



## **Minutes**

Meeting PERSONNEL COMMITTEE

Date Thursday 27 November 2019 (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  
John Ogle  
Sheila Place  
Helen-Ann Smith A

John Longdon  
Gordon Wheeler  
Jonathan Wheeler  
Nicki Brooks

### **OFFICERS IN ATTENDANCE**

Sarah Ashton	Democratic Services Officer
Marjorie Toward	Service Director – Customers, Governance and Employees
Gill Elder	Head of Human Resources
Helen Richardson	Senior Business Partner, Human Resources, Workforce & Organisational Development
John Nilan	Team Manager, Health & Safety
Adrian McKiernan	Workforce and Organisational Development Officer
Angela Howat	Senior Health & Safety Practitioner
Catherine Pritchard	Public Health Consultant

### **OTHERS IN ATTENDANCE**

Rosie Cunningham	Graduate
Jessica Tomlinson	Graduate
Megan Malloy	Graduate

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

The minutes of the meeting held on 3 October 2019, having been circulated to all Members, were taken as read and confirmed and signed by the Chairman.

## **2. APOLOGIES FOR ABSENCE**

The following apology was submitted:

- Councillor Helen-Ann Smith – medical

Membership changes:

Councillor John Longdon replaced Councillor Stuart Wallace and Councillor Nicki Brooks replaces Councillor Yvonne Woodhead, both for this meeting only.

## **3. DECLARATIONS OF INTEREST**

None.

## **4. PROGRESS REPORT FOR THE COUNCIL'S GRADUATE DEVELOPMENT PROGRAMME**

### **RESOLVED 2019/31**

- 1) That the continuation of the in-house graduate scheme be approved.
- 2) The Committee agrees to receive an update report in 12 months.

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

### **RESOLVED 2019/32**

- 1) That the Committee agrees to continue the promotion of career outreach events as set out in Appendix 1 and that ad hoc events are added to the schedule as appropriate.
- 2) That the Committee agrees to receive an annual report on attendance at careers outreach events and how the information gathered is being used to inform future activity going forward.

## **6. DEVELOPMENT OF WORK EXPERIENCE OPPORTUNITIES**

### **RESOLVED 2019/33**

- 1) That the Committee agrees the proposed changes to the Work Experience Programme.
- 2) That the Committee considered the criteria for applicants based upon their home address, with preference to be given to those from Nottinghamshire first and then to others if places were available be approved. Officers were asked to have dialogue with Nottingham City to seek a reciprocal arrangement for work experience placements.
- 3) That the roll out of the initiative with the University of Nottingham be agreed.

## **7. HEALTH AND SAFETY SIX MONTHLY UPDATE**

### **RESOLVED 2019/34**

- 1) That the Committee acknowledged the performance to date on the Health and Safety Action Plan.
- 2) That the Committee agrees to receive a Health and Safety performance update in six months.

## **8. SICKNESS ABSENCE PERFORMANCE AND ONGOING ACTIONS FOR IMPROVEMENT**

### **RESOLVED 2019/35**

- 1) That the development of a more detailed analytical consideration of absence data in further performances reports be approved.
- 2) That the Committee agrees to receive, as and when they arise more detailed case studies in future reports. And agrees to receive a further report on Quarter 3 performance at the March 2020 Committee with a further update on the agreed action plan in January 2020.

## **9. NOTTINGHAMSHIRE COUNTY COUNCIL'S COMMITMENT TO THE RACE AT WORK CHARTER**

### **RESOLVED 2019/36**

- 1) That the Committee agrees to meet the five key challenges required of signatories of the Race at Work Charter.
- 2) That the Committee agrees to commit to meet the "five calls to action" required by the Charter.

- 3) That the Committee agrees to include Race at Work Charter in the Council's published Equalities Action Plan.

## **10. WORK PROGRAMME**

### **RESOLVED 2019/37**

That the work programme be updated according to recommendations made during this meeting and the work programme be approved.

The meeting closed at 12.14pm.

**CHAIRMAN**