



Minutes

Meeting	PERSONNEL COMMITTEE
Date	Wednesday 13 March 2019 (commencing at 10.30am)

Membership

Persons absent are marked with an 'A'

COUNCILLORS

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

	Maureen Dobson	Sheila Place
	Errol Henry JP	Gordon Wheeler
	John Ogle	Jonathan Wheeler
A	Helen-Ann Smith	Yvonne Woodhead

OFFICERS IN ATTENDANCE

Sarah Ashton	Democratic Services Officer
Marjorie Toward	Service Director – Customers, Governance and Employees
Gill Elder	Group Manager – HR
Julie Forster	Group Manager, Business Support
Sarah Drury	Programme Officer, Business Support
Sarah Stevenson	Group Manager for Business Services Centre

OTHERS IN ATTENDANCE

Jane Botcherby Graduate on 2 weeks work experience

Chairman introduced Jane Botcherby to Members and Officers

1. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 30 January 2019, having been circulated to all Members, were taken as read and confirmed and signed by the Chairman.

2. APOLOGIES FOR ABSENCE

None

3. DECLARATIONS OF INTEREST

None.

4. SICKNESS ABSENCE PERFORMANCE TRENDS AND ONGOING ACTION FOR IMPROVEMENT

RESOLVED 2019/06

- 1) That the Committee would receive updates regarding the revised Employee Health and Wellbeing Action Plan 2018/19 and that the use of 'other' and 'not assigned' be investigated in more depth.
- 2) That to restate the target of 7 days absence for the coming year (April 2019 to March 2020) be approved.
- 3) That a further report on progress at the final quarter of 2018/19 be received at the May Committee meeting.

5. STAFFING RESOURCE FOR THE LOCAL GOVERNMENT PENSION SCHEME – GUARANTEED MINIMUM PENSION RECONCILIATION PROJECT WITH HER MAJESTY'S REVENUE AND CUSTOMS (HMRC)

RESOLVED 2019/07

That the extension of the temporary post of Project Manager, Band B, until 30 September 2020 be approved, subject to confirmation by the Pensions Committee at the meeting on 7 March 2019 that the costs will be funded by the Pension Fund.

6. THE BUSINESS SUPPORT REVIEW PROGRAMME

RESOLVED 2019/08

That the revised Business Support Structure as set out in Appendix A, be approved

7. WORK PROGRAMME

RESOLVED 2019/09

That the Apprenticeship Levy and the Terms and Conditions update be added to the work programme.

The meeting closed at 12.02pm.

CHAIRMAN