

Central Hawke's Bay District Council – Report

TO: Council
FROM: Corporate Services Manager
DATE: 7 August 2008
FILE REF: EMP2-500
SUBJECT: EEO REPORT FOR 2007-08 FINANCIAL YEAR

1.0 SUMMARY

An Equal Employment Opportunities (EEO) report is presented to Council following each financial year in accordance with a provision within the Local Governance Statement.

Schedule 7, section 36 of the Local Government Act 2002 (LGA) contains a provision requiring local authorities to be a good employer. This includes provisions that ensure active participation of EEO in all employment situations.

This report aims to inform Council of the activities undertaken within the organisation that fosters the EEO philosophies and strengthens the good employer aspect within Schedule 7 of the LGA.

2.0 RECOMMENDATION

THAT

The EEO report for the 2007-08 financial year be received.

3.0 BACKGROUND

Council's Local Governance Statement contains a provision that annually a summary of the equal employment opportunities for the previous financial year is provided to Council.

Employee Comings and Goings

Departures

Roger Hu (Civil Engineer)
Jag Pannu (Roading Manager)
Linda Singer (Cleaner)
Kirsten Tilyard (Cleaner)
Vicky Swinbanks (Cleaner)
Janette Birdsall (Librarian)

Arrivals

Jock Hyde (Building Control Officer)
 John Turnbull (Senior Planner)
 Ann Strong (Part time - Communications Officer – Fixed Term)

Staffing Numbers

As below:

July 2007	Full time	Part time	July 2008	Full time	Part time
	36	10		33	15

There were three unfilled positions at 30 June 2008, these are Roading Manager, Senior Civil Engineer and Waters Officer (fixed term). The unfilled positions are included in the total number of full time staff. (The Roading Manager and Waters Officer positions have subsequently been filled).

Three staff are currently on maternity leave and internal arrangements have been made to cover their absences.

Isabelle Kleinknecht from the Oxfordshire County Council Library worked at the Waipukurau Library on an exchange with Janette Birdsall. This was a very successful exchange with both Isabelle and Janette benefiting from the experience. Sue Fargher acted as a mentor for Isabelle and as District Librarian during Janette's absence.

Health and Safety in Employment

It has been a positive year with regard to Health and Safety in employment. Eight 'events/incidents' were reported, investigated and brought to the attention of the Chief Executive by the Health and Safety Committee.

The Health and Safety Committee together with the Chief Executive has completed and reviewed the Health and Safety Plan for the reporting financial year and this has been signed off by the Chief Executive.

Two formal Health and Safety inspections were conducted on the four Council operated sites and all identified hazards were managed appropriately. There was also one informal inspection based on workstations carried out independently by staff. Office evacuation exercise objectives were met and improvements made following a review of each drill.

All new employees successfully completed the Health and Safety Orientation within their first week of employment.

Staff Satisfaction

Since 2002, permanent staff (with the exception of cleaners), have been invited to participate in an anonymous on-line staff satisfaction survey which Council subscribes to through independent consultants. 32 staff participated in the 2007/08 year which equated to approximately a 84% response rate. Overall satisfaction levels were high.

EAP Services

The Employment Assistance Programme (EAP) was set up in 2004/05, this service was utilised by 1 staff member in the 2007/08 year.

Salary Benchmarking

Job descriptions and salaries of all permanent positions were reviewed and updated in 2005/06. A Strategic Pay consultant assisted in grading all job descriptions at this time. Since then, annual benchmarking has occurred each July with salaries adjusted to market rates.

4.0 OPTIONS

Option 1

That the EEO report for the 07-08 financial year be received.

5.0 STATUTORY IMPLICATIONS

Local Government Act 2002
 Human Rights Act 1993
 Employment Relations Act 2000
 Health and Safety in Employment Act 1992
 Privacy Act 1991

6.0 CONSULTATION

6.1 External

NA

6.2 Internal

NA

7.0 FINANCIAL

The Chief Executive Appointments budget is set each year to cover expenses relating to recruitment of staff. There is also a budget for Health and Safety related expenses. Each department is responsible for setting its annual training budget to enable up-skilling where identified as beneficial to Council.

8.0 STRATEGIC LINKS

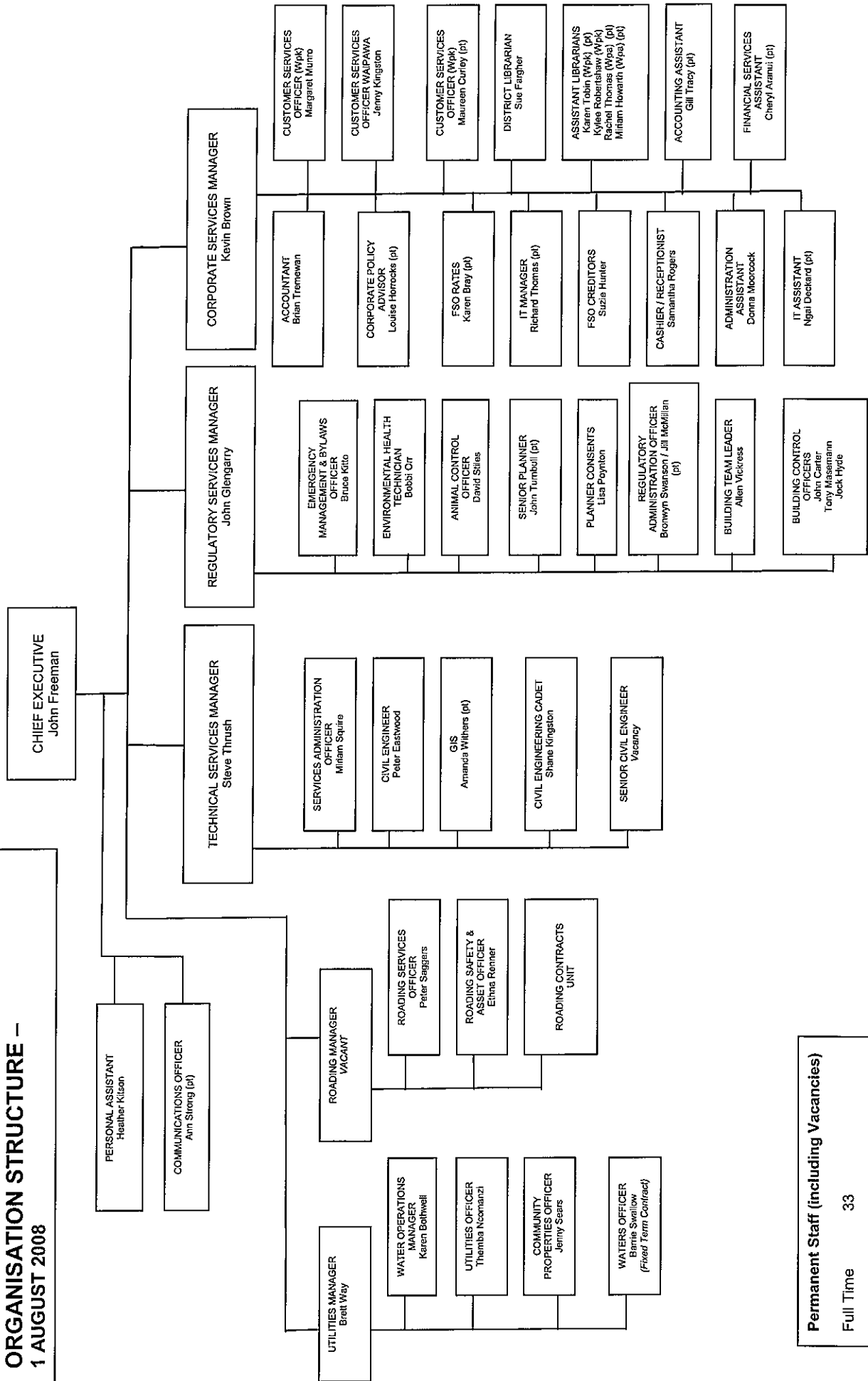
- Local Governance Statement
- Local Government Act 2002

9.0 POLICY/DELEGATION REFERENCE

Human Resources is one of the responsibilities of Corporate Services.

Kevin Brown
Corporate Services Manager

**ORGANISATION STRUCTURE –
1 AUGUST 2008**



Permanent Staff (including Vacancies)	
Full Time	33
Part Time	15