



Minutes

Meeting **PERSONNEL COMMITTEE**

Date Monday 27th September (commencing at 10.30am)

Membership

Persons absent are marked with an 'A'

COUNCILLORS

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

Chris Barnfather
Richard Butler
Maureen Dobson
John Handley
Errol Henry JP

A Helen-Ann Smith
Liz Plant
Jonathan Wheeler
Yvonne Woodhead

OFFICERS IN ATTENDANCE

Sarah Ashton	Assistant Democratic Services Officer
Julie Brailsford	Assistant Democratic Services Officer
Marjorie Toward	Service Director - Customers and HR
Gill Elder	Group Manager – HR
Claire Gollin	Group Manager – HR
Marie Rowney	Group Manager - Customer Services
Helen Richardson	Senior Business Partner - HR
Charlotte Taylor	Business Partner - HR

ALSO IN ATTENDANCE

Brian Fitzpatrick	Trade Union
James Minto	Trade Union

MINUTES OF THE LAST MEETING

The minutes of the meeting held on 3rd July 2017, having been circulated to all Members, were taken as read and confirmed and signed by the Chairman.

APOLOGIES FOR ABSENCE

No apologies

Councillor Richard Butler replaced Councillor Boyd Elliott for this meeting only, Councillor Chris Barnfather replaced Councillor John Ogle for this meeting only and Councillor Liz Plant replaced Councillor Sheila Place for this meeting only.

DECLARATIONS OF INTEREST

None.

NOTTINGHAMSHIRE COUNTY COUNCIL WORKFORCE PROFILE INFORMATION 2017

RESOLVED 2017/09

1. To agree the actions set out in paragraph 27 of the report, no further actions required at this time.
2. To agree that the actions of improvement be monitored in an annual update report to Committee as at April 2018 and that this be included in the Work Programme.
3. To approve the publication of the annual Workforce Information Report 2017 on the Council's public website in compliance with the Council's statutory public sector duty.

NOTTINGHAMSHIRE COUNTY COUNCIL'S RESPONSE TO THE APPRENTICESHIP LEVY AND PUBLIC SECTOR DUTY

RESOLVED 2017/10

1. To agreed and welcome the Council's Employer Apprenticeship Programme and associated Action Plan.
2. To receive a progress report in six months and that this be included in the work programme for March 2018.

EMPLOYEE HEALTH AND WELLBEING AND SICKNESS ABSENCE PERFORMANCE AND ACTION FOR IMPROVEMENT

RESOLVED 2017/11

1. To continue to receive regular quarterly update reports in the form of an Executive Summary with a more detailed Annual Report
2. To agree the future actions as set out in paragraph 19 of the report.
3. That no further actions were currently required to achieve the Council's target of 7.00 days absence per full time equivalent (FTE).

CUSTOMER SERVICE CENTRE

RESOLVED 2017/12

1. That the Customer Services Centre be congratulated on the high level of customer satisfaction achieved and requested that a letter be sent out to the employees to this effect on behalf of the Committee.
2. That the programme of activities and associated communications as set out in paragraph 9 of the report to celebrate the ten year anniversary of operations at the Customer Service Centre be agreed.

WORK PROGRAMME

RESOLVED 2017/13

Members agreed the following to be added to the work programme:

- Health and Safety Risk Awareness Campaign. (November 2017)
- Gender pay gap analysis. (March 2018)
- Learning at Work Week programme of activity. (April 2018)

The meeting closed at 11.45am.

CHAIRMAN