



Minutes

Meeting PERSONNEL COMMITTEE

Date Monday 29th November 2017 (commencing at 10.30am)

Membership

Persons absent are marked with an 'A'

COUNCILLORS

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

Jim Creamer
Maureen Dobson
Boyd Elliott
Eric Kerry
John Ogle

Sheila Place
Helen-Ann Smith
Jonathan Wheeler
A Yvonne Woodhead

OFFICERS IN ATTENDANCE

Sarah Ashton	Democratic Services Officer
Marjorie Toward	Service Director - Customers and HR
Gill Elder	Group Manager - HR
Claire Gollin	Group Manager - HR
Marie Rowney	Group Manager - Customer Services
Helen Richardson	Senior Business Partner - HR
John Nilan	Team Manager, Health and Safety
Claire Poole	Project Manager, OWL Team
Nicola North	Public Health Manager
Sunil Patel	Performance Business Partner
Beverley Cordon	Senior HR Business Partner
Karen Eddy	Team Manager - Ashfield CLDT

ALSO IN ATTENDANCE

Brian Fitzpatrick	Trade Union
James Minto	Trade Union

MINUTE SILENCE

A minute silence was held in memory of Wendy Fernside (a valued Business Support colleague) who passed away on 19th November 2017.

MINUTES OF THE LAST MEETING

The minutes of the meeting held on 27th September 2017, having been circulated to all Members, were taken as read and confirmed and signed by the Chairman.

APOLOGIES FOR ABSENCE

Councillor Yvonne Woodhead (illness)

Councillor Eric Kerry replaced Councillor John Handley for this meeting only, and Councillor Jim Creamer replaced Councillor Errol Henry for this meeting only.

DECLARATIONS OF INTEREST

None.

EMPLOYEE HEALTH AND WELLBEING

RESOLVED 2017/14

1. To agree the implementation of the new employee health and wellbeing initiatives detailed in the report.
2. That the Committee received the Platinum Wellbeing@Work Award and acknowledge Sunil Patel's achievement at receiving an individual Wellbeing@Work Award.
3. To receive a further report on the implementation of the Stevenson/Farmer report recommendations.

SICKNESS ABSENCE PERFORMANCE TRENDS AND ACTION FOR IMPROVEMENT

RESOLVED 2017/15

1. That no further actions were currently required to achieve the Council's target of 7.00 days absence per full time equivalent (FTE).
2. To agree to receive the more detailed Annual Report following each financial year end as part of the Personnel Committee work programme.

REVISED EMPLOYMENT PROCEDURES

RESOLVED 2017/16

1. To agree to the adoption and implementation of the revised employment procedures as outlined in the report effective from 1st January 2018 and supporting development work on the Managers Resources Centre.

HEALTH AND SAFETY WEEK – RISK AWARENESS CAMPAIGN

RESOLVED 2017/17

1. To agree that the proposed health and safety campaign (4th - 8th December 2017) outlined in the report should proceed as planned.

CAREERS OUTREACH EVENTS

RESOLVED 2017/18

1. To agree attendance at and promotion of the schedule of career outreach events detailed in paragraph 6 of the report.
2. To agree to the inclusion of further ad hoc events in the schedule as appropriate and to receive a further update report as set out in the work programme.

PROMOTION OF WORKFORCE DEVELOPMENT EVENTS TO INDEPENDENT SECTOR CARE PROVIDERS AND STAKEHOLDER PARTNERS

RESOLVED 2017/19

1. To agree that the attached programme of events detailed in Appendix 1 of the report continue as stated.
2. To agree that the Optimum Workforce Leadership (OWL) Project Team continue to develop the workforce and improve the quality of care provided in the independent sector and promote other initiatives that are in line with the remit of the team, and provide an update report to Personnel Committee.

CUSTOMER SERVICE CENTRE

RESOLVED 2017/20

1. To agree that Customer Service Centre opening times are changed to 8am-6pm Monday to Friday with effect from January 2018.
2. To agree that the switchboard number is changed to 0300 500 0823 and calls directed to staff at the Customer Service Centre with effect from January 2018.

WORK PROGRAMME

RESOLVED 2017/21

Members agreed that the April 2018 Health and Safety Update Report will include:

- Health and Safety Engaging Better with Partners
- Health and Safety - the wider context.

The meeting closed at 12.05am.

CHAIRMAN