



## **Minutes**

Meeting **PERSONNEL COMMITTEE**

Date **Wednesday 28 November 2018 (commencing at 10.30am)**

### **Membership**

Persons absent are marked with an 'A'

### **COUNCILLORS**

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

Maureen Dobson  
Errol Henry JP  
Rachel Madden  
John Ogle

Sheila Place  
Steve Vickers  
Gordon Wheeler  
Jonathan Wheeler  
Yvonne Woodhead

### **OFFICERS IN ATTENDANCE**

Sarah Ashton	Democratic Services Officer
Marjorie Toward	Service Director - Customers and HR
Gill Elder	Group Manager – HR
Helen Richardson	Senior Business Manager - WPOD
John Nilan	Team Manager Health & Safety

### **OTHER MEMBERS IN ATTENDANCE**

Councillor John Longdon

### **1. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 3 October 2018, having been circulated to all Members, were taken as read and confirmed and signed by the Chairman.

### **2. APOLOGIES FOR ABSENCE**

None

Membership changes:

Councillor Rachel Madden replaced Councillor Helen-Ann Smith for this meeting only.

### **3. DECLARATIONS OF INTEREST**

None.

### **4. NOTTINGHAMSHIRE COUNTY COUNCIL'S RESPONSE TO THE APPRENTICESHIP LEVY AND PUBLIC SECTOR DUTY**

#### **RESOLVED 2018/39**

- 1) That the Public Sector Target data as set out in Appendix 1 of the report be publicised on the Council's public website, the Committee approves this publication.
- 2) That the Committee accepts the self-assessment outcome with no further action at this time and approve the amendments to the action plan as set out in Appendix 2 of the report.

### **5. WORK EXPERIENCE AND APPRENTICESHIPS FOR LOOKED AFTER YOUNG PEOPLE AND CARE LEAVERS**

#### **RESOLVED 2018/40**

- 1) That the continuing work around the engagement and support of care leavers into employment using apprenticeships as set out in Appendix 1 of the report be approved.
- 2) That the continuing delivery and expansion of a work experience programme for Looked After Children be approved.

### **6. UPDATE ON ATTENDANCE AT CAREERS OUTREACH EVENTS**

#### **RESOLVED 2018/41**

- 1) That the plan to draw together the various talent management schemes operating within the Council be approved that a further report on the impact of this activity be provided at a future Personnel Committee meeting.
- 2) That the continued attendance at and promotion of career outreach events as set out in Appendix 1 of the report, and with ad hoc events added to the schedule as appropriate, be agreed.

- 3) That the Committee receives a further report in six months' time on what has been learnt from attending careers outreach events and how this is being used to inform future activity going forward.

## **7. SICKNESS ABSENCE PERFORMANCE TRENDS AND ONGOING ACTION FOR IMPROVEMENT**

### **RESOLVED 2018/42**

- 1) That the Committee receives updates regarding the revised Employee Health and Wellbeing Action Plan 2018/19.
- 2) That the Committee receive a further report on progress towards the target at the end of the third quarter of 2018/19 at the March 2019 Committee.

## **8. HEALTH AND SAFETY SIX MONTHLY UPDATE REPORT**

### **RESOLVED 2018/43**

That the amended action plan as set out in Appendix C of the report be approved and that the Committee receives a further Health and Safety performance update in six months.

## **9. WORK PROGRAMME**

### **RESOLVED 2018/44**

That the work programme with the three changes to reports detailed below be accepted.

Update on the leadership development programme  
Update on the buddying scheme  
Care leavers and how we support them

The meeting closed at 11.22am.

**CHAIRMAN**