

# Greater London Employment Forum

Thursday 20 February 2020 at 11.30am approx (or on the rising of the sides)

London Councils 59½ Southwark Street London SE1 OAL

**Employers' Side:** Conference Suite, First Floor 10.45am

**Union Side:** Room 2, First Floor 10.45am

**Contact Officer:** Debbie Williams

**Telephone:** 020 7934 9964 **Email:** [debbie.williams@londoncouncils.gov.uk](mailto:debbie.williams@londoncouncils.gov.uk)

## Agenda item

1.	<b>APOLOGIES FOR ABSENCE</b>	
2.	<b>DECLARATIONS OF INTEREST</b>	
3.	<b>MINUTES OF THE LAST MEETING INCLUDING ANY MATTERS ARISING</b> To agree the minutes of the meeting held on 27 June 2019	Attached
4.	<b>MAYOR'S GOOD WORK STANDARD</b> Presentation – Rachel Williamson, Programme Director, Economic Development, Greater London Authority	
5.	<b>MENOPAUSE – SUPPORT ARRANGEMENTS</b>	
6.	<b>EU SETTLED STATUS SCHEME</b>	
7.	<b>ANY OTHER BUSINESS</b>	
8.	<b>DATE OF NEXT MEETING: Thursday 25 June 2020 (AGM)</b> Group meetings: 10am Joint Meeting: 11.30am	

Helen Reynolds  
Union Side Co-Secretary  
1<sup>st</sup> Floor, Congress House, Great Russell Street,  
LONDON WC1B 3LS

Steve Davies  
Employers' Secretary  
59½ Southwark Street  
LONDON SE 1 OAL

## GREATER LONDON EMPLOYMENT FORUM JOINT MEETING

Minutes of the Greater London Employment Forum Annual General Meeting held on 27 June 2019 at London Councils offices

### ATTENDANCE

#### Employers' Side

Cllr Sade Bright	London Borough of Barking & Dagenham
Cllr Margaret McLennan	London Borough of Brent
Cllr Alison Kelly	London Borough of Camden
Cllr Simon Hall	London Borough of Croydon
Cllr Jasbir Anand	London Borough of Ealing
Cllr Christine Grice	Royal Borough of Greenwich
Cllr Carole Williams	London Borough of Hackney
Cllr Kaushika Amin	London Borough of Haringey
Cllr Ray Graham (Sub)	London Borough of Hillingdon
Cllr Katherine Dunne	London Borough of Hounslow
Cllr Tricia Clarke	London Borough of Islington
Cllr Malcolm Self	Royal Borough of Kingston upon Thames
Cllr Mohammed Seedat (Sub)	London Borough of Lambeth
Cllr Amanda de Ryk	London Borough of Lewisham
Cllr Mark Allison	London Borough of Merton
Cllr Charlene McLean (Sub)	London Borough of Newham
Cllr Geoff Acton	London Borough of Richmond upon Thames
Cllr Richard Clifton	London Borough of Sutton
Mayor John Biggs	London Borough of Tower Hamlets
Cllr Guy Senior	London Borough of Wandsworth
Cllr Tim Mitchell (Sub)	City of Westminster

#### Union Side

Helen Reynolds	UNISON
Sean Fox	UNISON
Clara Mason	UNISON
Mary Lancaster	UNISON
April Ashley	UNISON
Jackie Lewis	UNISON
Simon Steptoe	UNISON
Kim Silver	UNISON
Henry Roberts	UNISON
Chris Cooper	UNISON
Jonathon Coles	GMB
Wendy Whittington	GMB
George Sharkey	GMB
Vaughan West	GMB

#### In Attendance

Mehboob Khan	Political Advisor to the Labour Group, London Councils
Jade Appleton	Political Advisor to the Conservative Group, London Councils
Daniel Houghton	Political Advisor to the Liberal Democrat Group, London Councils
Steve Davies	London Councils

## 1. Apologies for Absence

Apologies were received from Cllr Daniel Thomas (Barnet), Cllr Steven Hall (Bexley), Cllr Danny Beales (Camden), Cllr Nesil Caliskan (Enfield), Cllr Ben Coleman (Hammersmith & Fulham), Cllr Adam Swerksy (Harrow), Cllr Robert Benham (Havering), Cllr Philip Corthorne (Hillingdon), Cllr Catherine Faulks (Kensington & Chelsea), Cllr Andy Wilson (Lambeth), Mayor Rokhsana Fiaz (Newham), Cllrs Jas Athwal & Kam Rai (Redbridge), Cllr Kieron Williams (Southwark), Cllr Clyde Loakes (Waltham Forest) Cllrs Nickie Aitken and Rachael Robathan (Westminster), Deputy Edward Lord (City of London), Maggie Griffin (UNISON), Andrea Holden (UNISON), Danny Judge (UNISON), Onay Kasab (Unite), Gary Cummins (Unite), Danny Hoggan (Unite), Susan Matthews (Unite), Kath Smith (Unite), Pam McGuffie (Unite), Mick Callanan (Unite), Penny Robinson (GMB), Peter Murphy (GMB) and Donna Spicer (GMB).

## 2. Declarations of Interest

There were no declarations of interest.

## 3. Election of Chair and Vice-Chair 2019-20

Mayor John Biggs (Tower Hamlets) was elected as Chair. Sean Fox (UNISON) was elected as Vice-Chair of the GLEF for 2019-20.

## 4. Confirmation of GLEF Membership 2019-20

GLEF Membership for 2019-2020 was noted as follows:

### Employers' Side

<b>Borough</b>	<b>Rep</b>	<b>Party</b>	<b>Deputy</b>
Barking & Dagenham	Sade Bright	Lab	Irma Freeborn
Barnet	Daniel Thomas	Con	D. Longstaff
Bexley	Steven Hall	Con	Nick O'Hare
Brent	Margaret McLennan	Lab	Amer Agha
Bromley	Pauline Tunnicliffe	Con	Stephen Wells
Camden	Danny Beales	Lab	
Croydon	Simon Hall	Lab	Patsy Cummings
Ealing	Jasbir Anand	Lab	
Enfield	Nesil Caliskan	Lab	Mary Maguire
Greenwich	Christine Grice	Lab	Chris Kirby
Hackney	Carole Williams	Lab	Philip Glanville
Hammersmith & Fulham	Zarar Qayyum	Lab	Guy Vincent
Haringey	Kaushika Amin	Lab	Makbule Gunes
Harrow	Adam Swerksy	Lab	
Havering	Robert Benham	Con	Viddy Persuad
Hillingdon	Richard Lewis	Con	
Hounslow	Candice Atterton	Lab	
Islington	Tricia Clarke	Lab	
Kensington & Chelsea	Catherine Faulks	Con	

Kingston upon Thames	Malcolm Self	LD	Liz Green
Lambeth	Andy Wilson	Lab	Jacqui Dyer
Lewisham	Amanda de Ryk	Lab	
Merton	Mark Allison	Lab	Caroline Cooper-Marbiah
Newham	Mayor Rokhsana Fiaz	Lab	Charlene McLean
Redbridge	Jas Athwal	Lab	Kam Rai
Richmond upon Thames	Geoff Acton	LD	
Southwark	Kieron Williams	Lab	Leo Pollak
Sutton	Richard Clifton	LD	Sunita Gordon
Tower Hamlets	Mayor John Biggs	Lab	Candida Ronald
Waltham Forest	Clyde Loakes	Lab	Simon Miller
Wandsworth	Guy Senior	Con	
Westminster	Nickie Aiken	Con	Rachael Robathan
City of London	Edward Lord, OBE, JP	Ind	Kevin Everett

### **UNISON**

Helen Reynolds  
April Ashley  
Sean Fox  
Margaret Griffin  
Gloria Hanson  
Kim Silver  
Mary Lancaster  
Jacqueline Lewis  
Simon Steptoe  
Clara Mason  
Fran Hammond  
Kai Pokawa  
Jennifer Kingaby  
Janet Walker  
Julie Kelly (in attendance)

### **UNITE**

Onay Kasab  
Gary Cummins  
Danny Hoggan  
Susan Matthews  
Kath Smith  
Jane Gosnell  
Pam McGuffie  
Mick Callanan

### **GMB**

Vaughan West  
Penny Robinson  
Jonathan Coles  
Wendy Whittington  
George Sharkey  
Pete Murphy  
Donna Spicer

## **5. Minutes of the Last Meeting Including Matters Arising**

The minutes of the meeting held on 21 February 2019 were noted as a correct record.

There were no matters arising from the minutes.

## **6. London Pensions Collective Investment Vehicle (CIV) Update – Mike O'Donnell, Chief Executive, CIV**

Mike O'Donnell, Chief Executive (CIV) informed colleagues that he has been Chief Executive of London CIV for four months and that his background is in local government finance.

New governance arrangements were put in place which replace the Pensions CIV Sectoral Joint Committee of the London Councils with a new framework for Shareholder engagement.

1. The appointment of two more Non-Executive Directors (NEDs), who are expected to be Leaders, to the London CIV Board to enhance its composition so that it is more representative of London CIV shareholders and stakeholders, has more experience of the environment in which London CIV operates, and enhances stakeholder and shareholder engagement. A Treasurer will also be nominated as an Observer, but not a member of the London CIV Board.
2. The creation of a Shareholder Committee of 12 Members from the London Local Authorities plus the Chair of the London CIV Board. 8 being Pension Committee Chairs (or equivalent) and 4 Treasurers (or equivalent). A Trade Union Representative will also be nominated as an Observer in consultation with London Councils and the Joint Secretaries (Greater London Provincial Council). The Shareholder Committee to meet quarterly.
3. Two General Meetings of Shareholders, one to agree the budget and the other being the Annual General Meeting which considers the annual report and financial statements, regulatory capital statement, and appointments. Both meetings therefore provide an opportunity to review and comment on the corporate and financial performance of the company.

Mike informed colleagues that he is aware of the issue of trade union representation in terms of proposals to change from observer to full member status. The governance review will be a good place to do this.

London CIV is in the midst of a remuneration policy review and there is strong concern about the eligibility of the Local Government Pension Scheme (LGPS) for the London CIV team.

The social investment policy was agreed last year and there is a desire from boroughs to extend this around investing in carbon renewal and the like.

Chris Cooper (UNISON) highlighted that Mike had touched on the real issue about voting and trade union representation on CIV. In terms of environmental, social and governance (ESG) investment, we would like to see this move quicker but do understand the difficulties involved.

Where the investments are in employment practices, we would be looking for greater clarity on these.

In terms of UNISON being a full member of London CIV does it make a difference not to have full membership. What happens in other parts of the country? Having just one union observer is not good enough, we also need a substitute. It is key as we need to have a say on investments.

The Chair highlighted that the trade union position would need to be changed by the CIV stakeholders. The view from the Employers' Side is that there would be no resistance to the trade unions sitting at the table.

The Chair asked if CIV has employed a sustainability lead?

Mike responded yes, recently appointed a Change Investment Officer who has a very strong investment background. CIV will also be looking to appoint a full time Environmental Social and Governance (ESG) officer.

Cllr Tricia Clarke (Islington) enquired what else comes into the review other than reviewing the trade union representation?

Mike responded that the decision makers are politicians from the London boroughs', and it is a review of the government's proposals where we will pick up on the trade union representation and substitute.

April Ashley (UNISON) asked in terms of ethical investments where is it clear what is being invested in? The unions would like representation on this.

Mike responded that CIV are investing through funds and the actual decision of these funds is down to individual London boroughs.

We want to make sure current managers have strong engagement and issues are properly considered by the Fund Manager. It is not done on an individual company basis; it is about selecting the right funds.

Sean Fox (UNISON) stated that it would be useful to see what ESG investments are being funded as it is our money being invested. The democracy angle in terms of the pension fund is that the unions have spent a lot of time getting a seat on local Pension Boards, so it is important that we get a seat on CIV.

Mike responded that the social investment policy is a public document which he would be happy to circulate to colleagues following this meeting. There is some accountability through the London boroughs pension funds as well as CIV.

Cllr Tricia Clarke (Islington) asked what the timescale is for the governance review.

Mike responded that the review should be completed by the end of September/October 2019 and he will pick up through Chris Cooper (UNISON) the issue of trade union involvement.

## **7. Apprenticeships – Presentation and Update**

Mike Talbot (Hillingdon) gave a presentation on Hillingdon's approach to apprenticeships. A copy of the slides attached for information.



Microsoft  
PowerPoint 97-2003

Steve Davies, Employers' Side Joint Secretary introduced the report, which is produced annually by policy team colleagues at London Councils.

The overall apprenticeships in London have increased in the last year. Boroughs are getting to grips with the apprenticeship levy by upskilling existing staff or introducing new apprenticeships, which go up to degree level.

In the pipeline is a social worker apprenticeship which will be a benefit for local government going forward.

The report identifies that there has been a change in the age profile due to upskilling existing staff. 56 apprentices are aged over 25 years. This is also indicated in the level of study.

The Appendix identifies the numbers against the government's target. The LGA are reporting that the government are less focused on the target than previously indicated.

The key thing should be for boroughs to see what they use the levy for.

In terms of pay rates there is a variety, generally an upward trend with more paying the London Living Wage (LLW) for new apprenticeships.

April Ashley (UNISON) mentioned that the unions are concerned that boroughs are not using apprenticeships as cheap labor. UNISON has circulated their Apprenticeship Charter and would like all boroughs to adopt this. We would request that at a future meeting a list of which boroughs use the Charter be tabled.

We would also ask for details of which boroughs are paying the LLW for apprenticeships. Clearly retained and upskilled staff will be on their existing wage.

The Unions have noted that there is no equalities information in the report, and we would want this reported at the next GLEF meeting along with details of what the apprenticeship roles are.

We are keen that the minimum wage for apprenticeships is the LLW and that they need jobs at the end.

Jackie Lewis (UNISON) highlighted that the data in the report shifted towards Level 4 and above. It does not show apprenticeships at different levels in each of the London boroughs. We would be particularly interested in data on Levels 6 and 7. These two levels go up 3-7% in one year. Degree levels just about come through.

We anticipate lots of boroughs will want to use the social worker scheme, but we would also be interested in schemes for other hard to recruit roles e.g. planners.

The Union Side would like more detail reported and request that apprenticeships be regularly reported as an item to GLEF going forward.

In terms of detail we would like to request:

- Age profiles
- Different roles
- Diversity – there are a lot of different issues – ethnicity, gender. Employers need to make a commitment. There is a need for employers to look at the challenges.

The Chair responded that there is a hunger to understand better and develop good practice for apprenticeships across London.

Cllr Christine Grice (Greenwich) highlighted that Greenwich pay the LLW and the qualitative aspects raised are important. We struggle to meet the numerical targets, but we also need to push the gender and diversity targets.

Cllr Carole Williams (Hackney) stated that Hackney has developed a quality approach in how they develop apprenticeships and have empowered more women to do other jobs not just jobs relating to gender. LOTI (London Office of Technology and Innovation) have developed a target for digital apprenticeships across London and Hackney are leading on this initiative as well as developing and creating well paid careers.

Hackney have developed a network across the borough which includes organisations where practices are shared. Would be a great opportunity to share at GLEF.

Cllr Simon Hall (Croydon) informed colleagues that Croydon pay the LLW for all levels of apprenticeships. We need to identify groups who are further away from the world of work e.g. people with disabilities. We need to make sure we are getting quality and helping those with substantial challenges.

Cllr Mohammed Seedat (Lambeth) echoed support on the positive support for apprenticeships as well as paying the LLW. Lambeth's HR policy states jobs can not be advertised without a statutory requirement for qualifications. There is an issue in all councils about qualifications and experience.

There is lots of good practice going on and we are fighting over young people in given boundaries, we need a London-wide mechanism. There are opportunities across London for young people.

Cllr Alison Kelly (Camden) stated that Camden has not been good, but our new Leader is taking apprenticeships forward and it is our commitment to do this. Camden workers do not live in Camden and we need to change this.

Cllr Amanda de Ryk (Lewisham) echoed her colleague Lambeth's comments about pooling across London especially for NEETS.

The Chair agreed that apprenticeships will be a regularly reported item on the GLEF agenda. People are interested in this subject and there are common concerns regarding workforce profiles, down grading, in-service development, equalities and the representation of our workforce along with sharing of good practice.

Jackie Lewis (UNISON) stated that the discussions this morning have been useful, and they indicate that we need to further develop the exchange of information.

On the equalities issue one area local government need to focus on is neurodiversity. The working environment is crucial. For an LGBTQ+ person it can be isolating. We need to

recognise that people face difficulties in the work environment not just the pay. Again, good practice to be shared.

We are asking that when it is reported to GLEF that the pay, roles and higher levels (6 & 7) information be provided.

The report was noted.

## **8. Universal Credit - Update**

Sean Fox (UNISON) informed colleagues that the report circulated reflects the information that the Unions have collected. There are concerns that the universal credit has not properly been rolled out in London. The data in the report is very helpful and the unions welcome it.

Universal credit is in a mess and is not really working. We are comfortable that the report is accurate. As the roll out has not really happened yet we do not really know what the impact will be, but the issue is still causing a problem.

The report was noted.

## **9. Homecare Provision – Pay for Travel Time**

Steve Davies, Employers' Side Joint Secretary informed colleagues that this item was requested by the Union Side and that the information in the report was provided by UNISON.

Sean Fox (UNISON) informed colleagues that an FOI was sent out across the country to ascertain how travel time was being monitored. There has been issues across the country.

Twenty-eight London boroughs responded to the FOI, the four remaining are being chased. There are some concerns that the generic questions we asked were difficult for boroughs to respond to where they have multiple suppliers. The more fragmented the delivery method the more difficult it is to monitor what is going on.

Responses have highlighted that services are fragmented and deregulated, with variable quality standards applicable to the workforce e.g. poor pay, poor training.

Some boroughs have signed the Charter but that is not where the work ends. We must continue monitoring.

The report is here today for noting but we must keep aware of this. Unions will continue to monitor by bi-annually through FOI requests.

The report was noted.

## **10. Consultation on Restricting Exit Payments in the Public Sector**

The Chair stated that we may all agree that the tabloid headlines are not true, although some payments are very large.

Sean Fox (UNISON) responded that from the Union Side we are looking at seeing the responses which councils have made to the consultation. The pension strain, that has to be paid, will have an impact for some members as low a grade as Scale 6 employees, so it is not all about the highest paid being affected.

## **11. Any Other Business**

### Cllr Angela Harvey (Westminster)

Colleagues in attendance wished to give thanks to the support and dedication that Cllr Angela Harvey had given GLEF and the Greater London Provincial Council for over 18 years. Her presence on these committees will be sorely missed and colleagues wished her well in her future endeavours.

There was no further business.

**The meeting was concluded at 12.58pm**

## **10. Date of Next Meeting**

20 February 2020

Group Meetings: 10.00am

Joint Meeting: 11.30am

## **FUTURE MEETING DATE**

25 June 2020 (AGM)

11 February 2021

15 July 2021 (AGM)

## Greater London Employment Forum

Mayor of London – Good Work Standard

Item: 4

<b>Report by:</b>	Steve Davies	<b>Job title:</b>	Head of London Regional Employers' Organisation
<b>Date:</b>	20 February 2020		
<b>Contact:</b>	Steve Davies		
<b>Telephone:</b>	020 7934 9963	<b>Email:</b>	Steve.davies@londoncouncils.gov.uk

### Summary:

The Mayor's Good Work Standard brings together best employment practice and links to resources and support from across London to help employers improve their organisations. It sets the benchmark the Mayor wants every London employer to work towards and achieve.

The report outlines the format of the standard and how employers can achieve the standard. It also outlines what London boroughs are doing toward achieving the standard.

## 1. Introduction

- 1.1 The Mayor's Good Work Standard brings together best employment practice and links to resources and support from across London to help employers improve their organisations. It sets the benchmark the Mayor wants every London employer to work towards and achieve.
- 1.2 The initiative has been developed with London's employers, professional bodies and experts. The Good Work Standard is for employers of all sizes across public, private and voluntary sectors. Organisations able to meet the Good Work Standard criteria can apply for accreditation and recognition as leading employers from the Mayor.
- 1.3 To achieve the Good Work Standard, employers must first complete the self-assessment for the Foundation criteria. These are the legal requirements and basics of employment practice that every employer should have in place.
- 1.4 Once employers have completed this stage, they will be invited to register for the Good Work Standard. There are two levels;
  - Achievement - the standard for good employment practice
  - Excellence - for employers that demonstrate how they embed excellent practices into their organisation.

## 2. The Standard

- 2.1 The Good Work Standard provides employers with a set of best employment practices alongside information and resources to help achieve them. They are organised into four key areas, known as pillars, that are relevant and important to any organisation and employer.
- 2.2 The four pillars are:
  - Fair pay and conditions
  - Workplace wellbeing
  - Skills and progression
  - Diversity and recruitment
- 2.3 Outlined below is a table with some examples for each of the four pillars below, laid out in the **Achievement** and **Excellence** levels. Employers will need to complete and demonstrate a number of requirements across these levels in order to achieve the Good Work Standard.

Achievement	Excellence
<b><u>Fair pay and conditions</u></b>	
<ul style="list-style-type: none"> <li>The organisation is accredited as a Living Wage employer</li> <li>A written statement of employment particulars is provided on the first day of employment and includes clear information on pay, conditions, employment status, rights and entitlements. An above minimum paid leave entitlement is given to employees and workers. This includes greater paid holiday, sick, maternity, paternity, and adoption leave. The organisation offers a mix of staff benefits in addition to regular pay, e.g. staff discounts, advice services, interest free payroll loans</li> </ul>	<ul style="list-style-type: none"> <li>Organisations in the supply chain are encouraged to pay and become accredited London Living Wage employers. There are guidelines and/or limits set on how zero-hour contracts are used within the organisation Offer further support for living costs including working with credit union membership, payroll savings schemes, support with housing costs.</li> </ul>
<b><u>Workplace wellbeing</u></b>	
<ul style="list-style-type: none"> <li>Sign up and adhere to the London <a href="#">Healthy Workplace Charter</a> and <a href="#">Women's Night Safety Charter</a></li> <li>Produce a Health and Wellbeing plan for your workforce</li> <li>Implement collective mechanisms, trade unions and/or staff surveys to obtain workforce feedback on important issues in your organisation</li> <li>Make flexible and agile working available for your entire workforce</li> </ul>	<ul style="list-style-type: none"> <li>Encourage active commuting and provide healthy food options</li> <li>Develop a Mental Health strategy and make training accessible to all people in your workforce</li> <li>Establish arrangements including workers in senior decision making or company boards</li> <li>Offer regular or guaranteed working hours in contracts</li> <li>Develop and publish a Violence Against Women and Girls (VAWG) policy</li> </ul>
<b><u>Skills and progression</u></b>	
<ul style="list-style-type: none"> <li>A performance management framework or approach has been developed and all people in your workforce have the opportunity for</li> </ul>	<ul style="list-style-type: none"> <li>Offer accredited and recognised training that encourages lifelong learning beyond job requirements</li> </ul>

Achievement	Excellence
<p>1:1 conversation with their managers</p> <ul style="list-style-type: none"> <li>• People management and development practices in your organisation are enhanced through workforce feedback.</li> <li>• Informal training such as volunteering is recognised and counted in personal development plans.</li> <li>• There organisation supports the progression of underrepresented or disadvantaged groups, including women, through positive programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide volunteering leave and promote skills-based Employer Supported Volunteering (ESV) to all people in your workforce</li> <li>• Provide accredited management training including 360-degree feedback as part of development</li> <li>• Consult your workforce in the process of job design and workforce planning</li> </ul>
<b><u>Diversity and recruitment</u></b>	
<ul style="list-style-type: none"> <li>• Offer Diversity and Inclusion training for everyone in your workforce</li> <li>• Put in place a zero-tolerance approach to all forms of discrimination, harassment and bullying</li> <li>• Broaden recruitment channels and encourage applications from diverse and under-represented groups</li> <li>• Collect and analyse data to identify ethnicity/BAME and disability pay gaps</li> <li>• Report and publish your gender pay gap even if not legally required</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and actively participate in school and community outreach programmes</li> <li>• Collect and monitor workforce data to benchmark the diversity of your workforce to the local area of the organisation</li> <li>• Provide feedback for both successful and unsuccessful candidates</li> <li>• Report and publish your ethnicity and disability pay gaps even when not legally required</li> <li>• Provide or support English for speakers of other languages (ESOL) workforce learning</li> </ul>

2.4 The Good Work Standard accreditation will be awarded to employers who can demonstrate that they have implemented a sufficient range of requirements in order to reach the benchmark.

2.5 An employer's commitment to an existing workplace accreditation programme gives them a 'head start' in achieving the Good Work Standard, and vice-versa. Examples of helpful

existing workplace accreditations include the London Living Wage and the London Healthy Workplace Award.

### **3. Survey of London boroughs**

- 3.1 Outlined below is the results of a survey of London boroughs and their current status in relation to attaining accreditation to the Good Work Standard.
- 3.2 Seven London boroughs have already been recognised for Excellence against the standard. These are Camden, Croydon, Greenwich, Hackney, Islington, Southwark and Tower Hamlets.
- 3.3 Five London boroughs – Hammersmith & Fulham, Haringey, Harrow, Lewisham and Waltham Forest - are planning to apply for the standard within the next 3 months and the remaining twenty-one (21) London boroughs (including City of London) are considering whether, and when, to apply for the standard.

## Greater London Employment Forum

### Menopause – Support Arrangements

Item: 5

**Report by:** Steve Davies      **Job title:** Regional Employers' Secretary  
**Date:** 20 February 2020  
**Contact Officer:** Steve Davies  
**Telephone:** 020 7934 9963      **Email** [steve.davies@londoncouncils.gov.uk](mailto:steve.davies@londoncouncils.gov.uk)  
**Purpose:** To provide information about the menopause and the type of support arrangements that employers can provide to women going through this change, as well as actions already being taken by London boroughs.

#### 1. Introduction

- 1.1 There are 32 million women in the UK, of those 13 million are experiencing the menopause (41%). The menopause is a natural part of ageing that usually occurs between 45 and 55, in the UK the average menopause age is 51. There is around 4 million women over the age of 50 in employment in the UK.
- 1.2 In London boroughs women represent over 60% of the workforce, and the average age of the workforce is 46 years old. This means a significant portion of our workforce will be affected by the symptoms of the menopause in the course of their daily duties.
- 1.3 Not all women suffer the symptoms of the menopause, however, others can suffer from extreme physical and psychological symptoms that can have a negative impact on their performance and attendance at work, and on their relationships with colleagues.

#### 2. Symptoms

- 2.1 The symptoms and their severity vary from woman to woman. Contrary to common belief the symptoms begin months or even years before periods begin to stop. This phase is known as perimenopause, symptoms persist for an average of 4 years after a woman's last period. 1 in 10 women experience symptoms for up to 12 years.
- 2.2 The most common symptoms of the menopause are (but not limited to):
  - Hot Flashes - short, sudden feelings of heat, usually in the face, neck and chest, which can make the skin red and sweaty
  - Night sweats - hot flushes that occur at night

- Difficulty sleeping – which can cause tiredness and irritability during the day
- Problems with memory & concentration
- Headaches
- Mood changes - such as low mood or anxiety.

2.3 The Chartered Institute for Personnel and Development (CIPD) and YouGov surveyed 1,409 women experiencing menopause symptoms (March 2019). Of those who were negatively affected by the symptoms at work, they reported the following issues:

- nearly two-thirds (65 per cent) said they were less able to concentrate
- more than half (58 per cent) said they experienced more stress
- more than half (52 per cent) said they felt less patient with clients and colleagues
- nearly a third (30 per cent) said they had taken sick leave but had not felt able to say the real reason for their absence.

### **3 Affecting work ability and efficiency**

- 3.1 The symptoms listed above are all impactful on a woman's life and her ability to perform her best at work. Where the menopause is a normal event in women's lives (not an illness, health condition) this means that the symptoms of the menopause are often under recognised, undervalued and not taken seriously.
- 3.2 As many women still do not recognise that it is the menopause (or perimenopause) causing their symptoms, they will not talk about it and – more importantly – they will not ask for help. In addition, if their colleagues do not know enough about the menopause then it potentially makes it very hard for women to talk about symptoms they are experiencing at work.
- 3.3 It is no surprise that around half of women have been reported as finding work difficult due to their symptoms of menopause. Poor concentration, tiredness, poor memory, depression, feeling low, reduced confidence, sleepiness and particularly hot flushes are all cited as contributing factors.
- 3.4 Evidence shows that there is a direct link between menopause symptoms and feeling less engaged at work, less satisfied with their job, greater intention to quit, lower commitment to work. This uncontrollable change in attitude often causes a decrease in attendance and performance in the workplace, with no diagnosis or understanding can result in being wrongly identified as a mental- health issue or a performance issue by management.
- 3.5 It is estimated that for around 10 per cent of women, the symptoms are so bad that they feel unable to continue working.

### **4 How employers can help**

- 4.1 All employers have a responsibility for the health and safety of all their employees. Some employers have been slow to recognise that women experience symptoms may need

specific considerations and many employers do not have clear processes to support women with menopausal symptoms.

4.2 Experience has shown that there are three main elements to managing the menopause at work:

- Workplace culture – creating conditions for staff and managers to feel comfortable talking about the menopause.
- Workplace policies – creating frameworks for staff and managers to manage the menopause.
- Workplace environment – creating work locations that can better alleviate the symptoms of the menopause

## **5 Employer and Unison guidance**

5.1 There is a wealth of guidance for employers on how to support women going through the menopause. Guidance from bodies such as the LGA (Local Government Association), ACAS, CIPD (chartered institute of personnel and development), Society of Occupational Medicine, NHS Employers, and British Menopause Society.

5.2 UNISON have also produced guidance - *The Menopause is a Workplace Issue* - is aimed at supporting employers to create a working environment where female staff feel supported. The guide highlights how symptoms – from migraines to panic attacks – are an occupational health issue and can have a significant effect on staff.

5.3 The guide also outlines examples of good practice, for example, Norfolk and Suffolk police forces have developed a 'menopause passport' to help staff identify their own symptoms, and it is useful for those who struggle to discuss the issue with line managers.

## **6 London boroughs support arrangements**

6.1 We surveyed London boroughs to understand what arrangements have been put in place or are being considered in relation to providing guidance/ support to staff and managers about the subject matter of menopause.

6.2 Ten boroughs – Bexley, Camden, Croydon, Greenwich, Hackney, Islington, Kensington & Chelsea, Lambeth, Lewisham and City of London – have a policy and/or guidance for managers and staff on supporting staff through the menopause.

6.3 Nine boroughs said they were considering whether to develop guidance, or are actively in the process of developing guidance. The remainder have not provided a response.

6.4 Menopause guidance and support has also been discussed, and employer good practice has been showcased, at the London borough HR network meetings during the last year.

## Greater London Employment Forum

### EU Settled Status Scheme

Item: 6

**Report by:** Steve Davies      **Job title:** Regional Employers' Secretary

**Date:** 20 February 2020

**Contact Officer:** Steve Davies

**Telephone:** 020 7934 9963      **Email** [steve.davies@londoncouncils.gov.uk](mailto:steve.davies@londoncouncils.gov.uk)

**Purpose:** To provide information about the government European Union (EU) settlement scheme and general support activity provided to the workforce by London boroughs.

#### 1. EU Settlement Scheme

- 1.1. EU, EEA or Swiss citizens and their family can apply to the EU Settlement Scheme to continue living in the UK after 30 June 2021. The EEA includes the EU countries and also Iceland, Liechtenstein and Norway.
- 1.2 Applicants need to be an EU citizen or a non-EU family member of an EU citizen (Irish citizens will not need to apply because of separate reciprocal arrangements between the UK and Ireland). Also, citizens who already have indefinite leave to remain need not apply.
- 1.3 The EU Settlement Scheme is open now to applications for those who meet the criteria. The deadline for applying is 30 June 2021.
- 1.4 If the application is successful, they are given either settled or pre-settled status. Which status is given can depend on when the application is made.
- 1.5 The UK withdrawal agreement with the EU provides for a transition period until 31 December 2020, during which the UK remains in the single market, in order to ensure frictionless trade until a long-term relationship is agreed. Negotiations will take place on details of the UK relationship with the EU until 31 December. If no such agreement is reached by that date and the transition period is not extended, a no-deal Brexit would remain the default outcome on 1 January 2021.
- 1.6 If the UK leaves the EU without a deal, applicants need to be living in the UK before it leaves the EU to apply. The deadline for applying will be 31 December 2020.

- 1.7 Settled status is granted if the applicant started living in the UK by 31 December 2020 (or by the date the UK leaves the EU without a deal) and have lived in the UK for a continuous 5-year period (known as 'continuous residence').
- 1.8 Pre-settled status is granted to those who do not have 5 years' continuous residence when they apply. They must have started living in the UK by 31 December 2020 (or by the date the UK leaves the EU without a deal). Pre-settled status is valid for 5 years. They can then apply for settled status at a later date once they've attained 5 years' continuous residence, and this must be done before pre-settled status expires.
- 1.9 The EU Settlement Scheme will allow EU citizens and their close family members to continue to live and work in the UK after 30 June 2021 and remain eligible for:
- work in the UK
  - public services, such as healthcare and schools;
  - enrol in education or continue studying;
  - public funds such as benefits and pensions;
  - travel in and out of the UK; and
  - British citizenship, if they want to apply and meet the requirements.

## **2. Support and assistance arrangements for the workforce within London boroughs**

- 2.1 Some authorities have estimated the size of their EU directly employed workforce from information collected on employee nationality. The estimates show that the directly employed members of the workforce do not equate to any more than 10% in any service area. Therefore, the impact on service provision if people leave is assessed to be low risk. This does not account for social care which is primarily provided by external providers and where it is known there are greater numbers of EU workers.
- 2.2 The general workforce focus for all London boroughs has been on communications with staff and offers of support for staff and their families in making Settled Status applications. Boroughs have utilised a range of communications with staff, including:
- Holding information-giving sessions with staff to give an overview of the application process and detailing how the organisation will support staff with their application;
  - Providing legal advice as necessary;
  - Utilising the staff networks and working with unions;
  - Practical assistance with the application process (e.g. the use of an Android phone);
  - Working to ensure staff feel supported and getting messages to hard-to-reach groups, such as those without access to technology and with lower literacy or English as a second language.