



# Minutes

Meeting PERSONNEL COMMITTEE

Date Wednesday 23 May 2018 (commencing at 10.30am)

## Membership

Persons absent are marked with an 'A'

## COUNCILLORS

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

Maureen Dobson  
John Longdon  
John Ogle  
Sheila Place  
Mike Pringle

Helen-Ann Smith  
Steve Vickers  
Jonathan Wheeler  
Yvonne Woodhead

## OFFICERS IN ATTENDANCE

Sarah Ashton	Democratic Services Officer
Marjorie Toward	Service Director - Customers and HR
Gill Elder	Group Manager - HR
Marie Rowley	Group Manager - Customer Services
John Nilan	Team Manager Health & Safety

## 1. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

### RESOLVED 2018/17

That the appointment of Councillor Neil Clarke MBE as Chairman and Councillor Keith Walker as Vice-Chairman by the County Council of 10 May 2018 for the ensuing year be noted.

## 2. COMMITTEE MEMBERSHIP

### RESOLVED 2018/18

That the membership: Councillors Maureen Dobson, John Handley, Errol Henry, John Ogle, Helen-Ann Smith, Sheila Place, Steve Vickers, Jonathan Wheeler and Councillor Yvonne Woodhead be noted.

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

The minutes of the meeting held on 18 April 2018, having been circulated to all Members, were taken as read and confirmed and signed by the Chairman.

### **4. APOLOGIES FOR ABSENCE**

None.

Membership changes:

Councillor John Longdon replaced Councillor John Handley and Councillor Mike Pringle replaced Councillor Errol Henry for this meeting only.

### **5. DECLARATIONS OF INTEREST**

None.

### **6. HEALTH AND SAFETY REVIEW AND ACTION PLAN**

#### **RESOLVED 2018/19**

That the 2018-19 health and safety action plan be approved and that the Committee receive an updated report on progress and further actions required in six months.

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

#### **RESOLVED 2018/20**

- 1) That the revised Employee Health and Wellbeing Action Plan 2018/19 be approved.
- 2) That the Council retain the target of 7.00 days absence per full time employee (fte) for 2018/19.
- 3) That Committee receive a report on progress at the end of the second quarter of the year.

## **8. WORKPLACE BUDDYING SCHEME**

### **RESOLVED 2018/21**

- 1) That the Committee welcomes the implementation of the Workplace Buddy Scheme and support the ongoing roll out of the scheme.
- 2) That a report on how the scheme manifests itself from the initial implementation and any further actions required be brought back to Committee in six months' time.

## **9. NOTTINGHAMSHIRE COUNTY COUNCIL EMPLOYEE MEMORIAL EVENT**

### **RESOLVED 2018/22**

- 1) That the arrangements of a commemorative event for employees and the siting of a bench be approved.
- 2) That the development of associated communications and publicity around the event including an invitation to the Chairman of the Council, members of Personnel Committee and extending and all employees via the intranet, be approved.

## **10. UPDATE ON PROPOSED CHANGES TO TERMS AND CONDITIONS**

### **RESOLVED 2018/23**

- 1) That the proposed actions set out in the report to involve employees and trades union colleagues to consider potential future options in relation to changes to terms and conditions of employment and respond to the issues raised be supported by the Committee.
- 2) That an updated report once a further package of proposals had been developed be considered by the Committee.

## **11. CHANGES TO THE CUSTOMER SERVICE CENTRE STRUCTURE**

### **RESOLVED 2018/24**

That the revised Customer Service Centre structure as set out in appendix 1, effective from 1<sup>st</sup> July 2018 be approved.

## **12. WORK PROGRAMME**

### **RESOLVED 2018/25**

Members agreed the change of the meeting date of the Committee from 26 September 2018 to 3 October 2018 at 10.30am.

The meeting closed at 11.47am.

### **CHAIRMAN**