equality Outcomes at Anti Poverty and Inequality Committee in March		Darren Buck	People & Organisational Development	Customer	2.6		
15	Whistleblowing Policy and Procedure	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		

	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
16	Corporate Health & Safety Quarterly Update	For period to 31 December 2022		Colin Leaver	Governance	Commissioning	3.3		
17	EAS Annual Progress Update Occupational Health and Absence Annual Update January 2021 – December 2021	To present an annual report for the EAS/OH & Sickness Absence figures		Kirsten Foley	People & Organisational Development	Customer	2.7		
18	<b>15 May 2023</b>								
19	Employee Assistance Scheme/Occupational Health/Sickness Absence Six Monthly Report	To present the six monthly report for the EAS/OH & Sickness Absence figures		Kirsten Foley	People & Organisational Development	Customer	2.7		
20	Corporate Health & Safety Quarterly Update	For period to 31 March 2023		Colin Leaver	Governance	Commissioning	3.3		
21	<b>26 June 2023</b>								
22	Risk Register	To present the annual risk register update		Isla Newcombe	People & Organisational Development	Customer	GD 8.4		
23	<b>4 September 2023</b>								
24	Corporate Health & Safety Quarterly Update	For period to 30 June 2023		Colin Leaver	Governance	Commissioning	3.3		
25	Equality and Diversity Policy & Action Plan	To report back on the revised policy and update on the action plan		Isla Newcombe	People & Organisational Development	Customer	2.6		
26	Family Friendly Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
27	Special Leave Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
28	Staff Governance Committee Effectiveness Report	To present the annual effectiveness report		Isla Newcombe	People & Organisational Development	Customer	GD 8.5		
29	<b>13 November 2023</b>								
30	Employee Assistance Scheme/Occupational Health/Sickness Absence Six Monthly Report	To present the six monthly report for the EAS/OH & Sickness Absence figures		Kirsten Foley	People & Organisational Development	Customer	2.7		
31	Leadership and Management Development Update	SGC 03/10/22 - to agree that an annual update on the refreshed approach to leadership and management development be presented to Committee		Sandie Scott	People & Organisational Development	Customer	2.4		
32	Managing Substance Misuse Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
33	Corporate Health & Safety Quarterly Update	For period to 30 September 2023		Colin Leaver	Governance	Commissioning	3.3		



	A	B	C	D	E	F	G	H	I
	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
2									
34	Corporate Health & Safety Policy	To present the revised Health & Safety Policy, subject to approval being required		Colin Leaver	Governance	Commissioning	2.5		
35	Developing Young Workforce / Employability Update	To present the annual update		Lesley Strachan	People & Organisational Development	Customer	2.2		
36	<b>2024</b>								
37	Employee Code of Conduct	To present an update on the Employee Code of Conduct		Isla Newcombe	People & Organisational Development	Customer	2.5		
38	Managing Performance Policy and Procedure	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		
39	Supporting Attendance and Wellbeing Policy	To seek approval of the policy		Isla Newcombe	People & Organisational Development	Customer	2.5		

This page is intentionally left blank

## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Staff Governance Committee
<b>DATE</b>	21 November 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Developing the Young Workforce and Employability Programmes Update
<b>REPORT NUMBER</b>	CUS/22/236
<b>DIRECTOR</b>	Andy MacDonald, Director of Customer
<b>CHIEF OFFICER</b>	Isla Newcombe, Chief Officer – People and Organisational Development
<b>REPORT AUTHOR</b>	Lesley Strachan, Talent Manager
<b>TERMS OF REFERENCE</b>	2.2

### 1. PURPOSE OF REPORT

- 1.1 To update Committee on progress and activity currently being undertaken within People & Organisational Development in relation to our Developing the Young Workforce (DYW) commitments and Employability Programmes to support people, and in particular, young people in our communities, into employment as a means of supporting and developing our workforce for the future and responding to our recruitment challenges.

### 2. RECOMMENDATIONS

That Committee:

- 2.1 notes the continuing progress made on our developing the young workforce and employability programmes and the assurance provided within the report, that this work supports our specific recruitment challenges in some areas and/or job roles; and
- 2.2 notes the arrangement of a recognition ceremony for all Kickstart Interns who successfully completed their internship with Aberdeen City Council as detailed in this report, to acknowledge the success of the Kickstart Scheme.

### 3. CURRENT SITUATION

#### 3.1 Strategic Context and Drivers

- 3.1.1 In August 2017 Council approved the 'Building a Council of the Future' report which set out our Target Operating Model (TOM) and the workforce required to deliver the TOM. Following this, the Council's Workforce Plan, approved in 2019, built on this by setting out how we would develop and deliver that workforce.

- 3.1.2 The Workforce Plan set out how we would develop capacity to deliver our outcomes. As an organisation, we continue to face recruitment challenges in a number of key roles, which require us to look at creative and cost-effective approaches to attraction and retention. A leaner workforce, dictated by the continuing financial challenges, requires upskilling and reskilling of our existing staff to focus on delivery in our areas of growth. In response to this, our approach to developing the young workforce (DYW), supports our internal demographic challenges with an ageing workforce and the need to attract and retain young people into our workforce for the future.
- 3.1.3 The TOM 1.2 was approved by Council in August 2022, which sets the direction of travel for our transformation programme. Workforce is a core element of TOM 1.2 and our forthcoming workforce strategy is the routemap for delivery of the workforce aims within it and replaces our workforce plan. Developing our young workforce in order to meet our current and future organisational challenges, including our demographic challenges, will continue to be a feature of our upcoming workforce strategy.
- 3.1.4 Our DYW approaches including involvement in employability programmes support delivery of the Local Outcome Improvement Plan (LOIP) in terms of increasing the number of young people achieving positive destinations, as well as elements of the Socio-Economic Rescue Plan by providing supported work placements, with built-in employability support to young people who are at risk of long-term unemployment. As a direct result of participating in internships, young people gain valuable work experience (in many cases resulting in continued employment with the Council), a reference, and in some cases, a qualification. Employability is a theme which runs strongly throughout the LOIP, with employment, training, and achievement of qualifications all being desired outcomes.
- 3.1.5 The table below shows our workforce make up by the youngest and oldest age brackets. It shows that good progress has been made in improving the age demographics in our workforce in the 16-24 bracket. This can be attributed, in part, to the focus on initiatives and programmes in this area such as Modern Apprenticeships, Internships and Traineeships. The slight reduction in the number of 25-29 year olds, highlights the need for continued focus on this area. The reduction can be attributed, in part, to some employees moving to the 30+ age group.

	<b>Aged 16-24</b>	<b>Aged 25-29</b>	<b>Aged 50+</b>
<b>September 2020</b>	3.8%	10%	38.7%
<b>September 2022</b>	4.6%	9.1%	38.3%

- 3.1.6 This report sets out the initiatives and programmes we have in place to enable this demographic workforce shift, both to retain our existing young workforce and to encourage young people to consider and come to the Council as an employer.

## 3.2 Employer Accreditations

3.2.1 We achieved the **Investors in Young People (IYYP) Gold Standard** accreditation in 2020 for our commitment to attracting young people into employment opportunities with the council and to support and develop them in the course of their employment.

3.2.2 In November 2021, we were successful in our application to become a **Young Person's Guarantee employer**. In doing so we have committed to the Young Person's Guarantee (YPG) pledge to support young people in the form of five pledges:

- To prepare young people for the world of work
- To help all young people achieve their potential
- To invest in a skilled workforce
- To create jobs, volunteering and training opportunities
- To create an inclusive and fair workplace

3.2.3 As evidenced by our IYYP accreditation in 2020, we were already committed to each of these pledges and able to evidence that we are achieving these. In becoming a YPG Employer, we will continue to build on the significant work that has been done already to meet these five pledges by developing opportunities for young people. As a Living Wage accredited employer, we offer young people the security of this wage in our job roles.

3.2.4 In addition to these Accreditations, our DYW activity is in line with the Scottish Government's Fair Work Framework that offers '*all individuals an effective voice, opportunity, security, fulfilment and respect.*' The framework sets out each of these five dimensions which also dovetail with the YPG pledges.

## 3.3 Young Employee Voice

3.3.1 The Young Employee Network provides a way to hear our young employee voices on their employment experience, their ideas for change and the opportunity to get involved in organisation wide programmes. To date, the Network have taken part in a number of corporate policy and process reviews including our approach to Smarter Working; our recruitment process and the Dignity and Respect at Work Policy. They have also had the opportunity to get involved in recruitment fairs and shared their experiences of being a young employee of the Council. The Network also identified support for young employees around Mental Health and Wellbeing as an area to be developed, which has led to an information session taking place and a Sharepoint page being created 'Young Minds Matter'. Other areas identified and currently being developed are:

- Mentoring opportunities (to be a mentor or be mentored, including reverse mentoring)
- Identifying development opportunities specifically for early careers

- Improving access to leadership and management development programmes, events and training
- Providing tailored support and information on key topics such as pensions and money management

3.3.2 The Young Employee Network also feeds into the wider Age Working Group as part of our Equality, Diversity and Inclusion Action Plan.

### 3.4 Apprenticeship Programme

3.4.1 We have an established apprenticeship programme in place which includes Foundation, Modern and Graduate apprenticeships across a range of job roles and areas. As we continue to develop our apprenticeship offering, this provides career pathways and succession planning opportunities to our existing workforce whilst at the same time, providing talent pipelines for our workforce of the future.

The apprenticeship programme is directly linked to job areas and roles where there are recruitment challenges, so this approach directly supports our recruitment activity as well as and creating a career pathway for young people. In terms of examples, we have recently introduced a Building Standards Modern Apprenticeship which was part of a national programme to assist with succession planning and recruiting to these hard to fill roles, where there is an ageing workforce. In Adult Social Care, Modern Apprenticeships have proven successful in providing a pipeline of young talent starting a career in social care which again is a locally and nationally hard to fill job role.

#### 3.4.2 Modern Apprenticeships (MAs)

MAs offer young people aged 16-24 an opportunity to undertake an apprenticeship which combines learning with on-the-job experience, whilst earning a salary. For many years, we have run a very successful modern apprenticeship programme within Building Services for craft roles (joiner, plumber, electrician, blacksmith, lift engineer). These are four-year programmes.

Since 2019, we have developed a corporate programme to expand the offering beyond craft roles. We now have MA frameworks in place in a range of areas and have employed a significant number of young people (aged 16-24) as Modern Apprentices. As a Living Wage accredited employer, our Modern Apprentices are paid above the National Minimum Wage for Apprenticeships.

The table below sets out the range and number of apprenticeships we have supported over the last 3 years:

Area	2019	2020*	2021	2022 to date
Early Years	7	n/a	37**	1
Social Care	2	n/a	3	5
Business Admin	5	n/a	1	2
Customer Services	2	n/a	2	2

Housing	2	n/a	n/a	n/a
Digital / IT	1	n/a	n/a	n/a
Craft / Trades	12	1	8	15
Out of School Care	n/a	n/a	n/a	4
Building Standards	n/a	n/a	n/a	1
Accountancy	n/a	n/a	1	2
<b>Total</b>	<b>31</b>	<b>1</b>	<b>52</b>	<b>32</b>

\*Our apprentice intake in 2020 was significantly impacted due to the covid pandemic. In part, this was related to learning providers having difficulty undertaking the assessed learning elements of an apprenticeship under pandemic restrictions, and in part from a line management perspective, where it was very difficult for our managers / mentors to provide the necessary level of support to new apprentices in a virtual environment for what are practical work-based roles.

\*\*The number of Early Years apprenticeships which commenced in 2021 is not reflective of an average year. This high number was directly linked to the Early Years Expansion programme, which commenced in August 2021 and these additional MAs supported our workforce resourcing shortage at that time.

Of the new Modern Apprentice frameworks (non-craft / trades) introduced in 2019, 16 of the 19 apprentices secured roles after successfully completing their Apprenticeship. Of the 2021 intake, whilst the majority are still completing their Apprenticeships, 5 have already successfully secured roles to date.

Please see Appendix 1 for some case study examples of the success of the Modern Apprenticeship scheme.

### **3.4.3 Foundation Apprenticeships (FAs)**

FAs are opportunities for secondary school pupils in S5 and S6 to gain work experience and access work-based learning whilst still at school. There are 12 FA frameworks available for pupils to choose from.

Since September 2019, we have been supporting pupils from Aberdeen City Schools to undertake placements as part of their Foundation Apprenticeship in areas across the council including Early Years, Adult Social Care, Digital and Technology, Accountancy, Business Skills and Creative and Digital Media. This is one day per week as part of their S5/S6 timetable and each FA has a mentor to supervise their placement and provide support and guidance throughout.

Working in partnership with North East Scotland College (NESCOL), we have supported these placements, which link to our modern apprenticeship programme and other talent pipelines. These have been developed with a focus on our hard to fill job areas, to support our workforce of the future. In turn, these opportunities give students valuable work experience, and to see the opportunities and potential career paths available to them with the Council.

### 3.5 Guaranteed Interview Schemes

- 3.5.1 The Council has offered a guaranteed interview scheme under the Disability Confident Scheme for over 20 years to those candidates that consider themselves to have a disability under the Equality Act 2010.
- 3.5.2 In September 2019, the scheme was expanded to allow for proactive and positive action for other disadvantaged or under-represented groups. This includes:
- Young People aged 16-24 applying for apprenticeships (not including craft apprenticeships) resident within the Aberdeen City boundary or having attended a secondary school within Aberdeen City.
  - As part of our Corporate Parenting commitments - Looked after young people, those that are in continuing care or are a care leaver up to age 29 applying for all jobs.
  - "New Scots" aged 16-24 applying for apprenticeships (including craft apprenticeships). "New Scots" are defined as refugees and asylum seekers who are in Scottish communities and include those who have been granted refugee status or another form of humanitarian protection, people seeking asylum, those who have been refused asylum, and those whose application has been refused but who remain in Scotland
  - Young people who have undertaken a foundation apprenticeship placement with the Council, up to a maximum of two years ago, applying for modern apprenticeships (including craft apprenticeships for those who undertook relevant placements).
- 3.5.3 These applicants will be required to meet the minimum job requirements for the specific role, in the same manner that applicants with a disability are when applying for roles under the existing guaranteed interview scheme.

### 3.6 Employability - Internships

We work closely with colleagues in the Employability & Skills Team, City Growth on Employability Programmes that become available to employers, so that we can promote these to groups within our local communities to support them into employment, whilst at the same time filling our resourcing gaps.

The Internships described below have been very effective in some service areas with hard to fill roles, higher levels of vacancies and teams with an ageing workforce. It has also showcased the diversity of roles and careers within the Council available to young people.

- 3.6.1 **Kickstart** - The UK Government Kickstart scheme, designed to support businesses by providing grant funding to employers, with the aim of employing young people aged 16-24, at risk of long term unemployment. The Council acted as a Gateway employer for the scheme across the city as well as taking part in this as an employer. We created Kickstart Internships in a range of areas right across the Council



which were funded by Kickstart (via the Department for Works and Pensions DWP) for 25 hours per week for a six month period at national minimum wage.

As a Living Wage accredited employer, we 'topped up' the differential using Young Person Guarantee funding (a Scottish Government initiative aimed at supporting young people into employment, education, training or formal volunteering).

Over the duration of the highly successful scheme, we employed 83 young people who met the criteria for the scheme on 6 month paid Internships at the Living Wage rate. Of these, 39 are still employed by the Council, having secured either a further fixed term contract or permanent employment. In addition, several have moved on to further education or to employment outwith the Council, using their experience gained within the Internship. The Scheme has been particularly successful in some areas such as Waste and Recycling and the Environment Teams at a time when they had a number of vacancies and / or an ageing workforce. The scheme resulted in vacancies being filled following successful internships as well as introducing young people to the teams, with clear career pathways. Please see Appendix 1 for some case study examples of our success with this scheme.

To acknowledge the success of this scheme, it is proposed to arrange a recognition ceremony for all Kickstart Interns who successfully completed their internship with Aberdeen City Council. The ceremony would acknowledge the impact the scheme has had on the Council as an employer and assisting in our aim to be an employer of choice for young people. It also recognises our young workforce, and the valuable contributions made by these young people during their internships.

**3.6.2 North-East Economic Recovery and Skills Fund (NEERSF)** -This Scottish Government Fund was set up with the aim of supporting the economic recovery of the North East, including boosting employment and enhancing skill levels for people who are based in the North East of Scotland (Aberdeen City and Aberdeenshire). A fully funded Graduate Internship scheme for those who graduated since the beginning of June 2019 to the beginning of the first lockdown of Covid-19 (no age restriction) was introduced as part of the scheme. Since April 2022 we have employed 6 Graduate Interns across a number of clusters across the organisation.

**3.6.3 Long Term Unemployed 25+** - The Council secured Scottish Government funding to support people aged 25+ who are experiencing long term unemployment (12 months +) and face additional barriers into employment in the third and public sector. This scheme is part of the 'No One Left Behind' initiative, which aims to support those furthest removed from the labour market and face barriers to securing employment or other positive destination. The Council is overseeing the delivery of this programme as well as supporting this as an employer.

The scheme is operating very similarly to the Kickstart scheme, in that we are offering Internships of up to 30 hours per week for up to 6 months in a range of areas across the Council. To date we have employed 17 Interns, with a further 20 at preferred candidate stage (at the time of writing the report) and more to commence over the coming months. The scheme will run until 31 March 2023.

### **3.7 Employability – Traineeships**

3.7.1 There are a number of established Traineeship roles focused on areas with hard to fill roles and ageing team profiles. These include Trainee Planner, Trainee Engineer, Trainee Social Worker and Trainee Accountant. Where possible, we also build in Modern Apprenticeships (MAs) within these career pathways, for example, in the Accounting career progression scheme there is a Modern Apprenticeship route, with various career options available following successful completion of the MA. We are also continuing to develop Traineeships and are currently working with Environmental Health and Trading Standards and Digital and Technology. These traineeships provide pathways to attract young people to Council roles as well as career opportunities for existing young employees.

### **3.8 ABZ Campus – Employment Pathways Work Experience Programme**

3.8.1 This programme is currently being developed with the aim of being introduced as a pilot in academic session 2023/24. It will provide a new and unique opportunity aimed at Senior phase pupils to provide a vocational work experience option to students, who may otherwise have made the decision to leave school, with limited qualifications or positive destination.

3.8.2 The programme will include a series of weekly key skills workshops to develop a range of skills in young people focused on developing their confidence and abilities ready for the workplace.

3.8.3 It is proposed that students will undertake a structured Work Experience Placement in a specified area of their choice and / or which is a suitable match to their skills within the Council. The placements are focused on some of our harder to fill roles and areas where there are fewer young employees, with a view to attracting school leavers into these potential career pathways.

3.8.4 In line with our Equality Outcomes and Equality, Diversity and Inclusion action plan, the programme will include targeted sessions focused on areas of under-representation within our workforce (occupational segregation). This may break down some of the myths and barriers about gender in certain jobs and careers and encourage, for example, more young males into careers such as care, catering or early years; or to encourage more young females into careers such as building trades, environmental services, driving and digital & technology.

- 3.8.5 Support throughout the Programme - each student on the programme will have a dedicated Mentor, ideally matched to their area of interest. The mentor will meet them weekly to provide support and guidance. Mentors will be selected, where possible, from our Young Employee Network (YEN) who are all young employees themselves, aged between 16 and 29. Each student will also have a dedicated Keyworker.
- 3.8.6 On completion of the programme, students will receive a completion certificate and a meeting to discuss next steps in terms of opportunities with the Council. They will also be entitled to a guaranteed interview for any ACC apprenticeship roles / entry level roles, as well as a reference from their placement Manager / Mentor.

### **3.9 Mentoring for Young Employees**

- 3.9.1 It is recognised that mentoring can provide benefits for all employees who are new to a role, whether internal or external. In particular, the value of mentoring for young employees, where this may be their first job, to support them integrate to the workplace is a highly valuable tool. All our apprentices have a Mentor allocated to support them throughout their apprenticeship. This approach will be strengthened by the establishment of the Mentoring Network as part of the Leadership and Management Development Framework approved by the Staff Governance Committee in October 2022.
- 3.9.2 In addition, we hope to introduce 'reverse mentoring' - where our new young employees will to be matched to our older, longer-serving employees. In contrast to conventional mentoring schemes, reverse mentoring ensures mutual benefit to both the mentor and mentee. The mentee gains new skills and perspectives, the mentor gains valuable insights into organisational culture, values, strategic direction and can tap into years of industry experience accrued by the mentee.
- 3.9.3 We continue to support the **Career Ready Programme**. Career Ready are a social mobility charity providing young people in S5 and into S6 with a mentoring programme preparing them for the world of work. Each student has a workplace Mentor over the 2 year programme, a 4 week paid internship in their Mentor's organisation, masterclasses and workplace visits. We have had and continue to have a number of Mentors supporting this programme and the 4 week paid internships. We are also a member of the Career Ready Local Authority Board.
- 3.9.4 We continue to support the **MCR Pathways** mentoring programme across 6 of our schools. This programme helps to drive young people in Aberdeen, including those who are care experienced or otherwise identified by the school as vulnerable.

### **3.10 Working with Partners – Linkages with Schools, Colleges and Universities and other partners.**

- 3.10.1 We regularly attend and participate in jobs and career related events at schools across the city, colleges and universities promoting the range of

jobs and careers that the Council can offer as well as internship, apprenticeship and entry level roles.

3.10.2 We have a **DYW Influencing Partnership** with one of our academies and through this we have provided a series of employability workshops, mock interview sessions and work experience placements. We are looking to explore the possibility of providing this at other Schools or having a central resource for Schools to access.

3.10.3 We also promote our vacancies to students who may be seeking part time employment during their studies or permanent employment as their studies come to a close and they are thinking about their future career.

3.10.4 In addition, we collaborate with partner organisations such as DYW Northeast and Skills Development Scotland to promote our vacancies and opportunities for young people to work with the Council and to work jointly on new employability programmes or initiatives.

### **3.11 Next Steps**

3.11.1 We will continue to develop our existing developing our young workforce initiatives and programmes outlined within this report.

3.11.2 We will continue to work closely with colleagues in City Growth on employability, to ensure that we embrace any new employability programmes as they emerge. This has a 'win-win' outcome in supporting the Council in sourcing candidates to fill our hard to fill vacancies and developing our workforce of the future; whilst at the same time, supporting some of our citizens of Aberdeen who face barriers into employment.

3.11.3 We will continue to develop support for young people with their development and career pathways with the Council and to address any potential barriers in the workplace. This links directly with the Equality, Diversity and Inclusion action plan in addressing barriers young people with protected characteristics may face, for example, the establishment of a 'Career Accelerator' scheme, as part of our Aspiring Leaders programme.

3.11.4 As will be set out in the Workforce Strategy, there will be a continued emphasis on supporting our young people, including coaching and mentoring, development opportunities and programmes as well as taking consideration of how best to recognise young people, noting that their needs and wants may be different to other demographics in the organisation.

## **4 FINANCIAL IMPLICATIONS**

4.1 There are no financial implications arising from this report.

## **5 LEGAL IMPLICATIONS**

5.1 There are no legal implications arising from this report.

## 6. ENVIRONMENTAL IMPLICATIONS

6.1 There are no environmental implications arising from this report.

## 7. RISK

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H)  *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
<b>Strategic</b>	None	None	L	Yes
<b>Compliance</b>	None	None	L	Yes
<b>Operational</b>	None	None	L	Yes
<b>Financial</b>	None	None	L	Yes
<b>Reputational</b>	None	None	L	Yes
<b>Environment / Climate</b>	None	None	L	Yes

## 8. OUTCOMES

<u><a href="#">COUNCIL DELIVERY PLAN</a></u>	
Impact of Report	
<b>Aberdeen City Local Outcome Improvement Plan</b>	
Prosperous Economy Stretch Outcomes	<p><b>The proposals within this report support the delivery of Economy Stretch Outcome 1 and 2:</b></p> <ul style="list-style-type: none"> <li>• 10% increase in employment across priority and volume growth sectors by 2026. This includes social care. Key driver 1.2 is 'developing the talent and future workforce necessary to support diversification of business &amp; economy'.</li> <li>• 90% of working people in living wage employment by 2026. Key driver 2.1 is 'promoting inclusive economic growth for our most disadvantaged communities'. This includes support for young people as well as people progressing positively through the employability pipeline.</li> </ul>
Prosperous People Stretch Outcomes	<p><b>The proposals within this report support the delivery of People Stretch Outcome 6:</b></p>

	<ul style="list-style-type: none"> <li>95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026.</li> </ul> <p>The key drivers for this outcome are:</p> <p>6.1 Improving pathways to education, employment and training for identified groups (including Care Experienced Young People and those with Additional Support Needs)</p> <p>6.2 Supporting young people, families, carers and communities to better understand the opportunities available to their children upon leaving school</p> <p>6.3 Ensuring children, young people and families understand the pathways available to them and skills required for future</p>
--	--

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Not Required
Data Protection Impact Assessment	Not Required

## 10. BACKGROUND PAPERS

None.

## 11. REPORT AUTHOR DETAILS

Lesley Strachan  
Talent Manager  
[lstrachan@aberdeencity.gov.uk](mailto:lstrachan@aberdeencity.gov.uk)  
Tel: 07824 335529

## Case Study Examples

### Kickstart Internship Scheme

#### Example 1:

One of our Kickstart Interns was placed in the Countryside Ranger Team, within our Operations Function for the duration of his internship. He has completed the initial 6 month Internship and has been successful in securing an extension to his contract, with a view to potential permanent employment within the team. In addition, he was nominated for and won the 'Rising Star' award at the 2022 Star Awards. This is what he had to say about his experience.

*"During my university studies, I volunteered with the ranger service. Through the Kickstart Scheme, I am now working as an Assistant Ranger within the team. My experience has been fantastic and I love facing the challenges that my role brings."*

#### Example 2:

One of our Kickstart Interns was placed within the Digital & Technology Cluster to undertake his internship. He successfully completed his initial 6 month internship and was then successful in the recruitment process for a permanent, full time role as a Service Desk Analyst within the team. This is what he had to say about his experience.

*"During my internship I was able to work in various teams within the IT department. This meant I met many people from all walks of life with differing experience and expertise. Due to this, I was able to obtain a broad overview of how an IT department operates on a massive scale. Everybody I worked with was incredibly kind and understanding as I came into the role with minimal knowledge of IT and I was trusted to help other teams and contribute to the important work done. Also, I was able to go out on jobs all around Aberdeen to witness the work done first-hand which really helped advance my knowledge and understanding within IT.*

*Additionally, to further exemplify the generosity of the people I worked with, it was my supervisors who advised I should apply for my current position as a Service Desk Analyst and they were more than happy to help me with my application and give me a good reference!*

*When joining my new colleagues, it was a very similar environment where I immediately felt at ease due to the help and advice offered by all."*

### Modern Apprenticeships

Two case studies of our Modern Apprentices are set out below to demonstrate their experiences of undertaking their Apprenticeship and starting out on their careers with Aberdeen City Council:

Example 1:

**Modern Apprentice - Business Administration** completed her Apprenticeship and went on to secure a Business Services Administrator Tier 1 role. She then progressed to a Business Services Administrator Tier 2 role. As part of her role, she was also offered the opportunity to undertake further learning and has undertaken a Digital Applications Diploma.

She had this to say about her experience of working with the Council to date:

*“I have enjoyed working whilst learning, it has been a great experience and I would definitely recommend for anyone who isn’t quite sure what they want to do when they leave school”.*

*“Apprenticeships really are amazing, and I think they will be the future of learning and working for young people”.*

*Describe your experience in three words.... ‘accessible’, ‘fulfilling’, ‘effective’*

Example 2:

**Modern Apprentice - Early Learning & Childcare** completed her Apprenticeship and went on to secure a qualified Early Years Practitioner role and has recently moved to one of our new Outdoor Early Years Practitioner roles.

She said:

*“I have had a great time learning alongside qualified staff who have taught me what I need to know to start my own career. It has been fast paced and hard work. However, a fun and enjoyable environment to learn”.*

*Describe your experience in three words...’educational’, ‘fun’, ‘hard-work’*



## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Staff Governance Committee
<b>DATE</b>	21 November 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Corporate Health and Safety – July – Sept 2022
<b>REPORT NUMBER</b>	COM/22/262
<b>DIRECTOR</b>	Gale Beattie
<b>CHIEF OFFICER</b>	Vikki Cuthbert (acting)
<b>REPORT AUTHOR</b>	Colin Leaver
<b>TERMS OF REFERENCE</b>	3.3

### 1. PURPOSE OF REPORT

- 1.1 The appendix to this report summarises statistical health and safety performance information for the 3-month reporting period July to September 2022 to provide the Committee with the opportunity to monitor compliance with health and safety legislation.

### 2. RECOMMENDATION

- 2.1 That the Committee note the report and provide comment on the health, safety policy, performance, trends, and improvements.

### 3. CURRENT SITUATION

- 3.1 The appendix to the report contains a dashboard of the statistical information in relation to health and safety activities for the three-month reporting period July – September 2022. The statistical information also contains an analysis of the key figures in each of the incident and near miss sections.

The Reporting of Injuries, Diseases and Dangerous Occurrences 2013 (RIDDOR) places duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) to the Health and Safety Executive (HSE). This reporting duty includes incidents which result in an employee being absent from work for 7 days or longer, which have historically been the main reason for Aberdeen City Council's reports to HSE.

This report addresses the following matters:

- All incidents involving employees and members of the public (serious and minor)
- HSE Reportable Incidents
- Reportable Diseases
- Near Miss Information

- Enforcement Interventions
- Fire Risk Assessment
- Health and Safety Audits
- Compliance Monitoring
- Health and Safety Policies, Procedures and Guidance

### **3.2 Incidents (Jul-Sept 2022)**

All incident and near miss information in the appendix to this report has been provided to Cluster level in the appendix. However, within the Operations Function these have been reported to Service area level.

#### **Incident information**

- 3.3** The figures are reported to Cluster level for both employee and third-party incidents. Causation figures are also included within the appendix. There is also now comparison for each of the three years prior to this reporting period so the Committee has sight of the last reporting year prior to the pandemic.
- 3.4** When an incident is reported the corporate system generates an investigation report which the reporting officer is required to complete. This investigation report highlights categories of criteria which require to be considered including root cause, actions identified and completion dates.
- 3.5** Page six of the appendix details the breakdown of incidents within the Operations function which shows that the largest number of incidents within Operations occur within the Education Service.

These incidents often involve children/young people where a social, emotional, mental health need (SEMHN) has been identified.

Schools follow the staged intervention procedure, whereby support is accessed using school-based, community, and city-wide supports.

The Health and Safety Sub-Group, which was formed, with a membership of Education staff, Trade Unions and Corporate health and safety, to undertake analysis of health and safety data generated by schools, informs the direction of the overall workstream. This also ensures that appropriate support is made available to schools if required.

#### **HSE Reportable incidents (Jul-Sept 2022)**

- 3.6** The table in the Appendix also shows the number of RIDDOR reportable incidents. During the reporting period between July-September 2022 one incident involving an employee required to be reported to the Health and Safety Executive, which was for an over 7-day injury.
- 3.7** All RIDDOR incidents are followed up by the Corporate Health and Safety Team to get assurance that the correct causation and remedial actions have been identified and that any identified remedial actions have been implemented.

### Incident (reportable employee) frequency rates

Period – Quarterly	Reportable Incidence rate	Reporting period
Jul-Sept 2022	0.15	2022/23

3.8 The above figures are calculated using the formula:

$$\text{Incidence rate} = \frac{\text{RIDDOR injuries per period} \times 1000}{\text{Number of employees}}$$

3.9 The figure for the corresponding period last year (Jul -Sept 2021) was also one RIDDOR reportable incidents and a reportable incident rate of 0.15.

### Reportable Diseases

3.10 There were no reportable diseases reported under RIDDOR; which was also the case in the corresponding reporting period last year.

### Near Miss Information

3.11 Many safety activities are reactive, that is, they occur after an injury incident. By reporting near-miss incidents this promotes proactive safety, thereby raising awareness of potential hazards and mitigation strategies before an injury occurs. Recognising and reporting near-miss incidents can significantly improve employee safety and enhance the safety culture by allowing processes and systems to be altered before an incident occurs.

3.12 Reporting managers are required to investigate the near miss to identify the root cause and implement any new identified controls, where possible, to reduce the likelihood of any reoccurrence.

3.13 The appendix shows information on the number of near miss figures for this reporting period and again a comparison with the three previous reporting years.

3.14 Page nine of the appendix gives a breakdown of near misses within the Operations function. As with incidents, the majority are within the Education services. Similar to incident figures, these are mainly as a result of distressed behaviours evident in some children with additional support needs. Risk assessments are reviewed after every near miss to consider any actions which can be taken to prevent or reduce the risk of reoccurrence.

### Four-year comparison

3.15 The annual comparative figures are displayed to show a comparison across the period which also included those years through the Covid pandemic. The figures are returning to those before the pandemic and in some cases, these are slightly increased. These figures are representative of a return to full face

to face interactions with service users. Work continues to be undertaken in consultation with Clusters to reduce these incidents where trends are identified.

### **Regulator interventions (HSE / SFRS)**

- 3.16** There are occasions where HSE and Scottish Fire and Rescue Services (SFRS) contact Aberdeen City Council to request further information or ask for action to be taken with regard to the way Aberdeen City Council undertake their legal duties.
- 3.17** There was 1 intervention with HSE in this reporting period where a school pupil had pulled a freestanding piece of furniture over and suffered minor injuries. HSE were satisfied when a written explanation of the incident was given, and further explanation was given of the overall safety management system within Education was provided. As a result of the incident a review of all freestanding furniture across the Education estate was undertaken, which found no further areas of concern.
- 3.18** There were no interventions from SFRS during this period. No site visits from SFRS were made as part of their annual audit of ACC care properties.
- 3.19** Any identified actions from any audit visits undertaken are added to the fire risk actions database and allocated to the responsible manager. These are followed through the fire action dashboard to close out. Any actions which were to pass their compliance date are raised with the relevant Chief Officer and reported to the Risk Board.

### **Fire risk assessments**

- 3.20** Fire risk assessments are completed on a rolling 5-year programme. A total of 24 fire risk assessments, including 2 Bon Accord Care sites, were completed during this reporting period. The overall average compliance score was 86%. The issues identified are across the range of topics considered in the assessment process. These issues are given a priority level dependant on the resultant risk which requires an action within a timeframe which effectively removes the risk to buildings and the occupants before it would place anyone at greater risk.
- 3.21** Any identified actions are included into the fire risk actions database and monitored to a close. This database is available to all Chief Officers on the managers' portal, which shows live data on open, closed, and non-complied with actions. Should an action pass the compliance date these are escalated in writing to the Chief Officer.

### **Health and Safety Audits**

- 3.22** Compliance visits have been undertaken on various topics / premises within the ACC estate. Topics included Lone Working and Manual Handling with an overall compliance of 93% and 100% respectively. Again, all action points raised are included in an action log, which is reviewed weekly and reported to the relevant Chief Officer. Managers who have had actions allocated to them

are given access to the action log to record the action taken to remove the risk and also to record the date completed. Follow up visits are also carried out to ensure actions have been completed and that controls continue to be suitable and sufficient and are being followed. Again, the actions are given a compliance date based on the level of risk which ensures that the risk is removed before it places anyone in greater danger.

**3.23** Line Manager responsibility is one strand of the review of the health and safety policy. Compliance monitoring continues to be undertaken to understand the level of line managers' understanding of the health and safety responsibilities placed on them by the Council. The overall score on average is 93% across this quarter. The results of these compliance visits identify areas where managers may require additional support, explanation, or training to close that knowledge gap. Several areas have been identified as requiring action including risk assessment training, completion of a first aid needs assessment and understanding and complying with the workplace inspection procedure. Having identified the areas requiring further improvement and those managers who require that additional support the Corporate Health and Safety Team (CHST) are currently providing training to all management levels, and where required specific 1-2-1 training on manager responsibilities, risk assessment and reporting/investigating incidents.

**3.24** The actions identified as requiring action are recorded in the compliance action log sheets and each is given a compliance date. Where actions in any audit or compliance process are not closed out on time these are initially raised with the relevant Chief Officer and reported through the relevant Risk and Performance Boards.

### **Health and safety policies, procedures and guidance**

**3.25** There are no health and safety procedures requiring approval during this reporting period. Health and safety procedures are scheduled for review across the year. Corporate procedures are reviewed by the CHST whilst local procedures, specific to a service, are reviewed by the service with advice and input from the CHST.

**3.26** When procedures are completed, they require to be approved by the relevant Chief Officer. Where the procedure is corporate these are communicated with the relevant services and step by step guidance is developed and made available to inform managers of what is required to be compliant.

## **4. FINANCIAL IMPLICATIONS**

**4.1** There are no direct financial implications arising from the recommendations of this report.

## **5. LEGAL IMPLICATIONS**

**5.1** The Health and Safety at Work etc Act 1974 requires that an organisation has a suitably robust safety management system to ensure the health, safety and welfare of their employees. Where any incident is of sufficient seriousness

there is a requirement to report these under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 which provides a potential for the Enforcing Authorities to become involved and carry out their own investigation into the circumstances of the incident. Any investigation could result in prosecution of the organisation and in some cases prosecution of managers and/or employee.

## 6. ENVIRONMENTAL IMPLICATIONS

6.1 There are no direct environmental implications as a result of this report.

## 7. RISK

### Risk Appetite

The assessment of risk contained within the table below is considered to be consistent with the Council's Risk Appetite Statement

### Management Of Risk

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H)  *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
Strategic Risk	N/A	N/A		
Compliance	There is the risk that any injury or serious health and safety incident could result in focus from the Health and Safety Executive which could result in enforcement action in the form of notices or prosecution.	Corporate Procedures require all tasks to be risk assessed and the controls implemented and supervised by line managers.  All employees are trained to a level where they are competent to carry out the work.  Analysis of the causes of the incidents, near misses and work-related absences and resultant improvements to prevent, where possible, reoccurrences, can reduce the financial	L	Yes

		<p>exposure to the Council.</p> <p>This effective health and safety management system in which risks are identified and either eliminated or reduced will result in a reduction of costs to the organisation.</p>		
<b>Operational</b>	<p>The risk is that any health and safety incident can lead to an injury to an employee which could have the potential to temporarily or permanently affect either or both their employment or their life.</p> <p>The risk to our citizens is that we are unable to provide the same level of service delivery due to staff absences from illness and injury sustained during their work. Also, there is the possibility of a reduced budget due</p>	<p>The task has been risk assessed; employees are trained, competent and supervised then there should be less likelihood of incidents.</p>	L	<b>Yes</b>

	to the associated financial costs.			
<b>Financial</b>	The risk is that any incident has the potential to bring a reduction in the overall budget in place to provide service delivery.	As per compliance above	L	<b>Yes</b>
<b>Reputational</b>	Local and National press coverage of any incident can present reputational damage to the organisation.	Each Function should have a robust safety management system in place. There are many facets to this which are important starting from ensuring employees are trained and competent, every hazard is risk assessed and employees are up to carrying out investigation of near misses to ensure controls are reviewed to consider whether remedial actions are required.	L	<b>Yes</b>
<b>Environment / Climate</b>	N/A	N/A	N/A	

## 8. OUTCOMES

<u><a href="#">Aberdeen City Local Outcome Improvement Plan</a></u>	
Prosperous Economy Stretch Outcomes	A healthy and safe workplace assists the overarching principles of the stretch outcomes within the LOIP by ensuring that resource is directed at the services required by the city. Removing the level of lost resource to the financial penalties incurred through the Civil and Criminal Courts and from the Regulators will allow the available resource to be best used to ensure funding of the growth sectors of the local economy.



Prosperous People Stretch Outcomes	The areas reported on within this report allow Clusters a further opportunity to recognise areas which when acted upon can assist with engagement of staff and service users to support the meaningful educational progress of children and young people.
------------------------------------	---

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Integrated Impact Assessment</b>	Full Impact assessment not required
<b>Data Protection Impact Assessment</b>	Not required

## 10. BACKGROUND PAPERS

10.1 N/A

## 11. APPENDICES

11.1 Quarterly staff governance Health and safety dashboard July to September 2022

## 12. REPORT AUTHOR CONTACT DETAILS

<b>Name</b>	Colin Leaver
<b>Title</b>	Corporate Health and Safety Lead
<b>Email Address</b>	cleaver@aberdeencity.gov.uk
<b>Tel</b>	01224 523092

This page is intentionally left blank

# SGC-H&S-Report-Visuals-V3

[View in Power BI](#) ↗

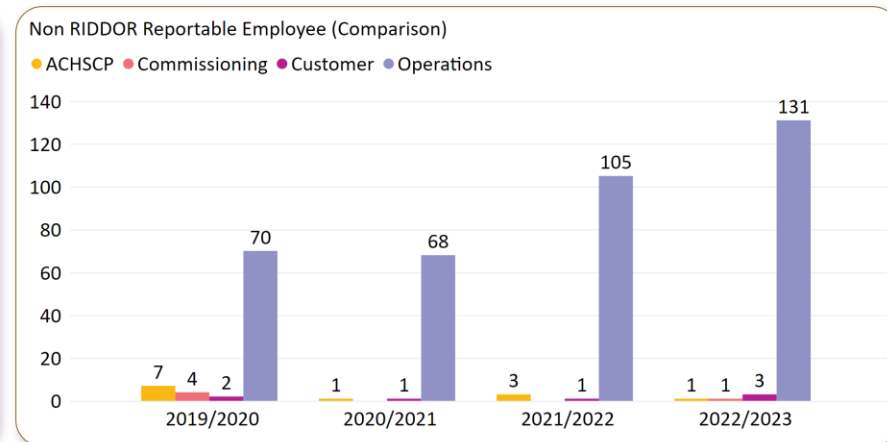
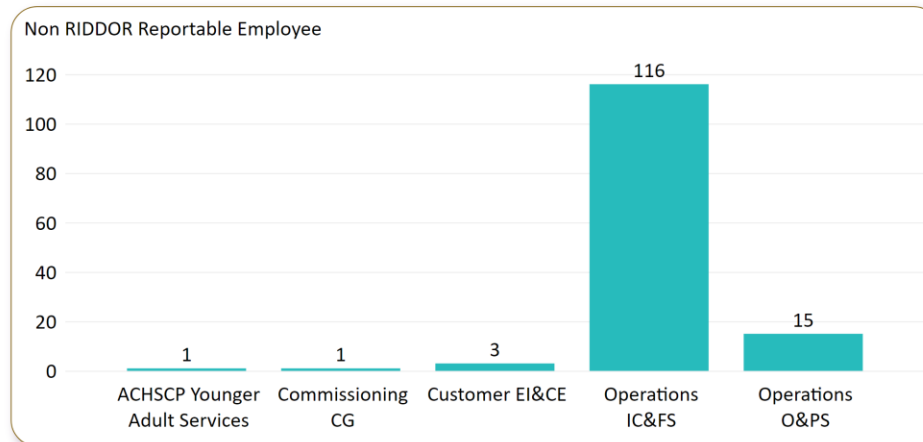
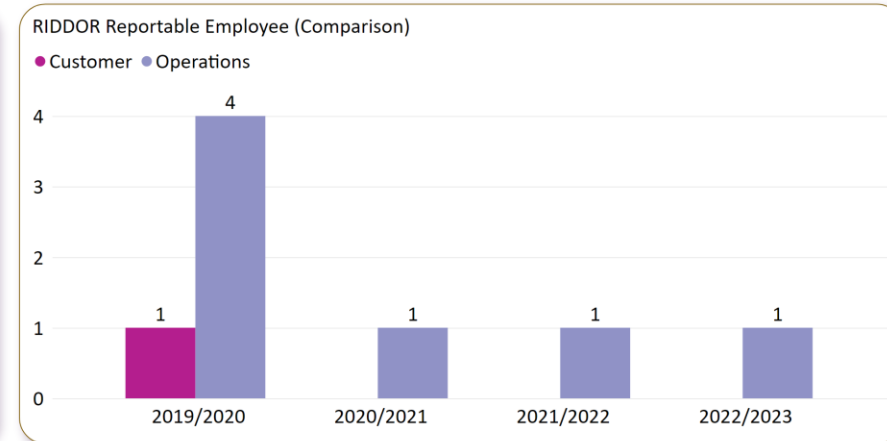
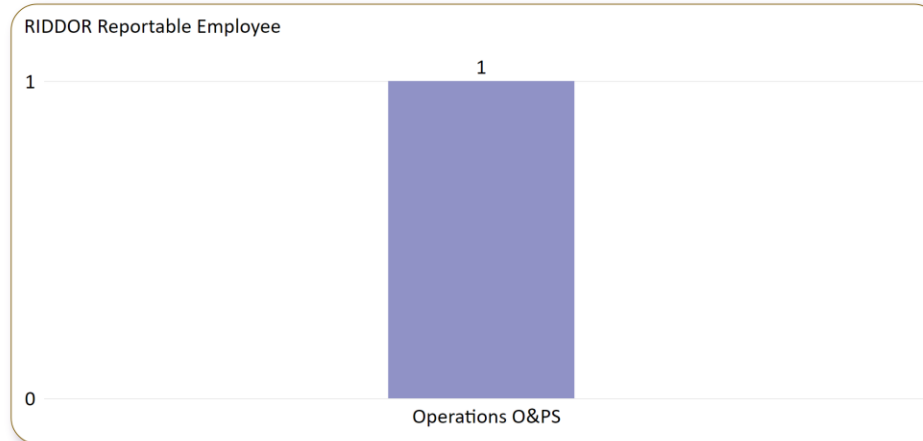
**Last data refresh:**  
02/11/2022 08:52:58 UTC

**Downloaded at:**  
02/11/2022 10:38:18 UTC

# Staff Governance Health & Safety Report Quarter 2 2022/2023 (Jul 22 to Sep 22)

## Reported H&S Incidents (Employee) Between Jul to Sep 2022

The following tables give breakdown of all employee incidents across all Functions and Clusters in Aberdeen City Council. The tables on the left initially show the number of incidents for each Cluster this reporting period with those on the right giving a quarter 2 comparison for each Function from 2019/20 to 2022/23.

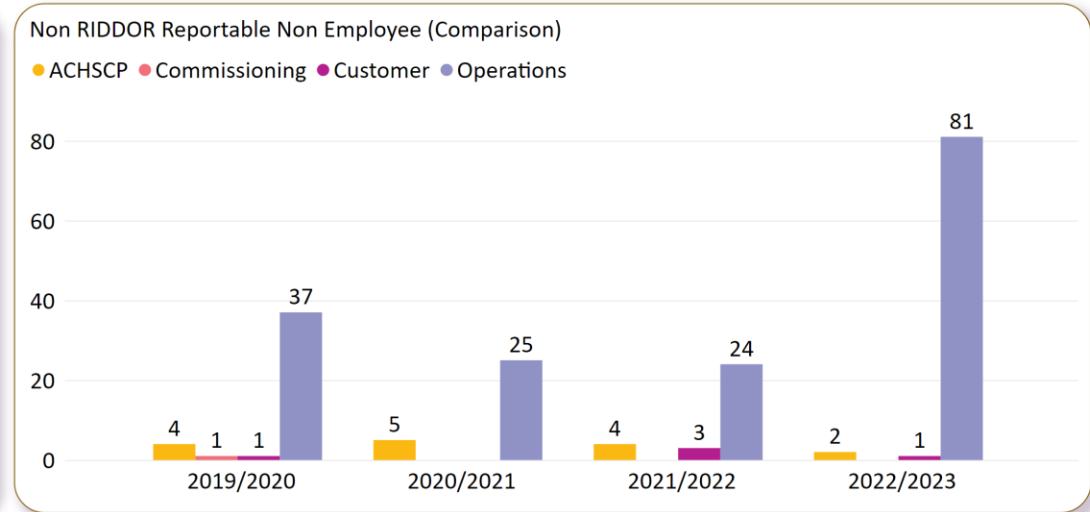
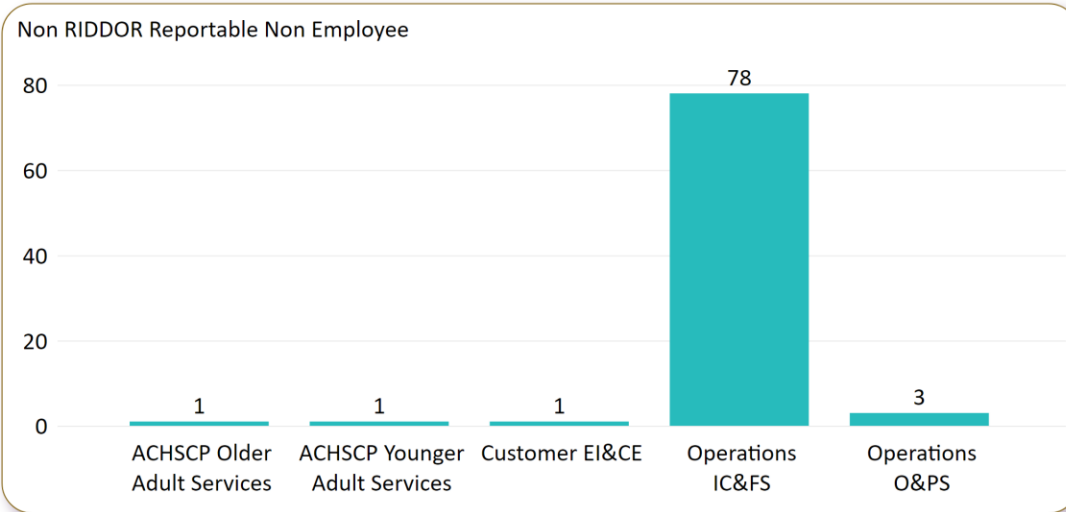
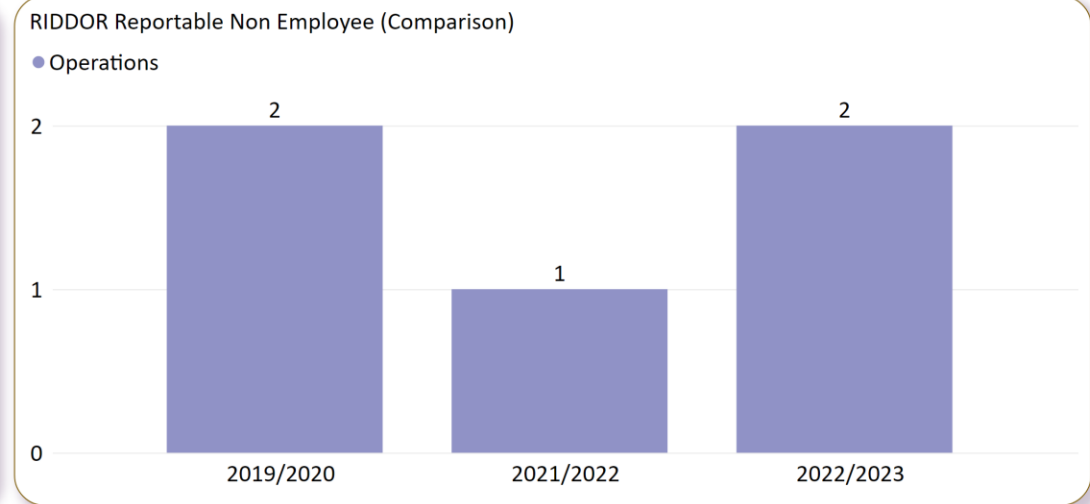
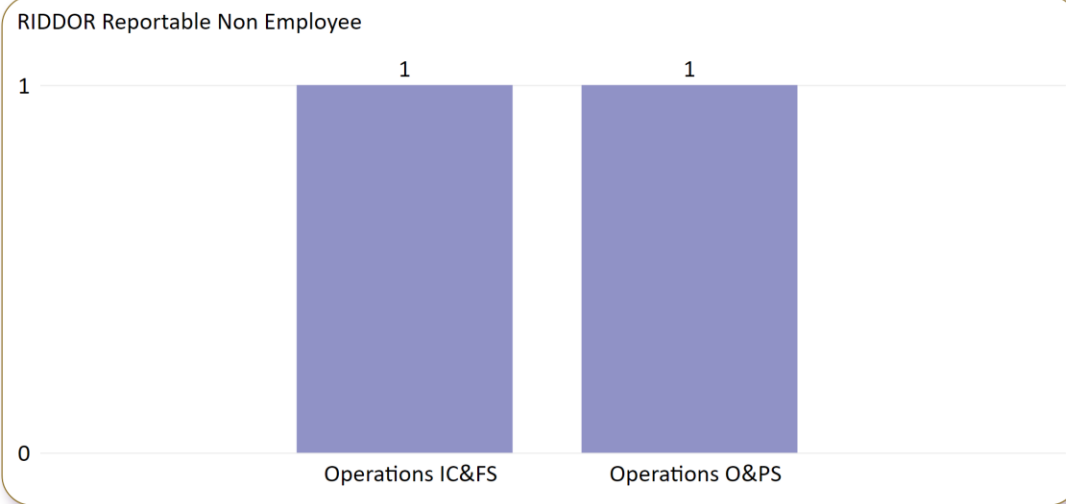


#### Employee Incident Information

Education continues to provide the largest number of incidents mainly due to the distressed behaviours of children. Work continues within Education to both address the root causes of these behaviours and to reduce the risk of injury to staff as a result of these. Figures are slightly raised over the same period last year as Clusters return fully to face to face interaction with service users.

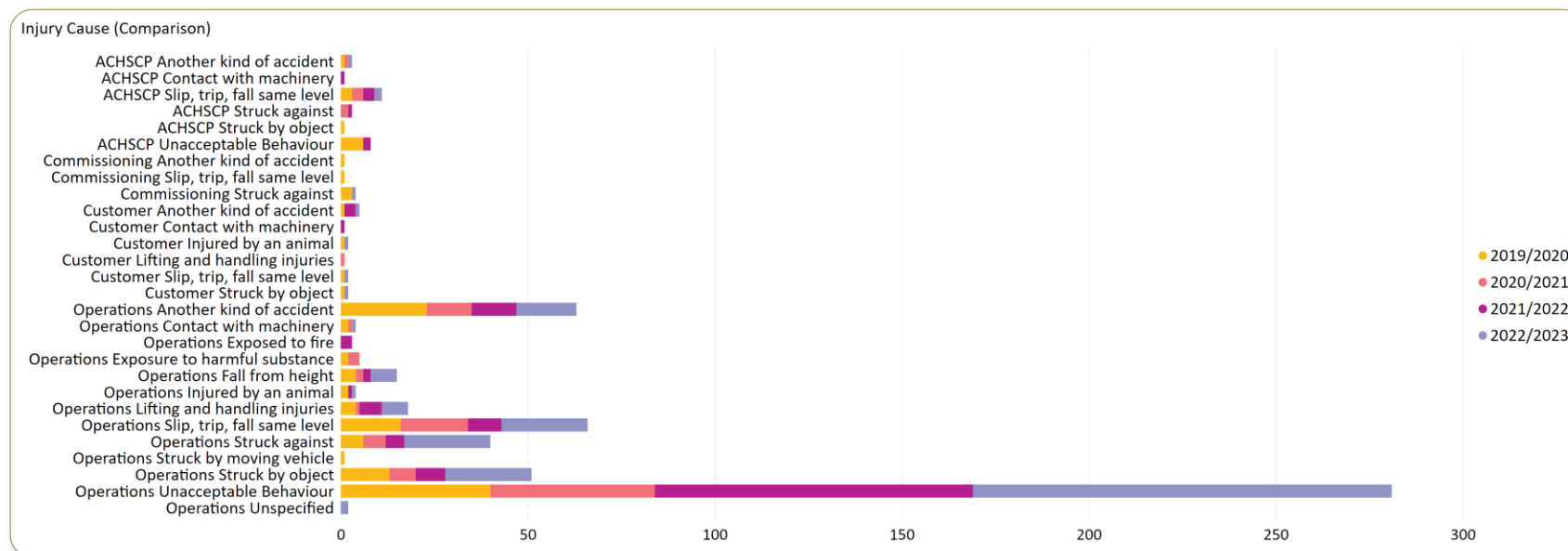
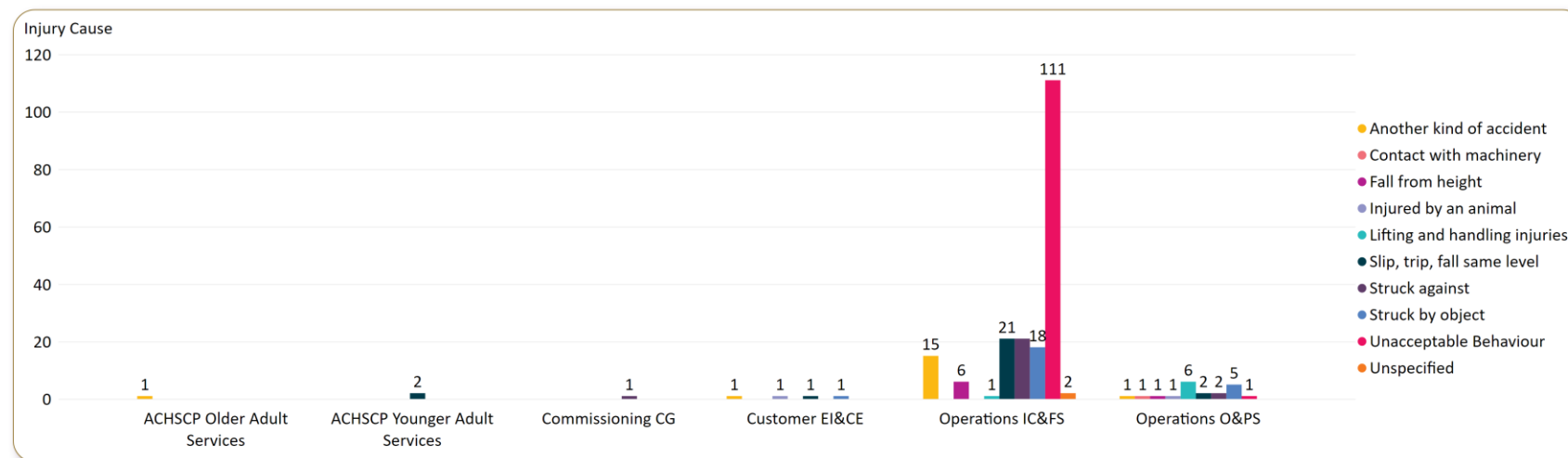
## Reported H&S Incidents (Third Party) Between Jul to Sep 2022

The tables below give information on those non-employee incidents which happened across all Functions and Clusters. Again the tables on the left show the current period for each Cluster, with those on the right giving a quarter 2 comparison for each function from 2019/20 to 2022/23.

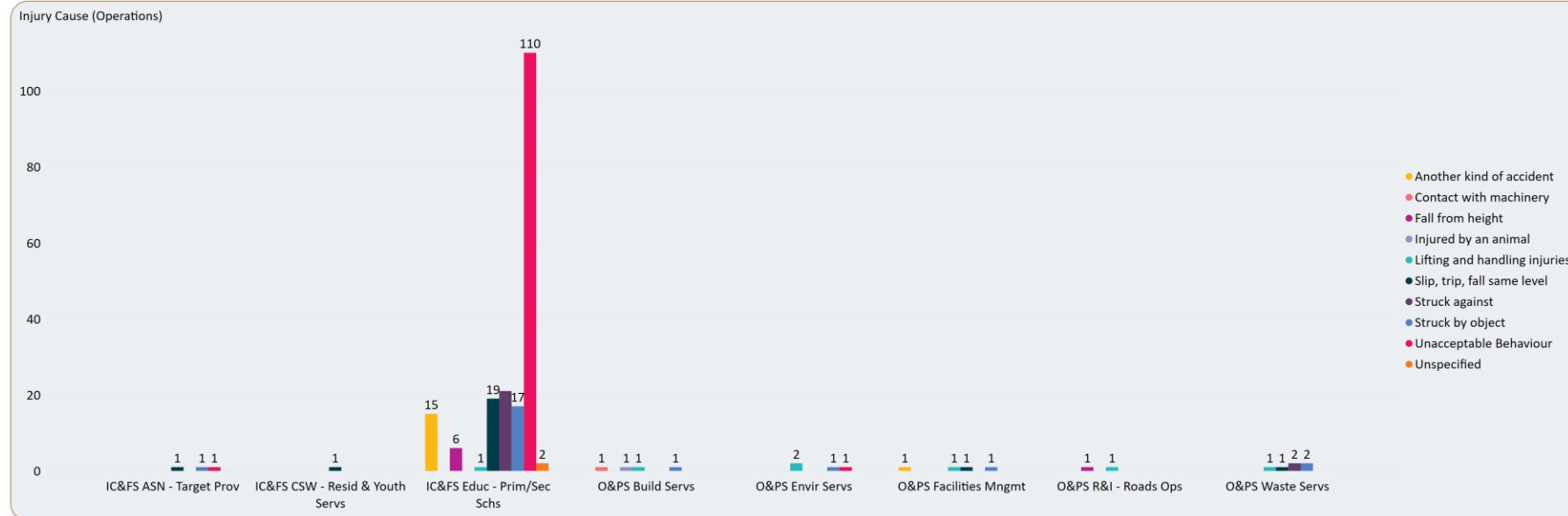


## H&S Incident Causation Reported between Jul to Sep 2022

The top table shows incident causation for each Cluster colour-coded against the key for this reporting period, and bottom table a quarter 2 comparison of the types of incidents from 2019/20 to 2022/23.



The following tables give a breakdown of **Operations** Incidents down to service level.

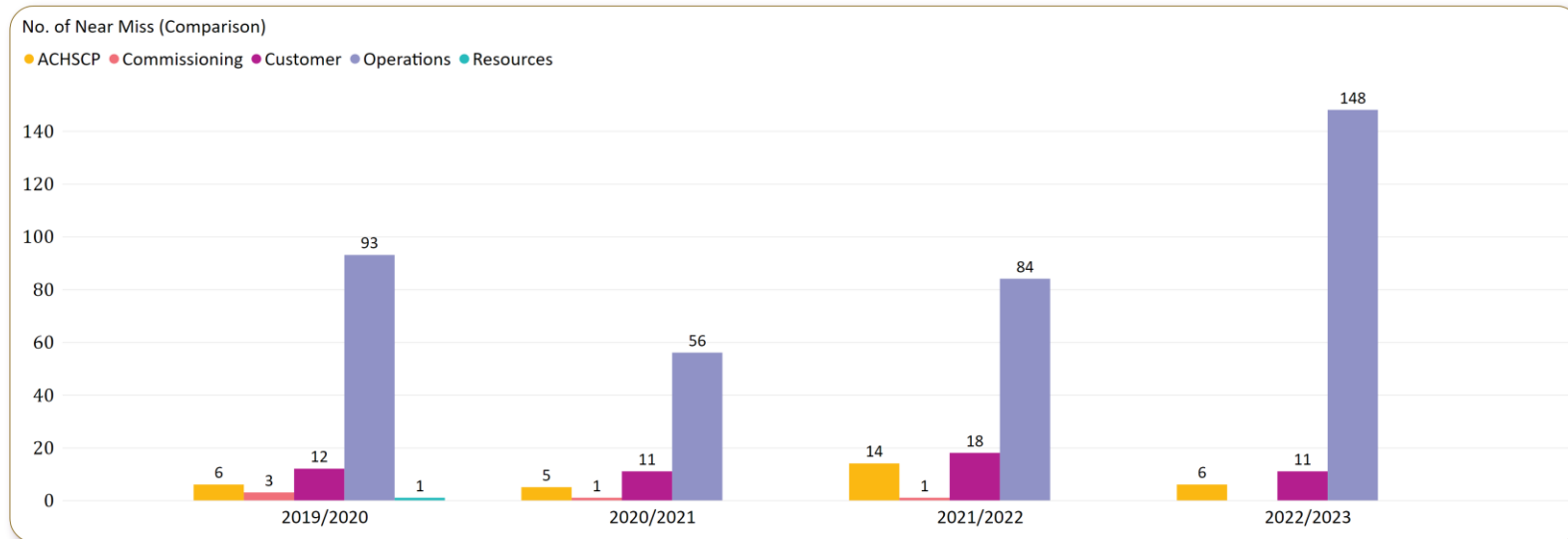
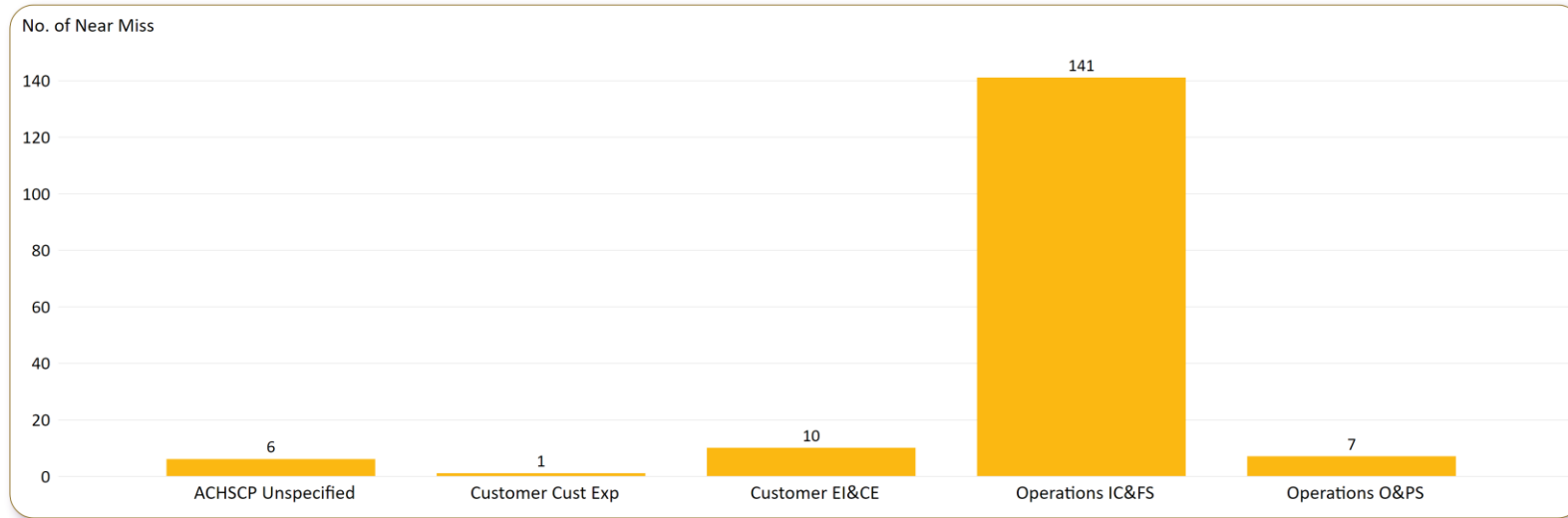




Reported H&S Near Miss  
Between Jul to Sep 2022

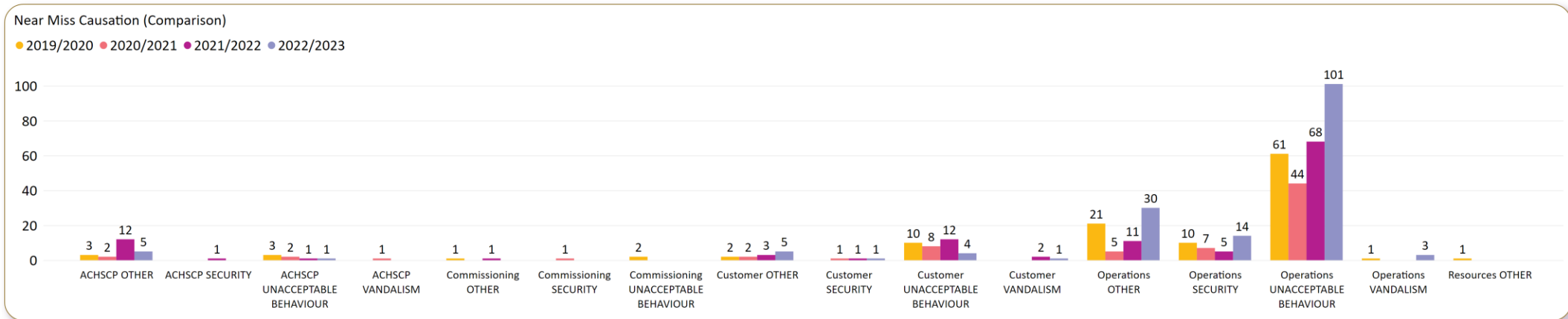
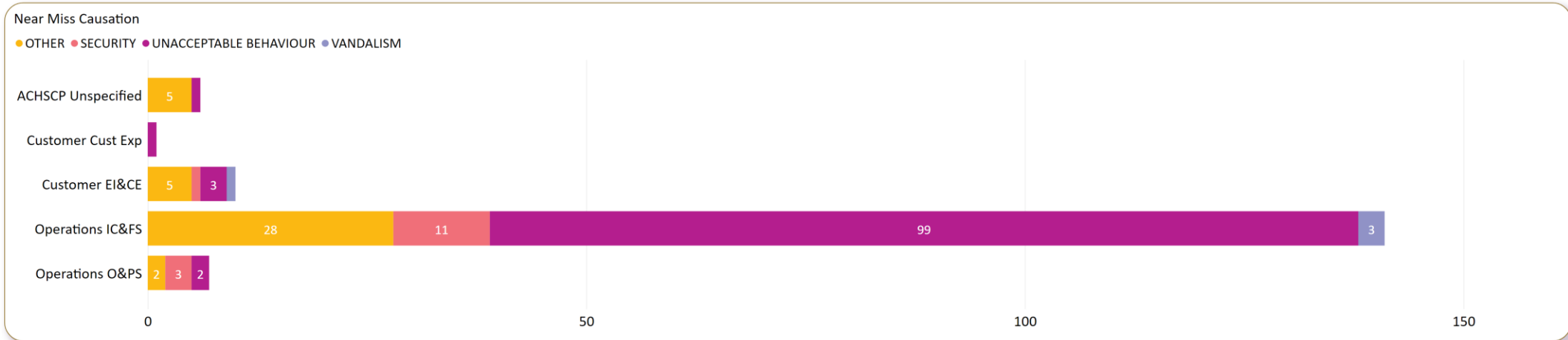
The tables below show information to a Function and Cluster level for employee and non-employee near misses.

Top table: Total near misses for this reporting period for each Cluster. Bottom table: quarter 2 comparison of near misses for each Function from 2019/20 to 2022/23.



## Reported H&S Near Miss (Causation) Between Jul to Sep 2022

The tables below show information to a Function and Cluster level for employee and non-employee near misses. Top table: Near miss causation for reporting period for each Cluster. Bottom table: Near miss causation quarter 2 comparison for each Cluster from 2019/20 to 2022/23.

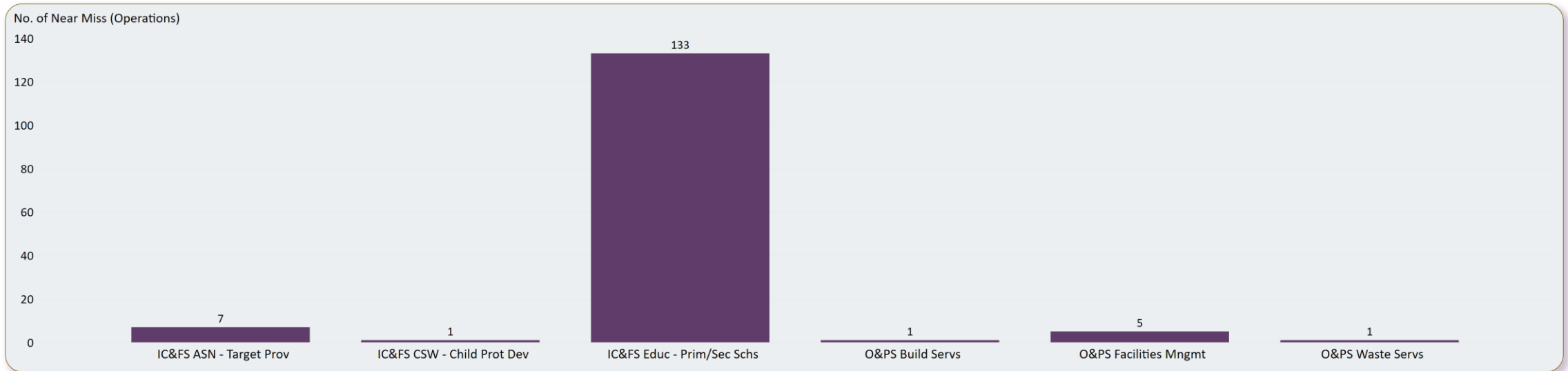


### Near Miss

Similar to incident information figures are highest as a result of children's distressed behaviours in Education. The increased numbers in comparison to the years which covered the Covid pandemic are most likely as a result of services returning to full face to face interaction with service users.

## Operations Reported H&S Near Miss Between Jul to Sep 2022

The following tables give a breakdown of **Operations** Near Miss down to service level.

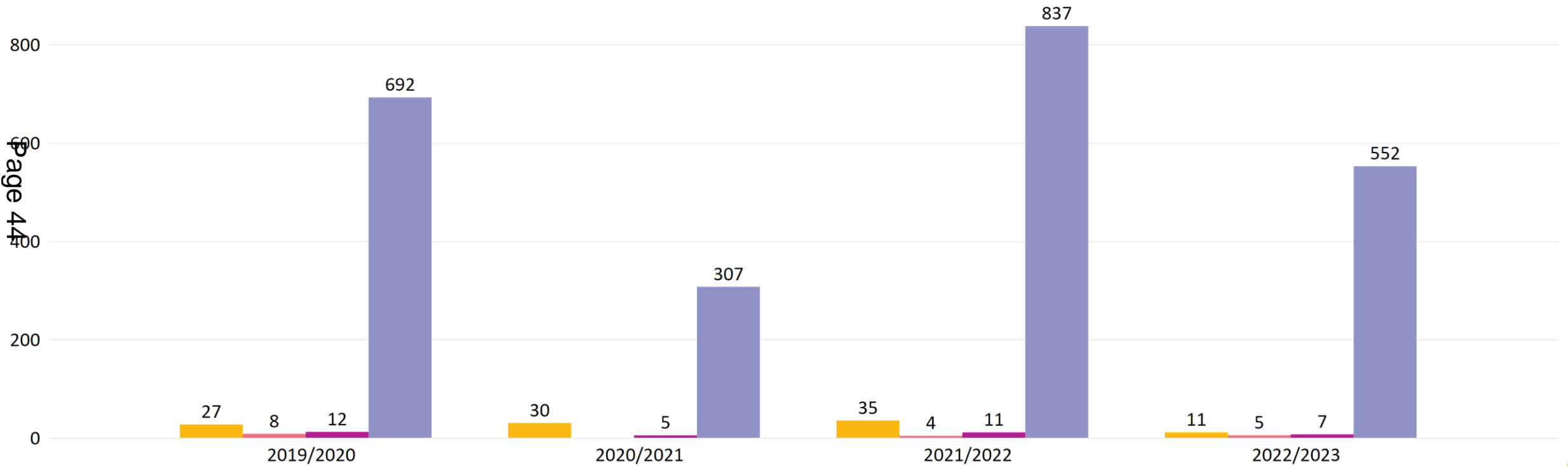


## Reported Incidents From 2019/20 to 2022/23 YTD

The table provides information on the **total number** of incidents for the last four reporting years (including current year to date) to Function level.

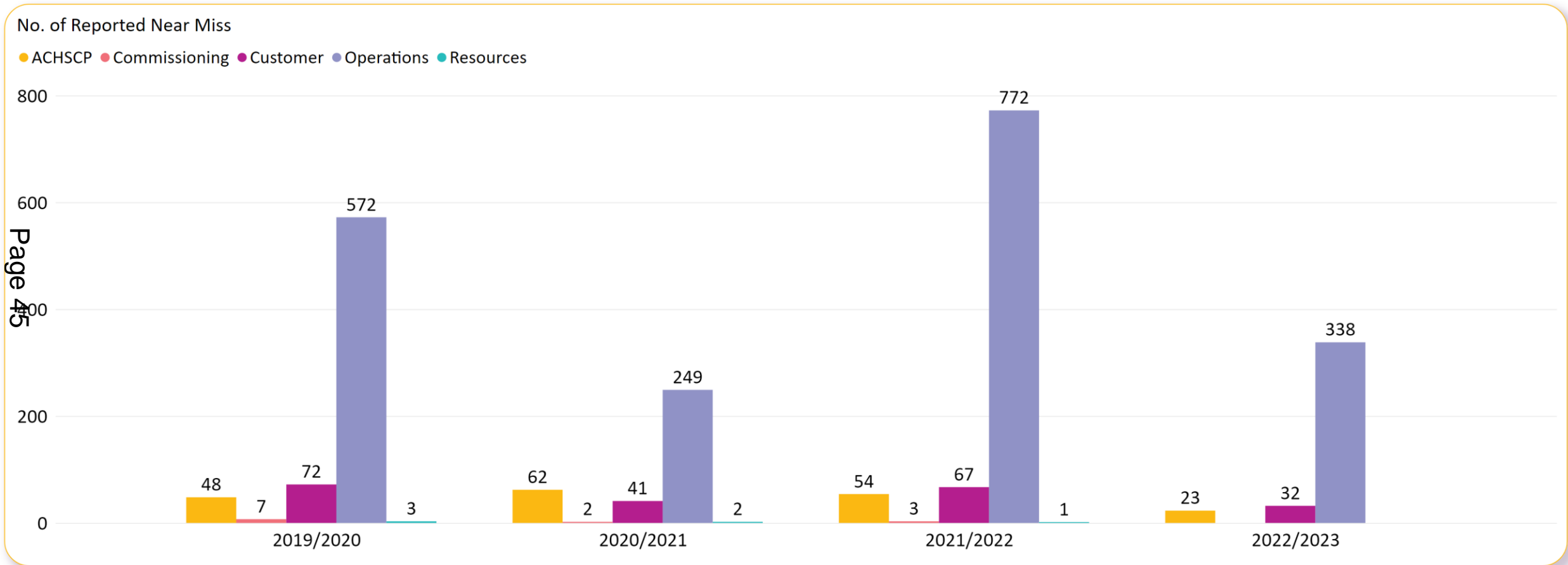
No. of Reported Incidents

● ACHSCP ● Commissioning ● Customer ● Operations



## Reported Near Miss From 2019/20 to 2022/23 (YTD)

The table provides information on the **total number** of near misses for the last four reporting years (including current year to date) to Function level.



This page is intentionally left blank

## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Staff Governance Committee
<b>DATE</b>	21 November 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Menopause Awareness and Support
<b>REPORT NUMBER</b>	CUS/22/263
<b>DIRECTOR</b>	Andy MacDonald, Director of Customer
<b>CHIEF OFFICER</b>	Isla Newcombe, Chief Officer – People & Organisational Development
<b>REPORT AUTHOR</b>	Darren Buck, Acting People Development Manager
<b>TERMS OF REFERENCE</b>	2.6, 3

### 1. PURPOSE OF REPORT

- 1.1 To provide an update on support currently available for employees around menopause, highlight legislation changes in this area that may mean changes to policy, guidance and practice; and seek approval from Committee to sign up to a pledge which will support this area of work.

### 2. RECOMMENDATIONS

That the Committee:-

- 2.1 agree that the Convener and Vice Convener of Staff Governance Committee sign the Menopause Workplace Pledge run by Wellbeing of Women;
- 2.2 note current and future planned work by People and Organisational Development on menopause support; and
- 2.3 instruct the Chief Officer - People and Organisational Development to report back to committee following the accreditation on this pledge if any further work is required to ensure we are meeting the best practice required including any new policies or updates to policies.

### 3. CURRENT SITUATION

#### 3.1 Workforce Statistics

- 3.1.1 As of June 2022, Aberdeen City Council has 5,965 female employees. This equates to 70% of our workforce.

- 3.1.2 As of October 2022, our female employees are currently in the below age categories:

Age Group	Headcount
Under 20	32
20-29	783
30-39	1534

40-49	1462
50-59	1571
60-69	554
70-79	39
80-89	Less than 5

3.1.3 Having a predominantly female workforce means that we need to pay particular focus on health and wellbeing issues that can have an impact on our female employees and ensure that appropriate support mechanisms are in place for them. One area of focus is menopause.

### 3.2 Strategic Context

3.2.1 Supporting issues that directly impact our female workforce supports our [Equality, Diversity and Inclusion Outcomes](#) (approved at Operational Delivery Committee in March 2021 and our [Equality, Diversity and Inclusion Action Plan](#) (ED&I Action Plan) (approved at Staff Governance Committee in April 2021). Our Equality Outcomes are a requirement of the Council as part of the Public Sector Equality Duty set out in the Equality Act 2010. In our Equality Outcomes, we state that we will improve the diversity of our workforce, address areas of underrepresentation, ensure there are equal opportunities for protected groups and ensure that employees who have protected characteristics feel fully valued, safe and included at work. One of the protected categories that we have prioritised for these outcomes is 'Sex'.

3.2.2 In the [Target Operating Model 1.2](#) which was approved at full Council in August 2022, to achieve the cultural ambitions of the workforce, we commit to supporting “employees to be their whole selves at work”. By supporting our diverse workforce with their diverse needs, including supporting those who are affected by menopause, we will be achieving this. Further detail about how we will seek to do this will be contained within our Workforce Strategy and continue to be included within our ED&I action plan which is our delivery mechanism for these overarching aims.

3.2.3 The Council has already committed to the advancement of gender equality in our workforce as part of the [Equally Safe at Work Accreditation](#). One of the aims of this Accreditation is to improve gender equality through improvements to policy and practice.

3.2.4 Promoting Aberdeen City Council as a supportive employer for those going through the menopause will also support our employer of choice activity.

### 3.3 What is Menopause?

3.3.1 Menopause is a natural stage in life where a female’s oestrogen levels decline resulting in them no longer having periods. Menopausal symptoms can be experienced over several years with it being seen as a transitional period as opposed to a one-off life event. Menopause typically happens between the ages of 45 and 55, though it can affect individuals much earlier than this.

There are 3 stages to menopause:



- **Peri-menopause** - this is the time leading up to menopause when women start to experience irregular periods and other symptoms. This stage can last for a number of years.
- **Menopause** - This is when oestrogen levels decline and periods cease, meaning the end of natural reproductive life. The average age for this is 51, but it can be earlier or later than this.
- **Post-menopause** – this is the time after menopause, when periods have stopped for over a year. Some symptoms of the menopause may continue for as many as 12 years or longer.

NB. It's important to remember that menopause can sometimes happen earlier naturally. Or for reasons such as surgery to remove the ovaries (oophorectomy) or the uterus (hysterectomy), cancer treatments like chemotherapy, or a genetic reason.

3.3.2 Symptoms of menopause can be wide-ranging, both physically and psychologically but common symptoms, [according to BUPA](#)<sup>1</sup>, include:

- psychological issues such as mood disturbances, anxiety and/or depression, brain fog, memory loss, panic attacks, loss of confidence and reduced concentration
  - hot flushes (brief and sudden surges of heat usually felt in the face, neck and chest)
  - sleep disturbance that can make people feel tired and irritable
  - muscle and joint stiffness, aches and pains
  - recurrent urinary tract infections (UTIs) including cystitis
  - headaches
  - palpitations (heartbeats that become more noticeable)
  - skin changes (dryness, acne, general itchiness)

### 3.4 Why is Menopause Important for Employers?

3.4.1 [According to BUPA](#)<sup>2</sup>, menopausal women are the fastest-growing demographic in the workplace, though it is acknowledged that according to their research, almost a million women have left their jobs because of menopausal symptoms. The same research suggests that for those who have not left their jobs, they are reporting having to take approximately 32 weeks' leave throughout their career because of menopausal symptoms.

3.4.2 It is, therefore, important to ensure that appropriate support mechanisms are in place for those going through the menopause so that they are able to remain in employment and also to ensure that they are able to continue to undertake their roles and duties with any financial or leave implications mitigated against.

---

<sup>1</sup> CIPD, in partnership with BUPA, "A Guide to Managing Menopause at Work", May 2021

<sup>2</sup> CIPD, in partnership with BUPA, "A Guide to Managing Menopause at Work", May 2021

### 3.5 Current Support for Menopause

3.5.1 People and Organisational Development colleagues currently work closely with partners at NHS Grampian and Aberdeen Health and Social Care Partnership (AHSCP) to provide employees and managers with information, advice and guidance and support on menopause

3.5.2 There is a variety of menopause information available on the Council's intranet pages which includes:

- Links to guidance on managing and supporting employees through menopause from the Chartered Institute of Personnel and Development
- NHS Inform pages on menopause
- Menopause factsheets
- FAQs on menopause
- Links to events and activities for employees going through menopause
- Links to the Mighty Oaks Menopause Movement with AHSCP
- Links to mental health and wellbeing support
- ACC Menopause Employee Peer Support network on Yammer

3.5.3 The Council has an eLearning course hosted on ACC learn on Menopause Awareness in the Workplace and is available to all employees.

3.5.4 The Council's Supporting Attendance and Wellbeing Guidance includes a statement on menopause

### 3.6 Menopause Workplace Pledge

3.6.1 The Menopause Workplace Pledge is run by [Wellbeing of Women](#). The Pledge has been signed by organisations such as the Scottish Government, the House of Commons, the Civil Service, as well as many other public and private sector organisations in the UK.

3.6.2 The main purpose of the Menopause Workplace Pledge is to get organisations to commit to being a supportive and understanding place for employees going through the menopause.

3.6.3 The Pledge asks organisations to commit to:

- Recognising that the menopause can be an issue in the workplace and women need support
- Talking openly, positively and respectfully about the menopause
- Actively supporting and informing your employees affected by the menopause

3.6.4 Aberdeen City Council arguably already meets all of the Pledge commitments. However, signing the Pledge will support the organisation's employer of choice activity by signalling to potential candidates, as well as our existing staff, that we are supportive of employees going through the menopause. This will,

ultimately, have a positive impact on the diversity of our workforce and should increase the uptake of support mechanisms by current staff by the raising of awareness amongst staff and managers. It also helps to reduce stigma and increase open conversations around this topic.

### **3.7 Future Work on Menopause**

3.7.1 In addition to the existing programme of work that we have on menopause, People and Organisational Development are cognisant of potential and proposed future developments in legislation which may require:

- A menopause policy
- Offering menopause leave
- Offering reasonable adjustments for menopause

3.7.2 These are actions that we would wish to take forward regardless of the legislation to ensure appropriate support for employees going through the menopause and will be included in our equality, diversity and inclusion action plan. We plan to discuss this further with our relevant Equality, Diversity and Inclusion working group and network.

3.7.3 The Council already has provisions in place for menopause within the Supporting Attendance procedure and special leave provisions such as compassionate leave are available to employees and could be used for those going through menopause symptoms. In addition, the Council is also developing Reasonable Adjustment Passports, approved at Staff Governance Committee in October 2022 for employees and these could be used as a tool for supporting employees going through menopause. While these provisions are already in place, we want to ensure that they are more visible and accessible.

### **3.8 Next Steps**

3.8.1 Should approval be granted to sign the above pledge, this will be done by the Convener and Vice Convener of Staff Governance Committee and communications issued both internally and externally.

3.8.2 Following this, a review will be undertaken against relevant policies and procedures in line with the Council's Equality, Diversity and Inclusion plan and with engagement and inclusion of our relevant working groups, to determine if any changes or amendments should be made.

3.8.3 If any further work is required to ensure we are meeting the best practice required, including any new policies or updates to policies, this will be reported back to committee accordingly.

## **4. FINANCIAL IMPLICATIONS**

4.1 There are no direct financial implications arising from the recommendations of this report.

## 5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from the recommendations of this report.

## 6. ENVIRONMENTAL IMPLICATIONS

6.1 There are no direct environmental implications arising from the recommendations of this report.

## 7. RISK

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H)  *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
<b>Strategic Risk</b>		No significant risks identified		
<b>Compliance</b>		No significant risks identified		
<b>Operational</b>		No significant risks identified		
<b>Financial</b>		No significant risks identified		
<b>Reputational</b>		No significant risks identified		
<b>Environment / Climate</b>		No significant risks identified		

## 8. OUTCOMES

<u><a href="#">Aberdeen City Local Outcome Improvement Plan</a></u>	
Prosperous Economy Stretch Outcomes	The proposals within this report support the below outcomes:  2.2 Increasing the number of people in Aberdeen in sustained, fair work.
<b>Regional and City Strategies</b>	The proposals within this report support the below statement from the TOM 1.2: “to support employees to be their whole selves at work” It also works towards our two Equality Outcomes as an employer: <ul style="list-style-type: none"> <li>Improve the diversity of our workforce and address any areas of underrepresentation, ensuring that there are equal opportunities for</li> </ul>

	<p>all protected groups (with consideration for both internal employees and external applicants), with a particular and prioritised focus on Age, Disability, Race and Sex.</p> <ul style="list-style-type: none"> <li>• Ensure that all of our employees who have protected characteristics feel fully valued, safe and included at work, with a particular and prioritised focus on Age, Disability, Gender reassignment, Race, Sex and Sexual orientation.</li> </ul>
--	--

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Integrated Impact Assessment</b>	<a href="#">Integrated Impact Assessment - Menopause and Pregnancy Loss.docx</a>
<b>Data Protection Impact Assessment</b>	Not Required
<b>Other</b>	Not Applicable

## 10. BACKGROUND PAPERS

- 10.1 [Equality Outcomes and Mainstreaming Report](#), Operational Delivery Committee, March 2021, CUS/21/051
- 10.2 [Equality, Diversity and Inclusion Action Plan](#), Staff Governance Committee, April 2021, RES/21/077
- 10.3 [Equally Safe at Work Employer Accreditation Programme](#), Staff Governance Committee, April 2021, RES/21/092
- 10.4 [EAS Six Monthly Update January 2022 – June 2022 Occupational Health and Absence update January 2022 – June 2022](#), Staff Governance Committee, October 2022, CUS/22/217

## 11. APPENDICES

- 11.1 There are no appendices to this report.

## 12. REPORT AUTHOR CONTACT DETAILS

<b>Name</b>	Darren Buck
<b>Title</b>	Acting People Development Manager
<b>Email Address</b>	DaBuck@aberdeencity.gov.uk
<b>Tel</b>	N/A

This page is intentionally left blank

## ABERDEEN CITY COUNCIL

<b>COMMITTEE</b>	Staff Governance Committee
<b>DATE</b>	21 November 2022
<b>EXEMPT</b>	No
<b>CONFIDENTIAL</b>	No
<b>REPORT TITLE</b>	Pregnancy Loss Support
<b>REPORT NUMBER</b>	CUS/22/264
<b>DIRECTOR</b>	Andy MacDonald, Director of Customer
<b>CHIEF OFFICER</b>	Isla Newcombe, Chief Officer – People and Organisational Development
<b>REPORT AUTHOR</b>	Darren Buck, Acting People Development Manager
<b>TERMS OF REFERENCE</b>	2.6, 3

### 1. PURPOSE OF REPORT

- 1.1 To provide an update on work currently being undertaken for employees around pregnancy loss and seek approval from Committee to sign up to a pledge which will support this area of work.

### 2. RECOMMENDATIONS

That the Committee:-

- 2.1 agree that the Convener and Vice Convener of Staff Governance Committee sign the Pregnancy Loss Pledge run by the Miscarriage Association;
- 2.2 note current and future planned work by People and Organisational Development on pregnancy loss; and
- 2.3 instruct the Chief Officer - People and Organisational Development to report back to Committee following the accreditation on this pledge if any further work is required to ensure we are meeting the best practice required including any new policies or updates to policies.

### 3. CURRENT SITUATION

#### 3.1 Workforce Statistics

- 3.1.1 As of June 2022, Aberdeen City Council has 5,965 female employees. This equates to 70% of our workforce.
- 3.1.2 Having a majority female workforce means that we need to pay particular focus on health issues that can have an impact on our female employees and ensure that appropriate support mechanisms are in place for them. One area of current focus is pregnancy loss. Pregnancy loss also has an impact on the partner of the person who suffers pregnancy loss and this should also be recognised.

## **3.2 Strategic Context**

- 3.2.1 Supporting issues that directly impact our female workforce supports our [Equality, Diversity and Inclusion Outcomes](#) (approved at Operational Delivery Committee in March 2021 and our [Equality, Diversity and Inclusion Action Plan](#) (ED&I Action Plan) (approved at Staff Governance Committee in April 2021). Our Equality Outcomes are a requirement of the Council as part of the Public Sector Equality Duty set out in the Equality Act 2010. In our Equality Outcomes, we state that we will improve the diversity of our workforce, address areas of underrepresentation, ensure there are equal opportunities for protected groups and ensure that employees who have protected characteristics feel fully valued, safe and included at work. One of the protected categories that we have prioritised for these outcomes is 'Sex'.
- 3.2.2 In the [Target Operating Model 1.2](#) which was approved at full Council in August 2022, to achieve the cultural ambitions of the workforce, we commit to supporting "employees to be their whole selves at work". By supporting our diverse workforce with their diverse needs, we will be achieving this. Further detail about how we will seek to do this will be contained within our Workforce Strategy and continue to be included within our ED&I action plan which is our delivery mechanism for these overarching aims.
- 3.2.3 The Council has already committed to the advancement of gender equality in our workforce as part of the [Equally Safe at Work Accreditation](#). One of the aims of this Accreditation is to improve gender equality through improvements to policy and practice.

## **3.3 Pregnancy Loss Summary**

- 3.3.1 According to Tommy's, a UK charity specialising in research around pregnancy loss, 1 in 4 pregnancies end in miscarriage.
- 3.3.2 According to Fertility Network UK, 38% of those men and women they surveyed stated they had quit their job or were seriously considering quitting due to fertility issues.
- 3.3.3 The Miscarriage Association states that thoughtful support and management make a real difference to how people cope and that returning to work after pregnancy loss is helped by flexibility and adjustments to work.

## **3.4 Current Support for Pregnancy Loss**

- 3.4.1 As an employer, we offer paid parental bereavement leave to employees (both parents) of up to two weeks. In addition, we have special leave provisions, namely compassionate leave which can be offered as paid leave. Taking this leave relies on employees being confident to speak with their line manager about pregnancy and pregnancy loss. This is the case not only for the person who was pregnant but also a partner of a person who has lost a pregnancy.



3.4.2 An intranet post was created about pregnancy and baby loss to raise awareness of the topic and to signpost employees to relevant external guidance and support through organisations such as the Miscarriage Association and Child Bereavement UK. This included guidance on how to support someone through pregnancy loss and also a voluntarily shared story by one of our employees.

3.4.3 The Council's Supporting Attendance and Wellbeing Policy and Guidance references absence related to pregnancy and is compliant with legislation.

### 3.5 **Pregnancy Loss Pledge**

3.5.1 The Pregnancy Loss Pledge is run by [the Miscarriage Association](#). The Pledge has been signed by many public and private sector organisations including the British Army, East Renfrewshire Council, Glasgow City Council, Fife Council, West Dunbartonshire Council, Inverclyde Council, Midlothian Council and North Ayrshire Council.

3.5.2 The main purpose of the Pledge is to urge employers to commit to supporting their staff through the distress of miscarriage, by meeting a pregnancy loss standard that ensures that employees are supported and get the time off they need during what can be a difficult or traumatic time.

3.5.3 The Pledge asks organisations to:

- Encourage a supportive work environment where people feel able to discuss and disclose pregnancy and / or loss without fear of being disadvantaged or discriminated against.
- Understand and implement the rules around pregnancy-related leave, ensuring staff feel able to take the time off they need.
- Show empathy and understanding towards people and their partners experiencing pregnancy loss.
- Implement a pregnancy loss policy or guidance, or ensure it is included in sickness, bereavement or other workplace policies – being mindful of the needs of partners too.
- Encourage line managers to access in-house or external guidance on how to support someone experiencing pregnancy loss
- Support people back to work by being responsive to their needs and showing flexibility wherever possible.

3.5.4 Aberdeen City Council arguably already meets all of the Pledge commitments. Signing the Pledge will signal to our existing staff, that we are supportive of employees who experience pregnancy loss and will raise awareness of the support that is available. It will also push the organisation to improve our approaches through a structured framework and guidance. This will, ultimately, have a positive impact on the diversity of our workforce.

### 3.6 Future Work on Pregnancy Loss

3.6.1 Ongoing work will continue, in line with our Equality, Diversity and Inclusion Action Plan to raise awareness and understanding of pregnancy loss and to continue to improve our practice. We plan to discuss this further with our relevant Equality, Diversity and Inclusion working group and network to ensure support and provisions are appropriate and that any improvements are made where required.

### 3.7 Next Steps

3.7.1 Should approval be granted to sign the above pledge, this will be done by the Convener and Vice Convener of Staff Governance Committee and communications issued both internally and externally.

3.7.2 Following this, a review will be undertaken against relevant policies and procedures in line with the Council’s Equality, Diversity and Inclusion plan and with engagement and inclusion of our relevant working groups, to determine if any changes or amendments should be made.

3.7.3 If any further work is required to ensure we are meeting the best practice required, including any new policies or updates to policies, this will be reported back to committee accordingly.

## 4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications arising from the recommendations of this report.

## 5. LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from the recommendations of this report.

## 6. ENVIRONMENTAL IMPLICATIONS

6.1 There are no direct environmental implications arising from the recommendations of this report.

## 7. RISK

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H)  *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
Strategic Risk		No significant risks identified		
Compliance		No significant risks identified		

<b>Operational</b>	No significant risks identified
<b>Financial</b>	No significant risks identified
<b>Reputational</b>	No significant risks identified
<b>Environment / Climate</b>	No significant risks identified

## 8. OUTCOMES

<u><a href="#">Aberdeen City Local Outcome Improvement Plan</a></u>	
Prosperous Economy Stretch Outcomes	<p>The proposals within this report support the below outcomes:</p> <p>2.2 Increasing the number of people in Aberdeen in sustained, fair work.</p>
<b>Regional and City Strategies</b>	<p>The proposals within this report support the below statement from the TOM 1.2: “to support employees to be their whole selves at work” It also works towards our two Equality Outcomes as an employer:</p> <ul style="list-style-type: none"> <li>• Improve the diversity of our workforce and address any areas of underrepresentation, ensuring that there are equal opportunities for all protected groups (with consideration for both internal employees and external applicants), with a particular and prioritised focus on Age, Disability, Race and Sex.</li> <li>• Ensure that all of our employees who have protected characteristics feel fully valued, safe and included at work, with a particular and prioritised focus on Age, Disability, Gender reassignment, Race, Sex and Sexual orientation.</li> </ul>

## 9. IMPACT ASSESSMENTS

Assessment	Outcome
<b>Integrated Impact Assessment</b>	<a href="#">Integrated Impact Assessment - Menopause and Pregnancy Loss.docx</a>
<b>Data Protection Impact Assessment</b>	Not Required
<b>Other</b>	Not Applicable

## 10. BACKGROUND PAPERS

- 10.1 [Equality Outcomes and Mainstreaming Report](#), Operational Delivery Committee, March 2021, CUS/21/051
- 10.2 [Equality, Diversity and Inclusion Action Plan](#), Staff Governance Committee, April 2021, RES/21/077
- 10.3 [Equally Safe at Work Employer Accreditation Programme](#), Staff Governance Committee, April 2021, RES/21/092

## 11. APPENDICES

- 11.1 There are no appendices to this report.

## 12. REPORT AUTHOR CONTACT DETAILS

<b>Name</b>	Darren Buck
<b>Title</b>	Acting People Development Manager
<b>Email Address</b>	<a href="mailto:DaBuck@aberdeencity.gov.uk">DaBuck@aberdeencity.gov.uk</a>
<b>Tel</b>	N/A