



minutes

Meeting **PERSONNEL COMMITTEE**

Date Wednesday 13 June 2012

membership

Persons absent are marked with 'A'

COUNCILLORS

Andy Stewart (Chair)
Michelle Gent (Vice-Chair)

John Allin
Dobson
A Sybil Fielding

Kevin Rostance
Mel Shepherd MBE
June Stendall
Lynn Sykes

Vincent

OFFICERS IN ATTENDANCE

Helen Fifoot – Operations Manager (North), Schools Catering
Keith Ford – Senior Governance Officer
Claire Gollin – Group Manager, Human Resources
Kevin McKay – Group Manager, Catering & Facilities Management
Mandy Steel – Group Manager, Human Resources
Marjorie Toward, Service Director - Human Resources and Customer Service

Mark Howard – Unison Branch Chair

CHAIRMAN AND VICE-CHAIRMAN

The appointment by the County Council of Councillor Andy Stewart and Councillor Michelle Gent as Chairman and Vice-Chairman of the Committee respectively for the 2012/13 municipal year was noted.

MEMBERSHIP

The membership of the Committee as listed above was noted.

MINUTES

The minutes of the last meeting of the Committee held on 23 November 2011, having been circulated to all Members, were taken as read and were confirmed and signed by the Chair.

APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Sybil Fielding.

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

No declarations of interests were made.

TERMS OF REFERENCE

RESOLVED 2012/001

That the report be noted.

SICKNESS ABSENCE PERFORMANCE AS AT 31 MARCH 2012

RESOLVED 2012/002

- a) That the current levels of performance and actions for improvement as set out in the Committee report be noted.
- b) That quarterly performance updates on absences be submitted to the Committee.
- c) That the Employee Wellbeing and Stress Management Action Plan for 2012/13 be considered at the next meeting on 26 September 2012.

WORKFORCE MONITORING INFORMATION – 2011

RESOLVED 2012/003

- a) That the report be noted.
- b) That a report outlining the key points arising from the Workforce Information Report be received by the Committee on an annual basis for discussion and approval of appropriate actions to address any issues identified.
- c) That a six monthly report be submitted to Committee to provide more detail

on the overall headcount figures and the number of redundancies and trend data in these areas.

WORK RELATED LEARNING OPPORTUNITIES AT NOTTINGHAMSHIRE COUNTY COUNCIL

RESOLVED 2012/004

- a) That the Council continue to offer work experience opportunities to young people across the Council and that a corporate overview of this activity be provided.
- b) That the Council continue to operate an apprenticeship scheme and extends this as outlined in the Committee report.
- c) That the Council participate in the national graduate development programme as outlined in the Committee report.

REVISED STAFFING STRUCTURE FOR HUMAN RESOURCES

RESOLVED 2012/005

That the changes to staffing structures as set out in the report and appendices be approved.

WORK PROGRAMME

Marjorie Toward introduced the report and suggested that the Committee receive update reports on the following areas of operational activity:-

- senior staffing redundancies;
- workforce monitoring – summary of other officer redundancies;
- health and safety annual report (thereby receiving feedback from the Compliance Board mentioned in paragraph 5 of the Committee report);
- changes to terms and conditions arising from new and revised policies (feeding in views from Central Panel as appropriate);
- feedback from the sickness absence working group work with the trade unions;
- feedback from redundancies and redeployment currently being progressed with the trade unions.

RESOLVED 2012/006

- a) That the Committee's work programme be noted.
- b) That the Committee receive regular reports on the areas of operational activity outlined above.

OVERVIEW OF RELEVANT SERVICE AREA – SCHOOL MEALS SERVICE

RESOLVED 2012/007

That the report be noted.

The meeting closed at 11.09 am.

CHAIR

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