



Minutes

Meeting	PERSONNEL COMMITTEE
Date	Wednesday 13 March 2019 (commencing at 2.00 pm)

Membership

Persons absent are marked with an 'A'

COUNCILLORS

Neil Clarke MBE (Chairman)
Keith Walker (Vice-Chairman)

A	Maureen Dobson	Stuart Wallace
	John Ogle	Muriel Weisz
A	Helen-Ann Smith	Gordon Wheeler
	Sheila Place	Jonathan Wheeler
		Yvonne Woodhead

OFFICERS IN ATTENDANCE

Sarah Ashton	Democratic Services Officer
Marjorie Toward	Service Director – Customers, Governance and Employees
Gill Elder	Group Manager – Human Resources
Helen Richardson	Senior Organisational Development Business Partner. Human Resources, Workforce & Organisational Development
John Nilan	Team Manager, Health & Safety

OTHERS IN ATTENDANCE

Robert Mantel	CGI
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1. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

RESOLVED 2019/10

That the appointment of Councillor Neil Clarke MBE as Chairman and Councillor Keith Walker as Vice-Chairman by the County Council of 16 May 2019 for the ensuing year be noted.

2. COMMITTEE MEMBERSHIP

RESOLVED 2019/11

That the membership: Councillors Maureen Dobson, Errol Henry, John Ogle, Sheila Place, Helen-Ann Smith, Stuart Wallace, Gordon Wheeler, Jonathan Wheeler and Councillor Yvonne Woodhead be noted.

3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 13 March 2019, having been circulated to all Members, were taken as read and confirmed and signed by the Chairman.

MEMBERSHIP CHANGES

Councillor Muriel Weisz was appointed to the Committee in place of Councillor Errol Henry for this meeting only.

4. APOLOGIES FOR ABSENCE

The following apology was submitted:-

- Councillor Maureen Dobson – other reasons

5. DECLARATIONS OF INTEREST

None.

6. UPDATE ON ATTENDANCE AT CAREERS OUTREACH EVENTS

RESOLVED 2019/12

- 1) That the continued attendance at and promotion of career outreach events as set out in Appendix 1 be approved and that ad hoc events are added to the schedule as appropriate.
- 2) The Committees agrees that further work be undertaken by the Human Resources, Workforce and Organisational Development (HRWOD) team to ensure that events are attended in all districts of the County.
- 3) The Committee agrees to receive a further report on attendance at careers outreach events and how the information gathered is being used to inform future activity going forward, in six months' time.

7. WORK READINESS OFFER FOR LOOKED AFTER YOUNG PEOPLE AND CARE LEAVERS

RESOLVED 2019/13

- 1) That the ongoing engagement of the HRWOD team in the delivery of a work readiness programme for Care Leavers and Looked after Children be approved.
- 2) That the transfer of up to 25% of unallocated apprenticeship levy payments to support Care Leavers seeking to undertake apprenticeships be approved.

8. HEALTH AND SAFETY REVIEW AND ACTION PLAN

RESOLVED 2019/14

- 1) That the Committee considered the performance to date and the Health and Safety action plan 2019 – 2020 as set out in appendix B be approved.
- 2) The Committee agrees to receive a further report on Health and Safety performance update in six months.

9. SICKNESS ABSENCE PERFORMANCE TRENDS AND ONGOING ACTION FOR IMPROVEMENT

RESOLVED 2019/15

- 1) That the Committee would receive updates regarding sickness absence performance and ongoing actions for improvement on a quarterly basis.
- 2) That a further report on progress at the first quarter of 2019/20 be received at the July Committee meeting.

10. UPDATE ON PROGRESS TOWARDS DISABILITY CONFIDENT ACCREDITATION

RESOLVED 2019/16

- 1) The Committee agreed the ongoing actions and the creation of a wide ranging communications plan to promote the Council as an employer of choice.
- 2) The Committee agreed that a programme of activity with the aim of becoming a Disability Confident Leader by the time of the next assessment in April 2021.

11. UPDATE ON CHANGES TO EMPLOYEES' TERMS AND CONDITIONS

RESOLVED 2019/17

- 1) That the Committee receives an updated position on the negotiations around changes to terms and conditions.
- 2) That the outstanding actions to continue around the introduction of the annual leave buyback scheme and review of flexible working be approved.

12. UPDATE ON FURTHER DEVELOPMENTS TO FLEXIBLE WORKING ARRANGEMENTS

RESOLVED 2019/18

- 1) That the Committee agrees to the progression of work with Timewise to enable the Council to maximise the positive outcomes provided by a range of flexible working opportunities whilst meeting organisational commitments as set out in the Council Plan.
- 2) That the Committee agrees to further engagement with managers, employees and the recognised trades unions to develop an action plan to reflect the requirements of a modern, public service employer in respect of flexible working provision.

13. WORK PROGRAMME

RESOLVED 2019/19

That the work programme be accepted.

The meeting closed at 15.38pm.

CHAIRMAN