

Report to **Policy & Resources Committee**  
Date **20 July 2023**  
By **Human Resources Manager**  
Title of Report **Annual Human Resources and Health & Safety Report for the year 2022 – 2023**

### **Decision**

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**Recommendation: The Committee is recommended to:**

- 1. Note the update on the Authority’s key work areas in HR during 2022-23**
  - 2. Agree that it is satisfied that the Authority’s Health and Safety activity over the last 12 months complies with its Health and Safety policy.**
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### **I. Introduction**

- I.1 This report highlights key areas of work in Human Resources (HR) carried out in the year ending in 31 March 2023, for the Policy and Resources Committee to note. The report also sets out the Authority’s management of Health and Safety matters in the year ending 31 March 2023. The Policy and Resources Committee has terms of reference which include “... To monitor the Authority’s compliance with relevant health and safety policies and plans adopted by the Authority”. The Committee is asked to agree that it is satisfied that the Authority’s Health and Safety activity over the last 12 months complies with its Health and Safety policy.
- I.2 The HR team are responsible for all of the organisation’s HR and H&S activities, with payroll support from Brighton and Hove City Council and administration of the pension scheme by Hampshire County Council.
- I.3 The HR team also oversees the management of health and safety for the organisation, with strategic and best practice advice provided externally by the Health and Safety Advisor for the Peak District National Park Authority, Jon Wayte. Our internal NEBOSH qualified Health and Safety Advisor manages the day-to-day health and safety performance.
- I.4 The report covers:
  - Recruitment activity and turnover
  - Health and Safety
  - Wellbeing
  - Equity, Diversity and Inclusion
  - Learning and Development
  - Apprenticeship Scheme
  - Working Together – HR with other National Park Authorities

- Priorities for 2023/24
- 1.5 In addition to the area of work above, the HR team work closely and effectively with SMT and managers, playing a key role in all organisational issues and individual case management.
  - 1.6 In 2022/23, a key priority of the team was supporting the review of the SDNPA Business Model and the implementation of blended working.
- 2. Recruitment activity and turnover**
- 2.1. As at 31 March 2023, the budgeted FTE for the Authority was 146.
  - 2.2. The SDNPA staff turnover rate was higher than usual at 23%, as a result of the review of the business model and 11 subsequent voluntary redundancies and early retirement. Excluding this the voluntary turnover rate was 16%. The average 2022/23 turnover rate for other National Park Authorities (NPAs) was 16.4%. According to an analysis of labour turnover between January 2022 and January 2023, by Cendex, part of XpertHR, the total voluntary labour turnover of all companies surveyed stood at 16.4%.
  - 2.3. 37 employees left the organisation. 11 left due to voluntary redundancy and early retirement. Other reasons given were personal circumstances, lack of opportunities for career progression or the ending of a fixed term contract.
  - 2.4. It is recognised the organisation's size and structure limits the opportunities for career progression. To address this we have continued to introduce career grades where appropriate, continued investment in career development and training of staff. We have a successful full development package to grow and develop our own, particularly in Planning. However, last year has seen external recruitment into Senior DM Officer roles get more challenging due to a national shortage of experienced planning staff. We have therefore tried several approaches, offering various additional incentives to attract candidates. We will continue to work closely with Planning, trying different options until these positions are filled.
  - 2.5. In 2022/23, 41 appointments were made as follows:
    - 16 permanent and temporary internal promotions and development opportunities – these include three apprentice appointments into perm posts and 2 into externally funded positions.
    - 25 external appointments - This includes 3 new posts in CPM following the organisational review. All other appointments were made following resignations, maternity leave, external funding for projects and internal promotions of existing staff.
  - 2.6. We continue to work on improving and developing our recruitment processes. We are currently working towards the implementation of an Applicant Tracking System. This will allow us to move away from a time intensive application form. Instead, a CV will be submitted along with answers to tailored questions ensuring candidates meet the requirements of a role. The driver for this is to introduce a simpler process to encourage a more diverse range of candidates to apply. It will also produce reports for HR and assist with the overall administration of the applicant process within the HR Team.
  - 2.7. Recruiting of posts is primarily done via a tailored approach. Adverts are placed directly on the SDNPA website, social media and targeted external sites. This method delivers a successful cost-effective way of recruiting, which avoids inflated hourly rates or finders fees that agency recruitment would incur.
  - 2.8. To enhance this tailored approach to advertising, we work with an advertising agency "Web Recruit", as part of the wider Working Together Project across all National Parks where 14 National Park Authorities are using this service. Web Recruit provides data driven advice on where to advertise, as well as coordinating social media campaigns on platforms such as LinkedIn.

2.9. SDNPA offers a wide range of benefits as part of its employment package:

- Local government pension scheme
- Health cash plan that also includes counselling and wellbeing discounts
- Access to Health and Wellbeing portal and webinars (**new**)
- 27 days annual leave, increasing to 30 days, plus bank holidays
- Professional development
- Flexible working
- Cycle to work scheme
- Car sharing
- Use of pool cars for official business
- Regular staff events / activities, which support the SDNPA's Purposes and Duty

These benefits support SDNPA in attracting candidates by demonstrating it's an employer of choice, as well as helping to retain existing staff.

### 3. Health and Safety

- 3.1. The Health and Safety (H&S) Policy sets out how the Authority will ensure, so far as is reasonably practicable, the provision of a safe and healthy workplace and working environment for employees and appointed volunteers and as far as is reasonably practicable to ensure the health, safety and welfare of members of the general public and anyone else who may be affected by the activities of the Authority. The policy includes the key responsibilities for H&S at the SDNPA and the framework for managing H&S.
- 3.2. The ongoing collaboration between SDNPA and Peak District National Park Authority (PDNPA) for H&S management continues to work well. During the last three years of continuous work with this new SLA with PDNPA has yielded significant benefits, ensuring that day-to-day matters are handled efficiently, and we also maintain the strategic guidance provided by the PDNPA Occupational Safety and Health Advisor (OSHA). The internal management of the health and safety concerns by the H&S Advisor minimising delays, ensuring a timely response to emerging issues. The involvement of the PDNPA OSHA positively impacts the decision-making process by offering specialised knowledge and guidance tailored to the needs of the SDNPA. As a result, this collaborative effort has contributed to a safer working environment.
- 3.3. All new policies, procedures and risk assessments and relevant guidance, legislative updates and briefings from HSE are shared between the NPAs advised by the PD OSHA. This allows for significant efficiency savings in the production and delivery of these materials and encourages greater consistency of approach and execution of safety management. In effect, these contribute to the adoption of 'best practice for NPAs' in various OSH matters.
- 3.4. The PDNPA OSHA regularly shares relevant OSH information with the H&S committee. As an approved training provider for Institute of Occupational Safety and Health (IOSH) courses, the PD OSHA is also the key training provider for *Managing Safely® for National Parks* and *Managing Safely for National Parks Refresher®* training courses. In February and March 2023, Members completed H&S training sessions with the PDNPA OSHA.
- 3.5. In line with the H&S Policy, day-to-day routine management of health and safety matters is performed by staff and supervised by managers. An appropriate programme of audit and inspection visits to principle workplaces was carried out during 2022/23 and any actions were followed up by our internal Health and Safety Advisor. Regular visits and audits of Seven Sisters Country Park took place this year, due to the significant works at this site and suitable recommendations made and implemented. In December 2022 fire risk assessments were carried out by the PDNPA OSHA at Seven Sisters Country Park and South Downs Centre. The outcome for both sites was very positive with minor recommendations made.

- 3.6. Workplace visits typically take account of:
- Safety related documentation. Good documentation is an essential component part of any safety management system. Key documents include: safety policies and associated procedures, COSHH, safe working method statements and risk assessments, incident reports/records and follow-up/action reports. These documents, including many risk assessments and core safety policies are becoming more consistent across a number of NPAs allowing much more efficient and timely review, replacement and referral.
  - Physical conditions and work activities – including: workspaces, access and egress (safety and fire), building conditions, work equipment, vehicles and the use of PPE (personal protective equipment)
- 3.7. A continuing improvement in the completion, use and a thorough review of risk assessments has been evident through 2022/23. This review of all risk assessments has driven a general improvement in the understanding of risk. Use of risk assessment formats used at other National Parks has made future review simpler and helped to ensure that these assessments are current, valid and consistent with the standards adopted across the NPAs. All reviewed risk assessments are available to staff on the intranet. The SDNPA Health and Safety Advisor will continue to focus on risk assessments and the use of controls identified by these assessments, as key evidence that safety is being properly considered and well managed.
- 3.8. We utilise an on-line Display Screen Equipment training and assessment system, which can be used in any working environment and has enabled the HR and Facilities teams to quickly and effectively identify any equipment and adjustments needed to ensure that staff are working safely in line with the H&S Policy. This system has proven essential in ensuring the safety of staff whilst working from home when the new blended working model was introduced, allowing us to monitor the suitability of home work stations.
- 3.9. Quarterly Health and Safety Committee meetings take place as set out in the H&S Policy, where matters such as incident, accident and near-miss reports and follow-up action reports are considered, and new guidance and policies discussed and implemented. Standing items of wellbeing, health and safety at Seven Sisters Country Park and incident reporting ensured that these remained key priorities for the Committee. The constitution of the Health and Safety Committee reflects the structure of the organisation with representatives from all directorates and officers representing HR, facilities, volunteers, OMT and UNISON.
- 3.10. The Committee is currently chaired by a member of OMT. All representatives have received IOSH (Institute of Occupational Safety and Health) training in their expanded role, which is clearly defined and incorporated in a reviewed Health and Safety Policy, and recent new representatives will receive training in July 23. The Committee has structured a forward work-plan which is supported by both the SDNPA Health and Safety Advisor and the PDNPA OSHA. All representatives are also focussing in improving communication channels within the teams they represent, by including a standing health and safety item at team meetings.
- 3.11. In December 2022, the H&S committee meeting took place at Seven Sisters Country so that the reps from the committee could shadow and learn from the PDNPA OSHA whilst he carried out a fire risk assessment of the site.
- 3.12. Subgroups have been formed to meet in between the quarterly meetings, to ensure that actions are progressed quickly. Key projects have included our approach to extreme weather conditions and a procedure for recording dangerous and difficult sites.
- 3.13. Reporting of incidents, near-misses and follow-up action continues to improve. An analysis of incidents recorded in 2022/23 can be found in appendix 1.
- 3.14. SDNPA has a positive health and safety culture, which is supported by the following:
- All committee meetings are now chaired by an OMT level manager and there is a health and safety standing item on the OMT agenda following the committee meetings. At

these meetings, OMT are fully supportive of any recommendations made by the H&S Committee.

- Regular health and safety communication and reminders are sent to staff via Update and meeting minutes are publicised on the intranet.
  - The constitution of the committee fairly represents the structure of the organisation to allow all staff to feedback any issues through their reps to the committee. Staff outside the committee have been involved in the working groups that have evolved from the committee.
  - A substantial part of the training budget was invested in job specific H&S training and *Managing Safely® for National Parks* and *Managing Safely for National Parks Refresher®* training for Committee reps and managers, provided by the PDNPA OSHA.
- 3.15. At the end of 2022/23 a health and safety survey was sent to all staff to review staff attitudes and knowledge regarding health and safety in the workplace. The results were very positive and a considerable majority of the respondents fed back that they have a good level of understanding and awareness regarding health and safety in the workplace, knew where to access health and safety information and agreed that health and safety is a priority for SDNPA. Most staff felt that they were provided with effective training and the correct personal protective equipment to carry out their role safely. Training was considered effective and the majority were aware of policies applicable to their role as well as their personal health and safety responsibilities.
- 3.16. Some recommendations were made for improvement which will be compiled into an action plan after the June 2023 committee meeting. Progress will be fed back to the P&R committee through the quarterly Corporate Performance report and in the 2023/24 HR and H&S report.
- 3.17. Although the Covid restrictions were lifted at the end of 2021/22 we continued to ensure cleaning of all workspaces and some isolated desks were still made available for any staff considered as vulnerable.
- 3.18. To ensure the safety of our volunteers, all new volunteers receive H&S induction appropriate to their role and are directed to the content on this webpage: [Volunteer information - Safety \(google.com\)](#) and current volunteers attend any necessary H&S training. They are made aware of all relevant risk assessments during tasks by the ranger team and supplied with the correct Personal Protective Equipment. Any incidents are reported and monitored through the H&S committee meetings. These meetings were also attended by the Volunteer Development Officer and are now attended by the Learning, Outreach and Volunteer Lead.
- 3.19. In summary, the evidence of inspections and reports to the Health and Safety Committee suggests that health and safety is managed well and continuously improving at SDNPA and the Policy and Resources Committee can receive positive assurance of that by this report.

#### **4. Wellbeing**

- 4.1. HR proactively monitor the recording of sickness absence and contact managers regularly to ensure that accurate recording has taken place.
- 4.2. Sickness data for 2022/23 can be found in appendix 2. Detailed absence statistics are reviewed by the Health and Safety Committee and reported to OMT each year.
- 4.3. The organisation provides a high level of support to employees with health or mobility issues by working closely with the individual, their line-manager, our occupational health provider and facilities. 'Reasonable adjustments' have been made in a number of cases, to support the individual, ensuring that they can continue to work well. Changes include to working hours, duties and the provision of specialist working equipment.
- 4.4. Our Health Cash Plan available to staff and Members offers a wide range of health and wellbeing benefits and access to an employee assistance programme.

- 4.5. Significant progress continues in supporting health and well-being internally, particularly in the area of mental health. In January 2023 we provided mental health first aid refresher training to our existing Mental Health First Aiders (MHFAs). We also trained and recruited new MHFAs so we now have 15 MHFAs across the organisation.
- 4.6. There is a dedicated health and wellbeing hub on the intranet with links to health and wellbeing resources and promotes health and wellbeing activities.
- 4.7. Health and Wellbeing training courses are available through ELMS for all staff and cover a wide range of topics, examples include: e-mail stress, bullying and harassment, drug and alcohol awareness, stress management, healthy lifestyles, couch to 5k and building personal resilience.
- 4.8. During Mental Health Awareness week in May 2022, we organised a series of opportunities for staff to meet up with their colleagues and take part in wellbeing activities.
- 4.9. We have placed high importance on ongoing communication with staff, by providing monthly wellbeing e-mails, highlighting wellbeing resources and tips for maintaining good mental-health. This has also been well received and staff are engaged and sharing their own wellbeing ideas in the wellbeing hub.
- 4.10. There is a standing Health and Wellbeing item at all Health and Safety Committee Meetings.
- 4.11. Our blended working model has now been in place since October 2021 and provides opportunities for staff to work flexibly and better manage their work life balance. In October 2022 we surveyed all staff to gather feedback on these new ways of working. The feedback was very positive around the arrangement supporting mental health and work life balance however staff did want more opportunities for face-to-face interaction with colleagues. An action plan was therefore drawn up in December and is being led and implemented by OMT, with involvement from the Culture and Change group.
- 4.12. In 2022/23 the organisations approach to stress was reviewed. This involved the creation and communication of a new Stress Policy and risk assessments. Leadership Training scheduled for May and June 2023 will allow OMT to examine the approach in greater detail and ensure that it is implemented within their teams. We will also review stress levels through the 2023 Staff Survey.
- 4.13. In April 2022 our mental health training provider asked SDNPA to take part in a pilot of a new health and wellbeing portal, Neurequity. New Forest NPA and Exmoor NPA also took part in the pilot. In return for our feedback all NPAs were offered free access to this portal. It is a highly engaging comprehensive resource available to staff and Members with monthly webinars and training module and an information hub of e-books and resources.

## **5. Equity, Diversity and Inclusion (EDI)**

- 5.1. HR regularly reviews all policies and procedures to ensure that they are inclusive and advertises through a wide range of platforms to ensure that we reach out to a diverse pool of candidates, including social media.
- 5.2. To further support inclusivity, we run a guaranteed interview scheme for those with a disability who meet the essential criteria for the post and advertise that fact we support flexible working. We also work with our advertising agency, Web Recruit, which we share with the other NPAs to ensure we are using appropriate platforms where we can be more visible to a diverse range of candidates. Adverts now include an EDI organisational statement, which promotes our approach to equality. Person Specifications continue to be scrutinised at the point of advertising to ensure there are no unnecessary requirements included, which could prevent or restrict those who can apply.
- 5.3. HR run a tailored recruitment process to ensure adverts are placed appropriately, in the most cost-effective way. When required (for hard to fill positions) this includes widening where and how we advertise e.g. using a recruitment agency. In this situation HR aspire to only work with agencies that hold EDI as a propriety when searching for candidates to encourage a broad range of candidates to apply.

- 5.4. Historically our data monitoring of applicants has included gender, ethnicity, religion, disability and age, this has now been expanded to also include other protected characteristics (see appendix 3 for current demographics and appendix 4 for EDI data collected for applicants and successful candidates). The data in appendix 4 is monitored to ensure that there isn't a significant discrepancy in the characteristics of people who have applied for posts and those who are appointed. We have reviewed how we collect recruitment data and this year have been in a better position to provide a more detailed analysis of applicants, shortlisted and interviewed candidates.
- 5.5. Virtual interviews are offered as an alternative to attending in person and ensure we ask all interviewees if they require any adjustments to attend interviews. We have also offered support and training to our apprentices to prepare them for an interview process. We use competency-based interview questions that are applied consistently to all candidates and ensure that they are judged fairly against the criteria in the person specification.
- 5.6. During their induction all new staff are now signposted to our mission statement on our website and our EDI Policy. They are also required to complete our e-learning EDI module.
- 5.7. To attract a wider range of applicants, to support our staff and promote a better work-life balance, we have adopted blended working which allows staff to work from home, the offices and other remote locations. We have suitable IT systems to enable remote working and participation in video conferencing and webinars. We have moved to a more flexible working day that is not limited to traditional working hours.
- 5.8. Despite these efforts we are still not attracting a diverse pool of applicants although this will take time for any significant change to happen. We are therefore looking to introduce an applicant tracking system to make the application process easier and more accessible to candidates.
- 5.9. We have an EDI hub on our intranet so that staff can access learning resources and webinars. This also includes a "knowledge nugget" section where staff can share experiences and broaden the knowledge of their colleagues.
- 5.10. We have an EDI Steering Group with staff from all levels of the organisation and a Member representative, Melanie Hunt. This is a really useful forum for staff to share ideas and any concerns can also be shared confidentially through the Employee Forum
- 5.11. In January 2023 we went out to tender for an EDI training provider. Taking into account feedback from staff, our key requirements was to find a training solution that was accessible, personalised and meaningful and a safe space for staff and Members to learn about inclusivity in the workplace. We had an overwhelming response, and the contract was awarded to Pearn Kandola.
- 5.12. They will provide us with a digital learning platform consisting of change programmes that will drive employees and members to take positive actions to improve diversity and inclusion at SDNPA. Employees and Members will obtain feedback into how inclusive they are personally, using a suite of digital diagnostic tools. This feedback generates a personalised action plan for users to follow and in doing so embeds inclusive behaviours at work, ensuring colleagues are valued, respected and feel that they belong.
- 5.13. Not only do learners receive personalised feedback about their strengths and areas for development, but with built-in analytics, we will be able to gain insight into the inclusion strengths and risk areas at SDNPA which will be valuable in identifying any future training needs.

## **6. Learning and Development**

- 6.1. The organisation's learning and development plan includes health and safety, core skills and role specific training. Training was delivered through a combination of virtual and 'in person' events as this model has shown to be successful since the pandemic.
- 6.2. In 2022/23 core skills training included:
  - Document accessibility training for all staff

- Customer care training (Welcome Host Gold) for customer facing staff
- Disability Awareness – Train the Trainer course, including employees based both at the South Downs Centre and at SSCP
- Mental Health First Aider training for fifteen employees, including those based at area offices and SSCP

6.3. The following table shows the number of days training carried out in 2020/21, 2021/22 and 2022/23. The average number of days offered to staff in 2022/23 was slightly lower than previous years due to the delay of some training which will be carried out in 2023/24.

Year	Core Skills	Role Specific	Health & Safety	Total no of days	Average no of days per employee
In 2020/21	321 days	60 days	108 days	489 days	3.5 days
In 2021/22	178 days	49 days	252 days	479 days	3.3 days
In 2022/23	69.5 days	135.5 days	116.5 days	321.5 days	2.2 days

- 6.4. The organisation also supported some employees through professional development and further education courses.
- 6.5. A substantial share of the training budget is allocated to health and safety training, which is monitored and implemented within the HR team, by the Health and Safety Advisor. This year a certification reminder system has been set up on ELMs ensuring when Health and Safety courses are due to expire, the employee and their manager are given three months to arrange refresher training.
- 6.6. Our e-learning system ELMS which was designed by SDNPA and introduced in 2017, has proven to be useful resource whilst staff were working remotely. ELMS houses a comprehensive induction programme, ensuring that all information is easily accessible, and all key training is covered by new starters.
- 6.7. We continue to bespoke all courses so that they are relevant to our organisation and signpost staff to SDNPA specific policies and procedures.
- 6.8. An external working group with representatives from the other National Park Authority has also been set up to share ideas.
- 6.9. ELMS is now being utilised by all 15 National Park Authorities. This has allowed us to share training resources with the other NPAs and has also greatly reduced the licence costs for each NPA.

## 7. Apprenticeship Scheme

- 7.1. Due to the review of the SDNPA Business Model, the apprenticeship scheme was put on hold. However, SDNPA continued to provide support for existing apprentices. SDNPA are also supporting apprenticeships where any costs can be covered by external funding. SDNPA successfully recruited two new forestry apprentices who are gaining experience with SDNPA partner organisations, Penfolds Woodland Management and Powell Forestry Ltd. Overall, SDNPA supported eight apprentices across the organisations, including one business administrator apprentice within Support Services, four forestry apprentices (two of whom were existing apprentices from the previous year), and three ranger apprentices.
- 7.2. There were some initial difficulties with delivering the new forestry apprenticeship program, as the college did not have the minimum number of students, required to run the course. This led to a delay to the start of the programme from September to March 2023.
- 7.3. During this period, the business administration apprentice was able to secure a permanent role within the Support Services team while continuing to complete their qualification. Two apprentices at Seven Sisters Country Park transferred into permanent Assistant Ranger posts.



## 8. Working together with other National Park Authorities

- 8.1. The SDNPA HR team works closely with the other National Park Authorities, and during 2022/23 we have attended quarterly meetings with the HR managers of all other National Park Authorities. There are also online and e-mail communication tools in place to share policies, practices, issues and ideas.
- 8.2. The NPAs share some HR services across all UK parks which has a joint benefit in respect of both cost savings and cross organisational understanding.
- 8.3. SDNPA is one of 5 NPAs that share the Peak District health and safety resource, benefitting from the advice from Jon Wayte, the Peak District's Health & Safety Advisor.
- 8.4. Our e-learning system ELMS which is being used by all 15 National Park Authorities, led by SDNPA continues to be the most successful example of a shared service. A majority of the Parks are also using the system to train and induct their volunteers.
- 8.5. We also use Web Recruit, a shared approach to recruitment advertising and most recently led the initiative to provide a Health and well-being platform that is being used by all the NPAs.

## 9. Priorities and actions for 2023/24

- 9.1. Key Priorities for HR in 2023/24 include:
  - Implementation of an EDI Learning Platform for staff and members
  - Introduction of an applicant tracking system
  - All staff survey and resulting action plan
  - Introduce new safeguarding policy and procedures
  - Review of establishment within PIER
  - Implementation of actions from the H&S survey
  - H&S audit of camping barn and foxhole cottages at Seven Sisters Country Park
  - Introduction of an asset management system to aid health and safety auditing

## 10. Other implications

Implication	Yes*/No
Will further decisions be required by another committee/full authority?	No
Does the proposal raise any Resource implications?	No
How does the proposal represent Value for Money?	<p>Delivery of an efficient HR service contributes to the effective running of the organisation and the Authority overall, achieving value for money.</p> <p>The current shared health and safety services with Peak District NPA provides excellent value for money, in comparison with using another local authority or external consultant. It allows for significant efficiency savings in the production and delivery of these developments</p> <p><i>Note: The SLA with the PDNPA is amended and continues from 1st April 2022, reducing the cost, while maintaining the principle benefits of this arrangement.</i></p>
Which PMP Outcomes/	Human Resources and Health & Safety supports work across

<b>Implication</b>	<b>Yes*/No</b>
Corporate plan objectives does this deliver against	all PMP and Corporate Plan Objectives
Links to other projects or partner organisations	NA
How does this decision contribute to the Authority's climate change objectives	NA
Are there any Social Value implications arising from the proposal?	There are no social value implications in this paper
Have you taken regard of the South Downs National Park Authority's equality duty as contained within the Equality Act 2010?	<p>The HR function delivers an equalities act compliant services through recruitment, training and workplace adjustments. We have an equalities policy and all staff completed the Equality and Diversity ELMS training module.</p> <p>The Authority focuses on protecting the health, safety and welfare of <i>all</i> staff, members and volunteers. Reasonable adjustments are made to provide a safe working environment for all, through regular DSE assessments provision of necessary work place equipment and dynamic risk assessments. Reasonable adjustments will be made for individuals with disabilities with advice from occupational health.</p>
Are there any Human Rights implications arising from the proposal?	There are no Human Rights implications in this paper
Are there any Crime & Disorder implications arising from the proposal?	There are no Crime & Disorder implications in this paper.
Are there any Health & Safety implications arising from the proposal?	The health and safety work that has been carried out and our future health and safety plans take into account the latest health and safety legislation and through the SLA with the Peak District National Park Authority we achieve significant efficiency savings and adopt 'best practice' for NPAs
Are there any Data Protection implications?	The HR Team has due regard for the Data Protection Act 2018 and all collection and processing of personal data is compliant
<p>Are there any Sustainability implications based on the 5 principles set out in the SDNPA Sustainability Strategy?</p> <ol style="list-style-type: none"> <li>1. Living within environmental limits</li> <li>2. Ensuring a strong healthy and just society</li> <li>3. Achieving a sustainable</li> </ol>	An effective HR service contributes to principle 4 – promoting good governance.

Implication	Yes*/No
economy	
4. Promoting good governance	
5. Using sound science responsibly	

## 11. Risks Associated with the Proposed Decision

11.1. There are no risks arising directly from this paper although key HR risks are captured in the corporate risk register.

### VICKY PATERSON

**Human Resources Manager**

**South Downs National Park Authority**

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Appendices

Appendix 1 - Data analysis for incidents 2022/23

Appendix 2 - Data analysis for sickness absence 2022/23

Appendix 3 - EDI Demographics of SDNPA employees – 2022/23

Appendix 4 - EDI statistics – Recruitment in 2022/23

SDNPA Consultees

Chief Executive; Director of Countryside Policy and Management; Director of Planning; Chief Finance Officer; Monitoring Officer; Legal Services, Business Services Manager

External Consultees

Health and Safety Advisor for the Peak District National Park Authority

#### Background Documents

##### SDNPA Health and Safety Policy

2016/17 Health & Safety Report submitted to the Policy and Resources Committee by the HR Manager in Sept 2017 (Report PR18/17 page 167 Agenda item 14)

2017/18 Health & Safety Report submitted to the Policy and Resources Committee by the HR Manager in Sept 2018

2018/19 Health & Safety Report submitted to the Policy and Resources Committee by the HR Manager in Sept 2019

2019/20 Annual Health & Safety Report submitted to the Policy and Resources Committee by the HR Manager in Nov 2020  
2020/21 Annual Human Resources and Health & Safety Report submitted to the Policy and Resources Committee by the HR Manager in Sep 2021

2021/22 Annual Human Resources and Health & Safety Report submitted to the Policy and Resources Committee by the HR Manager in July 2022 (Report PR22/23-06 page 157 Agenda item 15)



## Data analysis for incidents 2022/23

This analysis focuses on incidents that occurred during 2022/23 and compares this data with previous years. It highlights any notable trends or changes in workplace safety as a result of incident reporting across all areas of SDNPA.

The total number of incidents increased slightly from 2021/22 from 34 to 39 incidents. This indicates a need for continued attention and effort in maintaining a safe work environment.

Out of the 39 incidents, 28 were classified as accidents. Although this represents a higher number of accidents compared to the previous year's count of 23, it is essential to put this into perspective with the overall trend observed over the five-year period. The number of accidents reported this year is still lower than the highest recorded count of 49 accidents in the 2018/19 year. This suggests that the safety measures and initiatives implemented in recent years have had a positive impact on reducing accidents in the workplace,

While there has been a slight increase in the number of incidents and accidents, the organisation's commitment to workplace safety has produced positive results over the years. Continued emphasis on reporting near misses and addressing the common incident types at the H&S committee will further contribute to the goal of maintaining a strong safety culture and preventing future workplace incidents.

Additionally, the data shows that there were 11 near misses reported. While this figure remained consistent with the previous year's count, it is worth noting that near misses play a crucial role in identifying potential hazards and preventing accidents. The continued reporting of near misses demonstrates the vigilance and commitment of our staff towards maintaining a safe working environment.

Year	Total number of incidents	Number of accidents	Number of near misses
2018/19	67	49	18
2019/20	57	39	18
2020/21	28	6	22
2021/22	34	23	11
2022/23	39	28	11

Fig 1 Table showing accidents Vs Incidents for the last 5 years

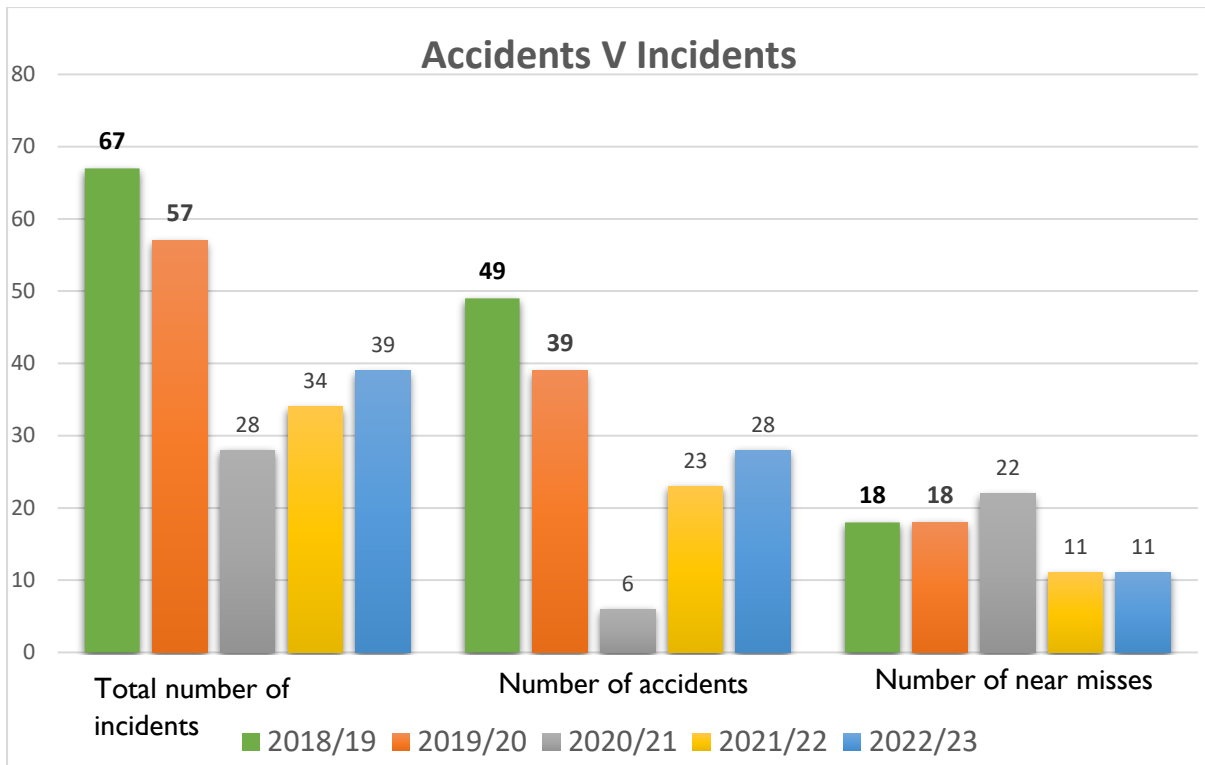


Fig 2. Bar chart displaying accidents Vs Incidents for the last 5 years

Slips/trips/falls, impact with moving objects as well as cuts and grazes, are the most common incidents. These incidents should continue to be a focus for preventative measures, such as regular safety inspections, training, and implementing appropriate safety procedures.

Although we didn't have any reportable RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) one of the incidents, Damage to non-SDNPA property, was the most serious and potentially dangerous we encountered. During a task, the safety procedures in place were not followed resulting in damage to an underground power line leaving that section of the village without power until repairs were made and more importantly could have resulted in significant injury.

In response to this incident, it became necessary to revisit existing measures and procedures to mitigate the recurrence of similar accidents in the future. These actions include:

- Ensure that any risks are identified and communicated by Ranger Teams well in advance is any tasks, along with safety requirements.
- Reinforcement of the significance of adhering to SDNPA procedures through training of volunteers
- Where necessary dynamic Risk Assessments are to be conducted on-site to address any emerging safety concerns.
- Ensuring that both staff and volunteers possess up-to-date qualifications, specifically in the case of operating a CAT scanner. This entails verifying the validity of certifications held by personnel involved in the relevant tasks.
- Regularly review of the service records of the CAT scanner to guarantee its proper maintenance and functionality.

In addition to this, efforts have been made to consolidate and enhance the knowledge of volunteers to further improve safety practices. Through implementation of periodic catch-up meetings,

organised by area teams on a quarterly and/or six-month basis, ranger teams can remind volunteers of organisational policies and safety procedures.

Type of incident	Number of incidents
Near miss	11
Sprain/Strain	2
Impact with moving object	5
Impact with stationary object	1
Slips/Trips/Falls	9
Damage to property (non SDNPA)	1
Animal bite (dog)	1
Cuts/Grazes	5
Burns	1
Road traffic accident	3
<b>Total</b>	<b>39</b>

Fig 3. Table showing number of incidents reported per type

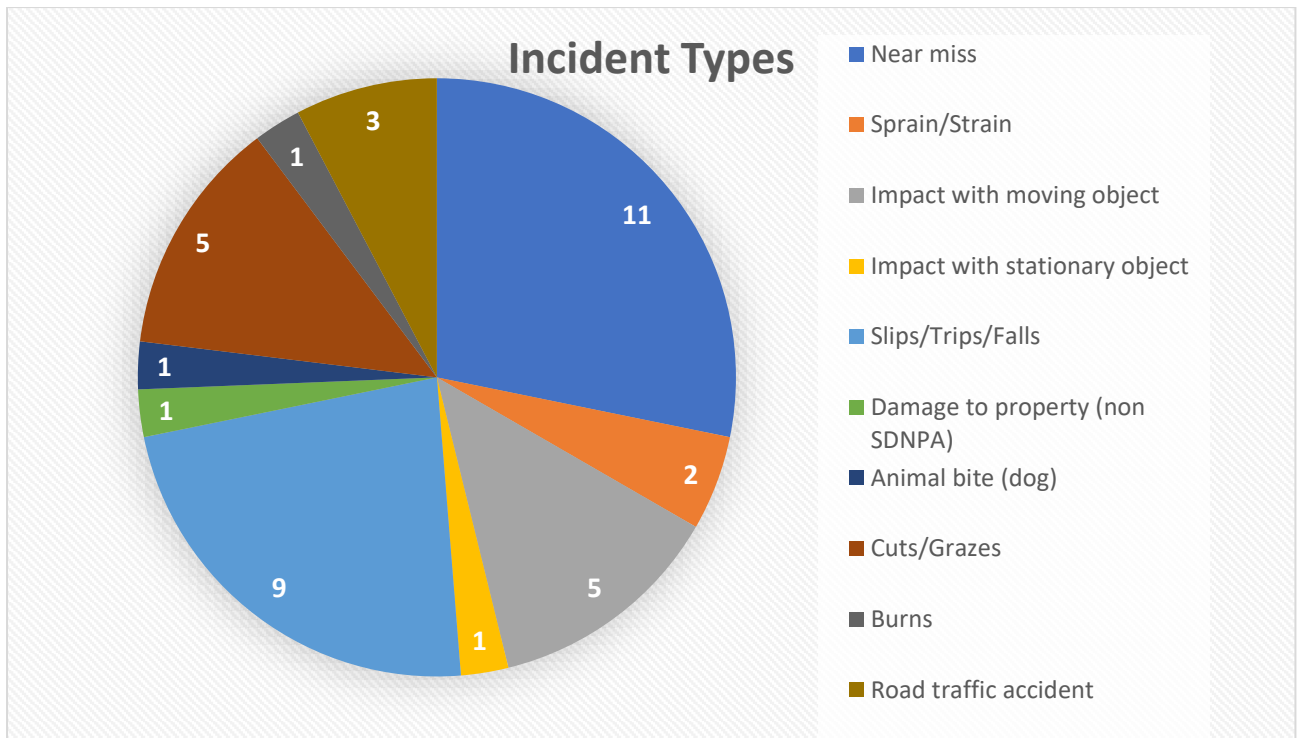


Fig 4 Pie chart - Incidents by type

Overall the number of incidents reported in each area was similar with Central Downs reporting the highest number. This indicates that all teams demonstrated similar commitment to reporting incidents promptly. By consistently reporting incidents, they contribute to an environment where potential risks are identified and addressed promptly, promoting workplace safety.

Area	Number of incidents
Eastern Downs	7
Western Downs	8
Central Downs	10
SDC - Midhurst	9
SSCP	5
<b>Total</b>	<b>39</b>

Fig 5 Table showing number of incidents reported per area



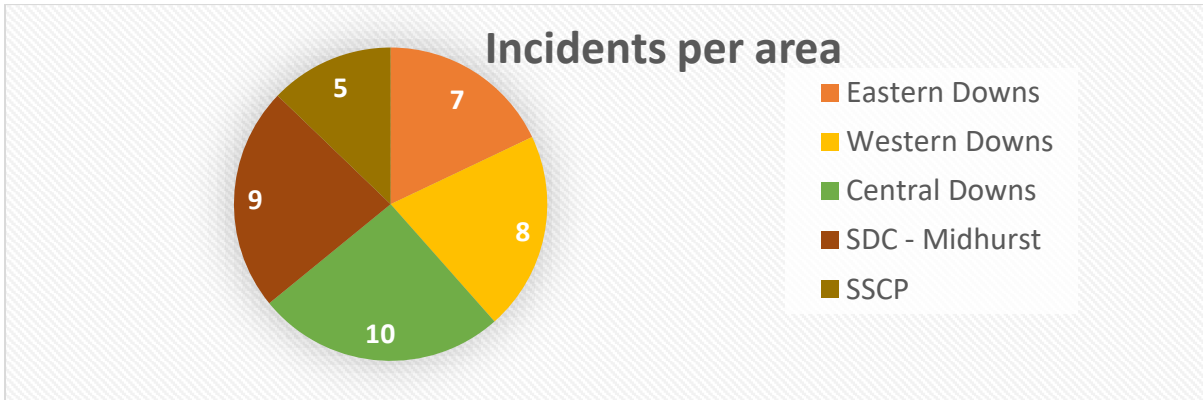


Fig 6. Number of incidents reported per area

Most reported incidents involved employees, with a total of 26 cases. Volunteers accounted for 10 incidents. This distribution is consistent with the patterns observed in previous years, suggesting that the ratio between employee and volunteer incidents remains relatively stable over time.

The “Other” category includes members, contractors and members of the public. We have grouped these categories due to the low numbers of incidents reported in each of these groups which could identify any individual involved in the incidents.

Status	Number of incidents
Employee	26
Volunteer	10
Other (includes members, contractors and public)	3
<b>Total</b>	<b>39</b>

Fig 7. Table showing number of incidents reported per status

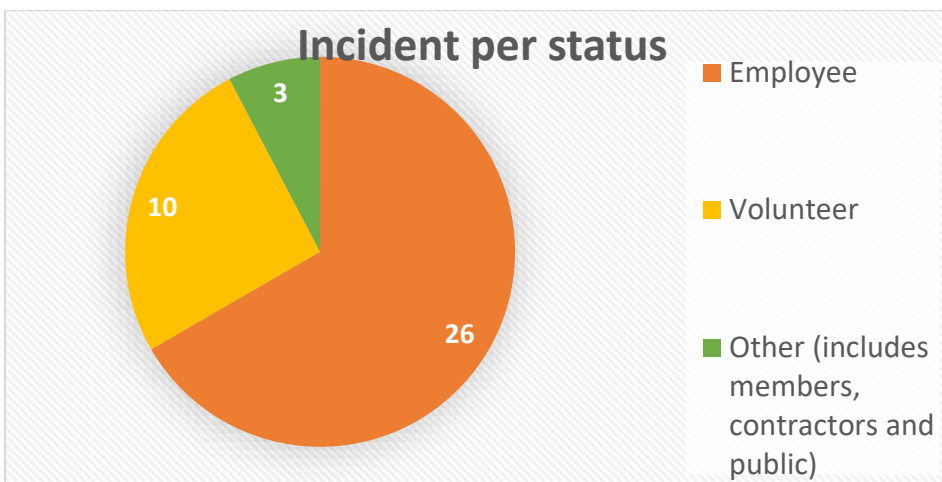


Fig 4. Pie chart showing number of incidents per status



## Data analysis for sickness absence 2022/23

Absence levels (excluding long-term absence) have remained consistent over the last 4 years, with exception of 2020-21 where a significant drop in sickness absence was noted. This was attributed to under reporting as staff were mainly working from home and social distancing resulted in less transmitting of infections. We actively promote the reporting of sickness absence through our management system.

The table below (table 1) shows average number of days sickness over the last 4 years.

Table 1 - average number of days sickness over the last 4 years

	2019-20	2020-21	2021-22	2022-23
Average no of days	3.26	2.92	4.48	4.5
Average no of days (exc long term)	3.26	1.72	3.53	3.3

The table reports average number of days including and excluding long-term absence (absence period lasting more than 4 weeks).

According to the Office for National Statistics, the average number of days lost to sickness absence in 2022 was 5.7 days.

Table 2 below shows a comparison of sickness absence for SDNPA, other NPAs and the UK.

	2019/2020	2020/21	2021/22	2022/23
<b>SDNPA (av no of days)</b>	3.4	2.9	4.48	4.5
<b>NPAs (av no of days)</b>	7.3	2.8	4	4.75
<b>UK (av no of days)</b>	6.9	5.8	4.46	5.7

We have also included in the table below (table 4) details of sickness absence per illness over the last 4 years.

Table 3 – number of days lost to sickness absence over the last 4 years

<b>Category of sickness</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
Back and neck	6	40.5	18	6.5
Allergic reaction	<5	<5	12	0
Surgery / medical appointments	34	29	<5	35
chest/respiratory	18	20.5	23	27
cough/cold	168.5	33.5	96	102
digestive/stomach	68	33	48	42
ear, eye, nose and mouth	5	10	14	<5
Genito-urinary	34.5	<5	31	<5
headache/migraine	26.5	12	16.5	24
Heat Exhaustion	0	0	0	0
Musculo-skeletal	20	1.5	78	31
non-work related injury	3.5	0	0	31.5
Other	38	13.5	34.5	20
Major illness (e.g. cardiac/MS/ME)	12	0	<5	27.5
Pregnancy-related	<5	41	<5	0
MH – Anxiety	6	0	15.5	0
MH - Depression	10	0	0	101.5
MH - non-work related stress	<5	99	32	7.5
MH - work related stress	17	4.5	0	0
MH – fatigue	0	13.5	3	1.5
Viral infection	<5	0	13	14.5
work related injury	0	0	12	0
Covid	0	65	204	193
	<b>476</b>	<b>420.5</b>	<b>658.5</b>	<b>667.5</b>

Coughs, colds and gastric conditions, the most common reasons for sickness absence remain consistently high.

Similar to last year, the most common reason for absence was COVID-19 infection, affecting 43 individuals and causing a loss of 193 days. These absences included 36 days lost due to long Covid.

Days lost to musculo-skeletal conditions, surgery, non-work related injury and major illness were also high however, in all these cases, these numbers are increased by the circumstances of small number of individuals with long-term absences. 101 days were reported for depression. Staff were given support returning to work.



**EDI Demographics of SDNPA employees – 2022/23**

**Marital Status**

<b>Category</b>	<b>% 2021/22</b>	<b>% 2022/23</b>
Cohabiting /Married	53	56
Divorced/Single /Widowed	22	25
Prefer not to say	<5	0
Not responded	22	19

**Religion**

<b>Category</b>	<b>% 2021/22</b>	<b>% 2022/23</b>
Staff holding a religious belief inc: Agnostic, Atheist Buddhist, Christian, Pagan or other	36	32
No religion	35	38
Prefer not to say	5	45
Not responded	24	26

Due to low numbers of individuals identifying as holding a certain religious belief this information has been categorised to ensure individuals right to privacy is maintained.

**Ethnic Origin**

<b>Category</b>	<b>% 2021/22</b>	<b>% 2022/23</b>
Other Ethnic groups	19	10
White British	59	76
Not responded	22	14

Due to low numbers of individuals identifying as ethnic groups this information has been categorised to ensure individuals right to privacy is maintained.

**Sex Identity**

Category	% 2021/22	% 2022/23
Female	50	56
Male	28	34
Non-binary / other	<i>Not recorded</i>	<5
Not responded	22	9

**Sexual Orientation**

Category	% 2021/22	% 2022/23
Bisexual, gay man, lesbian, other	5	5
Heterosexual	57	57
Prefer not to say	<5	<5
Not responded	36	34

Due to low numbers of individuals identifying as being of a certain sexual orientation this information has been categorised to ensure individuals right to privacy is maintained.



**EDI statistics – Recruitment in 2022/23**

In 2022/23 we received 328 job applications, 114 people were shortlisted for interview and 32 people were appointed from externally advertised posts. 15 appointments were internal staff, this figure includes internally advertised only posts.

**Disability**

Disability	2021/22 Applicants	2022/23 Applicants	2022/23 Shortlisted	2021/22 Appointed	2022/23 Appointed
Yes	7%	9%	11%	7%	13%
No	73%	80%	82%	93%	75%
Prefer not to say/Blank	20%	11%	7%	0%	12%

**Gender**

Gender	2021/22 Applicants	2022/23 Applicants	2022/23 Shortlisted	2021/22 Appointed	2022/23 Appointed
Female	37%	46%	51%	33.33%	53%
Male	62%	45%	43%	66.66%	41%
Non Binary	<i>Not recorded</i>	0%	0%	<i>Not recorded</i>	0%
Other	1%	0%	0%	0%	0%
Prefer not to say/Blank	0%	9%	6%	0%	6%

**Age**

Age	2021/22 Applicants	2022/23 Applicants	2022/23 Shortlisted	2021/22 Appointed	2022/23 Appointed
16-20	0%	2%	2%	0%	3%
21-39	60%	52%	44%	53%	47%
40-59	36%	33%	38%	47%	41%
60+	1%	3%	6%	0%	3%
Blank	3%	10%	10%	0%	6%

**Marital Status**

<b>Marital Status</b>	<b>2021/22 Applicants</b>	<b>2022/23 Applicants</b>	<b>2022/23 Shortlisted</b>	<b>2021/22 Appointed</b>	<b>2022/23 Appointed</b>
Married	12%	34%	46%	13%	41%
Not married	2%	8%	2%	0%	3%
Single	17%	29%	29%	46%	25%
Cohabiting/Civil Partnership/In a relationship	7%	8%	11%	20%	19%
Divorced/separated	2%	4%	3%	7%	3%
Widowed	0%	0%	0%	0%	0%
Prefer not to say/blank	60%	17%	9%	14%	9%

**Sexual Orientation**

<b>Sexual Orientation</b>	<b>2022/23 Applicants</b>	<b>2022/23 Shortlisted</b>	<b>2022/23 Appointed</b>
Bisexual	3%	1%	0%
Gay man	2%	2%	3%
Heterosexual/straight	75%	83%	84%
Lesbian/Gay women	1%	0%	0%
Not known	2%	1%	0%
Other	2%	1%	0%
Prefer not to say/Blank	15%	12%	13%

**Ethnicity**

<b>Ethnicity</b>	<b>2022/23 Applicants</b>	<b>2022/23 Shortlisted</b>	<b>2022/23 Appointed</b>
White British	77%	81%	84%
White Irish	0%	1%	3%
White other	7%	6%	6%
Mixed White and Black Caribbean	1%	0%	0%
Mixed White and Black African	0%	0%	0%
Mixed White and Asian	1%	3%	0%
Mixed Other	1%	0%	0%
Asian/Asian British - Indian	1%	0%	0%
Asian/Asian British - Bangladeshi	0%	0%	0%
Asian/Asian British - Pakistani	0%	0%	0%
Asian/Asian British -other	0%	0%	0%
Black or Black British - Caribbean	0%	0%	0%
Black or Black British -African	1%	0%	0%
Black or Black British -other	0%	1%	0%
Chinese	0%	0%	0%
Other ethnic group	0%	1%	0%
Blank	11%	8%	7%

**Religion**

<b>Religion</b>	<b>2022/23 Applicants</b>	<b>2022/23 Shortlisted</b>	<b>2022/23 Appointed</b>
None	51%	48%	56%
Christian	15%	18%	22%
Buddhist	1%	1%	0%
Hindu	1%	2%	0%
Jewish	1%	1%	0%
Muslim	1%	0%	0%
Sikh	0%	0%	0%
Prefer not to say	6%	8%	3%
Any other religion or belief	1%	2%	0%
Blank	24%	20%	19%

The 2021/22 figures have not been included for sexual orientation, ethnicity, and religion. This is because a meaningful comparison cannot be made due to the category types being updated halfway through the last monitoring year.