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NORTH LINCOLNSHIRE COUNCIL

GOVERNANCE SCRUTINY PANEL

SPECIAL MEETING

12 July 2023

Chairman:	Councillor Janet Lee	Venue:	Room G01e/G02e, Church Square House, Scunthorpe
Time:	On the rising of the ordinary meeting (approx 4.30 pm)	E-Mail Address:	Matthew.nundy@northlincs.gov.uk

AGENDA

1. Substitutions.
2. Declarations of disclosable pecuniary interests and personal or personal and prejudicial interests and declarations of whipping arrangements (if any).
3. Public speaking requests, if any.
4. Item requested for call-in, in accordance with paragraph 22 of Part D Rule 5 (Overview and Scrutiny Procedure Rules) of the council's constitution. (Pages 1 - 28)

Minute 1 of the Investment, Outcomes and Governance Cabinet Member meeting held on 4 July 2023 – Introduction of a Carer Support Plan
5. Added item, if any.
6. Any other items that the Chairman decides are urgent by reason of special circumstances that must be specified.

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PART D RULE 5 - OVERVIEW AND SCRUTINY PROCEDURE RULES

Call-in should only be used in exceptional circumstances. These are where members of the appropriate scrutiny panels have evidence which suggest that the cabinet or decision maker did not take the decision in accordance with the principles set out in Article 13 of the Constitution. (Call-in is of a decision made, but not yet implemented).

- (a) When decisions are made by the cabinet, an individual member of the cabinet or a committee of the cabinet, or a key decision is made by an officer under delegated authority (or under joint arrangements), those decisions shall be published, including wherever possible by electronic means, and shall be available at the main offices of the council normally within two working days of being made.
- (b) Chairmen and vice-chairmen of all scrutiny panels will also be sent copies of the records of all such decisions within the same timescale by the person responsible for publishing the decision, i.e. the proper officer of the council or his representative.
- (c) On publication of decisions in accordance with the council's executive arrangements, those decisions which can be subject to call-in as detailed in paragraph D5.22 (a) will come into force and may then be implemented on the expiry of two working days after publication, unless a scrutiny panel objects to a particular decision and calls it in.
- (d) During the period referred to in (c) above, the Director: Governance and Partnerships shall call in a decision for scrutiny by the relevant scrutiny panel if so requested by the chairman or any two members of any scrutiny panel, and shall then notify the decision taker of the calling in of a particular decision. The request shall also give clear reasons why the decision has been called in. (A proforma is available electronically from the Service Manager: Democracy).
- (e) Where a decision has been called in, any action to implement that decision will be suspended until it may be made in accordance with the following provisions of this procedure rule.
- (f) In consultation with the chairman of the relevant scrutiny panel, the Director: Governance and Partnerships shall call a meeting of that panel on such a date and at such time to be determined within five working days of the decision to call-in. The relevant cabinet member (together with the Chief Executive and/or Director(s)) shall be requested to be available to attend the meeting in order to respond to any questions from the panel on or relevant to the decision.
 - An agenda for the meeting to consider the called in decision will be sent to members of the scrutiny panel with a copy of the request for call-in, a copy of the decision and a copy of the report on which the decision was based.

- At the meeting of the panel the chairman or a nominee of the members who have requested the call-in, shall be required to present the reasons why the decision has been called in and initiate any questioning of the relevant cabinet member(s), together with the Chief Executive and/or Director(s), on or relevant to the decision.
 - The chairman shall then invite other members of the panel to ask the relevant cabinet member (together with the Chief Executive and/or Director(s) any further questions on or relevant to the decision.
 - The panel will then consider whether it has sufficient material before it on which to decide the next course of action i.e. to take no further action on the decision, refer it back to the decision maker for reconsideration or (in limited circumstances) to refer it to the council (see paragraphs (g) - (m) below).
 - If the panel decides that it needs further information and/or the attendance of particular persons in order to reach a decision it shall arrange a further meeting to enable the information and/or persons to be available.
 - The decision will remain suspended until the scrutiny process has been completed and one of the outcomes set out in paragraph (g) has been achieved.
- (g) If, having considered the decision, the relevant scrutiny panel is still concerned about it, then it may -
- (i) recommend (with any representations), that the decision be reconsidered by the body or person that made it, or
 - (ii) arrange for the full council to consider the decision and, where necessary, ask the executive or decision maker to reconsider it.
- If the decision is referred back to the decision maker or decision making body, that decision should be reconsidered within a further five working days.
- (h) Where the decision maker or decision making body reconsiders the decision it could -
- (i) confirm the original decision, or
 - (ii) agree to change that decision having considered the representations made by the scrutiny panel.
- (i) If, following an objection to a particular decision, the panel does not meet, or does meet but does not refer the matter back to the decision

making person or body, that decision shall take effect on the date of the scrutiny meeting, or the expiry of that further five working day period referred to in paragraph (f) above, whichever is the earlier.

- (j) The relevant scrutiny panel may exercise its power in section 21(3)(b) of the Local Government Act 2000 to refer a matter to the council only if the panel considers that the decision is contrary to the policy framework or contrary to, or not wholly in accordance with the budget.
- (k) If a matter is referred to the full council in accordance with paragraph (j) above, the Director: Governance and Partnerships in consultation with the Mayor shall call an extraordinary meeting of the council within seven working days.
- (l) If the council does not object to a decision which has been made, then no further action is necessary and the decision will become effective on the date of that council meeting. However, if the council does object it has no power to make decisions in respect of an executive decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget. Unless that is the case, the council will refer any decision to which it objects back to the decision making person or body, together with its views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the cabinet as a whole or a panel of it, a meeting will be convened to reconsider that decision within five working days of the council request. Where the decision was taken by an individual cabinet member, that individual should reconsider the decision within five working days of the council request.
- (m) If the council does not meet, or if it does but does not refer the decision back to the decision making person or body, that decision will become effective on the date of the council meeting or expiry of the period in which the council meeting should have been called, whichever is the earlier.
- (n) The call-in procedure set out above shall not apply where the decision being taken by the Executive is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the council's or the public's interests. The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. In the case of a key decision the provisions of Part D Rule 2.17 must be observed before the decision is taken. Such key decisions taken as a matter of urgency must be reported in accordance with Part D Rule 2.18 (2).
- (o) The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to council with proposals for review if necessary.

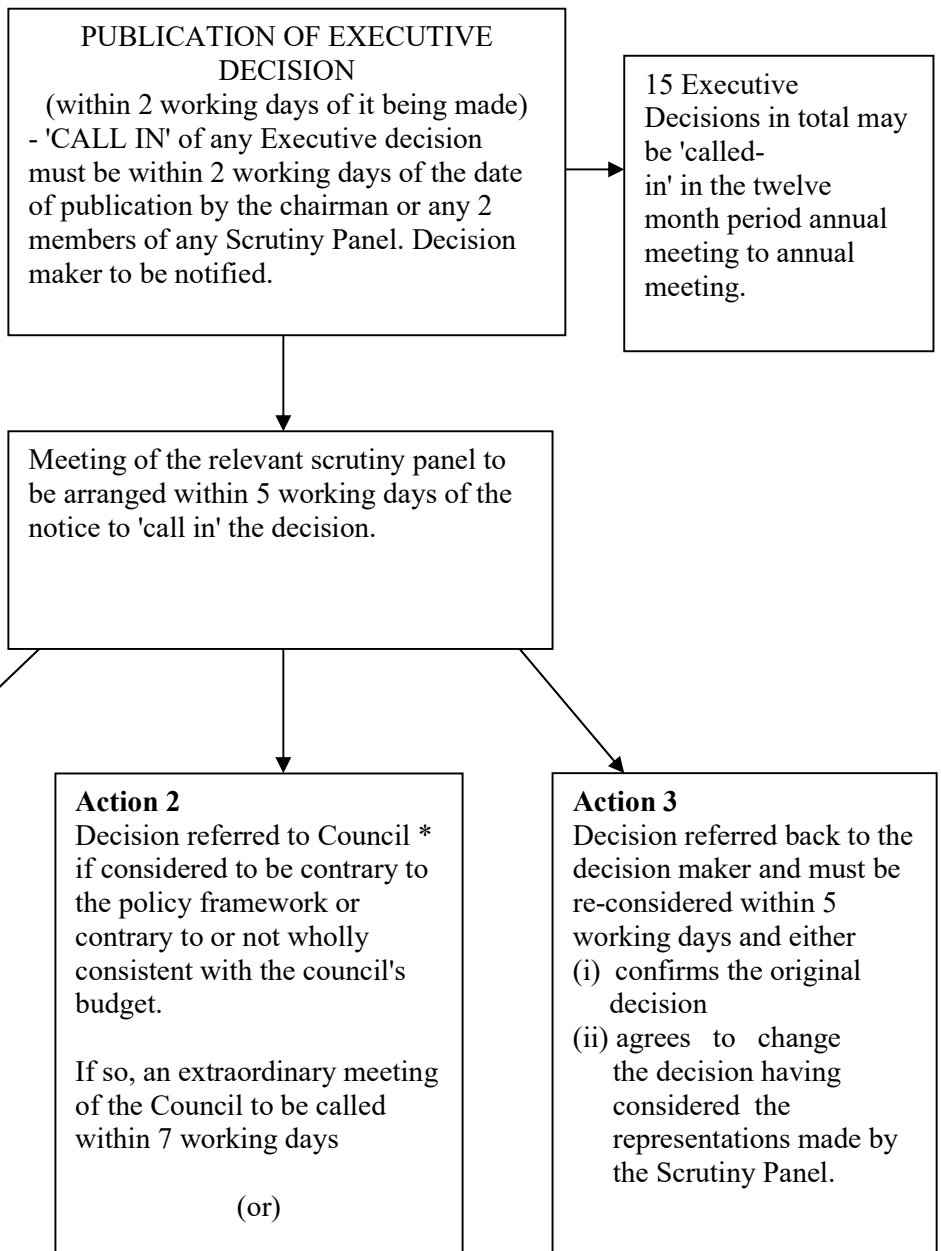
- (p) In order to ensure that call-in is not abused, nor causes unreasonable delay, but at the same time to ensure that there is an appropriate balance between effectively holding the Executive to account, being able to question decisions before they are implemented and allowing effective and efficient decision making by the Executive within the policy framework and budget agreed by the council, the following limitations have been placed on its use -
- (i) Call-in of any Executive decision must be within two working days of the publication of a decision.
 - (ii) The chairman or any two members of any overview and scrutiny panel are needed for a decision to be called in.
 - (iii) Overview and scrutiny panels may call-in fifteen Executive decisions in total in the twelve month period, annual meeting to annual meeting.

(An illustrated version of the 'Call-in' procedure is set out for ease of reference in Table two at the end of these procedure rules).

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Table Two

**'CALL IN' OF DECISIONS
MADE BUT NOT IMPLEMENTED (AND NOT URGENT)**



Action A

If the Council does not object to the decision then no further action is necessary and the decision will become effective on the date of the council meeting or if it does not meet on the expiry of the 7th day whichever is the earliest

Action B

If the Council does object to the decision, (it has no power to make a decision on an executive decision unless it is contrary to the policy framework or not wholly consistent with the budget) - the council will refer it back to the decision maker with its views. A meeting must then be held on the decision within 5 working days and can either choose to amend the decision or not before reaching a final decision and implementing it.

INVESTMENT, OUTCOMES AND GOVERNANCE CABINET MEMBER

4 July 2023

1 **INTRODUCTION OF A CARER SUPPORT PLAN** – The Director: Economy and Environment submitted a report seeking approval for a new Carer Support Plan.

Being a carer meant providing unpaid support to a friend or family member who, due to frailty, illness, disability, a mental health issue or substance misuse problem, could not cope without the support. The care could be personal, emotional, practical, or supervisory.

The Care Act 2014 recognised the equal importance of supporting carers and the people they cared for. This meant that more carers could have an assessment in their own right and be supported to continue in their caring role.

It was estimated that one in seven people of working age was likely to be a carer and there were over 19,000 carers in North Lincolnshire – potentially affecting many of the council's employees. Employees may struggle to balance their work and caring responsibilities and often feel they must make a choice between the two. Caring for someone could be physically exhausting and emotionally stressful which could lead to feeling unsupported and isolated. This may have a negative emotional impact to the employee's ability to manage their work/life balance and mental wellbeing.

The North Lincolnshire Council Plan set out the priority of 'keeping people safe and well'. Carers played a vital role in the council's communities, providing essential care to those who needed help and support with daily living. The carers themselves needed support to look after their own health, wellbeing and employment potential. Supporting employees to balance work with their caring role could contribute to people in the community remaining as independent as possible, and living well, for longer.

The North Lincolnshire Carers' Strategy identified the priorities for all carers to ensure they were given the recognition and support they required to continue in their caring roles.

The Carer Support Plan was a tool designed to support employees with caring responsibilities. It encouraged an open conversation between employees and their manager to identify specific needs and potential support, to enable the employee to combine work and their caring role.

Resolved – That the Carer Support Plan be approved.

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NORTH LINCOLNSHIRE COUNCIL

INVESTMENT, OUTCOMES AND GOVERNANCE CABINET MEMBER

INTRODUCTION OF A CARER SUPPORT PLAN

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To outline and seek approval for a new Carer Support Plan.

2. BACKGROUND INFORMATION

- 2.1 Being a carer means providing unpaid support to a friend or family member who, due to frailty, illness, disability, a mental health issue or substance misuse problem, cannot cope without that support. The care may be personal, emotional, practical or supervisory.
- 2.2 The Care Act 2014 recognises the equal importance of supporting carers and the people they care for. This means that more carers can have an assessment in their own right and be supported to continue in their caring role.
- 2.3 It is estimated that one in seven people of working age is likely to be a carer and there are over 19,000 carers in North Lincolnshire – potentially affecting many of our employees. Employees may struggle to balance their work and caring responsibilities and others feel they must make a choice between the two. Caring for someone can be physically exhausting and emotionally stressful which can lead to feeling unsupported and isolated. This can have a negative emotional impact to the employee's ability to manage their work/life balance and mental wellbeing.
- 2.4 The North Lincolnshire Council Plan sets out the priority of 'keeping people safe and well'. Carers play a vital role in our communities, providing essential care to those who need help and support with daily living. The carers themselves need support to look after their own health, wellbeing and employment potential. Supporting employees to

balance work with their caring role could contribute to people in our community remaining as independent as possible, and living well, for longer.

2.5 The North Lincolnshire Carers' Strategy identifies the priorities for all carers to ensure they are given the recognition and support they require to continue in their caring roles. One of the key outcomes is 'Well', where carers:

- Can live an active and healthy lifestyle;
- enjoy positive emotional wellbeing and mental health;
- receive access to health care and support that they need in their community where possible;
- are supported to achieve personal goals;
- receive the support they need at the right time preventing carer crisis/breakdown.

2.6 The Carer Support Plan is a tool designed to support employees with caring responsibilities. It encourages an open conversation between employees and their manager to identify specific needs and potential support, to enable the employee to combine work and their caring role.

2.7 The Carer Support Plan will form part of the Human Resources Manual and has been modelled on the Wellness Recovery Action Plan, which is used to identify barriers, triggers and possible adjustments for employees with mental health conditions.

2.8 Facilitating an open conversation, and identifying support needs or reasonable adjustments, will help with a healthier work/life balance for employees and may mitigate periods of sickness absence. It may also help to retain valued, experienced staff, if they feel they have no other option but to leave employment, if their caring role cannot be managed alongside their job.

2.9 Launch and promotion of the Carer Support Plan may also raise awareness of the issues surrounding caring, for affected employees, managers, and the wider workforce. This should increase understanding and encourage more carers to seek information, advice and support.

3. OPTIONS FOR CONSIDERATION

3.1 Option one – approve the new Carer Support Plan.

3.2 Option two – recommend revisions to the draft.

3.3 Option three – reject the draft Carer Support Plan.

4. ANALYSIS OF OPTIONS

- 4.1 Option one – approving the Carer Support Plan will demonstrate our commitment to supporting carers, not only within our own workforce but more widely within the community, enhancing our position as Place lead. It also actively contributes to the council priority of ‘keeping people safe and well’.
- 4.2 Option two – the Carer Support Plan has been modelled on an existing HR document and an employee stakeholder group has been consulted. Making recommendations to the draft could result in a document that is not aligned with the style or tone of other HR documents and policies and would require further consultation with stakeholders.
- 4.3 Option three – rejecting the plan misses a key opportunity to contribute to the outcomes of the North Lincolnshire Carers’ Strategy and one of the council’s priorities. By not encouraging open conversations around caring responsibilities and promoting wider awareness, there is also a risk of ‘disability discrimination by association’ if employees are unintentionally treated unfairly for a reason related to their caring responsibilities.

5. FINANCIAL AND OTHER RESOURCE IMPLICATIONS (e.g. LEGAL, HR, PROPERTY, IT, COMMUNICATIONS etc.)

- 5.1 There are no resource implications with the Carer Support Plan being introduced: managers can integrate a discussion or review into the ‘My Conversations’ framework, alongside employee 1:1s, or at any time deemed appropriate.

6. OTHER RELEVANT IMPLICATIONS (e.g. CRIME AND DISORDER, EQUALITIES, COUNCIL PLAN, ENVIRONMENTAL, RISK etc.)

- 6.1 None.

7. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)

- 7.1 Please see Section 8.

8. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED

- 8.1 The ‘Be Yourself at Work’ Carer Staff Network is a group of employee stakeholders, which has been consulted on the Carer Support Plan and

feedback was very positive; members felt it would increase support, encourage conversations and raise awareness.

8.2 The trade unions have been consulted and are also very supportive.

8.2 There are no conflicts of interest to be reported.

9. **RECOMMENDATIONS**

9.1 That the Carer Support Plan be approved.

DIRECTOR: ECONOMY AND ENVIRONMENT

Church Square House
30-40 High Street
SCUNTHORPE
North Lincolnshire
DN15 6NL
Author: Kitt Eccles/Louisa Rae
Date: 22 May 2023

Background Papers used in the preparation of this report:

[North Lincolnshire Carers' Strategy 2022-26](#)
[North Lincolnshire Council Plan 2022-25](#)

Carer Support Plan

Introduction

- 1.1 Being a carer means that you provide, or intend to provide, unpaid support to a friend or family member who due to frailty, illness, disability, a mental health issue or substance misuse problem cannot cope without your support. The care may be personal, emotional, practical or supervisory.
- 1.2 The Carer Support Plan is designed to support you as a carer and identify any assistance which may help you to balance your work and caring responsibility. The plan enables your manager to hold a supportive conversation with you, to identify your specific needs, and to support our understanding so that reasonable adjustments can be made.

How to use the Carer Support Plan

- 1.3 The Carer Support Plan template can be used to facilitate a discussion about:
- Your caring responsibilities and any challenges you anticipate facing at work.
 - Any impact your caring responsibilities may have on the team you work in and the service it provides.
 - Any reasonable adjustments which could help.

Challenges might include:

- Working hours, location or a particular requirement of the job.
- Potential ‘pressure points’ in your caring role.

- 1.4 The Carer Support Plan should be reviewed annually, or sooner if any of the following apply:
- The nature or impact of your caring responsibilities changes.
 - In response to changes to work e.g., changing role or team.

Employee name:	
Manager name:	
Service/team:	
Job title:	

Carer Support Plan

A. Who do you care for and where and when do you provide the care?
B. Can you broadly outline the nature of the care?
C. Describe any potential 'pressure points' in the caring role. Can these be planned/predicted or are they sudden and/or unexpected?
D. How could this affect you?
E. What steps can you take to manage these pressure points?
F. Are there any adjustments we can work towards to help manage their impact on you?
G. Are there likely to be any changes to your caring role over the next 12 months and if so, what are they?

Carer Support Plan

H. Are there any key elements within your work role that may be inflexible?

--

I. Describe any flexibilities which may be supportive in your role to help balance work and caring.

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J. Are there any additional or different adjustments we could facilitate to help you?

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K. Is there anything else you would like to share which could help us support you?

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Signed (Employee):	Print Name:	Date:
Signed (Manager):	Print Name:	Date:
Date the plan should be reviewed:		

Version Control	
Author	HR Policy Team
Status	V1.0
Date approved	<i>DRAFT</i>
Last updated	

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**North
Lincolnshire
Council**

www.northlincs.gov.uk

THE DIRECTOR GOVERNANCE AND PARTNERSHIPS IS REQUESTED TO **CALL-IN A**

DECISION OF **Investment, Outcomes and Governance Cabinet Member**

TAKEN ON **04/07/2023**

TITLE OF REPORT **Introduction of a Carer Support Plan**

MINUTE REFERENCE 1

REPORT REFERENCE 1

CALL-IN REQUESTED BY *(See Note 1)* **Councillor Lorraine Yeadon**

Chairman or any two Members of any Overview and Scrutiny Panel

Name

Signature

Councillor Andrea Davison



Councillor Lorraine Yeadon



DATE **05/07/2023**

Outline reasons for seeking a review of the decision and set out the evidence which suggests that the Cabinet or decision maker did not take the decision in accordance with the principles set out in Article 13 of the Constitution.

I think that it is good that we aim to support unpaid carers in the community, but I would like to know more about how these carers are identified and supported.

I know of local people who are at their wits end trying to look after family members with very little support.

How do we know that all those that need help and want help are identified?

Collectively the Labour Group support council employees being supported in their caring role, but the report states there are no financial and other resource implications, yet inevitably, if the employee requires additional support to care for a family member this will inevitably have implications for the council. How, with ever decreasing resources, will this be managed.

Is the decision considered to be contrary to the policy framework or contrary to, or not wholly in accordance with the budget?

Yes

No

If 'No' state the relevant extract from the policy framework, or the related aspect of the budget.
.....

..... Please return to:- The Director Governance & Partnerships FAO Service Manager : Democracy Church Square House Scunthorpe DN15 6NL	Received: Copies to:-
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Note 1 – A decision made by the Cabinet, an individual member of the Cabinet or a committee of the Cabinet or a key decision made by an officer under delegated authority (or under joint arrangements) once published can be called-in by the Director Governance and Partnerships at the request of the Chairman or any two members of an appropriate Scrutiny Panel.

Note 2 – This form must be returned by 5.00 pm (4.30 pm on Friday) on the second working day after the publication of the decision (see below)

CALL-IN

Example timetable is as follows

<i>EXECUTIVE MEETING</i>	Π	<i>PUBLICATION OF EXECUTIVE DECISIONS*</i>	Π	<i>SCRUTINY CALL-IN DEADLINE*</i>	Π	<i>SCRUTINY PANEL TO MEET AND DECISION DEADLINE*</i>
Monday	Π	Wednesday	Π	Friday	Π	Friday
Tuesday	Π	Thursday	Π	Monday	Π	Monday
Wednesday	Π	Friday	Π	Tuesday	Π	Tuesday
Thursday	Π	Monday	Π	Wednesday	Π	Wednesday
Friday	Π	Tuesday	Π	Thursday	Π	Thursday

**The above days do not include bank and other holidays*

04/07/2023 - Introduction of a Carer Support Plan

1 INTRODUCTION OF A CARER SUPPORT PLAN – The Director: Economy and Environment submitted a report seeking approval for a new Carer Support Plan.

Being a carer meant providing unpaid support to a friend or family member who, due to frailty, illness, disability, a mental health issue or substance misuse problem, could not cope without the support. The care could be personal, emotional, practical, or supervisory.

The Care Act 2014 recognised the equal importance of supporting carers and the people they cared for. This meant that more carers could have an assessment in their own right and be supported to continue in their caring role.

It was estimated that one in seven people of working age was likely to be a carer and there were over 19,000 carers in North Lincolnshire – potentially affecting many of the council's employees. Employees may struggle to balance their work and caring responsibilities and often feel they must make a choice between the two. Caring for someone could be physically exhausting and emotionally stressful which could lead to feeling unsupported and isolated. This may have a negative emotional impact to the employee's ability to manage their work/life balance and mental wellbeing.

The North Lincolnshire Council Plan set out the priority of 'keeping people safe and well'. Carers played a vital role in the council's communities, providing essential care to those who needed help and support with daily living. The carers themselves needed support to look after their own health, wellbeing and employment potential. Supporting employees to balance work with their caring role could contribute to people in the community remaining as independent as possible, and living well, for longer.

The North Lincolnshire Carers' Strategy identified the priorities for all carers to ensure they were given the recognition and support they required to continue in their caring roles.

The Carer Support Plan was a tool designed to support employees with caring responsibilities. It encouraged an open conversation between employees and their manager to identify specific needs and potential support, to enable the employee to combine work and their caring role.

Resolved – That the Carer Support Plan be approved.

NORTH LINCOLNSHIRE COUNCIL

**INVESTMENT, OUTCOMES
AND GOVERNANCE
CABINET MEMBER**

INTRODUCTION OF A CARER SUPPORT PLAN

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- Can live an active and healthy lifestyle;
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- 2.7 The Carer Support Plan will form part of the Human Resources Manual and has been modelled on the Wellness Recovery Action Plan, which is used to identify barriers, triggers and possible adjustments for employees with mental health conditions.
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- 2.9 Launch and promotion of the Carer Support Plan may also raise awareness of the issues surrounding caring, for affected employees, managers, and the wider workforce. This should increase understanding and encourage more carers to seek information, advice and support.

3. OPTIONS FOR CONSIDERATION

- 3.1 Option one – approve the new Carer Support Plan.
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- 4.1 Option one – approving the Carer Support Plan will demonstrate our commitment to supporting carers, not only within our own workforce but more widely within the community, enhancing our position as Place lead. It also actively contributes to the council priority of ‘keeping people safe and well’.
- 4.2 Option two – the Carer Support Plan has been modelled on an existing HR document and an employee stakeholder group has been consulted. Making recommendations to the draft could result in a document that is not aligned with the style or tone of other HR documents and policies and would require further consultation with stakeholders.
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- 5.1 There are no resource implications with the Carer Support Plan being introduced: managers can integrate a discussion or review into the ‘My Conversations’ framework, alongside employee 1:1s, or at any time deemed appropriate.

6. OTHER RELEVANT IMPLICATIONS (e.g. CRIME AND DISORDER, EQUALITIES, COUNCIL PLAN, ENVIRONMENTAL, RISK etc.)

- 6.1 None.

7. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)

- 7.1 Please see Section 8.

8. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED

- 8.1 The ‘Be Yourself at Work’ Carer Staff Network is a group of employee stakeholders, which has been consulted on the Carer Support Plan and

feedback was very positive; members felt it would increase support, encourage conversations and raise awareness.

8.2 The trade unions have been consulted and are also very supportive.

8.2 There are no conflicts of interest to be reported.

9. **RECOMMENDATIONS**

9.1 That the Carer Support Plan be approved.

DIRECTOR: ECONOMY AND ENVIRONMENT

Church Square House
30-40 High Street
SCUNTHORPE
North Lincolnshire
DN15 6NL

Author: Kitt Eccles/Louisa Rae

Date: 22 May 2023

Background Papers used in the preparation of this report:

North Lincolnshire Carers' Strategy 2022-26

North Lincolnshire Council Plan 2022-25

Carer Support Plan

Introduction

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How to use the Carer Support Plan

- 1.3 The Carer Support Plan template can be used to facilitate a discussion about:
- Your caring responsibilities and any challenges you anticipate facing at work.
 - Any impact your caring responsibilities may have on the team you work in and the service it provides.
 - Any reasonable adjustments which could help.

Challenges might include:

- Working hours, location or a particular requirement of the job.
- Potential 'pressure points' in your caring role.

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Employee name:	
Manager name:	
Service/team:	
Job title:	

Carer Support Plan

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C. Describe any potential 'pressure points' in the caring role. Can these be planned/predicted or are they sudden and/or unexpected?
D. How could this affect you?
E. What steps can you take to manage these pressure points?
F. Are there any adjustments we can work towards to help manage their impact on you?
G. Are there likely to be any changes to your caring role over the next 12 months and if so, what are they?

Carer Support Plan

H. Are there any key elements within your work role that may be inflexible?
I. Describe any flexibilities which may be supportive in your role to help balance work and caring.
J. Are there any additional or different adjustments we could facilitate to help you?
K. Is there anything else you would like to share which could help us support you?

Signed (Employee):	Print Name:	Date:
Signed (Manager):	Print Name:	Date:
Date the plan should be reviewed:		

Version Control	
Author	HR Policy Team
Status	V1.0
Date approved	DRAFT
Last updated	

