

Personnel Committee

Date: **Wednesday, 07 November 2012**
Time: **10:00**
Venue: **County Hall**
Address: **County Hall, West Bridgford, Nottingham NG2 7QP**

AGENDA

1	<u>Minutes of last meeting held on 26 September 2012</u> Details	3 - 6
2	<u>Apologies for Absence</u> Details	1-2
3	<u>Declarations of Interests by Members and Officers:- (see note below)</u> (a) Disclosable Pecuniary Interests (b) Private Interests (pecuniary and non-pecuniary)	1-2
4	<u>Leadership Development Programme</u> Details	7 - 10
5	<u>Violence and Aggression Policy Review</u> Details	11 - 18
6	<u>Sickness Absence Performance as at 30 September 2012</u> Details	19 - 32
7	<u>Catering Services Performance Report</u> Details	33 - 48
8	<u>Work Programme</u> Details	49 - 52

minutes

Meeting PERSONNEL COMMITTEE

Date Wednesday 26 September 2012

membership

Persons absent are marked with 'A'

COUNCILLORS

Andy Stewart (Chair)
Michelle Gent (Vice-Chair)

A	John Allin	Kevin Rostance	Vincent
	Dobson	Mel Shepherd MBE	
A	Sybil Fielding	June Stendall	
		A Lynn Sykes	

OTHER COUNCILLORS IN ATTENDANCE

John Clarke

OFFICERS IN ATTENDANCE

Claire Dixon – Liberal Democrat Group Researcher
Gill Elder – Group Manager, Human Resources
Keith Ford – Senior Governance Officer
Claire Gollin – Group Manager, Human Resources
Mark Herring – Team Manager, Catering and Facilities Management
Jas Hundal – Service Director, Transport, Property and Environment
Kevin McKay – Group Manager, Catering & Facilities Management
James Silveston – Team Manager, Catering and Facilities Management
Mandy Steel – Group Manager, Human Resources
Marjorie Toward, Service Director - Human Resources and Customer Service
Michelle Welsh – Labour Group Researcher

Martin Sleath – Branch Secretary, Unison
Maggie Pilmore – Service / Conditions Officer, Unison

MINUTES

The minutes of the last meeting of the Committee held on 23 November 2011, having been circulated to all Members, were taken as read and were confirmed and signed by the Chair.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Sykes (apologies submitted – other reasons), Councillor Allin (apologies submitted – other Nottinghamshire County Council business) and Councillor Fielding (apologies submitted – medical / illness).

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

None.

NOTTINGHAMSHIRE COUNTY COUNCIL WORKFORCE STRATEGY

RESOLVED 2012/008

That the Workforce Strategy be recommended to Policy Committee for approval.

FORMAL PERFORMANCE MANAGEMENT PROCEDURE

RESOLVED 2012/009

That section G9 (Capability / Performance Procedure) of the Personnel Handbook be removed and a revised Performance Management procedure (as set out in the appendix to the committee report) be introduced as Section E11 of the Personnel Handbook.

INVESTORS IN PEOPLE RE-ACCREDITATION

RESOLVED 2012/010

That the positive outcomes of the re-accreditation process and the on-going areas of development that the County Council was embarking on in relation to its workforce be noted.

SICKNESS ABSENCE PERFORMANCE AS AT 30 JUNE 2012

RESOLVED 2012/011

- a) That the current levels of performance and the trend of continuing performance improvement be noted.

- c) That the Employee Health and Wellbeing Action Plan for 2012/13 be endorsed.

EMPLOYEE HEADCOUNT INFORMATION

RESOLVED 2012/012

- a) That the employee headcount data contained within the committee report and the relative impact of redundancies and associated factors in mitigations, turnover and TUPE transfers on the overall number of employees be noted.
- b) That six monthly update reports on the Council's employee headcount information be submitted to the Committee.

FACILITIES MANAGEMENT PERFORMANCE REPORT

RESOLVED 2012/013

That the report be noted.

WORK PROGRAMME

RESOLVED 2012/014

That the Committee's work programme be noted.

The meeting closed at 11.38 am.

CHAIR

M_26Sep12

REPORT OF SERVICE DIRECTOR – HUMAN RESOURCES & CUSTOMER SERVICE**LEADERSHIP DEVELOPMENT PROGRAMME****Purpose of the Report**

1. To update members on the proposed Leadership Development Programme for the County Council.

Information and Advice

2. The County Council's Workforce Strategy, which was considered by Personnel Committee at its last meeting, sets out bold, ambitious, innovative and inspirational Leadership as a key priority if we are to transform the Council and respond to the challenges and other key drivers ahead to deliver our strategic and service priorities.
3. In order to ensure that group and team managers own and are involved in the next stages of the Council's transformation and that they have the skills and confidence and display the leadership behaviours necessary to fully engage employees in changing the culture and operation of the Council; a corporate Leadership Development Programme is planned.
4. The programme will involve all group and team managers being trained over the next eighteen months in cross service cohorts. Group managers will be trained first between November and February with team managers trained from March 2013 onwards.
5. The programme has been designed with input from the Corporate Leadership Team, Service Directors and the corporate Learning and Development Team. Involvement across the Council at a senior level has ensured collective ownership of the programme and that the programme is specific to Nottinghamshire reflecting our values, vision and ambitions and the type of Council we want to become. The aim is to strike a balance between theory and leadership and management principles and good practice and pragmatic tools and experience which managers can apply in their day to day roles and should be reflected in their day to day behaviours. Real life Nottinghamshire case studies and problems will be used throughout the programme to ensure it remains realistic, directly applicable and grounded in our organisation and reflects our challenges and issues.

6. External facilitators will provide a consistent thread throughout the programme to provide a degree of independence and challenge. Some keynote external speakers will also feature to set the programme in a wider context and encourage us to look ahead and outward across the wider landscape.
7. Feedback from the manager and employee road shows, the Investor in People assessment and Peer Review consistently reinforced the need for a comprehensive, cross-cutting leadership development programme for middle managers. This feedback has also been reflected in the programme development.
8. The programme comprises a number of core modules which are mandatory supported by a range of optional activities which managers can select from, with the support of their line managers, to support their ongoing development needs. These include self directed learning, workshops, breakfast briefings, lunch and learn sessions, classroom based learning and management qualification training. The Employee Personal Development Review (EPDR) and Competency Assessment will be used to identify individual learning and development needs.
9. The core modules include:

Pre- assessment stage - using the existing EPDR and Competency framework

Introductory Module – to set the scene and context for the programme and expectations of leaders and managers in Nottinghamshire. This will include input from the Chief Executive and Leader of the Council.

Module 2 – people and change management. Members of the Corporate Leadership Team will be involved in the delivery of this module, alongside the Service Director – HR and Customer Service.

Module 3 – financial management, performance management, commissioning and procurement. Keynote input will be provided by the Service Director – Finance and Procurement and the Corporate Director – Policy, Planning and Corporate Services who has the lead for corporate performance management. External input will also be provided on this module.

Closing module – this will involve input from the Service Director group and will focus on reinforcing what has been learnt; working on specific work-based issues and problems identified by the participants and identification of future learning and development and support needs going forward. In this final session the Service Directors will each lead action learning sets which will continue after the programme to provide support for the participants and the opportunity to work in cross organisational teams to resolve key, real life business issues.

Post assessment stage – it is critical to ensure that new behaviours and ways of working are demonstrated and impact on service areas once managers return to their substantive roles. The EPDR process will be adapted to ensure that this

evaluation takes place after three months and can feed into the ongoing programme of learning and development and support for managers.

10. In addition to line managers supporting participants; corporate coaching and mentoring

schemes are being developed alongside the action learning sets and programme of optional leadership development activity to continue to support managers on an ongoing basis.

Other Options Considered

11. The need for a comprehensive corporate leadership development programme has been

clearly identified and reinforced by feedback from external assessors and employees and managers across the Council. A range of options have been considered as to the best way to deliver this and what has emerged is a blended approach led from the top down which makes best use of internal input and resources balanced with external independence and challenge. The approach is flexible enough to provide individually tailored learning packages whilst ensuring that all managers receive the key messages through the core modules.

Reasons for Recommendation

12. Greater corporate engagement of middle managers and employees in the transformation of

the Council is critical to our success going forward. In order to enable this to happen it is important that managers and leaders in the organisation are clear about what is expected of them and have the knowledge, skills and confidence to take this forward and effectively involve employees in developing, implementing and delivering change.

Statutory and Policy Implications

This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Equalities Implications

The leadership development programme provides an opportunity to identify key leadership skills and behaviours and assess their availability amongst the current leadership cohort. This can then be used to plan for the leaders of the future and identify potential gaps and barriers to individual employees or groups of employees developing into these roles. The Workforce Strategy references the use of succession planning and career pathways as part of our wider approach to workforce planning to ensure that we begin now to plan and develop leadership abilities for the

future and that our leadership cohort reflects the wider workforce and communities which we serve.

Human Resources Implications

These are set out in the report in that this is a key priority within the Council's workforce Strategy.

RECOMMENDATION

That Personnel Committee note the contents of the report.

Marjorie Toward
Service Director – HR and Customer Service

For any enquiries about this report please contact:
Marjorie Toward, Service Director – HR and Customer Service, Environment and Resources Department 0115 9774404

Constitutional Comments [NAB 17/10/12]

The Personnel Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments [MB 17/10/12]

Provision has been made for the Leadership Development Programme within the budget for Organisational Development, within the Improvement Programme.

Background Papers

Equality Impact Assessment
Trades Union comments

Electoral Division(s) and Member(s) Affected

All

REPORT OF SERVICE DIRECTOR - HUMAN RESOURCES AND CUSTOMER SERVICE**VIOLENCE AND AGGRESSION POLICY REVIEW****Purpose of the Report**

1. The purpose of the report is to seek the agreement of Personnel Committee to the revised policy on Violence and Aggression in the workplace, which is attached as Appendix A. The new guidance, which has been produced to support this policy, is also available as a background paper.

Information and Advice

2. The County Council's vision, now and for the future, includes the commissioning and provision of good quality, affordable services which reflect the needs of the citizens of Nottinghamshire. This includes a need to ensure we are able to effectively manage the risks that may arise with the implementation of appropriate and effective control measures; including ensuring that staff have the skills and confidence to deal with this aspect of service provision.
3. The County Council's policy on work related violence and aggression was last reviewed in 2005. To date this has provided an overarching framework, requiring managers to take specific action based on risk assessment; to ensure that significant risks are identified and action is taken to ensure they are adequately managed.
4. The policy seeks to ensure that the authority is fully compliant with the Health and Safety at Work Act 1974 and appropriately manages risk relating to potential violence and aggression where that arises out of or as a result of work activities.
5. The general trend in terms of all reportable safety related incidents, including violence and aggression, has been a 32% reduction across all incident types. Whilst the number has reduced by 22%, violence and aggression still accounts for 46% of all reported incidents. The majority of these reports relate to relatively minor incidents and do not involve physical injury but can be psychologically challenging, depending on the circumstances. Many of these incidents arise within specific services, particularly where the service is provided to service users because they have special educational needs and/or exhibit emotional and behavioural difficulties. Delivery of such services often involves careful management of risk and requires a level of competence and implementation of procedures to enable staff to manage the risk involved.

6. Audits and investigations have identified generally very good procedures and levels of competence across the authority. However, the fact that violence and aggression accounts for 46% of reported incidents suggests a need to focus on this as a priority. The primary objective of this review has therefore been to develop clearer more concise policy and guidance which clearly identify roles, responsibilities and the action required to proactively manage risk.
7. Our review also identified a lack of clarity around the reporting of incidents in some areas, resulting in potentially wasteful and bureaucratic duplication. The main concern was not that things were not being reported, but that duplicated reporting to different levels in the organisation can result in confusion around responsibility for follow up action. Given these concerns, it was felt to be appropriate to update and refresh this aspect of the policy and guidance.
8. The new policy and guidance will be supported by a communication and implementation plan designed to raise awareness of Violence and Aggression as a risk that needs to be carefully managed. Our communication will emphasise the need for effective recording and reporting processes, thorough investigation of incidents and appropriate action to control significant risks including a need to train staff in order to maintain competence. As part of this we will ensure that consideration is given to the potential for violence and aggression to disproportionately impact on particular staff groups. The majority of reported incidents (90%) occur in specific services who will receive directed support to help them to review current procedures and fully implement the new policy requirements.
9. Further consultation will take place with staff groups such as the Corporate Black Workers Support Group, Disabled Workers Group and Lesbian, Gay, Bisexual and Transgender Staff Group. This will ensure that sufficient focus is given, during implementation of the policy, to the position of staff from groups who may potentially be more likely to experience violence and aggression. The implementation plan for the policy will include promotional and training material that will emphasise the need to consider staff with protected characteristics in order to minimise the potential for discriminatory behaviour.
10. Trades union colleagues have been involved in developing the policy. Further amendments have been made to the manager's guidance following comments received from the trades unions in order to better reflect the role of trades union safety representatives.

Other Options Considered

11. The review involved visits to Learning Centres and other areas of the authority to consider how violence and aggression was being managed. A working party, involving key partners from all departments and the trades unions, was brought together to ensure appropriate consideration of departmental approaches and service requirements. This resulted in the revised policy which is now attached for consideration.

Reasons for Recommendation

12. The Health and Safety at Work Act requires the authority as an employer and provider of services to consider the risk arising from its activities. This requires risk assessment to identify significant risks and implementation of suitable and sufficient control measures.
13. Health and Safety policy is important to provide overarching direction which enables operational management of risk. Managers have a key role in ensuring effective implementation, but require simplicity and clarity in relation to the policies which define what they are accountable for and the key action that they need to take. The policy has therefore been simplified and more detailed separate guidance provided. Our policy requires effective risk management based on a systematic approach supported by appropriate checks and balances. The aim being to enable risk priorities to be identified and controlled at an operational and corporate level.
14. The policy has been revised to enable clarity around roles and responsibilities, clearer and less bureaucratic reporting requirements and to raise the profile of this issue across the authority.

Statutory and Policy Implications

15. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

HR implications

16. These are referred to in the contents of the report. HR input has been provided to the development of the revised policy. Trades union colleagues have been involved in the working group and the trades unions have been formally consulted on the revised policy through the Council's joint consultative and negotiating framework.

Implications for Service Users

17. The aim of the policy is effective identification and management of risk from actual or potential violence and aggression. This will enable the Council to ensure that a safe environment is provided and maintained for staff and service users.

RECOMMENDATION

That Personnel Committee agrees the revised Work Related Violence and Aggression Policy as set out in Appendix A.

Marjorie Toward
Service Director - HR and Customer Service

For any enquiries about this report please contact:
Peter Roddis, Health and Safety Manager – Environment and Resources on
0115 9773445

Constitutional Comments [KK 11/10/12]

The proposals in this report are within the remit of the Personnel Committee.

Financial Comments [MB 10/10/12]

There are no specific financial implications arising from the report.

Background Papers

Guidance for Managing Work Related Violence and Aggression
Equality Impact Assessment
Trade Union Comments.

Electoral Division(s) and Member(s) Affected

All

B11 Policy - Managing Work Related Violence & Aggression

Context

This is a corporate policy, which reflects Nottinghamshire County Council's commitment to provide a safe and healthy working environment. As a high level policy, it establishes an overarching framework for the management of violence and aggression. Where staff provide services in potentially higher risk areas/services it is expected that managers¹ will implement and maintain additional local control systems over and above those outlined in this document or in supporting corporate guidance.

Scope of this policy

Work-related violence is defined as any incident in which an employee is abused, threatened or assaulted in circumstances arising out of the course of his/her employment, whether at work or outside of work e.g. stalking.

This policy applies to centrally employed County Council employees and will be the policy recommended to schools.

This policy is not applicable to inter employee harassment or bullying. The County Council has separate policies and guidance in place to cover such situations contained in section E6 of the Personnel Handbook and the Harassment Procedure for School Staff.

This policy is supported by guidance contained within the [County Council's Safety Manual](#), Personnel Handbook and by local policies and arrangements where these are deemed necessary. This policy must be read in conjunction with the more detailed supporting guidance on Managing Work related Violence and Aggression. The following policy and guidance should also be considered where relevant:

- [Health and Safety Policy](#)
- Policy and guidance on Risk Assessment. [Section B2](#)
- Policy and guidance on the reporting of accidents. [Section A5](#)
- Policy and guidance on lone working. [Section B30](#)

Principles and Commitments

In delivering its services to the community the Council:

- Expects members of the public to treat employees with courtesy and respect.
- Considers exposure of employees to violence and aggression to be unacceptable.

¹ Any reference to 'manager' in this document incorporates Head-teachers.

B11 Policy - Managing Work Related Violence & Aggression

- Will take all reasonably practicable measures to prevent or reduce the risk of such exposure.
- Will provide appropriate support to employees who experience work related violence and aggression.

Key actions to meet the commitments set out in the policy

This policy supplements general responsibilities for health and safety set, out in the NCC Health and Safety Policy statement, with specific responsibilities for preventing violence at work.

The overall approach ensures that appropriate action is taken to identify and control risks; including the need to ensure that staff are trained in order to maintain competence. The need for effective recording and reporting and thorough investigation of any incidents to identify any changes required is another key aspect of the Council's approach.

Managers are required to systematically manage the risk of violence and aggression by ensuring that the actions listed below are taken and that appropriate records are kept to demonstrate that control measures are being implemented effectively. The [Guidance on Managing Work Related Violence and Aggression](#) gives more detailed information on each of the actions below.

Actions required:

- [Risk assessment](#) - A structured and proactive approach to the assessment of significant risks from actual or potential violence and aggression. The objective is to identify the potential risk of violence, inappropriate behaviour and aggression in the particular circumstances and consider this based on the likelihood and potential severity of injury and/or impact on employees.
- [The identification and implementation of suitable control measures](#) - These are the actions required to address and/or control the risks identified and are likely to include a range of different actions. These may range from security and layout of the working environment to the maintenance of effective care and individual education planning processes applied by competent staff. Lone working arrangements may also require consideration.
- [Ensure that there are effective systems for maintaining appropriate levels of competence and awareness, relative to the potential risks involved](#) - This may

B11 Policy - Managing Work Related Violence & Aggression

include the provision of intervention training such as that provided through MAPA (Management of Actual or Potential Aggression) training.

- [Maintenance of effective systems to enable the reporting and recording of actual and potential violence and aggression and ensure that they are acted on](#) - This will include responding promptly, providing appropriate support to those affected, monitoring trends and reviewing whether control measures are effective. Such systems will need to reflect local and service specific requirements. They will ensure that issues are dealt with at a local level and that any serious incidents are reported corporately.
- [Reporting](#) - Any violent incident that results in injury, requires debriefing, results in lost time, referral for medical treatment or impacts on an individual psychologically **must** be reported corporately through the on-line system.

All other incidents must be recorded formally in line with local arrangements.

- [Ensure investigation of incidents and appropriate action](#) if additional control measures are required, including review and amendment of local policy and risk assessments.
- [Ensure an immediate response](#) following an incident including emergency and first aid arrangements.
- Ensure that there are appropriate mechanisms in place to [advise and support people involved after an incident](#). This will vary depending on the incident and from person to person and may involve counselling, debriefing, reviewing working arrangements etc.
- Ensure that there are appropriate procedures to [deal with violent clients or service users after incidents have occurred](#) and that these are followed. In extreme cases this may involve the withdrawal of care or services, in line with agreed procedures.
- [Ensuring full cooperation where a police investigation is required](#) and providing support to individual members of staff.

All managers have a responsibility to implement this policy and to make sure their staff are aware of it and understand it.

**REPORT OF THE SERVICE DIRECTOR – HUMAN RESOURCES AND
CUSTOMER SERVICE****SICKNESS ABSENCE PERFORMANCE AS AT 30TH SEPTEMBER 2012****Purpose of the Report**

1. To provide a further quarterly update for Members about Nottinghamshire County Council's performance in relation to current levels of sickness absence across its workforce.

Information and Advice**Background:**

2. Reducing the number of working days lost to employee sickness absence remains one of the Council's strategic priorities. At the Personnel Committee meeting on 26th September 2012 Members received updated data and analysis of the Council's performance against this key corporate performance indicator which set out the situation as at 30th June 2012.
3. The Council's established corporate performance target for 2012/13 is **8.25 days** absence per employee per annum; the longer term stretch target is **8.17 days** absence per employee per annum by 1st April 2014.
4. The introduction of Phase 1 of the Council's new Business Management System in November 2011 enabled the majority of managers to directly undertake real time reporting of sickness absence amongst their teams.
5. In order to ensure that all absences are being appropriately reported, all managers are regularly reminded through the Managers Resource Centre and the Attendance Management training programme of their responsibility to ensure all absence is recorded in a timely and consistent manner.

Current Performance:

6. The data set out in detail in the **appendices** to this report reflects the validated and full data set as at the end of the second quarter of 2012/13 (that is July to September 2012). This covers both the majority of direct services who now report absence through the SAP system and the small number of direct services, as well as all schools, where sickness absence remains reportable through the Cyborg system pending the implementation of Phase 2 of the Business Management System (BMS) in 2013.

7. The fully validated data set indicates that the current level of sickness absence for the second quarter in 2012/13 is **7.94 days** sickness per employee on average per annum. This represents an ongoing improvement overall of **0.22 days** on the previous quarter and **0.31 days** above the Council's current in year target.
8. This is consistent with the continuing trend of constant improvement which has seen an average quarter on quarter improvement of **0.26 days** over the preceding twelve month period. It could however be anticipated that over the next quarter uncertainty generated by the issue of a further Section 188 notice and the usual seasonal illnesses prevalent in winter could slightly inflate absence rates.
9. Whilst performance across the Council overall continues to meet and exceed target, the charts attached to this report (**see appendix A and B**), illustrate that whilst on an individual basis there are departments which are currently on, or over, target others remain below target.
10. In addition, within every department there are some service divisions that are performing better than others and, significantly, some where performance is not on target.
11. Therefore, in order to ensure that the trend of continuous improvement is maintained and built on consistently across the Council this absence reporting data is being used by the HR team to identify "hotspot" issues. Support will be offered to each departmental leadership team to analyse the detail of performance data and trends to focus on those service areas where absence is particularly high and/or falls below target.
12. HR officers will then work with the relevant managers at local level to develop tailored interventions to effect improvements which take into consideration and respond to the main causes of and reasons for absence in the service area concerned.
13. Overall Nottinghamshire County Council's current performance and response to improving absence levels is broadly consistent with both the wider public services sector and other local authority employers, including County Councils.
14. The recently published Chartered Institute of Personnel and Development's (CIPD) Absence Management report, which surveyed employers from across the whole Public Sector, highlights, based on the responses received, that:
 - overall absence rates in public services have fallen so far in 2012 to an average of **7.90 days** per employee per annum compared to an average of **5.7days** reported by private sector employers respondents
 - of those local authorities who responded the average number of sick days per employee per annum is currently **8.1 days**
 - stress related absence has increased across public services as a result of major organisational change and restructuring
 - more absences are long term than short term - **54%** in Nottinghamshire
 - stress and musculoskeletal injuries are the most common causes of long-term absence
 - managers now play a greater role in managing absence

- many public sector employers now proactively promote good health and wellbeing, linked to workforce strategy, with a focus on stress prevention and management.

15. As previously reported to this Committee, the Local Government Association (LGA) reported an average sickness absence level for all local authorities in England during 2011 of **8.60 days** per full-time employee (FTE). For Shire County comparator authorities this was **8.40 days**. It is likely, based on the CIPD's more recent findings, that this has reduced further and it is now confirmed that updated comprehensive national statistics from the LGA for 2012 will be available in early 2013 when an update will then be provided to this Committee.

Stress - update:

16. The absence reasons report for Quarter 2 2012/13 (**appendix C**), shows that, in common with the wider public sector and all other local authorities, absence attributed to stress and stress related illness continues to be the single greatest cause of sickness absence in the Council, accounting for **19.59%** of all recorded absence. However, this represents a significant decrease of **0.74%** from **20.33%** at the previous quarter.
17. The Council's current Employee Health and Wellbeing action plan, which was considered and agreed at the Personnel Committee meeting on 26th September 2012, has a significant emphasis on building individual resilience and supporting managers to prevent, and manage stress as part of the Council's wider Workforce Strategy. It is anticipated that this will support the Council to continue to reduce the impact of organisational change on employees and maintain the trend of decreasing stress related absence.
18. The recent issue of the Section 188 notice setting out proposed post deletions for 2013/14 may result in a temporary increase in absence due to stress in reaction to the potential for redundancy, as has been the trend when previous 188 notices were issued. A wide range of support, guidance and training for affected staff is in place to minimise the impact on employees.
19. The Employee Health and Wellbeing action plan is also linked to the Council's new leadership and management competencies in order to ensure that managers take responsibility and are accountable for proactively promoting a healthy and safe working environment which will be reinforced through the Leadership and Management Development Programme which commences in November 2012.

Employee Health and Wellbeing Action Plan - update:

20. It is anticipated that, with further development, the ongoing delivery of all elements of the action plan throughout the current year will help achieve the continuous improvement required to meet one of the key priorities of the Workforce Strategy of a safe, healthy, effective and efficient workforce.
21. Recent achievements include another successful Employee Wellbeing Roadshow, on this occasion held at County Hall, on 12th September which was opened by the Chairman

of the Personnel Committee. This was well attended and featured over 20 stands providing a wide range of health and lifestyle information and expertise, from stopping smoking and losing weight to dealing with diabetes and taking up physical exercise.

22. The County Council's seasonal flu campaign for 2012/13, run in conjunction with NHS Nottinghamshire County, offers all employees a free flu jab and will be resumed in early November. This follows a short, temporary, suspension in response to an unanticipated national delay in vaccine supply. The programme will then run through until 31st January 2013. Prior to the temporary suspension period, 120 County Council employees had already been vaccinated. This campaign will both help to reduce sickness absence due to flu and help to protect vulnerable service users from infection.
23. During September a further six employee Health Champions (including employees working in front line roles in Highways, Adult Social Care and Health and the Customer Contact Centre), were recruited and trained bringing the total number of Champions to nineteen overall.
24. October saw the re-launch of the Council's on line stress audit assessment system which helps managers to work with their teams to identify stress "hotspots" and use the outcomes to develop and implement an action plan to prevent, reduce and manage stress in their workplace, with support from HR advisers to devise tailor-made action plans as necessary. As this information becomes available the focus of this work, which has already impacted positively in some service areas within Children, Families and Cultural Services and Policy, Planning and Corporate Services departments, will be widened, alongside hotspot interventions in service areas where other health issues such as musculoskeletal injuries are most significant.

Other Options Considered

A range of different approaches have been considered; including reviewing the approaches of other Councils. The current strategy and supporting action plan in Nottinghamshire has been developed over a period of time and now appears to be having a positive effective in delivering sustained improvement within a very challenging context.

Reasons for Recommendations

The recommendations in this report will enable Members to review the current levels of performance and direction of travel set out in this report and the actions that are in place to maintain a level of performance which meets the Council's identified targets and supports continuous improvement in levels of attendance across the Council.

Regular update reports will be submitted on a quarterly basis.

Statutory and Policy Implications

This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Human Resources Implications

The human resources implications are implicit in the body of the report. The trade unions are being engaged in the delivery of the Employee Health and Wellbeing Action Plan through the Joint Wellbeing and Attendance Management Working Group.

Trades Union Comments

The trade unions have been consulted on and have provided comments on an earlier, interim report, pending final verification of data on the completion of the Cyborg reporting cycle. The final, updated, report to Personnel Committee provides clarification which addresses many of the questions raised by the trades unions. The trade union side continue to be concerned that stress and stress related illness is the most prevalent cause of sickness absence and cite the impact of organisational change and increased workloads. Further discussions on how to address these issues are taking place with the trade unions through the Joint Redundancy and Redeployment Working Group which next meets on 19th November. The trade unions response is available in full as a background paper to this report.

Equalities Implications

The Council's Attendance Management policy and procedure applies equally to all directly employed staff. There is separate policy which is applicable to all Community Schools and is recommended to all schools with different governance arrangements. These procedures contain guidance which ensures that appropriate management of the sickness absence of employees with a disability complies with the requirements of the Equality Act 2010.

Financial Implications

The financial cost of sickness to any large organisation will clearly be significant and, along with increased productivity and engagement, there are significant savings to be drawn down from reduced absence rates.

It remains as yet impracticable to establish the true cost of absence to the Council as this is a complex calculation which needs to take into account a range of related factors, including the cost of providing cover in front line service areas.

Following the migration of all employee data into the Business Management System post Phase 2 implementation, it is anticipated that, during the next financial year, one of the benefits arising will be that the system will be able to provide the range of information necessary to inform a detailed analysis and accurate breakdown of the actual cost.

RECOMMENDATIONS

It is recommended that Members:

- 1) Note the current levels of performance
- 2) Note the trend of continuing performance improvement.

Marjorie Toward
Service Director HR and Customer Service

For any enquiries about this report please contact:

Claire Gollin, Group Manager HR, on 0115 9773837 or claire.gollin@nottsc.gov.uk

Constitutional Comments [NAB 17/10/12]

The Personnel Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments [MB 17/10/12]

There are no specific financial implications arising from the report. As stated above, planned development of the Business Management System will provide more comprehensive financial information.

Background Papers

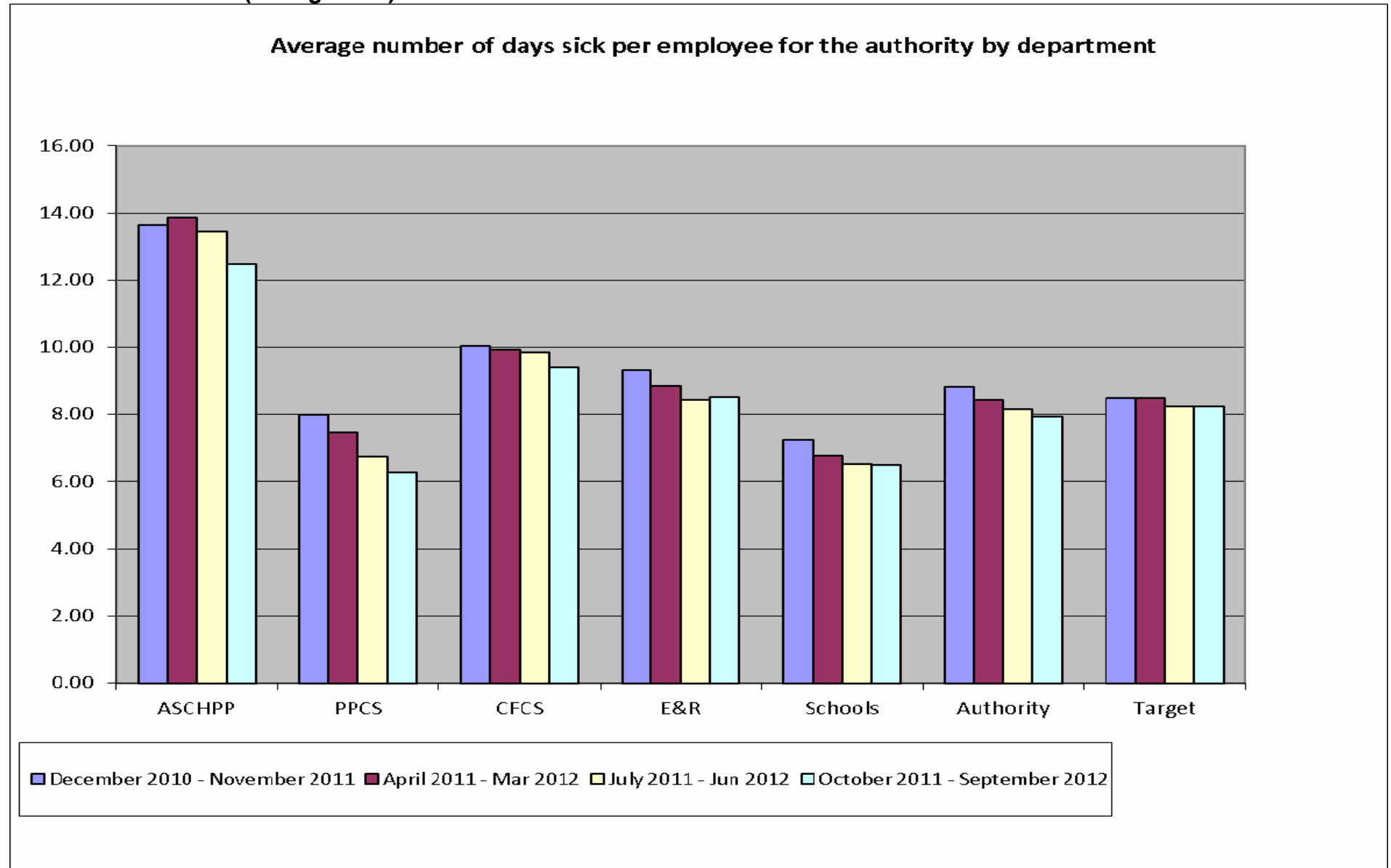
Trades union comments

Electoral Division(s) and Member(s) Affected

All

Appendix A:

Overall Performance (rolling basis):

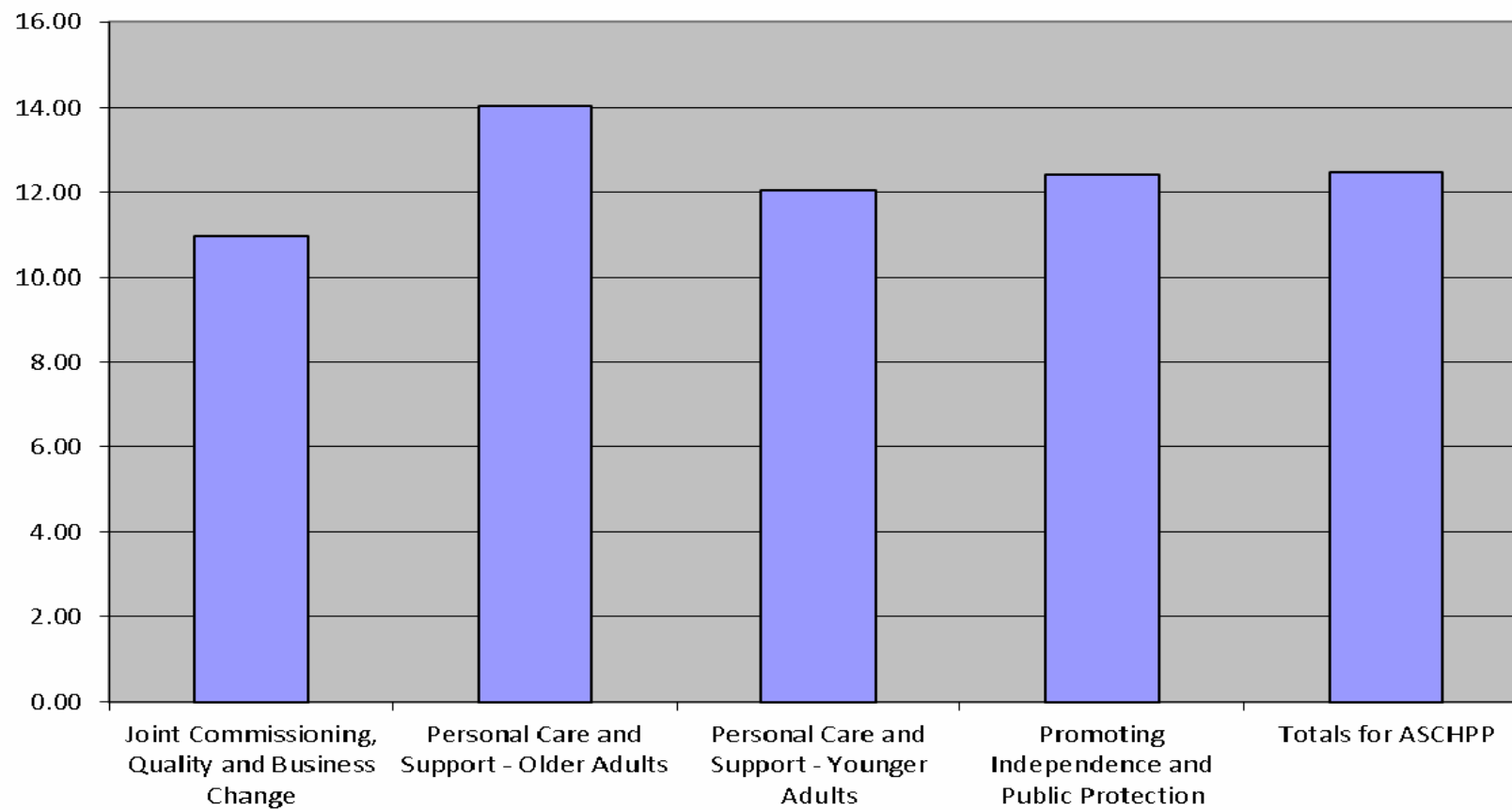


	December 2010 - November 2011	April 2011 - Mar 2012	July 2011 - Jun 2012	October 2011 - September 2012
ASCHPP	13.63	13.86	13.45	12.48
PPCS	7.99	7.47	6.75	6.27
CFCS	10.05	9.94	9.84	9.40
E&R	9.32	8.85	8.45	8.52
Schools	7.25	6.77	6.54	6.48
Authority	8.81	8.43	8.16	7.94
Target	8.50	8.50	8.25	8.25

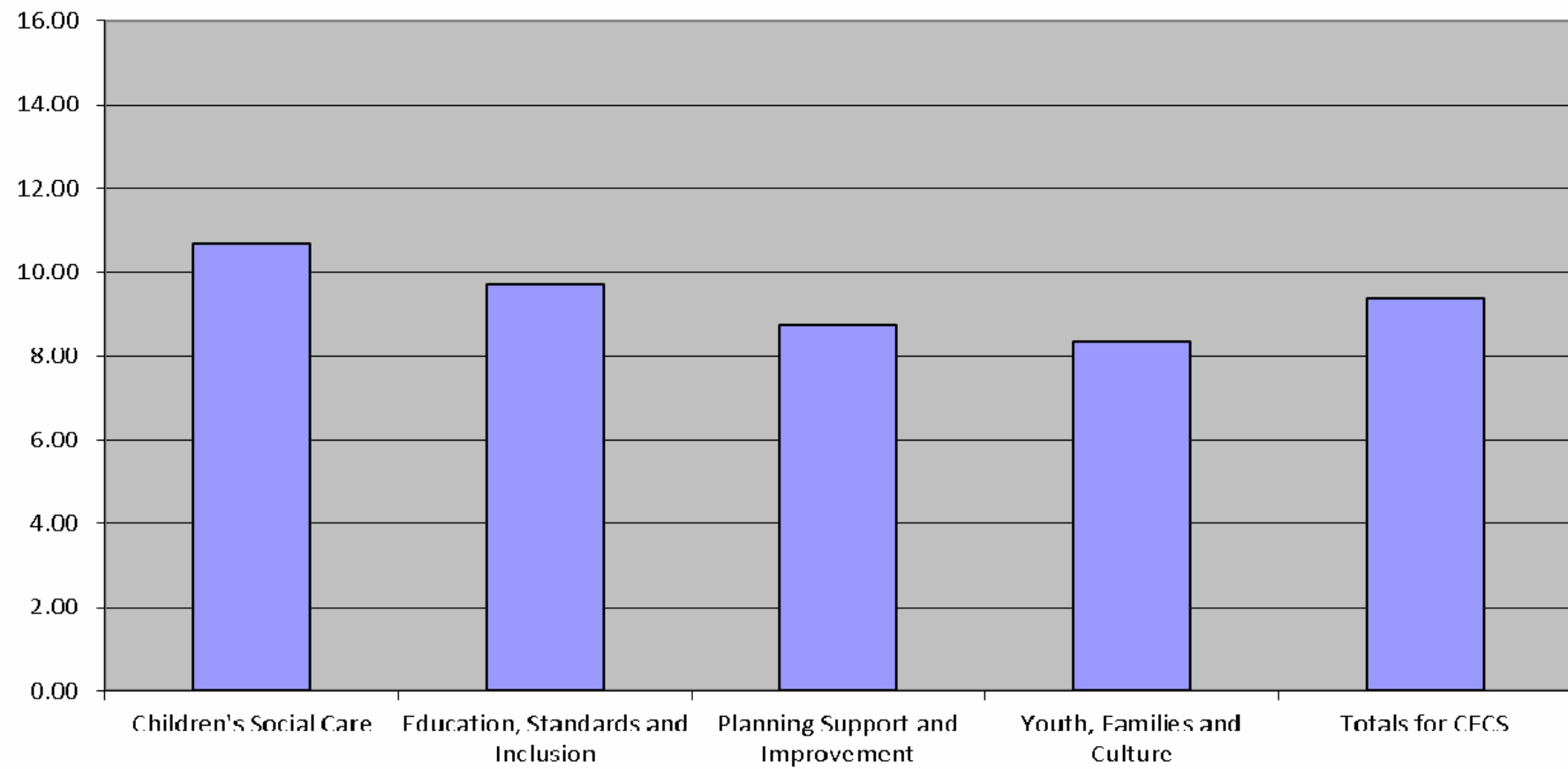
Appendix B:

Departmental Performance (rolling basis):

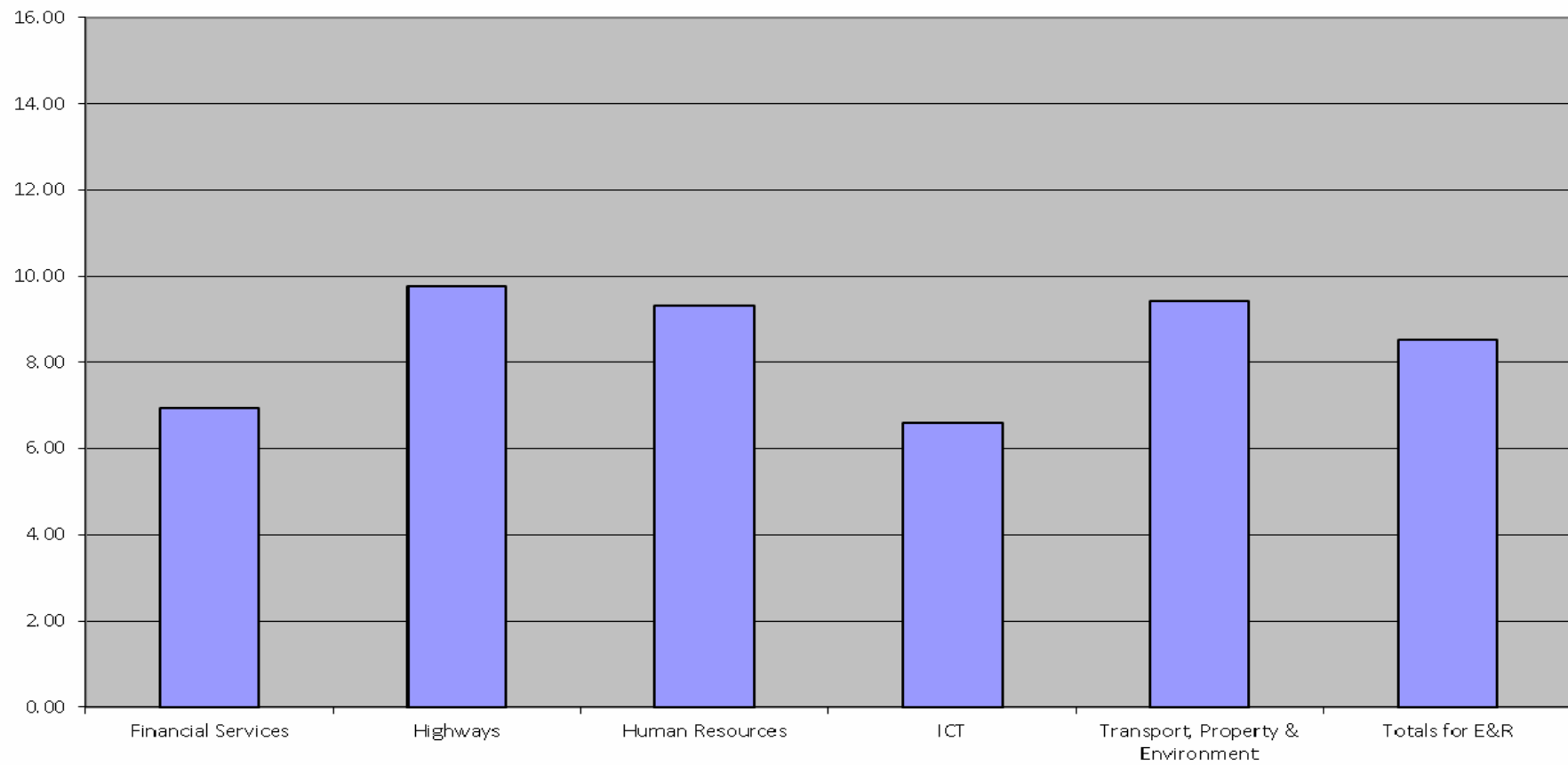
ASCHPP October 2011 - September 2012



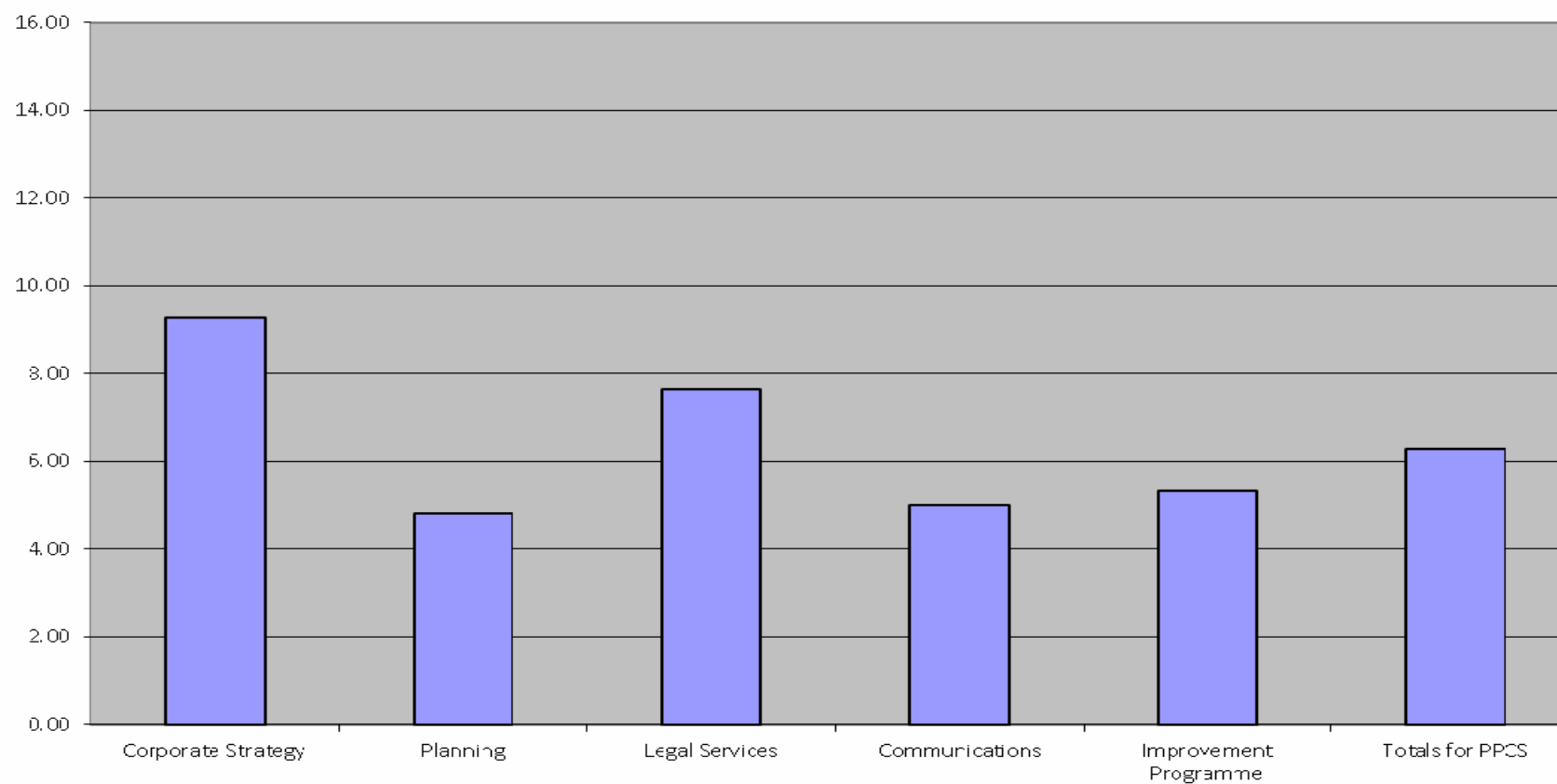
CFCS
October 2011 - September 2012



**Environment & Resources
October 2011 - September 2012**



PPCS
October 2011 - September 2012

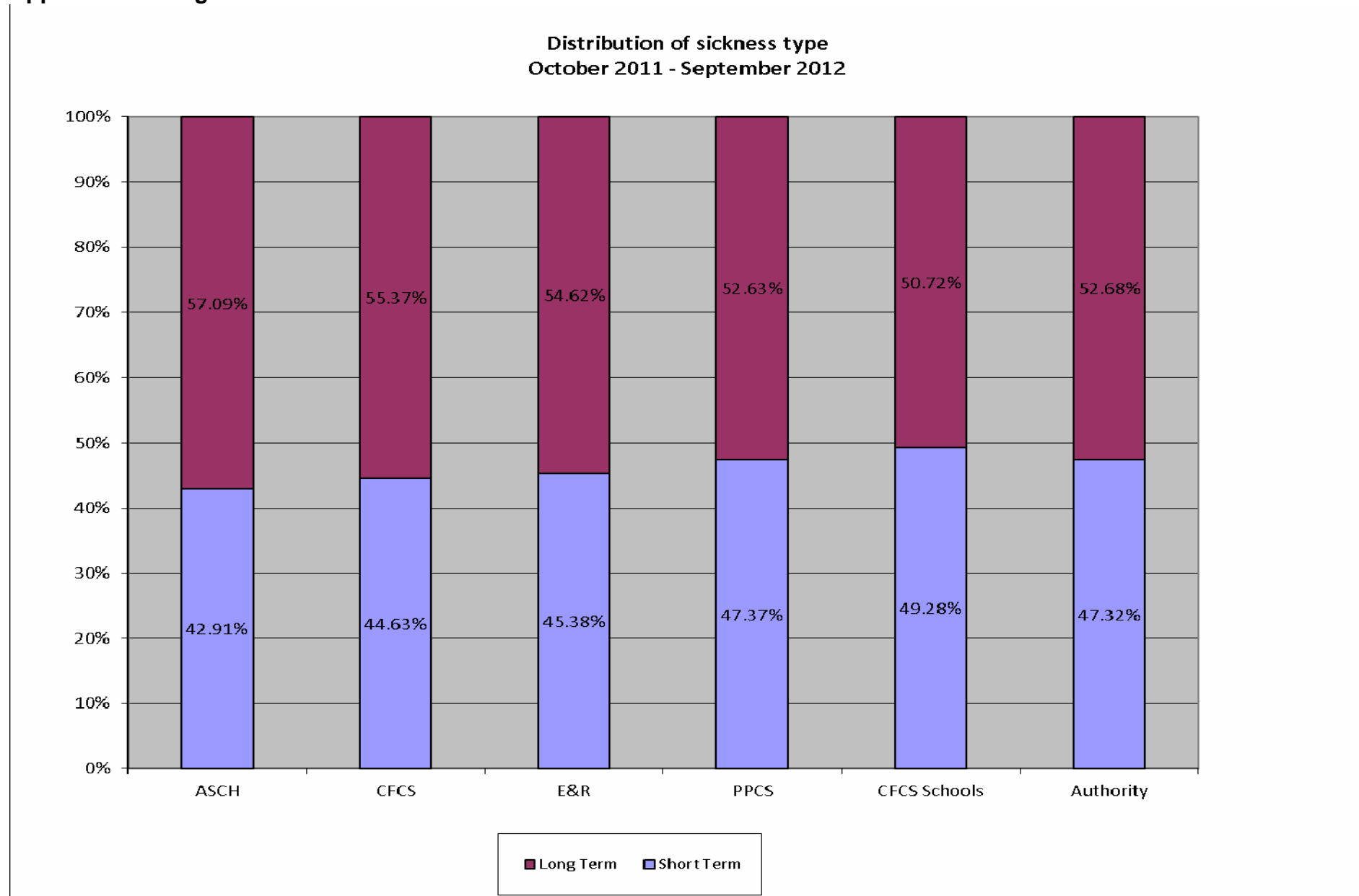


Note: The presentation of the data chart for the PPCS department has been updated to reflect the current departmental structure.

Appendix C: Reasons for Absence 1st April 2012 – 30th September 2012:
[Page 30 of 52](#)

	BACK PROBLEM	OTHER MUSC PROBLEM	STRESS / DEPRESSION	COLD / FLU / SORE THROAT	HEADACHE / MIGRAINE	OPERATION / POST OP	CHEST / RESPIRATORY	PREGNANCY RELATED	STOMACH / DIGESTION	HEART / BLOOD PRESSURE	INFECTION	SKIN DISORDER	OTHER	NOT SUPPLIED
Adult Social Care & Health & Public Protection	8.58%	11.76%	20.34%	6.99%	1.64%	17.00%	2.57%	1.05%	7.00%	2.30%	2.69%	0.51%	15.07%	2.51%
Child Families & Cultural Services	3.84%	9.89%	29.25%	7.93%	1.80%	14.93%	3.66%	1.03%	7.78%	1.79%	2.43%	0.26%	14.43%	0.98%
Environment & Resources	8.86%	15.93%	13.17%	6.95%	1.25%	18.07%	2.04%	1.46%	6.81%	2.55%	2.52%	0.36%	17.66%	2.37%
Policy, Planning & Corp Services	10.24%	3.97%	37.16%	14.51%	7.10%	5.95%	2.66%	0.84%	6.49%	4.96%	1.57%	0.00%	4.54%	0.00%
Schools	4.79%	8.55%	18.69%	12.41%	2.93%	17.57%	2.75%	2.20%	11.64%	1.42%	3.72%	0.37%	10.67%	2.29%
Totals	6.34%	11.20%	19.59%	9.29%	2.10%	17.05%	2.70%	1.59%	8.89%	1.95%	2.99%	0.37%	13.85%	2.10%

Appendix D: Long term V Short term absence:



**REPORT OF SERVICE DIRECTOR, TRANSPORT, PROPERTY &
ENVIRONMENT****PERFORMANCE REPORT - CATERING SERVICES****Purpose of the Report**

1. This report provides information to the Committee on the performance of the Environment & Resources Department Catering Services.

Information and Advice

2. The Environment & Resources Department provides a range of catering services across the County Council predominantly schools and academies; services provided also include County Hall, Trent Bridge House, Retford Bus Station, Bilsthorpe Highways Depot and a countywide hospitality service.
3. As well as day to day service delivery, additional catering advisory support services are provided for opted-out schools, the maintenance of kitchens and premises and an input into new builds and refurbishments. In conjunction with schools the service also manages specific medical diets.
4. Income from the service is provided by cash sales, charges to schools and academies, function income, delegated free meal allowances and premises maintenance budgets.

Summary of Performance – Appendix 1**Schools, Academies & Colleges**

5. Levels of buy back for 2012/13 remain similar for previous years. Since April two secondary academies have left a county council provision, one to use a private contractor the other to manage the service themselves. Take up of meals continues to increase this year by benefitting from a number of jubilee and olympic related promotional events. Although below target meal take-up still represents an increase for this period last year.
6. The area of performance concern presently is the increasing cost of food, currently 3% above inflation. With the global food concerns this area of

expenditure will remain a challenge for the financial year. Mitigation is in place by menu revisions which still conform to the 14 nutritional standards. The service will maintain its commitment to the current quality of products purchased, i.e locally sourced fresh meat etc rather than imported frozen products and in maintaining the selling price for the third consecutive year at £2. The profiled budget for contribution, income minus direct costs, is therefore below target however it is anticipated that with a tight control of expenditure and actions already undertaken that expenditure will be retained within the budget provision.

Other Catering Services

Retford Bus Station

7. Catering & Facilities Management working with the Transport & Travel services Group continue to manage and operate the bus stations at Retford and Newark. Catering in the form of a café is available at the Retford facility. Customer response and financial performance means the service is able to pay a commercial rent contribution to offset some of the operating costs.

Bilthorpe Depot

8. Recently opened and following a request, a staff catering facility was opened at the new Bilthorpe Highways Depot earlier this year. With the location of the depot it was considered appropriate to allow access for staff based there to a catering facility. Again this service is developing well and proving to be beneficial to users. Selling prices are based on the selling prices available to staff in County Hall & Trent Bridge House. Further promotional work is underway for other industrial estate users without compromising the security and access to the building.

County Offices

9. Overall income is slightly below target in part due to 3 floors currently being refurbished in Trent Bridge House which is affecting the income for Porthole Café operation however the remainder of the service area which includes the Riverview Restaurant and Coffee Shop is performing well. It should be noted that both the Riverview and Porthole have become extremely valuable and popular break-out areas, reducing the need for booking rooms for smaller meetings which is relieving some accommodation pressures

Medical Diets

10. An increasing number of pupils served now require a medically approved diet at lunchtime. Our approach is to give priority to any pupil entitled to a free meal and if practicable accommodate pupils who pay for a meal. Requests and instructions are received via health professionals rather than just by parental request. Over the past five years there has been an increase in diabetes, gluten free, nut free and multiple intolerances. Currently 183 pupils in Nottinghamshire are registered for a specific medical diets.

Benchmarking Information

11. Nottinghamshire is a member of two benchmarking networks, the Association of Public Sector Excellence (APSE) and an informal data sharing group of Shires that has nine more comparable partners. Collectively the shires group provides approximately 20% of school meals in England. Attached as appendix 2 for information is data comparisons for meal take-up and selling prices. National figures suggest Nottinghamshire is slightly below average however this is to do with authorities having higher levels of deprivation and therefore higher levels of free meals supplied which distorts comparable assessments.

Media Coverage

12. As can be seen from the attached Appendix 3 a number of very positive stories in the press have been covered this year. Principally relating to the responses about the service collated from the 8,500 questionnaires returned and then gaining the national award from LACA for being the catering business of the year. This is an extremely prestigious achievement as the submission encompassed a wide variety of management initiatives and improvements.

Current Initiatives

13. As well as the ongoing delivery of the day to day service work is commencing with the community health partnership team to pick-up on interventions and initiatives within schools to promote the take-up of free meals. At the moment in primary and special schools approximately 15% (assuming 100% attendance at school) are not taking up their entitlement. Whilst schools encourage pupils to register for free meals for budgetary purpose this does not always translate into actually served meals. A survey has been recently sent to school head teachers asking how the service can be support an increase in take-up. Results will be available for the next catering performance report. Further development work is also underway in an attempt to publish the nutritional information on the internet site alongside the menus.

Other Options Considered

14. None -Report for information.

Reasons for Recommendations

15. The monitoring of performance of the catering services supports the aspirations of the County Council to secure good quality affordable services.

Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

17. The monitoring of service performance will ensure that the spend on catering services will be used efficiently and effectively.

RECOMMENDATION

18. That this report is noted.

Name of Report Authors – Kevin McKay

Title of Report Authors – Group Manager Catering & Facilities Management.

**For any enquiries about this report please contact: Kevin McKay
Group Manager – Catering & Facilities Management**

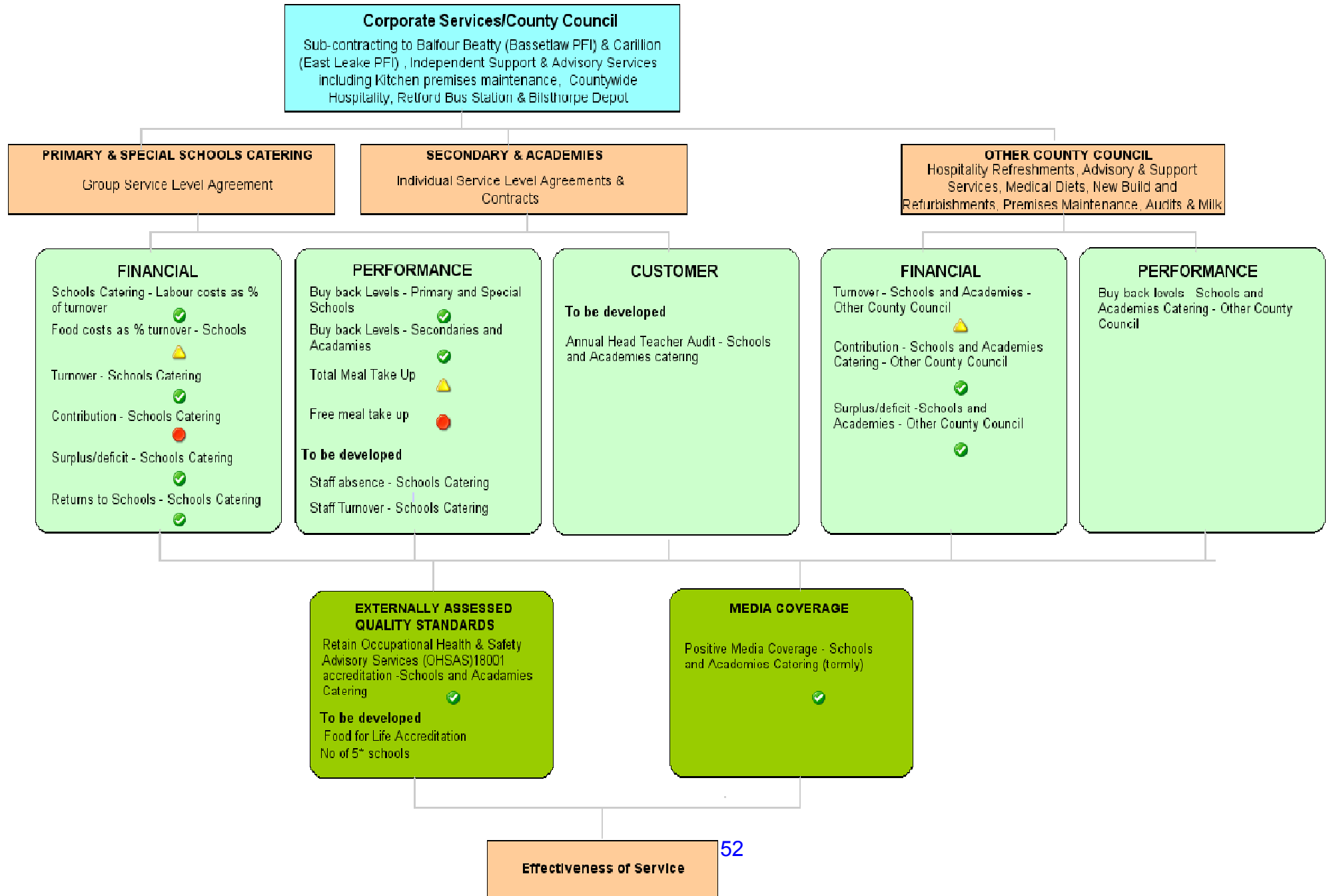
Background Papers

None

Electoral Division(s) and Member(s) Affected

Nottinghamshire

**CATERING & FACILITIES MANAGEMENT GROUP
SCHOOLS & ACADEMIES CATERING**

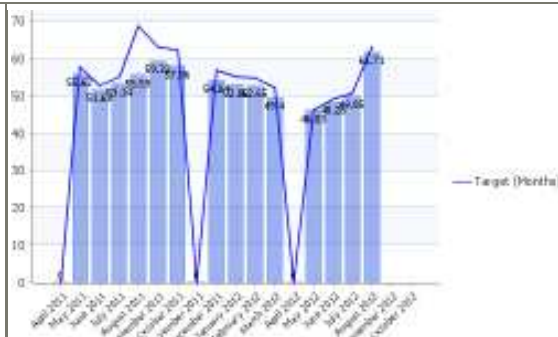


Schools and Academies Catering - Period 5 2012/13

Schools and Academies Catering Financial



Indicator	Maximise or minimise?	Actual versus Target	Trend Chart	Improvements
Contribution - Schools Catering	Aim to Maximise	£8,000 £55,000	<p>Target (Months)</p>	Contribution against profiled budgets is below target however further reductions in non-critical expenditure such as changes to service area and minor kitchen projects will not be funded to ensure end of year targets are achieved.
Food costs as % turnover - Schools Catering	Aim to Minimise	33.65% 30.85%	<p>Target (Months)</p>	Variance is caused by above inflationary food costs as a result of commodity prices. New menu's operating in the autumn taking account of seasonal variances and commodities not so affected such as wheat prices will be introduced.

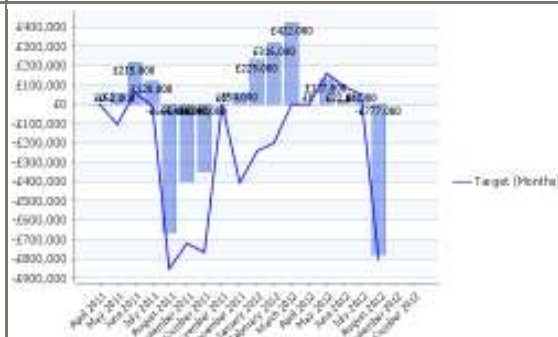
Schools Catering - Labour costs as % of turnover	Aim to Minimise	61.71%	63.21% 		
Turnover - Schools Catering	Aim to Maximise	£5,226,000	£5,154,000 		
Surplus/deficit Catering - Schools	Aim to Maximise	-£777,000	-£803,000 		




Turnover - Schools Catering	Aim to Maximise	£5,226,000	£5,154,000	<div><div><div></div></div><div></div></div>	<div><table><thead><tr><th>Month</th><th>Actual Turnover (£)</th><th>Target (£)</th></tr></thead><tbody><tr><td>Sep 2014</td><td>£1,375,000</td><td>£1,375,000</td></tr><tr><td>Oct 2014</td><td>£3,875,000</td><td>£3,875,000</td></tr><tr><td>Nov 2014</td><td>£4,250,000</td><td>£4,250,000</td></tr><tr><td>Dec 2014</td><td>£4,500,000</td><td>£4,500,000</td></tr><tr><td>Jan 2015</td><td>£6,700,000</td><td>£6,700,000</td></tr><tr><td>Feb 2015</td><td>£0</td><td>£0</td></tr><tr><td>Mar 2015</td><td>£18,325,000</td><td>£18,325,000</td></tr><tr><td>Apr 2015</td><td>£15,525,000</td><td>£15,525,000</td></tr><tr><td>May 2015</td><td>£4,000,000</td><td>£4,000,000</td></tr><tr><td>Jun 2015</td><td>£0</td><td>£0</td></tr><tr><td>Jul 2015</td><td>£4,000,000</td><td>£4,000,000</td></tr><tr><td>Aug 2015</td><td>£4,500,000</td><td>£4,500,000</td></tr><tr><td>Sep 2015</td><td>£4,500,000</td><td>£4,500,000</td></tr><tr><td>Oct 2015</td><td>£4,500,000</td><td>£4,500,000</td></tr><tr><td>Nov 2015</td><td>£4,500,000</td><td>£4,500,000</td></tr></tbody></table></div>	Month	Actual Turnover (£)	Target (£)	Sep 2014	£1,375,000	£1,375,000	Oct 2014	£3,875,000	£3,875,000	Nov 2014	£4,250,000	£4,250,000	Dec 2014	£4,500,000	£4,500,000	Jan 2015	£6,700,000	£6,700,000	Feb 2015	£0	£0	Mar 2015	£18,325,000	£18,325,000	Apr 2015	£15,525,000	£15,525,000	May 2015	£4,000,000	£4,000,000	Jun 2015	£0	£0	Jul 2015	£4,000,000	£4,000,000	Aug 2015	£4,500,000	£4,500,000	Sep 2015	£4,500,000	£4,500,000	Oct 2015	£4,500,000	£4,500,000	Nov 2015	£4,500,000	£4,500,000
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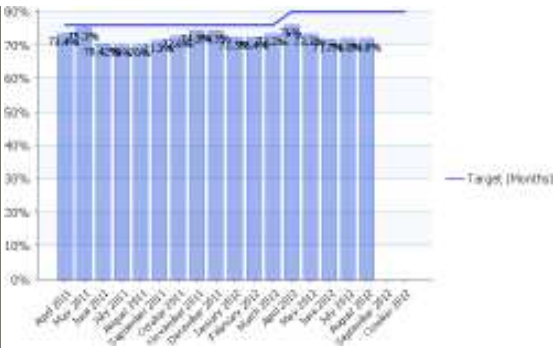



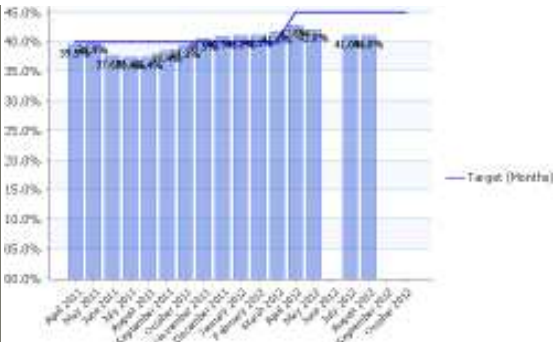

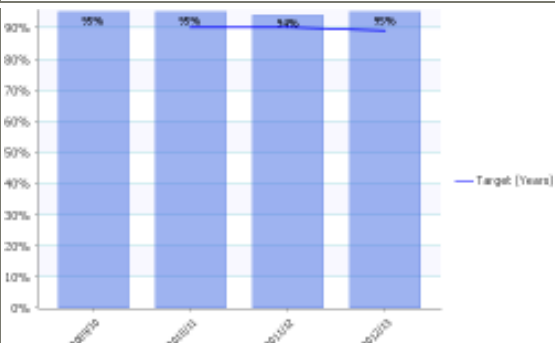

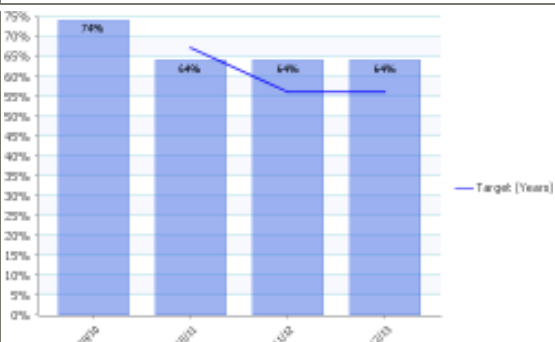
Surplus/deficit Catering	-	Schools	Aim to Maximise	-£777,000	-£803,000		
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Returns to Schools - Schools Catering	Aim to Maximise	£351k	£246k		
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Schools and Academies Catering Performance

Indicator	Maximise or minimise?		Actual versus Target	Trend Chart	Improvements
Free meal take up	Aim to Maximise	71.8%	80%		Work continues to support schools in ensuring children entitled to school meals are encouraged to have them, however it remains a pupil choice and the service is limited in its control. Targeting lower take-up schools is a priority for the remainder of 2012/13


Indicator	Maximise or minimise?	Actual versus Target		Trend Chart	Improvements
Total Meal Take Up	Aim to Maximise	41.0%	45.0% 	 <p>Target (Months)</p>	Having over achieved on target last year it has been deliberately increased. The summer term traditionally experiences lower volumes of hot meals served due to a variety of reasons.
Buy back Levels - Primary and Special Schools	Aim to Maximise	95%	89% 	 <p>Target (Years)</p>	
Buy back Levels - Secondary's and Academies	Aim to Maximise	64%	56% 	 <p>Target (Years)</p>	
Staff absence - Schools	Aim to			To be developed	


Indicator	Maximise or minimise?	Actual versus Target		Trend Chart	Improvements
Catering	Maximise				
Staff Turnover - Schools Catering	Aim to Maximise			To be developed	

Schools and Academies Catering Customer Satisfaction


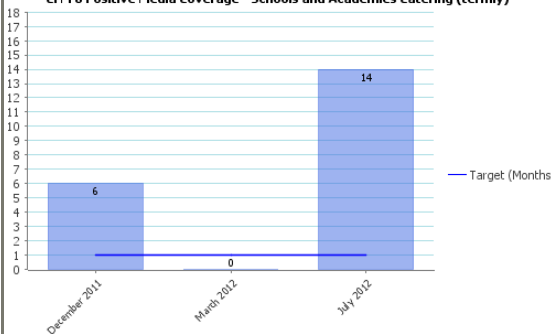
Indicator	Maximise or minimise?	Actual versus Target		Trend Chart	Improvements
Annual Head Teacher Audit - Schools and Academies catering	Aim to Maximise			To be developed	

Schools and Academies Catering Externally Assessed Quality Standards


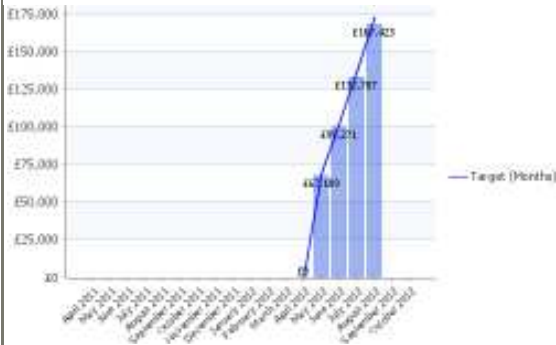

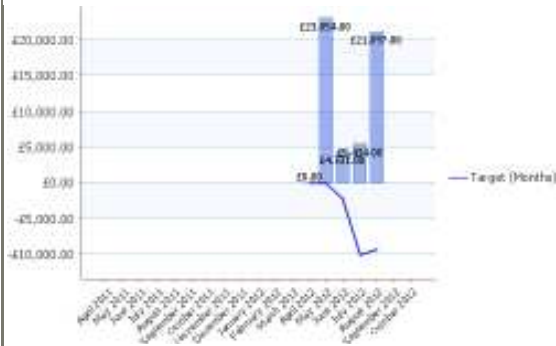

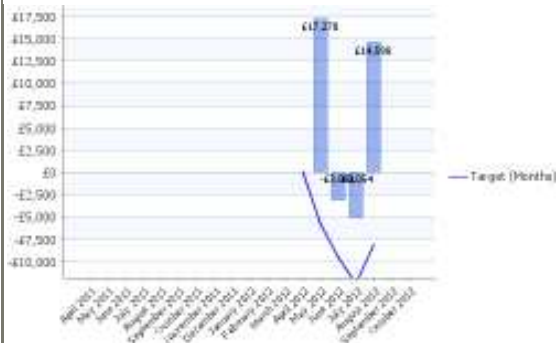
Indicator	Maximise or minimise?	Actual versus Target		Trend Chart	Improvements
Retain Occupational Health & Safety Advisory Services (OHSAS)18001 accreditation - Schools and Academies Catering	Aim to Maintain	Yes	Yes 		






Indicator	Maximise or minimise?	Actual versus Target		Trend Chart	Improvements
Food for Life Accreditation -	Aim to Maintain	Yes	Yes 		
Number of 5* EHO Assessed schools	Aim to Maximise			To be developed	

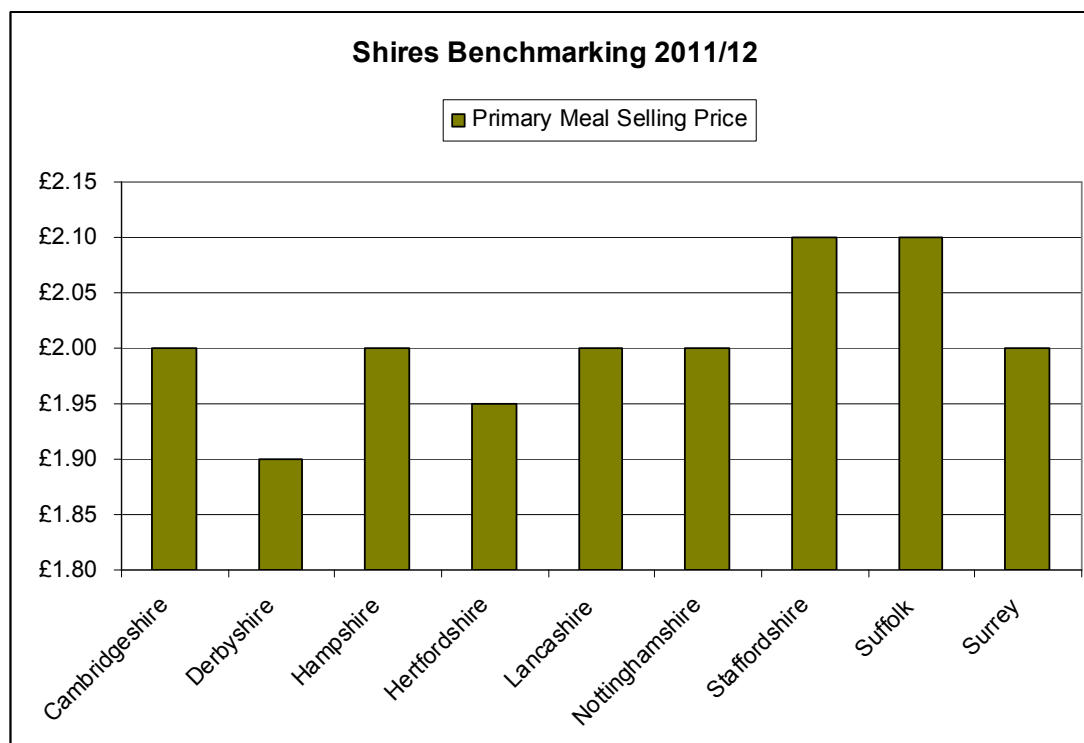
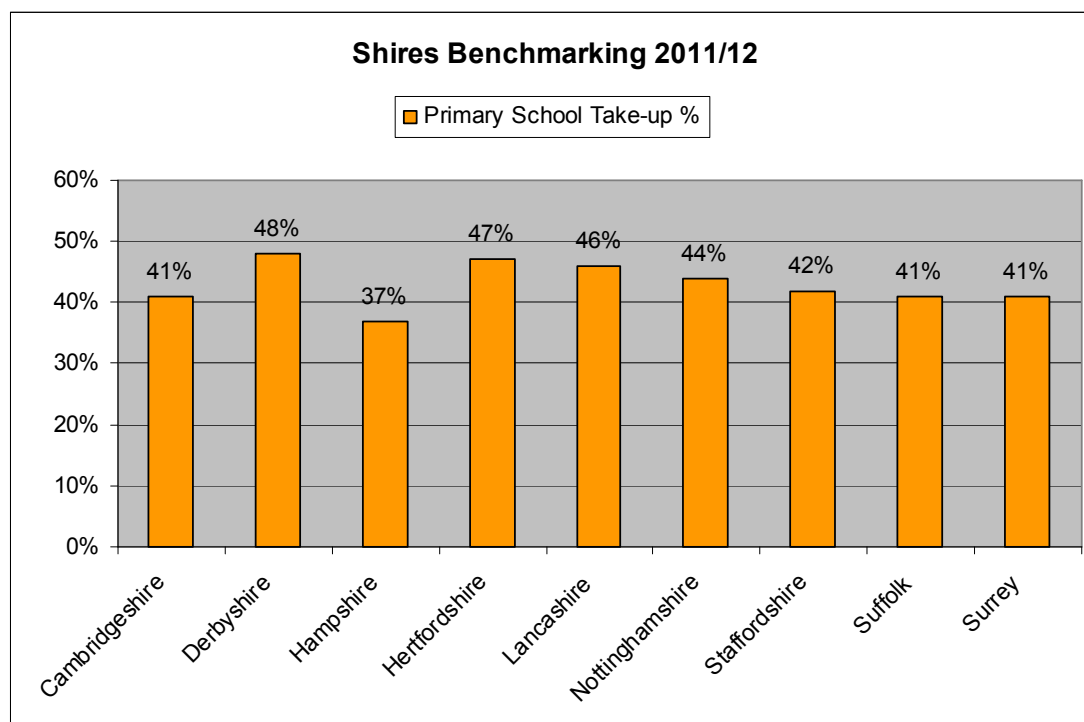
Schools and Academies Catering Media Coverage

Indicator	Maximise or minimise?	Actual versus Target		Trend Chart	Improvements												
Positive Media Coverage - Schools and Academies Catering (termly)	Aim to Maximise	14	1 	<p>CFM 8 Positive Media Coverage - Schools and Academies Catering (termly)</p>  <table><caption>CFM 8 Positive Media Coverage - Schools and Academies Catering (termly)</caption><thead><tr><th>Term</th><th>Actual</th><th>Target (Months)</th></tr></thead><tbody><tr><td>December 2011</td><td>6</td><td>14</td></tr><tr><td>March 2012</td><td>0</td><td>14</td></tr><tr><td>July 2012</td><td>14</td><td>14</td></tr></tbody></table>	Term	Actual	Target (Months)	December 2011	6	14	March 2012	0	14	July 2012	14	14	
Term	Actual	Target (Months)															
December 2011	6	14															
March 2012	0	14															
July 2012	14	14															

Other County Council Catering Financial

Indicator	Maximise or minimise?	Actual versus Target		Trend Chart	Improvements
Turnover -Other County Council	Aim to Maximise	£167,423	£171,757 	 <p>Target (Months)</p>	Trent Bridge House Porthole Café remains marginally behind target due to 3 floors currently unoccupied.
Surplus/deficit -Other County Council	Aim to Maximise	£21,097.00	-£9,313.00 	 <p>Target (Months)</p>	
Contribution Other County Council	Aim to Maximise	£14,590	-£8,150 	 <p>Target (Months)</p>	

PI Status	
	Alert
	Warning
	OK
	Unknown
	Data Only



School meals coverage

27/09/2012	Pukka! Top dinner ladies treated to afternoon tea	Nottingham Post
27/09/2012	Pukka! Top dinner ladies treated to afternoon tea	www.thisisnottingham.co.uk
19/07/2012	School meals team wins national award	Nottingham Post
14/06/2012	School meals growth benefits local suppliers	Retford Times
07/06/2012	School meals win praise	Newark Advertiser
06/06/2012	School meals	Topper
01/06/2012	Thumbs up for school dinners	Hucknall and Bulwell Dispatch
25/05/2012	School meals	Worksop Guardian
25/05/2012	Thumbs up for school meals in Bassetlaw	www.traxfm.co.uk
24/05/2012	Council's school meals service proves appetising for parents	Retford Times
24/05/2012	Top marks for school meals	www.worksopguardian.co.uk
24/05/2012	School meals survey	Trax FM
23/05/2012	Praise for School dinners	Mansfield Chad
21/05/2012	Survey says school meals go down well	www.thisisnottingham.co.uk
21/05/2012	Survey says school meals go down well	Nottingham Post
11/05/2012	News in brief: School meals	Eastwood and Kimberley Advertiser
22/12/2011	Most Nottinghamshire school dinners locally sourced	www.chad.co.uk
21/12/2011	Local area dishes up school dinners	Ashfield Chad
16/12/2011	School dinners are mainly local	Hucknall and Bulwell Dispatch
15/12/2011	School Meals	ITV1 Central

**REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND
CORPORATE SERVICES****WORK PROGRAMME****Purpose of the Report**

1. To consider the Committee's work programme for 2012/13.

Information and Advice

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. It is anticipated that the committee will wish to commission periodic reports on such decisions. The committee is therefore requested to identify activities on which it would like to receive reports for inclusion in the work programme.

Other Options Considered

5. None.

Reason/s for Recommendation/s

6. To assist the committee in preparing its work programme.

Statutory and Policy Implications

7. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below.

Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

That the committee's work programme be noted, and consideration be given to any changes which the committee wishes to make.

Jayne Francis-Ward
Corporate Director, Policy, Planning and Corporate Services

For any enquiries about this report please contact: Keith Ford, Senior Democratic Services Officer

Constitutional Comments (HD)

8. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments (PS)

9. There are no financial implications arising directly from this report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- a) Report to County Council – 29 March 2012 (published).

Electoral Division(s) and Member(s) Affected

All

PERSONNEL COMMITTEE - WORK PROGRAMME

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>For Decision or Information ?</u>	<u>Lead Officer</u>	<u>Report Auth</u>
January 2013				
Update on Job Evaluation for centrally employed and school based employees		Information	M Toward	Gill Elder
Review of Pay Policy Statement and recommendations for consideration by full Council in March		Information and decision	M Toward	Claire Gollin
Quarterly Progress Report	Review of performance (Oct - Dec).	Information	Various	
Facilities Management	Key Issues	Information	Kevin McKay	
Summary of senior officer redundancies (if required)		Information	M Toward	Bev Cordon
Quarterly sickness absence reporting (quarter 3)		Information	M Toward	Claire Gollin
Work Force Monitoring Data		Information	M Toward	
Investors in People update		Information	M Toward	
March 2013				
Headcount figures and numbers of redundancies		Information	Information	TBC
Summary of senior officer redundancies (if required)		Information	M Toward	Bev Cordon
Items for future meetings – dates to be confirmed				
Quarterly sickness absence reporting (quarter 4)		Information	M Toward	Claire Gollin

Dates and Deadlines for Personnel Committee

<u>Report deadline</u>	<u>Date of pre-agenda</u>	<u>Agenda publication</u>	<u>Date of Committee</u>
12 October 2012	17 October 2012 – 12.30 pm	30 October 2012	7 November 2012
7 January 2013	9 January 2013 – 2pm	15 January 2013	23 January 2013
26 February 2013	4 March 2013 – 2pm	12 March 2013	20 March 2013