

Personnel Committee

Wednesday, 20 March 2013 at 14:00

County Hall, County Hall, West Bridgford, Nottingham NG2 7QP

AGENDA

- | | | |
|---|--|---------|
| 1 | Minutes of last meeting held on 23 January 2013 | 3 - 6 |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interests by Members and Officers:- (see note below)
(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary) | |
| 4 | Apprenticeship Scheme | 7 - 10 |
| 5 | Sickness Absence Performance Monitoring as at 31 December 2012 | 11 - 24 |
| 6 | Performance Report - Catering Services | 25 - 38 |
| 7 | Work Programme | 39 - 42 |

Notes

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Keith Ford (Tel. 0115 977 2590) or a colleague in Democratic Services prior to the meeting.

- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.



minutes

Meeting **PERSONNEL COMMITTEE**

Date Wednesday 23 January 2013 at 2.00pm

membership

Persons absent are marked with 'A'

COUNCILLORS

Andy Stewart (Chair)

Michelle Gent (Vice-Chair) A

John Allin
Dobson

Sybil Fielding

Kevin Rostance
Mel Shepherd MBE

June Stendall A
Lynn Sykes

Vincent

OFFICERS IN ATTENDANCE

Gill Elder – Service Head, Human Resources

Keith Ford – Senior Governance Officer

Claire Gollin – Group Manager, Human Resources

Mark Herring – Team Manager, Facilities Management

Peter Roddis – Health and Safety Manager

Mandy Steel – Group Manager, Human Resources

Marjorie Toward, Service Director - Human Resources and Customer Service

Martin Sleath – Branch Secretary, Unison

Pete Watson - Unison

MINUTES

The minutes of the last meeting of the Committee held on 7 November 2012, 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 Councillors Gent and Stendall (both apologies submitted: medical / illness).

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Marjorie Toward, Gill Elder, Claire Gollin, Peter Roddis and Mandy Steel declared private interests in agenda item 4 – Revised Staffing Structure for Human Resources, as officers within that staffing structure, which did not preclude them from participating in that agenda item.

REVISED STAFFING STRUCTURE FOR HUMAN RESOURCES

RESOLVED 2013/001

That the revised staffing structure set out in Appendix A to the committee report be approved for implementation from 1 April 2013.

NOTTINGHAMSHIRE COUNTY COUNCIL'S PAY POLICY STATEMENT 2013-14

RESOLVED 2013/002

That the draft Pay Policy Statement, as appended to the Committee report, be submitted to Full Council for approval.

UPDATE ON THE IMPLEMENTATION OF JOB EVALUATION

RESOLVED 2013/003

- 1) That the completion of the implementation of job evaluation for centrally employed and school based support staff, with a minimum of disruption to the services provided by the County Council and to schools, be noted.
- 2) That the contribution of the recognised trade unions in this process be acknowledged and their contribution to the successful implementation of the job evaluation scheme be noted.

PROPOSED CHANGE TO THE PROCUREMENT OF AGENCY WORKERS

RESOLVED 2013/004

That the alteration of the current arrangements for procuring agency workers be endorsed and the commencement of the procurement exercise to identify a Managed

Service Provider which would involve key stakeholders in the tendering process be noted.

WORKFORCE INFORMATION 2012

RESOLVED 2013/005

That the Workforce Information Report 2012 be approved for publication.

ANNUAL HEALTH AND SAFETY REVIEW 2011/12

RESOLVED 2013/006

That the key findings of the report and the action being taken by the County Council to address the key areas of risk be noted.

PERFORMANCE REPORT – FACILITIES MANAGEMENT SERVICE

RESOLVED 2013/007

That the report be noted.

WORK PROGRAMME

RESOLVED 2013/008

That the Committee's work programme be noted.

The meeting closed at 3.07 pm.

CHAIR

M_23Jan13

20 March 2013**Agenda Item: 4**

REPORT OF THE SERVICE DIRECTOR HR AND CUSTOMER SERVICE

APPRENTICESHIP SCHEME

Purpose of the Report

1. To provide Personnel Committee with an update on the work related learning opportunities at the County Council and in particular the Apprenticeship Scheme.

Information and Advice

2. In June of last year Personnel Committee received a report informing them about the wide range of work related learning opportunities offered by the County Council through short term work experience, apprenticeships and graduate traineeships. The County Council also continues to offer a wide range of short term work experience opportunities to young people to give them their first taste of the working environment.
3. The graduate scheme has continued to develop and it is now being extended to include a further 8 graduate trainees employed specifically to study for their Chartered Institute of Public Finance and Accountancy (CIPFA) qualification. CIPFA is the professional body for people in public finance and the County Council has traditionally supported CIPFA training. The current financial challenges facing the public sector generally, and local government specifically, have highlighted the need for high quality financial management support. The key considerations for local authorities are ensuring that there are sufficient numbers of suitably qualified finance managers in the future. The scheme is being developed in partnership with the County Council, 6 district councils, the Police Authority and the fire and rescue service. The County Council will manage the scheme with the other partners making a proportionate contribution.
4. The County Council's Apprenticeship Scheme has also developed since it was first established in 2011 with 25 placements. It was extended in 2012 to provide 50 opportunities for young people to access a variety of work related learning opportunities at Nottinghamshire County Council.
5. The apprenticeship scheme has enabled the County Council to offer a variety of opportunities to young people (generally 16-19 year olds) in a range of

service areas across the County. The number of placements is now 50 and the intention is to carry on with a similar sized scheme for the next financial year; offering a further 50 placements.

6. The apprentices are placed in a wide variety of service areas such as libraries, youth work, catering, highways, business administration, customer service etc. which demonstrates the extensive range of the County Council's work.
7. A work shadowing exercise is taking place, involving some of the current apprentices and senior managers, including members of the Corporate Leadership Team. This was launched week commencing 4th March to mark national apprenticeship week. The objective was to promote the scheme more widely to managers within the Council and provide an opportunity for apprentices to gain an insight into the leadership of the Council and senior leaders an opportunity to view the operation of the Council from a young person's perspective.
8. The County Council is under no obligation to offer employment to the apprentice at the end of the placement, however this would be the desired outcome if a suitable vacancy was available at the time and the apprentice met the appropriate requirements for the post. Of the 5 that have completed the scheme so far, 3 have been successful in obtaining temporary roles at the County Council and 2 have gone on to higher education. In addition 1 apprentice part way through the scheme has already secured themselves a permanent role with the County Council.
9. The cost of the scheme is £6210 per apprentice (16–18 year olds) per annum. The placement usually lasts for 52 weeks depending upon the type of apprenticeship. The amount payable increases slightly for 19–24 year olds. The scheme has been financed to date through existing budgets.
10. The feedback on the apprentice scheme has been very good and the following quotes from both apprentices and managers will give members an indication of this:

Apprentices:

- 'Loved placement and support. Manager gave me everything I needed to get my dream job'
- 'Placement built my confidence and has been excellent'
- 'Absolutely loving my apprenticeship at County Hall.'

Managers:

- 'We will really miss our apprentice, she has been excellent'

- 'It's hard work to begin with and you do have to put the hours in but it's worth it to see the apprentice progress'
- 'She is like a breath of fresh air.'

Other Options Considered

In addition to the apprenticeships and traineeship schemes already in place; the Council is exploring other opportunities such as extending work experience placements; internships and voluntary work with the Council. This would help support young people and the wider community gain valuable experience and develop knowledge and skills which would support access to employment opportunities with the Council and more widely.

Reasons for Recommendations

The apprenticeship scheme forms part of the County Council's overall Youth Employment and Employability strategy which focuses on increasing employment opportunities for the 16-24 age group and developing the skills and employability of this age range across the County. Increasing the take up of apprenticeships is a key strategy both locally and nationally and benefits both young people and employers.

The apprenticeship scheme is also a key aspect of the Council's Workforce Strategy to increase the number of young people employed by the County Council which will contribute to improving the age profile of the Council's workforce and encourage new ideas and innovation.

Statutory and Policy Implications

This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, 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 (MS 12/02/13)

The human resource issues are identified in the report. Any recruitment processes will be in line with normal County Council processes. The trade unions have previously been consulted on this scheme and have commented on the Council's approach.

RECOMMENDATION

1) That Personnel Committee notes the progress that has been made in developing work related learning opportunities at the County Council and in particular the apprenticeship scheme.

2). That members note the positive comments made by those involved with the scheme.

Marjorie Toward
Service Director HR and Customer Service
Environment and Resources

For any enquiries about this report please contact:

Mandy Steel, Group Manager HR on mandy.steel@nottscc.gov.uk or 0115 9774898

Constitutional Comments (KK 18/02/13)

The proposal in this report is within the remit of the Personnel Committee.

Financial Comments (SEM 13/02/13)

There are no additional financial implications arising directly from this report as placements will continue to be funded from existing budgets.

Background Papers

Trade union side comments.

Electoral Division(s) and Member(s) Affected

All

REPORT OF THE SERVICE DIRECTOR HR AND CUSTOMER SERVICE**SICKNESS ABSENCE PERFORMANCE AS AT 31ST DECEMBER 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. One of the Council's strategic priorities is to reduce the number of working days lost due to employee sickness absence. At the Personnel Committee on 7th November 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 September 2012.
3. The Council's established corporate performance target for the year 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 (BMS), in November 2011 and on-going work to implement phase 2 by 1st April 2013, now enables 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 corporate 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 **Appendix A and B** to this report reflects the current, known, position as at the end of the third quarter of 2012/13, that is 1st October to 31st December 2012, for the majority of direct services who now report absence through the SAP system. This has been combined with the figures for schools and a small number of direct employees whose absence is

still reported through the Cyborg system pending the full implementation of BMS Phase 2.

7. This data illustrates that the current level for the third quarter 2012/13 is **8.2 days** sickness per employee on average per annum. This represents a slight increase of **0.28 days** on the previous quarter.
8. However the overall trend of improvement evident since the introduction of a more strategic approach to employee well-being is maintained. Absence levels remain **0.03 days** above the Council's current in-year target and show an improvement equating to **0.59 days** on performance in the comparable quarter during 2011/12, when it stood at **8.81 days**.
9. Despite the absence of a flu pandemic, the usual seasonal illnesses prevalent in winter appear to have impacted with a 0.71% increase in absence attributed to "colds, flu and sore throats" reported this quarter.
11. In addition, as work on phase 2 BMS implementation progresses towards completion and the system embeds, it would be expected that managers are now recording absence on the SAP system in a more accurate and timely manner.
12. The benefits of being able to extract the majority of absence data from one system have also provided greater consistency and the current data is likely to more accurately reflect actual trends.
13. The next report to Personnel Committee will set out the known situation as at the 2012/13 year end that is as at 31st March 2013.

Stress - update:

14. The absence reasons report for Quarter 3 2012/13 (**Appendix C**), shows that, in common with all local authorities, in the current climate of continuous change, absence attributed to stress and stress related illness continues to be the single greatest cause of sickness absence in the Council, having been **20.65%** at the beginning of the current year.
15. Currently stress accounts for **19.11 %** of all recorded absence. Despite the potential for uncertainty generated by the issue of a further section 188 notice on 31st October 2012 , this shows an on-going trend of improvement, with a significant decrease of **0.48%** from **19.59%** at the previous quarter.
16. This further improvement now places the Council firmly below the currently reported County Council average for stress related absence, which is **19.40%***.
17. This indicates that the Council's Employee Health and Wellbeing action plan, with its significant emphasis on building individual resilience and preventing and managing stress as part of the Council's wider Workforce Strategy, is having a positive impact.

Long term absence:

18. Further improvement and a positive trend of on-going reduction is indicated in **Appendix D**, which shows that, for the first time since this data was reported to Members in December 2010, the ratio of long term absence (that is of 4 or more weeks in duration), compared to short term, is currently less than **50.00%**, standing at **49.55%**; having been as high as **59.45%** previously.
19. This betters the current County Council average of **54.76%*** long term absence by as much as **5.21%** and indicates that the strategic focus on ensuring that managers support employees to return to work at the earliest opportunity has been effective.

Employee Health and Wellbeing Action Plan - update:

20. It is anticipated that, with further development, the final delivery of all elements of the action plan for the current year will help secure the achievement of both the Council's sickness absence target for 2012/13 and its longer term stretch target.
21. Reflecting success to date, the Council was recently awarded the bronze level national certificate for Wellbeing@Work in recognition of its work to promote health and wellbeing in the workplace and hopes to consolidate this at silver level over the next few months.
22. Further activity during the current quarter included:
 - Running the third Employee Wellbeing Road show of the year held on 12th December at Sherwood Energy Village, Ollerton, run in conjunction with the mental health charity.
 - Delivering a seasonal flu campaign, in partnership with NHS Nottinghamshire County, this offered all employees a free flu jab to protect themselves and vulnerable service users from infection.
 - Recruiting, training and deploying a further 6 Workplace Health Champions, bringing the total to 25 Countywide.
 - Increasing the numbers of managers undertaking the mandatory corporate attendance management training course which will achieve a 34% improvement in participation and see 83% of all managers trained overall by April 2013.

Next steps:

23. The next quarterly report to Personnel Committee will include a full year end update on the outcomes arising from the delivery of the Employee Health and Wellbeing Action Plan for 2012 -13.
24. Consideration will be given from April 2013 onward to reviewing and refining the employee health and well-being priorities for 2013/14 and aligning these more closely to the organisational development objectives set out in the

Workforce Strategy.

Other Options Considered

25. No other options are currently being considered.

Reason for Recommendations

26. The recommendation 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

27. 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 trades unions are being engaged in the delivery of the Employee Health and Wellbeing Action Plan through the Joint Wellbeing and Attendance Management Steering Group.

Equalities Implications

The Council's Attendance Management policy and procedure applies equally to all directly employed staff. There is a 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 note:

- 1) the current levels of performance
- 2) improvements and achievements to date.

Marjorie Toward
Service Director HR and Customer Service
Environment and Resources

For any enquiries about this report please contact:

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

Constitutional Comments (KK 12/02/13)

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

Financial Comments (SEM 11/02/13)

29. There are no specific financial implications arising from the report.

Background Papers

Nottinghamshire County Council Workforce Strategy 2010-14

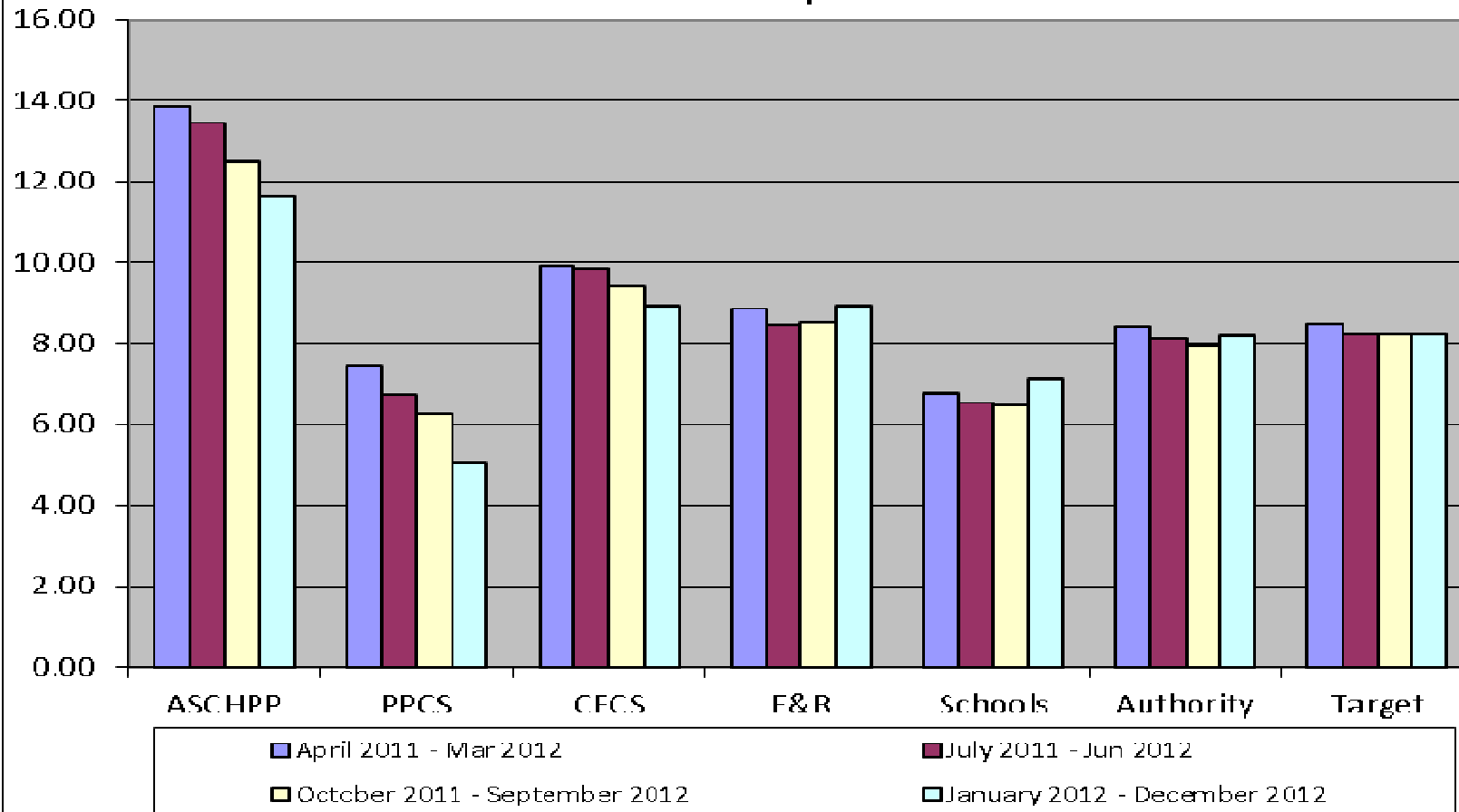
*Local Government Association Workforce Survey 2011 (2012 update due for publication Spring 2013)

Trade union side comments.

Electoral Division(s) and Member(s) Affected

All

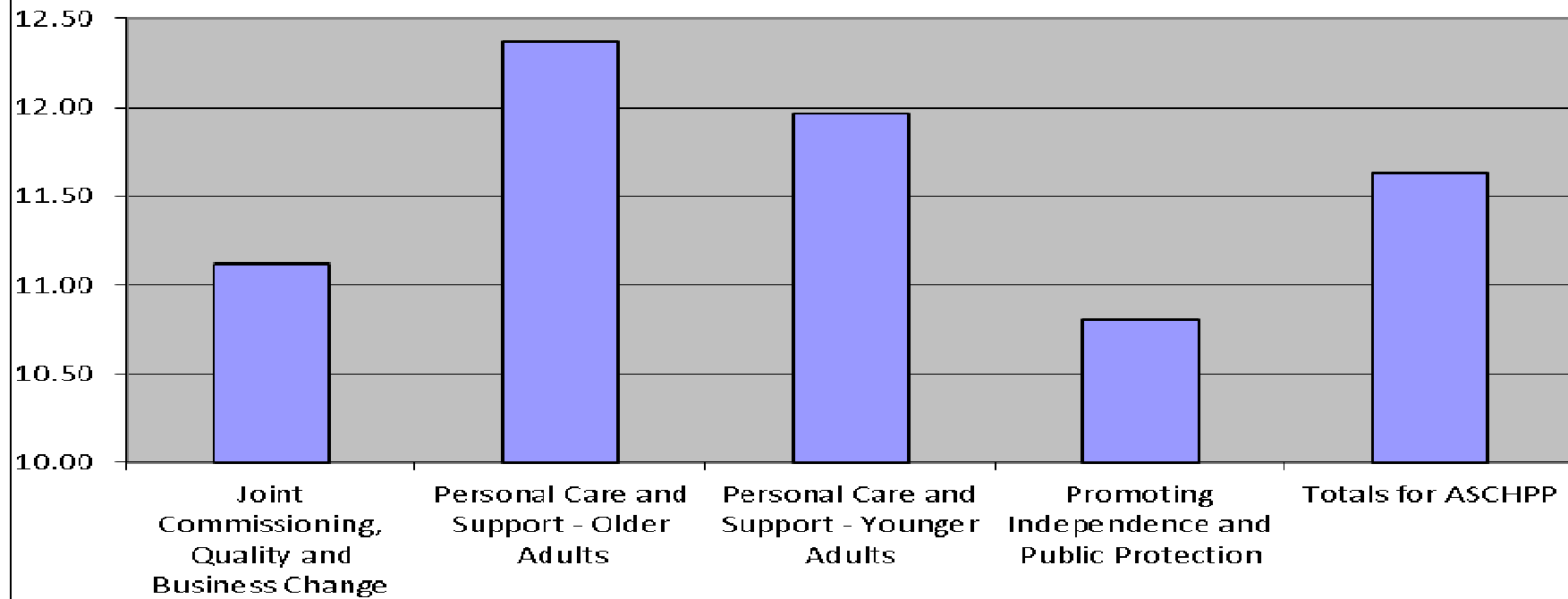
**Appendix A: Overall Performance (rolling basis):
Average number of days sick per employee for the authority by
department**



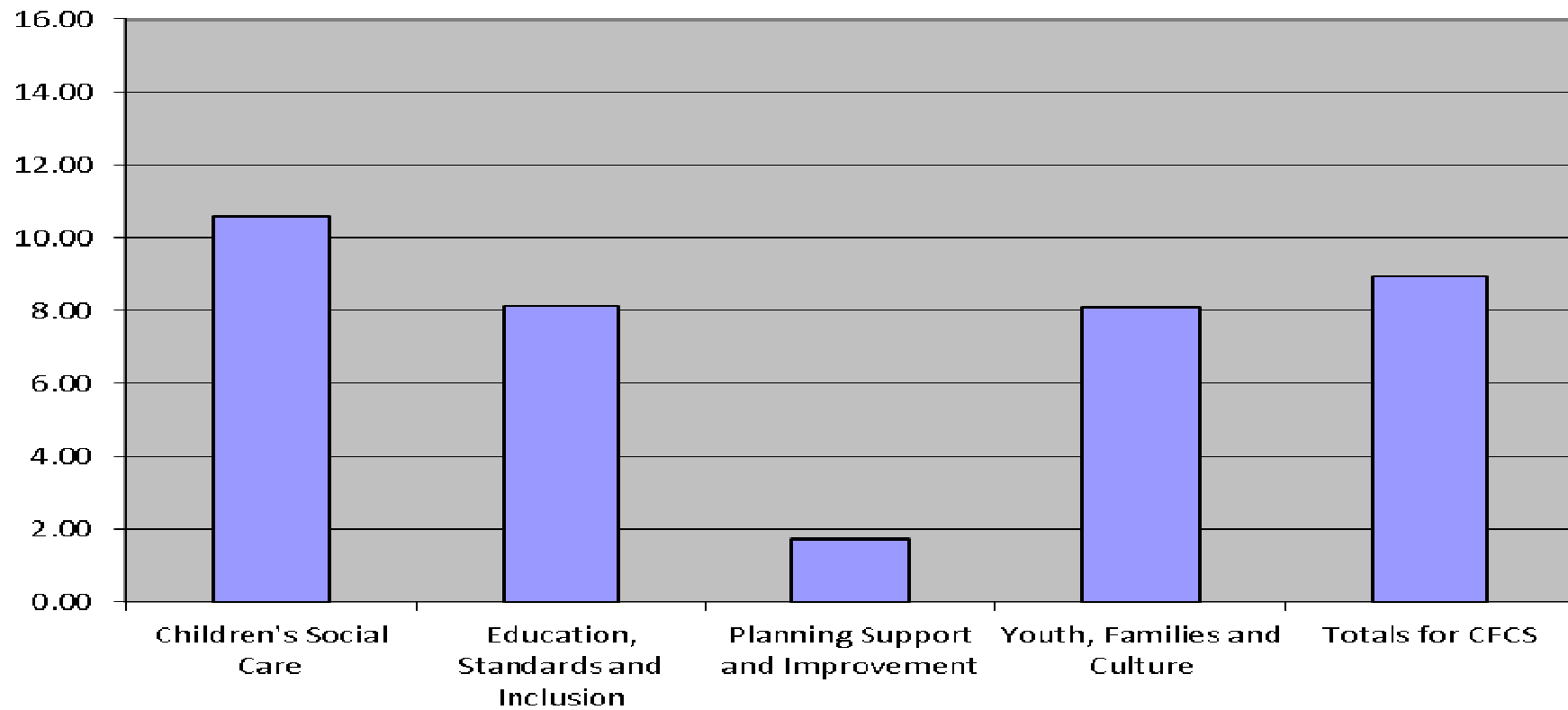
	April 2011 - Mar 2012	July 2011 - Jun 2012	October 2011 - September 2012	January 2012 - December 2012
ASCHPP	13.86	13.45	12.48	11.63
PPCS	7.47	6.75	6.27	5.05
CFCS	9.94	9.84	9.40	8.93
E&R	8.85	8.45	8.52	8.94
Schools	6.77	6.54	6.48	7.12
Authority	8.43	8.16	7.94	8.22
Target	8.50	8.25	8.25	8.25

Appendix B: Departmental Performance (rolling basis):

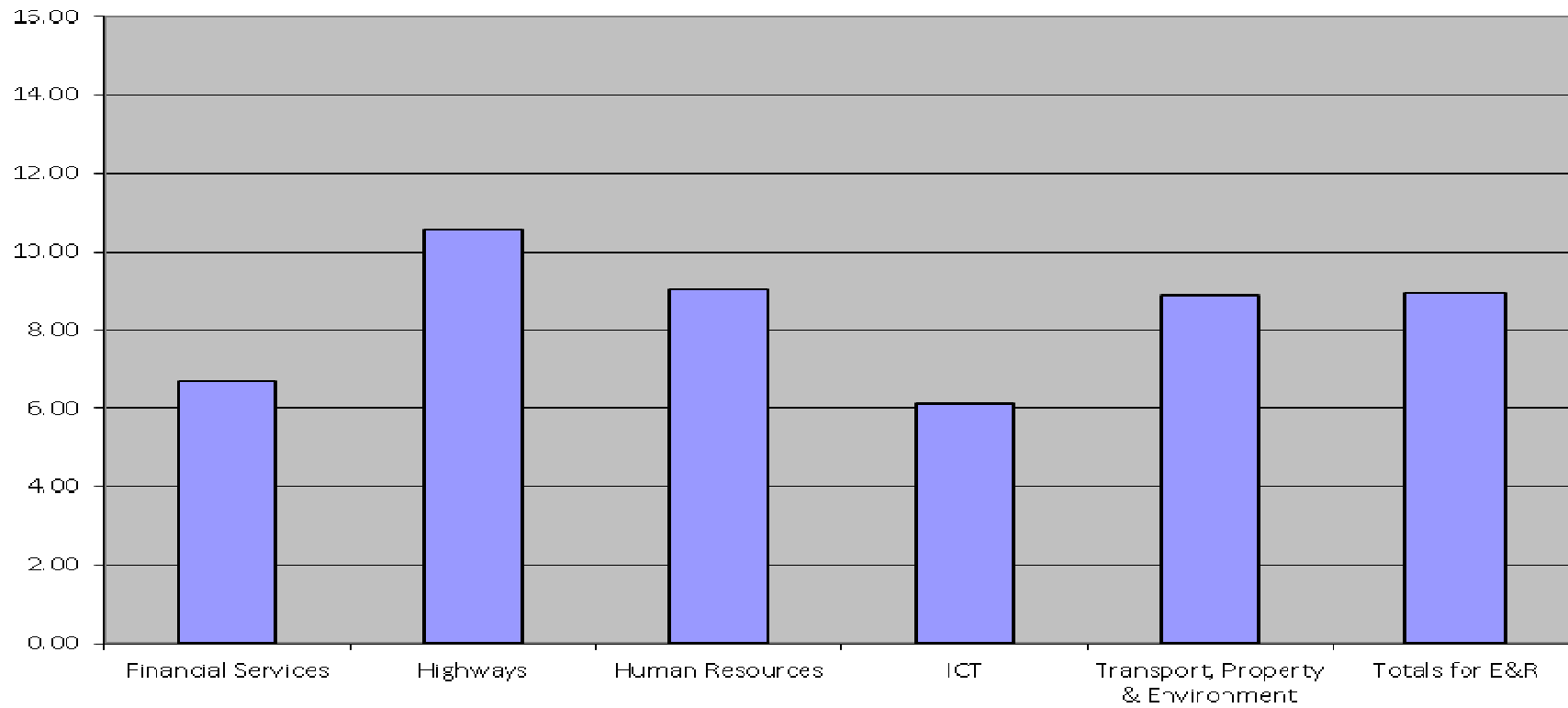
ASCHPP
January 2012 - December 2012



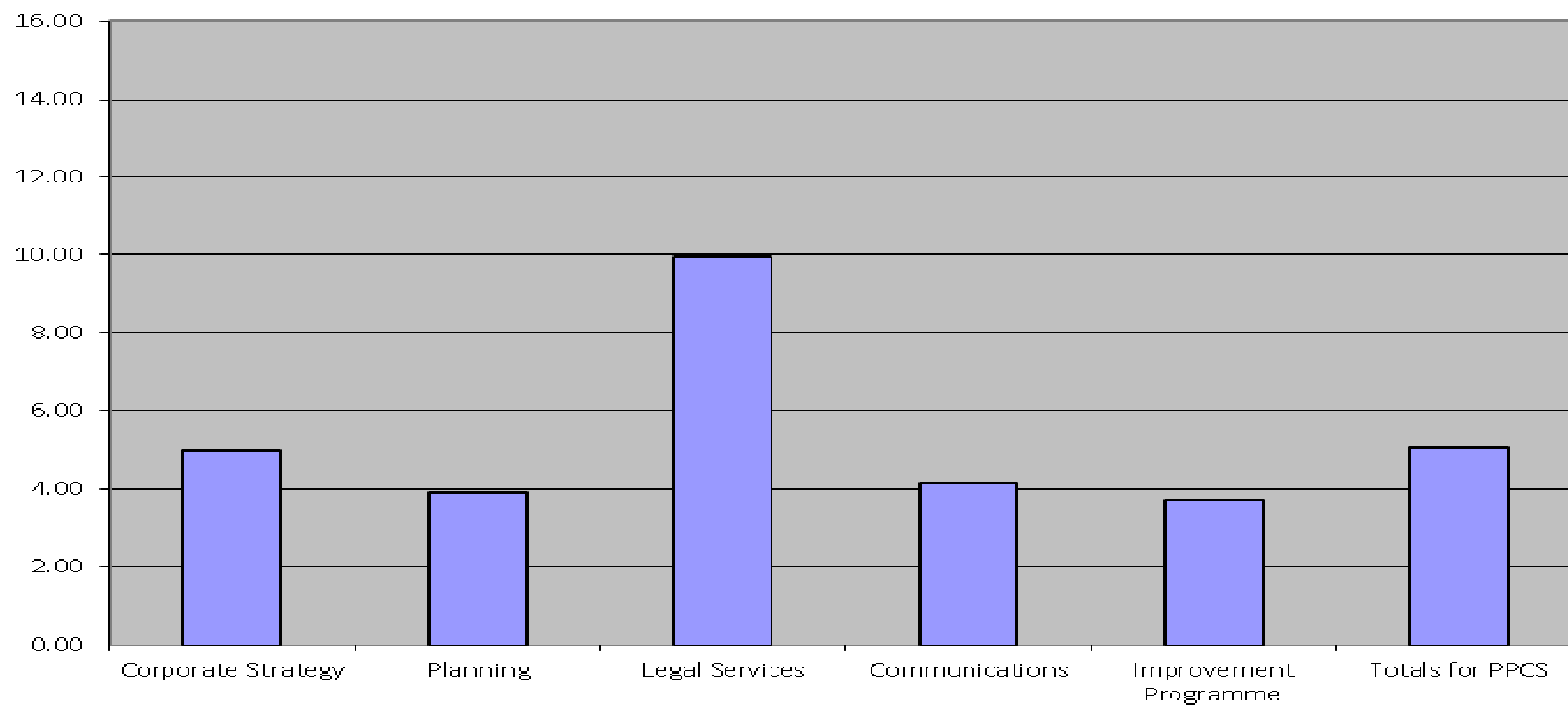
**CFCS
January 2012 - December 2012**



**Environment & Resources
January 2012 - December 2012**



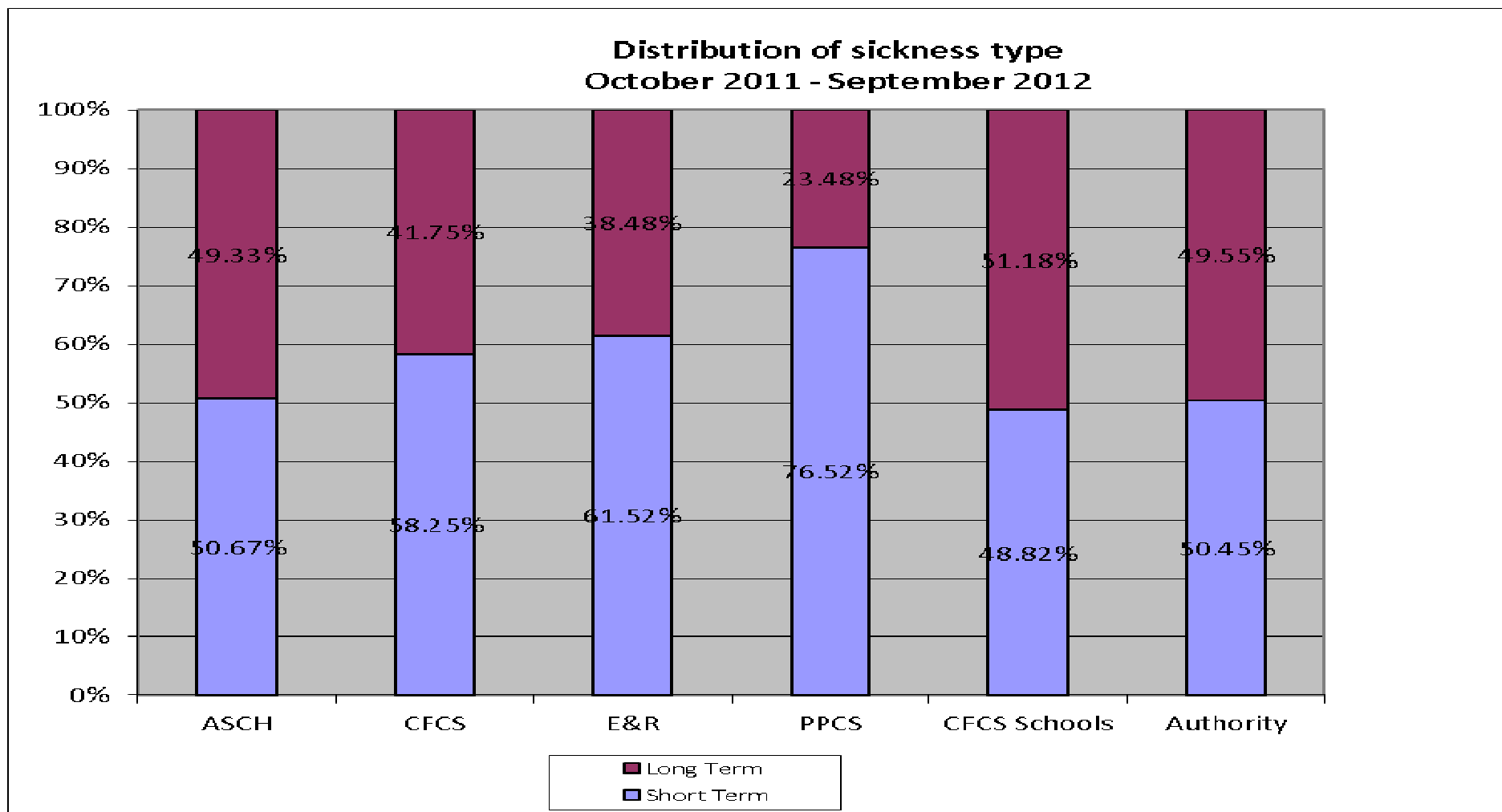
PPCS
January 2012 - December 2012



Appendix C: Reasons for absence 1st October – 31st December 2012:

Department:	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	7.60%	10.85%	20.71%	8.01%	1.46%	16.79%	2.69%	1.10%	7.32%	1.64%	2.72%	0.47%	15.85%	2.80%
Child Families & Cultural Services	4.29%	10.21%	28.35%	9.47%	1.76%	14.38%	2.85%	1.29%	7.80%	2.32%	2.31%	0.27%	13.45%	1.25%
Environment & Resources	9.62%	16.32%	13.00%	7.32%	1.60%	16.65%	1.85%	1.39%	7.68%	2.18%	2.77%	0.43%	16.97%	2.22%
Policy, Planning & Corporate Services	0.22%	2.52%	43.91%	19.21%	5.01%	3.08%	2.63%	0.95%	11.20%	0.45%	6.05%	0.00%	4.76%	0.00%
Schools	4.67%	8.27%	18.40%	12.94%	2.89%	18.07%	3.01%	1.85%	13.08%	1.24%	3.66%	0.30%	9.26%	2.35%
Totals	6.45%	11.27%	19.11%	10.00%	2.11%	16.74%	2.60%	1.50%	9.71%	1.75%	3.04%	0.36%	13.19%	2.18%

Appendix D: Long and 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 as at 31st January 2013

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 autumn and Christmas related theme promotional events. Although below target meal take-up still represents an increase for this period last year. Particular mention should be made of the increase in secondary school meal sales, approximately 10%, which is particularly encouraging considering the likes and dislikes of this discerning customer group

6. Financial performance has improved since the last report to Committee. Budget adjustments have been made which has reduced expenditure in non-essential areas such as equipment replacements and sundry items to allow an increase in the food budgets to offset the above inflation food costs experienced as a direct result of the volatility of the food market. As a result of adjustments and with two months trading remaining the service will achieve its end of year financial commitments.

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 to offset some of the bus station 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 now improving with an increase in occupancy at Trent Bridge House. Sales in the Riverview Restaurant, County Hall Coffee Shop and the Porthole Cafeteria are 20% up for the current month with direct costs well under control.

Operational Challenges

10. Changes for schools in the budget delegation process from April 2013 have now been communicated to schools. Of particular significance will be the change from reclaiming the full free meal budget entitlements delegated to schools, to charging for free meals served linked to the selling price of a meal. The vast majority of schools will see a minimal impact on charges but for some where the level of take-up is higher than the county average then there will be a slight increase. Schools will continue to receive a charge for the delegated school meal lunch grant at £13 per pupil on roll. With an income of £675k to the school meals service this has made it possible to maintain the selling price at £2 for the fourth consecutive year.

Media Coverage

11. Since the last report was presented to the Personnel Committee the main issue that has arisen has been the national concerns raised over the presence of equine DNA within the food supply chain. As County Councillors you are maybe aware the school meals service together with the Authority took the decision sometime ago to significantly reduce and where possible eliminate the use of processed or convenience type meat dishes and revert to the use of fresh meat locally sourced. We are therefore confident that the supply chain in use is horsemeat free. As a matter of extra precaution a number of meat samples have been tested by colleagues in trading standards. These have been returned with negative results. The following email was received from one parent who seems reassured by our approach.

Hi Helen

I'm one of the parents of children at primary school in the county who enjoy school dinners most days. I'd just like to say Thankyou for your very reassuring letter about meat traceability, and also for sourcing your food from such reputable and high standard companies. my children really love the dinners and it's so good to know it's all so local and we need have no worries about quality.

Thanks again from me and my children (at Cropwell Bishop Primary)

With best wishes
KC

New Initiatives

12. The previous report identified the development work planned to incorporate the nutritional values of meals served onto the public website. Attached as Appendix 2 is an example of what parents or pupils can now see. It should be noted that compliance of the nutritional standards is based on a 15 day cycle menu.
13. Following a request from the ASCH&PP team the service is currently working with colleagues on developing a standardised, value for money, sustainable and commercial catering service to compliment the newly modernised adult day service centres. Efforts will seek to initially reduce costs and improve take-up ahead of any longer term decisions on future provision.

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 expenditure on catering services will be used efficiently and effectively.

RECOMMENDATION

18. That the positive performance of Catering Services, with all targets either being met currently or progressed towards (as detailed in the appendix), be noted.

Kevin McKay

Group Manager Catering & Facilities Management.

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

Constitutional Comments

Because this report is for noting only no Constitutional Comments are required

Financial Comments (TMR 27/02/2013)

There are no direct financial implications as a result of this report..

Background Papers


None

Electoral Division(s) and Member(s) Affected

Nottinghamshire

Schools and Academies Catering Committee Report – Period 10 2012/13

Primary and Special Schools and Academies Catering FINANCIAL


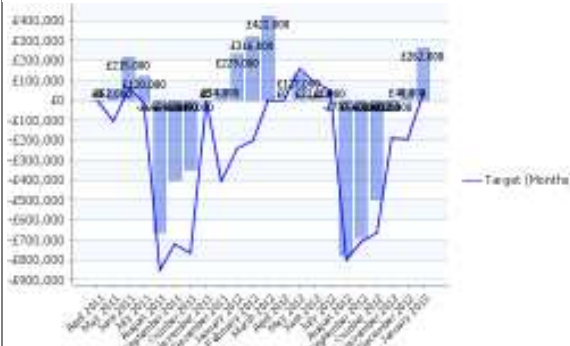
Indicator	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements																						
Schools Catering - Labour costs as % of turnover	Aim to Minimise	<div><div>Actual</div><div>48.77%</div><div>Target</div><div>48.98%</div><div></div></div>	 <table><caption>Monthly Labour Costs as % of Turnover (2012/13)</caption><thead><tr><th>Month</th><th>Actual (%)</th></tr></thead><tbody><tr><td>April 2012</td><td>0%</td></tr><tr><td>May 2012</td><td>46.47%</td></tr><tr><td>June 2012</td><td>48.20%</td></tr><tr><td>July 2012</td><td>49.23%</td></tr><tr><td>August 2012</td><td>62.71%</td></tr><tr><td>September 2012</td><td>54.55%</td></tr><tr><td>October 2012</td><td>52.2%</td></tr><tr><td>November 2012</td><td>48.87%</td></tr><tr><td>December 2012</td><td>48.98%</td></tr><tr><td>January 2013</td><td>48.77%</td></tr></tbody></table>	Month	Actual (%)	April 2012	0%	May 2012	46.47%	June 2012	48.20%	July 2012	49.23%	August 2012	62.71%	September 2012	54.55%	October 2012	52.2%	November 2012	48.87%	December 2012	48.98%	January 2013	48.77%	
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Food costs as % turnover - Schools Catering	Aim to Minimise	<div><div>Actual</div><div>34.56%</div><div>Target</div><div>35.03%</div><div>✓</div></div>	<table><caption>Food costs as % turnover - Schools Catering (Monthly)</caption><thead><tr><th>Month</th><th>Actual (%)</th><th>Target (%)</th></tr></thead><tbody><tr><td>Apr 2012</td><td>0%</td><td>35.03%</td></tr><tr><td>May 2012</td><td>34.0%</td><td>35.03%</td></tr><tr><td>Jun 2012</td><td>35.0%</td><td>35.03%</td></tr><tr><td>Jul 2012</td><td>34.7%</td><td>35.03%</td></tr><tr><td>Aug 2012</td><td>34.4%</td><td>35.03%</td></tr><tr><td>September 2012</td><td>34.8%</td><td>35.03%</td></tr><tr><td>October 2012</td><td>34.4%</td><td>35.03%</td></tr><tr><td>November 2012</td><td>34.7%</td><td>35.03%</td></tr><tr><td>December 2012</td><td>34.5%</td><td>35.03%</td></tr><tr><td>January 2013</td><td>34.56%</td><td>35.03%</td></tr></tbody></table>	Month	Actual (%)	Target (%)	Apr 2012	0%	35.03%	May 2012	34.0%	35.03%	Jun 2012	35.0%	35.03%	Jul 2012	34.7%	35.03%	Aug 2012	34.4%	35.03%	September 2012	34.8%	35.03%	October 2012	34.4%	35.03%	November 2012	34.7%	35.03%	December 2012	34.5%	35.03%	January 2013	34.56%	35.03%	
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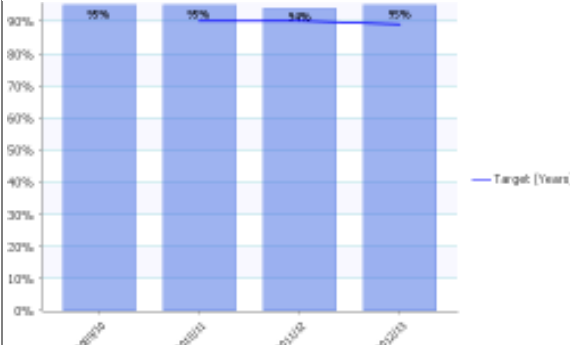
Indicator	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements															
Returns to Schools - Schools Catering	Aim to Maximise	<div><div>Actual</div><div>£351k</div><div>Target</div><div>£246k</div><div>✓</div></div>	<table><caption>Returns to Schools - Schools Catering (Annual)</caption><thead><tr><th>Year</th><th>Actual (£k)</th><th>Target (£k)</th></tr></thead><tbody><tr><td>2009/10</td><td>£135k</td><td>£246k</td></tr><tr><td>2010/11</td><td>£340k</td><td>£246k</td></tr><tr><td>2011/12</td><td>£351k</td><td>£246k</td></tr><tr><td>2012/13</td><td>£351k</td><td>£246k</td></tr></tbody></table>	Year	Actual (£k)	Target (£k)	2009/10	£135k	£246k	2010/11	£340k	£246k	2011/12	£351k	£246k	2012/13	£351k	£246k	
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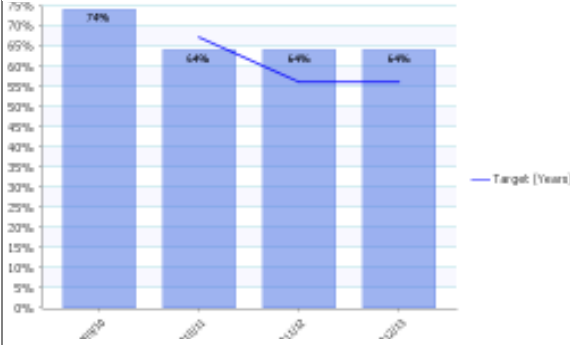

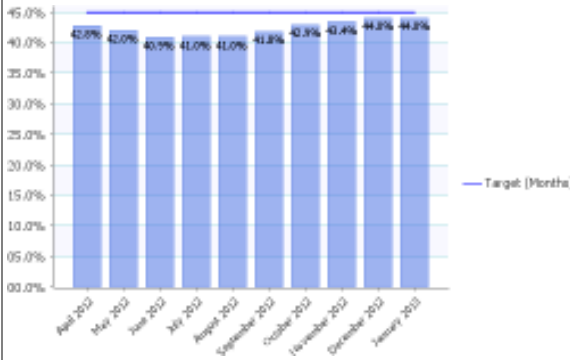
Indicator	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements																																	
Turnover - Schools Catering	Aim to Maximise	<div><div>Actual</div><div>£13,133,000</div><div>Target</div><div>£13,101,000</div><div>✓</div></div>	 <table><caption>Turnover - Schools Catering Data</caption><thead><tr><th>Month</th><th>Actual (£)</th><th>Target (£)</th></tr></thead><tbody><tr><td>Apr 2022</td><td>£1,807,508</td><td>£1,807,508</td></tr><tr><td>May 2022</td><td>£2,425,308</td><td>£2,425,308</td></tr><tr><td>Jun 2022</td><td>£3,110,000</td><td>£3,110,000</td></tr><tr><td>Jul 2022</td><td>£3,741,808</td><td>£3,741,808</td></tr><tr><td>Aug 2022</td><td>£4,374,000</td><td>£4,374,000</td></tr><tr><td>Sep 2022</td><td>£5,006,208</td><td>£5,006,208</td></tr><tr><td>Oct 2022</td><td>£5,638,400</td><td>£5,638,400</td></tr><tr><td>Nov 2022</td><td>£6,270,608</td><td>£6,270,608</td></tr><tr><td>Dec 2022</td><td>£6,902,800</td><td>£6,902,800</td></tr><tr><td>January 2023</td><td>£7,535,008</td><td>£7,535,008</td></tr></tbody></table>	Month	Actual (£)	Target (£)	Apr 2022	£1,807,508	£1,807,508	May 2022	£2,425,308	£2,425,308	Jun 2022	£3,110,000	£3,110,000	Jul 2022	£3,741,808	£3,741,808	Aug 2022	£4,374,000	£4,374,000	Sep 2022	£5,006,208	£5,006,208	Oct 2022	£5,638,400	£5,638,400	Nov 2022	£6,270,608	£6,270,608	Dec 2022	£6,902,800	£6,902,800	January 2023	£7,535,008	£7,535,008	
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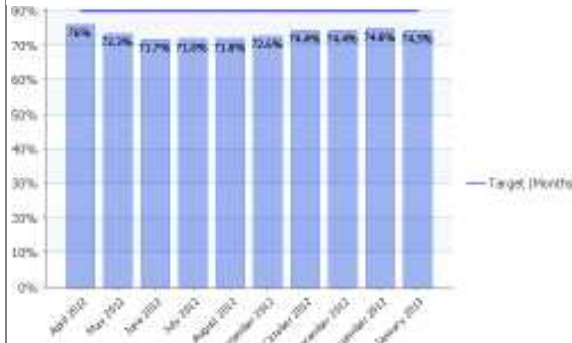
Indicator	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements																																	
Contribution - Schools Catering	Aim to Maximise	<div><div>Actual</div><div>£1,654,000</div><div>Target</div><div>£1,593,000</div><div>✓</div></div>	 <table><caption>Contribution - Schools Catering Data</caption><thead><tr><th>Month</th><th>Actual (£)</th><th>Target (£)</th></tr></thead><tbody><tr><td>April 2022</td><td>£445,080</td><td>£445,080</td></tr><tr><td>May 2022</td><td>£522,080</td><td>£522,080</td></tr><tr><td>June 2022</td><td>£600,000</td><td>£600,000</td></tr><tr><td>July 2022</td><td>£677,920</td><td>£677,920</td></tr><tr><td>August 2022</td><td>£755,840</td><td>£755,840</td></tr><tr><td>September 2022</td><td>£833,760</td><td>£833,760</td></tr><tr><td>October 2022</td><td>£911,680</td><td>£911,680</td></tr><tr><td>November 2022</td><td>£989,600</td><td>£989,600</td></tr><tr><td>December 2022</td><td>£1,067,520</td><td>£1,067,520</td></tr><tr><td>January 2023</td><td>£1,145,440</td><td>£1,145,440</td></tr></tbody></table>	Month	Actual (£)	Target (£)	April 2022	£445,080	£445,080	May 2022	£522,080	£522,080	June 2022	£600,000	£600,000	July 2022	£677,920	£677,920	August 2022	£755,840	£755,840	September 2022	£833,760	£833,760	October 2022	£911,680	£911,680	November 2022	£989,600	£989,600	December 2022	£1,067,520	£1,067,520	January 2023	£1,145,440	£1,145,440	
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Indicator	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements
Surplus/deficit - Schools Catering	Aim to Maximise	<p>Actual £262,000</p> <p>Target £35,000</p> 		


Primary and Special Schools and Academies Catering PERFORMANCE


Indicator	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements
Buy back Levels - Primary and Special Schools	Aim to Maximise	<p>Actual 95%</p> <p>Target 89%</p> 		

Indicator	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements
Buy back Levels - Secondaries and Academies	Aim to Maximise	<p>Actual 64%</p> <p>Target 56%</p> 		<p>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.</p>
Total Meal Take Up	Aim to Maximise	<p>Actual 44.0%</p> <p>Target 45.0%</p> 		<p>Meal Take-up continues to increase.</p>


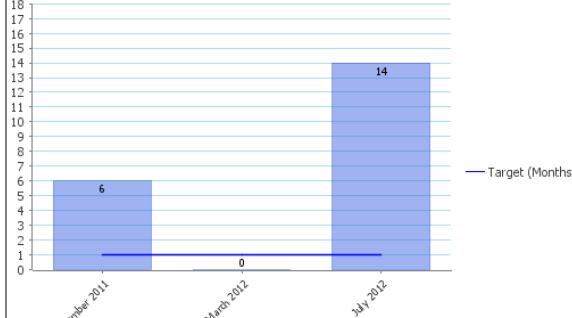
Indicator	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements																						
Free meal take up	Aim to Maximise	<div><div>Actual 74.3%</div><div>Target 80%</div><div></div></div>	 <table><caption>Free Meal Take Up Data (Estimated from Chart)</caption><thead><tr><th>Month</th><th>Take Up (%)</th></tr></thead><tbody><tr><td>April 2012</td><td>76.4%</td></tr><tr><td>May 2012</td><td>75.2%</td></tr><tr><td>June 2012</td><td>73.7%</td></tr><tr><td>July 2012</td><td>73.8%</td></tr><tr><td>August 2012</td><td>73.8%</td></tr><tr><td>September 2012</td><td>75.5%</td></tr><tr><td>October 2012</td><td>74.4%</td></tr><tr><td>November 2012</td><td>74.4%</td></tr><tr><td>December 2012</td><td>74.8%</td></tr><tr><td>January 2013</td><td>74.3%</td></tr></tbody></table>	Month	Take Up (%)	April 2012	76.4%	May 2012	75.2%	June 2012	73.7%	July 2012	73.8%	August 2012	73.8%	September 2012	75.5%	October 2012	74.4%	November 2012	74.4%	December 2012	74.8%	January 2013	74.3%	Work continues on addressing individual school level take ups
Month	Take Up (%)																									
April 2012	76.4%																									
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Primary and Special Schools and Academies Catering
EXTERNALLY ASSESSED QUALITY STANDARDS

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

Indicator	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements
Percentage of Schools achieving Food for Life Accreditation	Aim to Maximise	Actual 100% Target 100% 	-	

Primary and Special Schools and Academies Catering MEDIA COVERAGE

Indicator	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements												
Positive Media Coverage - Schools and Academies Catering (termly)	Aim to Maximise	<div>Actual 14</div> <div>Target 1</div> <div></div>	<p>CFM 8 Positive Media Coverage - Schools and Academies Catering (termly)</p>  <table><thead><tr><th>Period</th><th>Actual</th><th>Target (Months)</th></tr></thead><tbody><tr><td>September 2011</td><td>6</td><td>1</td></tr><tr><td>March 2012</td><td>0</td><td>1</td></tr><tr><td>July 2012</td><td>14</td><td>1</td></tr></tbody></table>	Period	Actual	Target (Months)	September 2011	6	1	March 2012	0	1	July 2012	14	1	
Period	Actual	Target (Months)														
September 2011	6	1														
March 2012	0	1														
July 2012	14	1														

Other County Council - Schools and Academies FINANCIAL

Indicator	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements																																	
Turnover - Schools and Academies - Other County Council	Aim to Maximise	<div><div>Actual</div><div>£336,621</div><div>Target</div><div>£344,703</div><div></div></div>	 <table><caption>Turnover - Schools and Academies - Other County Council Data</caption><thead><tr><th>Month</th><th>Actual</th><th>Target (Months)</th></tr></thead><tbody><tr><td>April 2012</td><td>£45,189</td><td>£45,189</td></tr><tr><td>May 2012</td><td>£65,279</td><td>£65,279</td></tr><tr><td>June 2012</td><td>£85,369</td><td>£85,369</td></tr><tr><td>July 2012</td><td>£105,459</td><td>£105,459</td></tr><tr><td>August 2012</td><td>£125,549</td><td>£125,549</td></tr><tr><td>September 2012</td><td>£145,639</td><td>£145,639</td></tr><tr><td>October 2012</td><td>£165,729</td><td>£165,729</td></tr><tr><td>November 2012</td><td>£185,819</td><td>£185,819</td></tr><tr><td>December 2012</td><td>£205,909</td><td>£205,909</td></tr><tr><td>January 2013</td><td>£336,621</td><td>£344,703</td></tr></tbody></table>	Month	Actual	Target (Months)	April 2012	£45,189	£45,189	May 2012	£65,279	£65,279	June 2012	£85,369	£85,369	July 2012	£105,459	£105,459	August 2012	£125,549	£125,549	September 2012	£145,639	£145,639	October 2012	£165,729	£165,729	November 2012	£185,819	£185,819	December 2012	£205,909	£205,909	January 2013	£336,621	£344,703	Less than 2% behind target as a result of lost academy business earlier in the year
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Indicator	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements
Contribution - Schools and Academies Catering - Other County Council	Aim to Maximise	<p>Actual -£12,324</p> <p>Target -£26,579</p> 		

Indicator	Maximise or Minimise	Actual Vs Target	Trend Chart	Improvements
Surplus/deficit -Schools and Academies - Other County Council	Aim to Maximise	<p>Actual £10,757.00</p> <p>Target -£8,916.00</p> 		

20 March 2013**Agenda Item: 7****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

None

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>
Items for future meetings – dates to be confirmed				
Quarterly sickness absence reporting (quarter 4)		Information	M Toward	Claire Gollin
Headcount figures and numbers of redundancies		Information	M Toward	Claire Gollin
Summary of senior officer redundancies (if required)		Information	M Toward	Bev Cordon

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>
26 February 2013	4 March 2013 – 2pm	12 March 2013	20 March 2013