



minutes

Meeting **PERSONNEL COMMITTEE**

Date Wednesday 12 June 2013 at 2.00pm

membership

Persons absent are marked with `A`

COUNCILLORS

Sheila Place (Chairman)
Nicki Brooks (Vice-Chairman)

John Ogle
Ken Rigby
Tony Roberts MBE
John Wilkinson

John Wilmott
Yvonne Woodhead
Liz Yates

A Ex-officio member (non-voting) – Councillor Alan Rhodes

OFFICERS IN ATTENDANCE

Gill Elder – Service Head, Human Resources
Claire Gollin – Group Manager, Human Resources
Mark Herring – Team Manager, Facilities Management
Jas Hundel – Service Director, Transport, Property & Environment
Christine Marson – Assistant Democratic Services Officer
Kevin McKay – Group Manager, Environment and Resources
James Silveston – Catering and Cleaning Operations Manager
Marje Toward – Service Director, Human Resources

CHAIRMAN AND VICE-CHAIRMAN

The appointment at the Annual Meeting of Council of Councillor Sheila Place and Councillor Nicki Brooks as Chairman and Vice-Chairman of the Committee respectively was noted.

MEMBERSHIP OF THE COMMITTEE

The membership of the Committee as detailed above was noted.

MINUTES

The minutes of the last meeting of the Committee held on 20 March 2013, having been circulated to all Members, were taken as read and were confirmed and signed by the Chairman.

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

TERMS OF REFERENCE

RESOLVED 2013/012

That the report be noted.

PRESENTATION ON SERVICE AREAS COVERED BY THE COMMITTEE

Marje Toward, Service Director, Human Resources gave a presentation to the Committee outlining the service areas covered by the Committee. She informed the Committee of the remit of HR is to ensure that the Council's workforce has the up to date knowledge and experience to give quality services, provide a positive and productive culture and work environment and to support organisational change.

RESOLVED 2013/013

That the presentation be received with thanks.

SICKNESS ABSENCE PERFORMANCE AS AT 31 MARCH 2013

RESOLVED 2013/014

- (1) That Members note the current levels of performance in respect of sickness absence levels and the trend of continuing performance improvement.
- (2) That Members note the achievements of the Employee Health and Wellbeing Action Plan for 2012/13.
- (3) That Members approve the proposal to develop this work further in 2013/14, working with the recognised trades unions, integrating it with a wider Workforce and Organisational Development Action Plan.

VACANCY CONTROL PROCESS

RESOLVED 2013/015

That Members note the implementation of the revised Vacancy Control Process set out in this report with immediate effect.

2012/13 PERFORMANCE REPORT – CATERING AND FACILITIES MANAGEMENT SERVICES

Kevin McKay, Group Manager, Environment and Resources gave a presentation on the areas covered by Catering and Facilities Management Services. He spoke about the services provided, achievements and challenges presented to Catering and Facilities Management.

RESOLVED 2013/016

That the monitoring of performance of the catering services, supporting the aspirations of the County Council to secure good quality affordable services, be noted.

WORK PROGRAMME

A revised work programme was circulated to all Members.

RESOLVED 2013/017

That the Committee's work programme be noted, and consideration be given to any changes which the Committee wishes to make.

The meeting closed at 4.05 pm.

CHAIRMAN

M_ 12 June 13