

Personnel Committee

Wednesday, 11 September 2013 at 14:00

County Hall, County Hall, West Bridgford, Nottingham NG2 7QP

AGENDA

- | | | |
|---|--|---------|
| 1 | Minutes of the last meeting held on 12 June 13 | 3 - 6 |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interests by Members and Officers:- (see note below)
(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary) | |
| 4 | Nottinghamshire County Council Employee Headcount information | 7 - 14 |
| 5 | Sickness Absence Performance as at 30th June 2013 | 15 - 28 |
| 6 | Performance Report - Catering and Facilities Management Services | 29 - 36 |
| 7 | Work Programme | 37 - 40 |

Notes

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Keith Ford (Tel. 0115 977 2590) or a colleague in Democratic Services prior to the meeting.

- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

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

11th September 2013**Agenda Item: 4****REPORT OF THE SERVICE DIRECTOR HR AND CUSTOMER SERVICE****NOTTINGHAMSHIRE COUNTY COUNCIL EMPLOYEE HEADCOUNT
INFORMATION****Purpose of the Report**

1. The purpose of this report is to provide Elected Members with an updated overview of the position in relation to the number of people directly employed by the County Council as at 31st July 2013 and trends relating to this data to enable members to monitor the on-going impact of the Council's service review programme and financial strategy on its workforce.

Information and Advice**Background:**

2. An initial report setting out how the overall staffing levels of the County Council had changed between 1st June 2009 and 31st July 2012 was considered by Personnel Committee on 26th September 2012. In order that the on-going impact on overall staffing levels can be monitored and assessed, this report updates the situation to reflect the intervening 12 month period.
3. This report highlighted that, as part of the Council's initial three year budget plan to release available resources to reinvest in front line services, in 2009/10 the first phase of a programme of service review was introduced which resulted in the identification of posts for proposed deletion, listed on a series of Section 188 notices. A total of **681** full time equivalent (fte) of these posts were vacant and were deleted.
4. In 2010 this was predicted by the County Council as being in the region of a staffing reduction of around **2500** over the following three years and between August 2009 and August 2013 the number of people employed by the Council has reduced by **3027**, an overall headcount reduction of around **24%**.
5. This reduction was for a number of reasons: **1516** of people leaving did so due to redundancy, the majority, over **84.4%** of which were voluntary. The remainder of these reductions reflects natural turnover, retirement or the impact of the transfer of some services to other providers.
6. The application of a robust vacancy control protocol had at that point resulted in the successful redeployment of **46%** of those people at risk of redundancy being redeployed to alternative jobs within the Council.

Headcount:

7. The current County Council headcount figure for non-school based staff as at 31st July 2013 is **9404**. This includes directly employed permanent and temporary staff. These figures exclude relief, supply and casual employees.
8. The trend in the overall headcount figures since July 2009 up to 31st July 2013 can be identified from the table in **Appendix A** of this report.
9. This overall reduction is due to a number of reasons including the implementation of the service review business cases and organisational re-design of the Council with resultant redundancies and transfer out of some staff, natural turnover and retirement. These factors are explored in more detail in the following paragraphs.
10. The graph at **Appendix A** identifies a recent “levelling off” during 2012 -13 with a marginal headcount increase in December 2012, continuing into January 2013 and a marked reduction from 1 April 2013.
11. This reflects the fact that relatively fewer posts were listed on the 2012/13 in year Section 188 notice issued on 31st October 2012 , with consultation running up to 29th January, and enabling and redundancy selection processes continuing up to 1st April 2013. The downward trend from April reflects a large number of posts which have been TUPE transferred out of the Council.

Turnover:

12. In addition to those leaving the organisation as a result of staffing reductions, natural turnover inevitably occurs as employees reach retirement age, gain alternative employment, transfer to other employers or choose to leave work for other reasons.
13. In these situations a vacancy occurs and due consideration is given through the Council's Vacancy Control Process, introduced in June 2013, to deleting or filling the vacant post with the aim of minimising the impact of service change on existing employees.
14. The Council is committed to effective workforce planning reasons to retain key skills and experience whilst ensuring the continued supply of new skills and ideas where vacant posts are released for advertising to supplement those already within the existing workforce.
15. The Council's turnover rate is currently around **9.6%**, a relatively low rate, possibly partly reflecting the wider on-going impact of the economic situation on the job market.
16. It is anticipated that organisational service review and redesign continues to impact on natural turnover with some employees opting to leave the organisation or retiring earlier than they might otherwise have done.

Redundancies:

17. In October 2012, the County Council published its most recent Section 188 Notice opening a consultation on 218.8 fte posts listed as being potentially at risk. Of the posts listed on this

latest Section 188 Notice, of these 101.7 fte were already vacant and were deleted from the Council structure.

18. The consultation period ran up to 29th January 2013 and the final impact of the post reductions listed in respect of voluntary and compulsory redundancies can now be fully reflected in this report.
19. When redundancies are proposed, all reasonable mitigations are considered in order to reduce the impact of post deletions arising from service review on individuals, including vacancy control, redeployment, effective workforce planning (including retraining / reskilling), and wherever possible volunteers for redundancy are given priority consideration.
20. The trade unions work closely with management at a corporate level through a Joint Redeployment and Redundancy Working Group to ensure that the potential to reduce the number of compulsory redundancies is fully and consistently explored.
21. The following table provides an update on the redundancies arising as a result of the implementation of Section 188 notices issued by the Council since 2009:

	2009 / 10	2010 / 11	2011 / 12	2012 / 13	2013/ 14*	Total*	%
Voluntary Redundancy	119	402	535	199	25	1280	84.4
Compulsory Redundancy	62	63	94	11	6	236	15.6
Total redundancies						1516	

*2013/14 figures as at 31st July 2013, subject to year-end update.

22. The table confirms that the majority of redundancies arising to date continue to be achieved through voluntary means. During the current financial year the number of redundancies carried forward from previous Section 188 notices is low and the proportion of these that have been compulsory is minimal.
23. A range of mitigations, described below, including the recently refreshed Vacancy Control Process to reserve vacancies for staff at risk of redundancy and associated redeployment search, retraining and job search support are in place to help manage and minimise the impact on individuals.

I. Redeployments:

24. Every effort continues to be made to support employees at risk of redundancy by seeking redeployment into suitable alternative employment opportunities. The following table provides an in year update on the number of employees redeployed since 2010/11 when redeployment data began to be captured:

Year	Number of employees redeployed
2010/11	34
2011/12	86
2012/13	26
2013/14	4
Total*	150

*2013/14 figure subject update

25. In comparison to the number of potential compulsory redundancies from 2010/11 onwards, there has been an overall 46% success rate to date.
26. This figure should be viewed in the context of an overall decrease in the number of posts available and available job vacancies as natural turnover rates have declined.
27. The Council aims to offer every reasonable support to engage redeployees in accessing skills based training and retraining opportunities to maximise their potential to be redeployed into suitable alternative posts. Current consideration is being given as to how this might be extended and improved.

II. Other support for employees at risk of redundancy:

28. In order to pro-actively assist staff at risk of redundancy to remain in employment wherever possible, a dedicated intranet site offers a range of on-line support and guidance covering a wide range of topics. Since the last headcount report this has been improved and consolidated into a more accessible format in response to feedback from managers and employees.
29. These support provisions, which range from career planning, CV writing and interview skills, dealing with change to planning for retirement and financial management, continued to be very well utilised. Between October 2012 and July 2013, employees made a further 616 information downloads of associated support guides and documents.
30. Information regarding training events and individual support sessions is also accessible via the NCC internet so employees can access this from outside of their work base if they wish. Managers are requested to facilitate access to this or to bring this to the attention of employees who do not routinely have access to a computer during the course of their employment.
31. In the last 12 months there have been a further 21 training and support sessions offered, including some run in partnership with Job Centre Plus. These were attended by an additional 167 employees and further events have already been arranged for later in 2013.

III. Vacancy Management:

32. Revised Vacancy Control arrangements, reported to Elected Members in detail at the Personnel Committee meeting on 12th June 2013, were implemented from 3rd June 2013. The new measures will ensure a greater robustness and consistency of vacancy

management process to better enable further post reductions to be made whilst providing redeployment opportunities for employees at risk of compulsory redundancy.

33. Of the general posts listed on all the Section 188 notices issued to date since 2009, **681** in total were identified as vacant at the time the notice was served, that is, their deletion did not place an employee at risk of redundancy.
34. In addition, the Section 188 notices identified reductions across the board in business support and management and supervision posts. A number of these posts were also vacant but were not individually identified on the Section 188 notices. These vacancies contributed to the implementation of the redesigned business support functions and overall 25% reduction in the number of management and supervision posts across the County Council.

TUPE Transfers – Update:

35. The overall impact of staffing reductions needs to be considered in the context of fluctuations in the workforce due to the implementation of transfers of staff in and out of the authority under the terms of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE).
36. As reported to Personnel Committee in September 2012, at 31st July 2012 the net impact to date was then a headcount reduction of **475** in total.
37. During the intervening 12 months in total a further **414** NCC staff have transferred out of the authority and **60** into the authority, a net reduction of **354** heads.
38. Specifically, in April 2013, around 59 Public Health staff became direct employees of the Council through TUPE. However, this was significantly offset in terms of overall headcount against the TUPE transfer out of around 213 staff from Children's Centres and 46 from the National Water Sports Centre.

Next Steps:

39. Given the increased financial challenge facing the County Council over the next three years, further posts will need to be identified for deletion and the new Vacancy Control measures provide a framework for this.
40. Every effort will continue to be made to use requests for voluntary redundancy and prioritise vacancies for use as redeployment opportunities for staff at risk of redundancy. These further post reductions will contribute towards the budget savings the County Council has initially identified as needing to be made over the next three years.

Other Options Considered

41. A wide range of options and actions have been considered as set out in the body of the report.

Reasons for Recommendations

42. The provision of this information will enable Members to review the impact of the Council's service review programme and financial predictions in terms of the numbers of people

directly employed by the organisation. Further regular update reports will be submitted on a six monthly basis. Information in relation to the profile of the NCC workforce will continue to be monitored in line with statutory reporting requirements and members updated on this through annual reports to Personnel Committee.

Statutory and Policy Implications

43. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Human Resources Implications

44. The human resources implications are implicit in the body of the report. The trade unions are engaged in ensuring that appropriate mitigations reduce the number of redundancies, particularly compulsory redundancies, arising from the Council's organisational redesign programme and identified budget savings through a Joint Redundancy and Redeployment Working Group.
45. The Trade Unions have confirmed that they acknowledge the figures contained within this report.

Equalities Implications

46. The Council's Enabling Procedure and Early Retirement and Redundancy and Redeployment policies apply equally to all directly employed staff. These procedures contain guidance which ensures appropriate and consistent management of the redundancy consultation and selection processes and that this is undertaken in compliance with the requirements of the Equality Act 2010.
47. Equality Impact Assessments are undertaken as appropriate as part of the Service Review process to ensure that implications of any proposed changes for service users and staff are identified and action taken to address any specific issues or disproportionate impacts on particular groups arising from the proposed changes.
48. Personnel Committee on 23rd January received a report summarising the profile of the County Council's workforce, as at March 2012, and an update as at 31st March 2013 will be submitted to the next meeting of this Committee as part of an established annual reporting regime. The report cross references the fall in the number of posts and employees since 2010 and highlights that despite this, the representation of disabled people, people from black and ethnic minority groups and the balance of male and female employees on the workforce has remained fairly constant and comparable with the representation in the local community.

Financial Implications

49. The range of mitigations in place help to ensure that, wherever possible, at risk staff are redeployed to suitable alternative posts thus maintaining the Council's investment in their

skill development and reducing the cost of redundancy compensation payments, and, where the redundant employee is over 55 years of age, under Local Government Pension Scheme Regulations, the early release of their pension benefits.

50. The financial cost of redundancies to the Council is factored into the refresh of the MTFS and actual costs are reported on an annual basis through the Statement of Accounts.

RECOMMENDATIONS

51. It is recommended that Members:

1. Note the employee headcount data and trends contained within this report.
2. Note the relative impact of redundancies and associated mitigations, natural turnover, vacancy control and TUPE transfers on the overall number of employees.
3. Agree to receive further quarterly update reports on a regular basis.

Marjorie Toward
Service Director HR and Customer Service

For any enquiries about this report please contact: Claire Gollin, Group Manager HR on 0115 9773837 or claire.gollin@nottsc.gov.uk

Constitutional Comments (KK 16/08/13)

The proposals in this report are within the remit of the Personnel Committee.

Financial Comments (SEM 16/08/13)

There are no specific financial implications arising directly from this report.

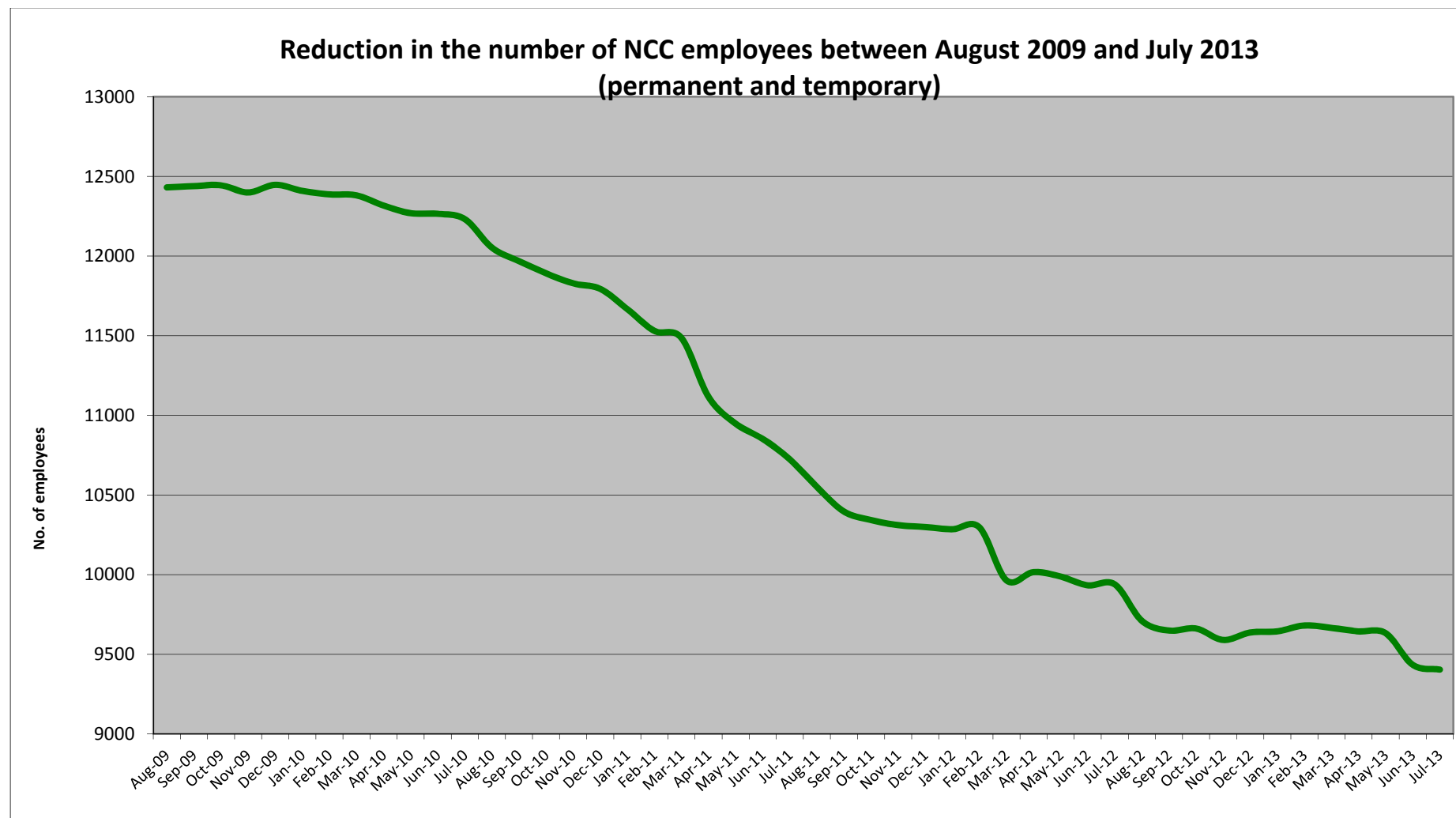
Background Papers

None

Electoral Division(s) and Member(s) Affected

All

Appendix A



	August 2009	July 2013	Overall headcount reduction
NCC Employees	12,431	9,404	3,027

REPORT OF THE SERVICE DIRECTOR HR AND CUSTOMER SERVICE**SICKNESS ABSENCE PERFORMANCE AS AT 30th JUNE 2013****Purpose of the Report**

1. To provide a further quarterly update for Members about Nottinghamshire County Council's performance in relation to current levels of sickness absence across its workforce.

Information and Advice**Background:**

2. One of the Council's strategic priorities continues to be to reduce the number of working days lost to employee sickness absence.
3. At the Personnel Committee meeting on 12th June 2013 Members received updated data and analysis of the Council's performance against this key corporate performance indicator. This set out that the level of absence at the year end 2012/13 was **8.25 days** absence on average, per employee, per annum, a level of performance which achieved the Council's established target for 2012/13, also **8.25 days**.
4. This was achieved through the adoption of a strategic approach which refocused absence management onto proactive, preventative employee health and wellbeing and the delivery of key actions for improvement.
5. The established target for incremental improvement during the current financial year 2013/14 is **8.17 days** absence per employee per annum.
6. Moving forward, the priority is to maintain the overall trend of performance improvement achieved since 2010 whilst building in sustainability through increased employee engagement.
7. As part of the Council's ambition to position the authority, as the largest employer in the County, as an exemplar of good employment practice, work is now in progress on developing a refreshed Workforce Health and Wellbeing action plan for the Council's direct employees.
8. This delivery plan will be developed working in partnership with Public Health and the recognised trade unions and will form a key part of a strategic response to

developing and improving employee engagement. A draft of the action plan will be brought to a future meeting of this Committee.

Performance:

9. The data set out in detail in **Appendix A and B** to this report reflects the position at the end of the first quarter of the current financial year, that is the period 1st April to 30th June 2013.
10. With the completion of the programme of implementation of the Business Management System in April 2013, all of the data in this report has been drawn for the first time from a single SAP system, including that relating to the Council's schools.
11. Staggered migration means that the data for the small percentage of NCC staff that remained on the old Cyborg system up to 31st March 2013 will gradually become fully consistent with the majority of data collected through SAP over the next rolling 12 month period.
12. The validated data for Q1 indicates that the current level of sickness absence is **8.14 days** sickness per employee on average per annum, an improvement of **0.11 days** on the previous quarter and **0.03 days** above the in-year target.
13. Compared to the position 12 months ago at the end of Q1 2012/13, when it stood at **8.16 days**, an overall improvement of **0.02 days** is maintained.
14. The charts attached to this report (**Appendix A and B**), for the first time include data for Public Health. These illustrate that, whilst on an individual basis there are departments which are currently on or over, target overall and others that remain below, the aggregate performance across the Council continues to meet and exceed its established performance target.
15. The Local Government Association (LGA) has recently released an update of its annual Workforce Survey report (2011/12), which highlights that the mean average sickness absence level across the whole sector is **8.40 days** per full-time employee (FTE) per annum, for comparable County authorities this is **9.10 days**. Nottinghamshire County Council's current performance compares well against both of these benchmark indicators.
16. The next update report to Personnel Committee will set out the known situation as at the end of the second quarter of 2013/14, that is as at 30th September 2013.

Reasons for absence:

17. The current LGA Workforce Survey reports that the top three causes of reported sickness absence were stress, depression, anxiety; mental health and fatigue (**21.70%**) followed by other muscular skeletal problems (**14.70 %**) and back and neck problems (**12.30%**).

18. This reflects the position within Nottinghamshire County Council with regard to stress where it is also the most prevalent reason for absence; however the second most prevalent reason in this authority is currently surgical operations and post-operative recovery which may reflect the age profile of the workforce, followed by illness attributable to “other” reasons.
19. HR intends to address the relatively high level of non-specific reason reporting under the “other” category in order to ensure a more accurate reflection of actual reasons for absence. This will be undertaken through the issue of guidance to managers to ensure that they accurately assess and record the cause of illness in line with the Council’s reporting categories which reflect those used nationally for Local Government benchmarking purposes.

Stress:

20. As set out in paragraph 18 above, the absence reasons report for Quarter 1 2012/14 (**Appendix C**), shows that, absence attributed to stress and stress related illness continues to be the single greatest cause of sickness absence in the Council.
21. Relatively high levels of stress related absence across the local authority sector reflect the operating environment of budget reductions and change which have resulted in post reductions and increased demands on those who remain in the service; over the past few years levels of stress related absence in the Council have fluctuated at around **20%** of all recorded absence, just below the reported national average for County Councils.
22. There is an improving trend reported in Q1 of 2013/14 with stress and stress related illness accounting for **18.31 %** of all recorded absence, compared to **20.24%** at the previous quarter and below the reported local government average of **21.70%**.
23. It is vital that this trend is maintained and responding to the identified need to further reduce levels of stress and stress related illness will form a key element of the Council’s on-going focus on proactive and preventative workforce health and wellbeing.
24. This work will include an emphasis on early intervention as part of a wider strategic approach to workforce and organisational development. HR are currently in discussion with Public Health colleagues and the trade unions to develop and deliver approaches and activities to support this.
25. Assisting individual employees to maximise their capacity to find solutions in response to the challenges of workplace change and changing demands at work will form a key part of this response. This will be balanced against an appropriate organisational response through early intervention which involves engaging managers in effectively planning and prioritising workloads and having timely and effective dialogue with their employees to reduce stress at source.

Long term absence:

26. The Q1 2013/14 data indicates that **45.46%** of all absence is currently long term, that is of four weeks or more in duration (**Appendix D**), indicating that the Council is performing well against a target of **50.00%** or less.
27. Overall the position compared with the previous quarter is improved by **8.77%** on the previous quarter when it stood at **54.23%**, evidencing that HR working with managers to ensure early intervention where absence does occur is having some positive impact. There remains however a need to reinforce HR support for managers to ensure that absent employees are facilitated to return to work at the earliest possible opportunity.

Other Options Considered

28. No other options are currently being considered.

Reason for other Options Considered

29. No other options are currently being considered.

Reasons for Recommendations

30. The recommendation in this report will enable Members to review the current levels of performance and direction of travel set out in this report and the actions that are in place to maintain a level of performance which meets the Council's identified targets and supports continuous improvement in levels of attendance across the Council. Regular update reports will be submitted on a quarterly basis.

Statutory and Policy Implications

31. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Human Resources Implications

The human resources implications are implicit in the body of the report. The trade unions are engaged in the further development of employee health and wellbeing initiatives through the Joint Wellbeing and Attendance Management Steering Group.

The Trade Unions have confirmed that they acknowledge the figures contained within this report.

Equalities Implications

The Council's Attendance Management policy and procedure applies equally to all directly employed staff. There is separate policy which is applicable to all Community Schools and is recommended to all schools with different governance arrangements. These procedures contain guidance which ensures that appropriate management of the sickness absence of employees with a disability complies with the requirements of the Equality Act 2010.

Financial Implications

The financial cost of sickness is significant and, along with increased productivity and engagement, there are significant savings to be drawn down from further reducing absence rates.

Establishing the true cost of absence to the Council is a complex calculation which needs to take into account a range of related factors, including the cost of providing cover in front line service areas.

Following the successful migration of all employee data into the Business Management System, during 2013/14, active consideration is being given to a mechanism for undertaking detailed analysis and accurate breakdown of the actual cost of absence to the authority.

RECOMMENDATIONS

It is recommended that Members note:

1. the on-going trend of continuous improvement
2. the current level of performance in respect of sickness absence levels
3. the responses under development for 2013/14 to ensure that performance is further improved and the in-year target is achieved.

Marjorie Toward

Service Director HR and Customer Service

For any enquiries about this report please contact: Claire Gollin, Group Manager HR, on 0115 9773837 or claire.gollin@nottsgov.uk

Constitutional Comments (KK 01/08/13)

32. The proposals in this report are within the remit of the Personnel Committee.

Financial Comments (CB 02/08/13)

33. There are no specific financial implications arising from the report. As stated above, planned development of the Business Management System will provide more comprehensive financial information.

Background Papers

None

Electoral Division(s) and Member(s) Affected

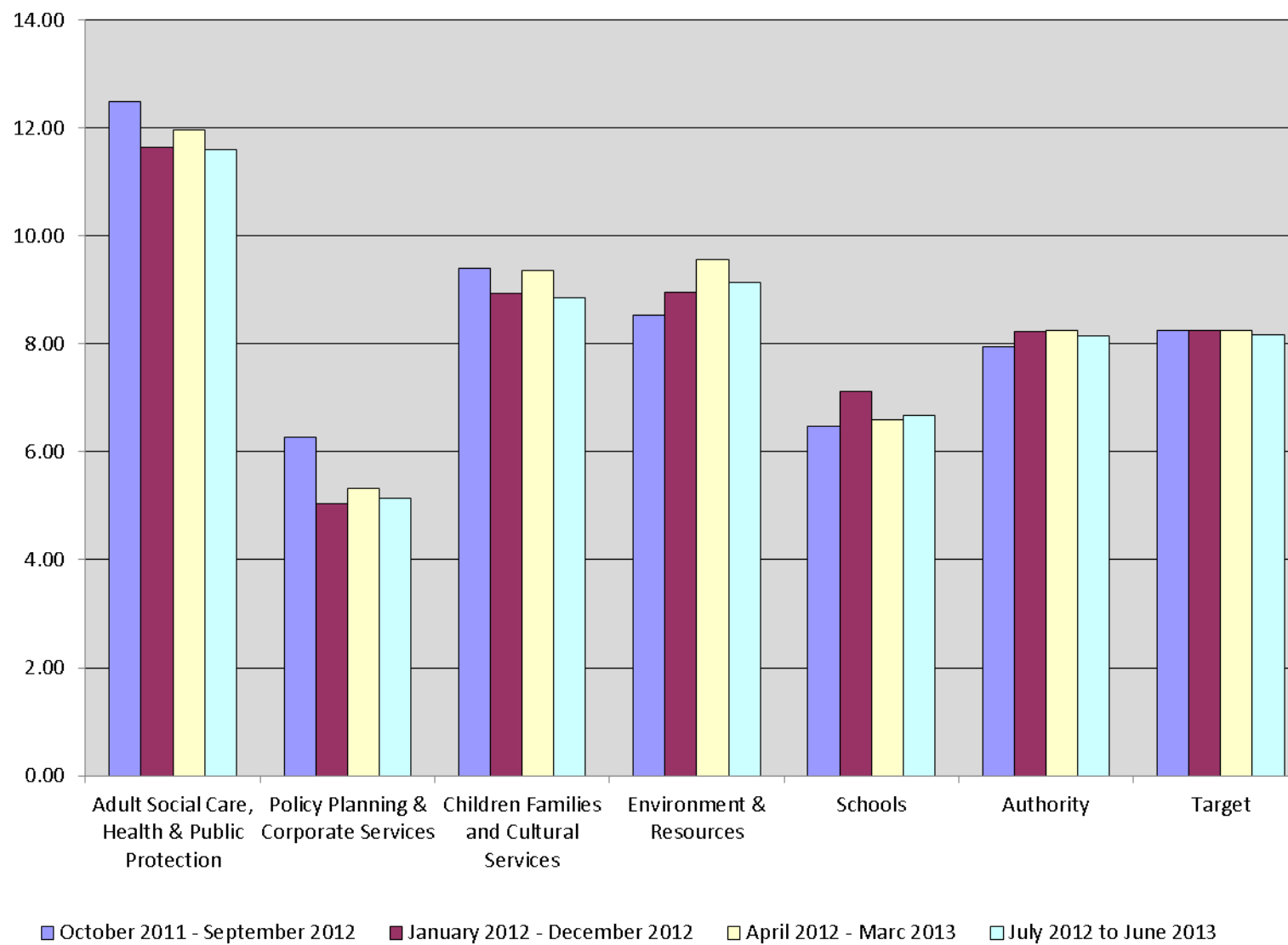
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Appendix A: Overall Performance (rolling basis):

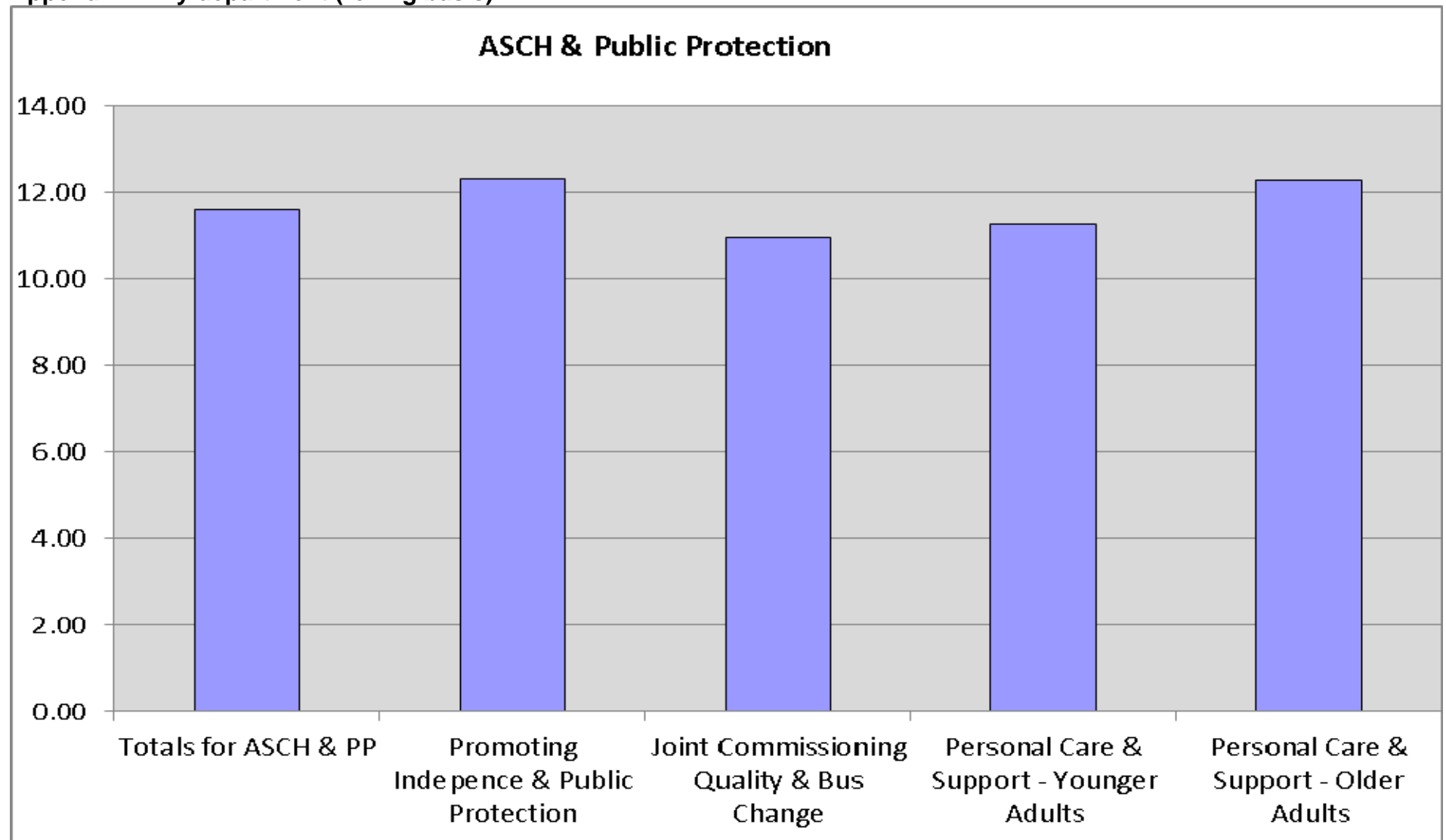
	October 2011 - September 2012	January 2012 - December 2012	April 2012 - Marc 2013	July 2012 to June 2013
Adult Social Care, Health & Public Protection	12.48	11.63	11.96	11.60
Policy Planning and Corporate Services	6.27	5.05	5.32	5.13
Children Families and Cultural Services	9.40	8.93	9.36	8.85
Environment and Resources	8.52	8.94	9.56	9.13
Public Health*	NA	NA	NA	4.23
Schools	6.48	7.12	6.59	6.68
Authority	7.94	8.22	8.25	8.14
Target	8.25	8.25	8.25	8.17

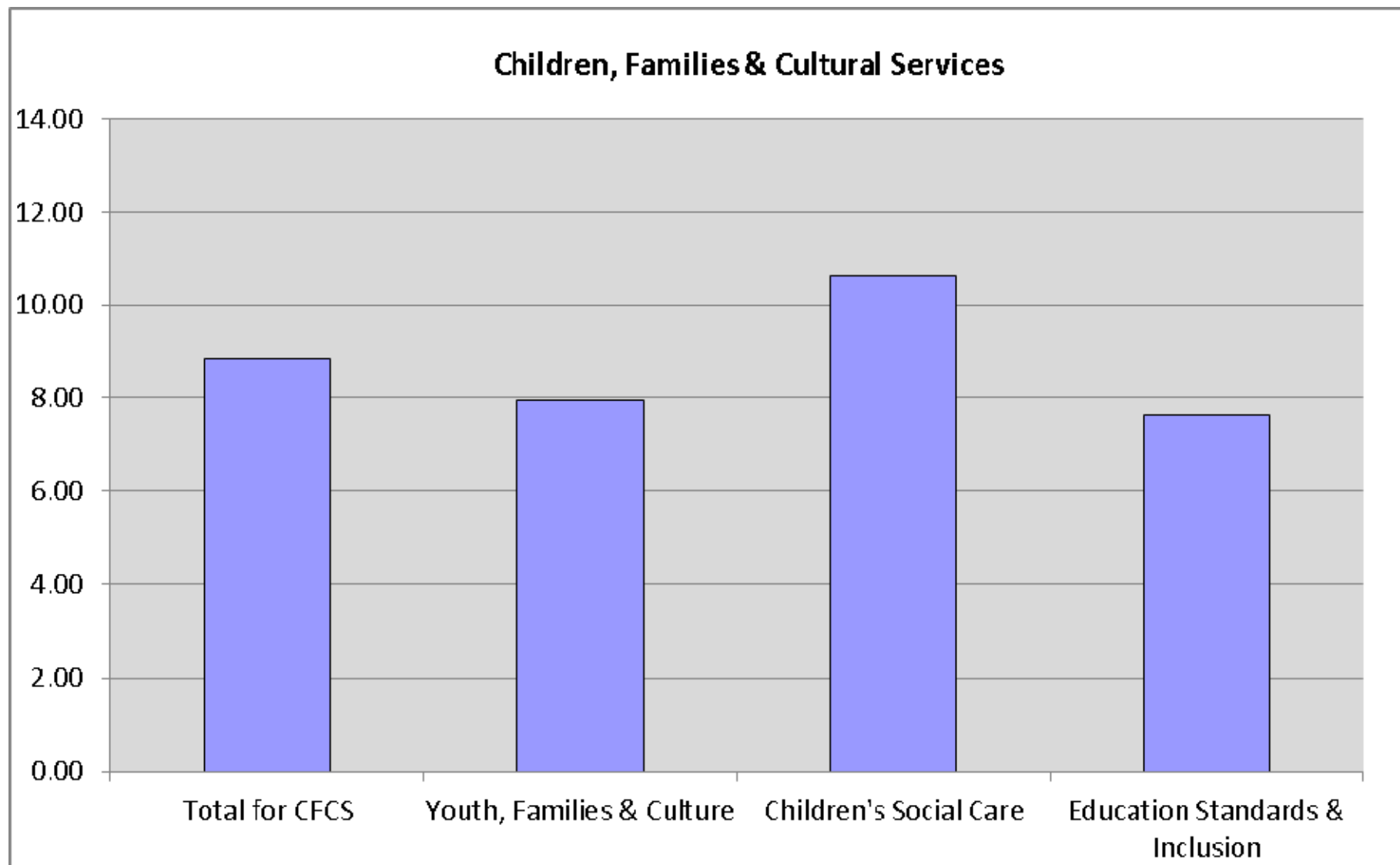
**Public Health employees became part of Nottinghamshire County Council on 1st April 2013. The number of days lost due to sickness has been calculated accordingly on a 3 month pro-rata basis. As Public Health currently has 58 FTE's it has not been possible to portray this graphically in the charts in Appendix B.*

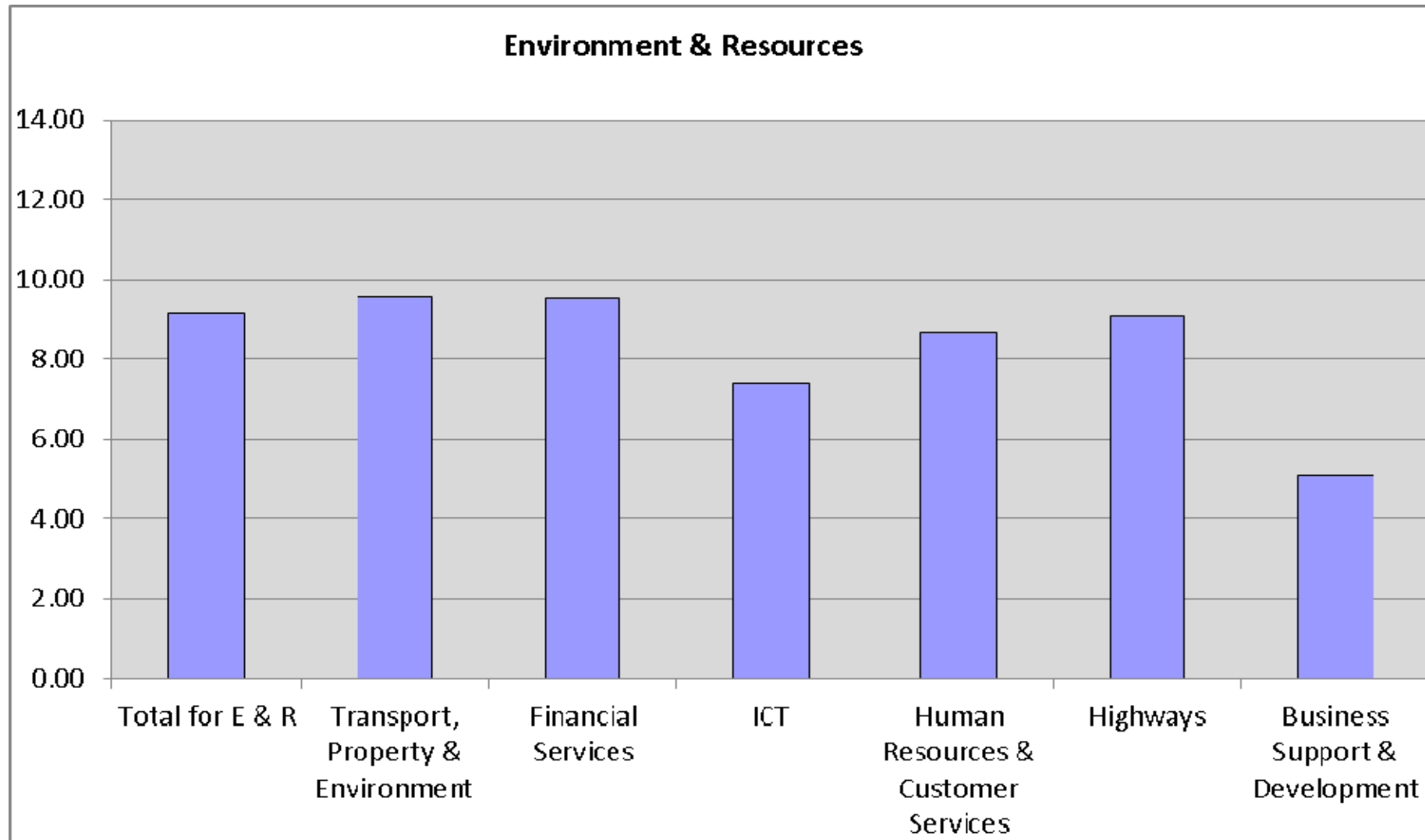
Average number of days sick per employee for the authority by department

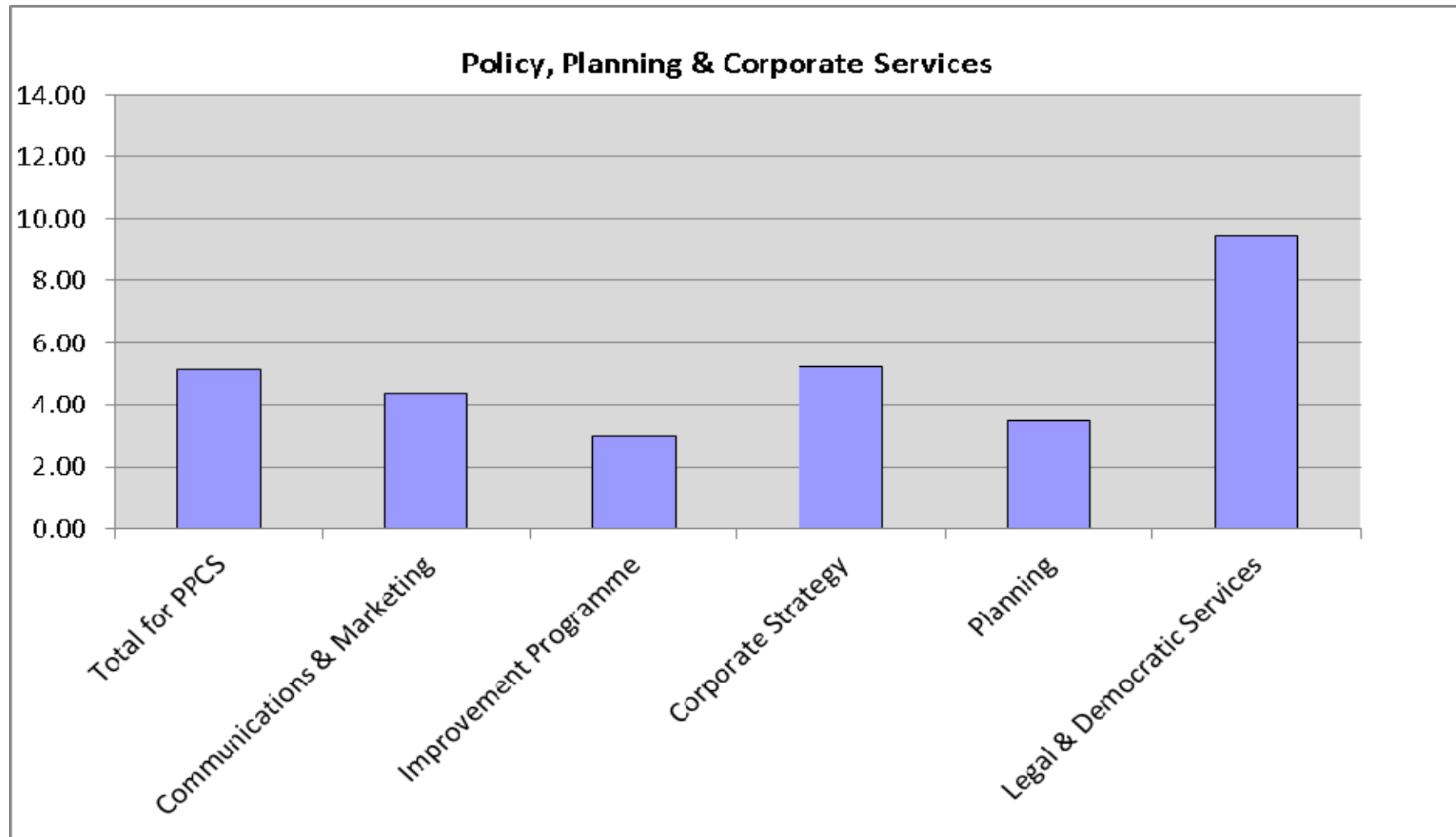


Appendix B: By department (rolling basis):





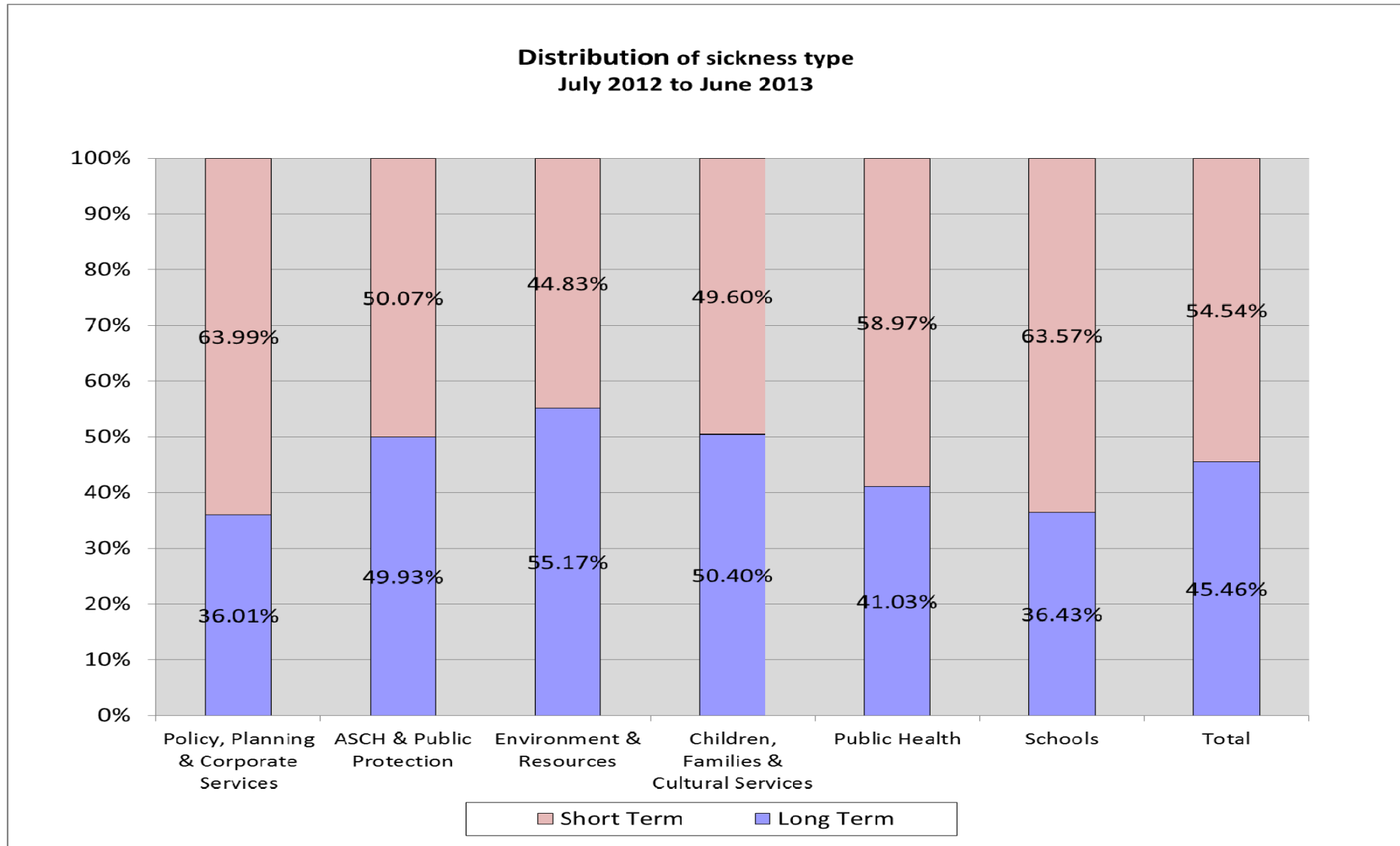




Appendix C: Reasons for Absence 1st April – 30th June 2013:

	Back Problems	Cold/Flu/Sore Throat	Headache/Migraine	Heart/Circulation	Infection	Muscular/Skeletal	Op/Post Op Recovery	Other	Pregnancy Related	Respiratory	Skin Disorder	Stomach/Digestion	Stress/Depression	Not assigned
Authority	7.34%	8.79%	1.63%	2.11%	2.85%	12.83%	15.77%	13.90%	1.04%	2.78%	0.51%	7.11%	21.29%	2.05%
Policy, Planning & Corporate Services	6.81%	16.91%	2.24%	0.27%	5.12%	2.89%	3.31%	4.09%	0.63%	2.23%	0.00%	9.90%	45.22%	0.40%
ASCH & Public Protection	6.82%	8.79%	1.05%	1.06%	2.32%	10.52%	16.56%	12.63%	1.15%	3.77%	0.37%	7.19%	24.61%	3.17%
Environment & Resources	8.76%	7.20%	1.80%	3.42%	3.33%	16.27%	16.94%	14.62%	0.65%	1.97%	0.69%	7.43%	15.35%	1.55%
Children, Families & Cultural Services	5.51%	10.99%	1.90%	1.04%	2.45%	9.98%	13.59%	14.61%	1.61%	3.18%	0.38%	6.32%	26.58%	1.84%
Public Health	0.00%	15.38%	0.00%	12.82%	3.85%	0.00%	53.85%	0.00%	0.00%	0.00%	0.00%	2.56%	11.54%	0.00%
Schools	4.35%	13.17%	2.45%	1.55%	3.23%	7.98%	21.59%	11.44%	1.63%	3.66%	0.38%	14.17%	14.28%	0.12%
Totals	6.07%	10.66%	1.98%	1.87%	3.02%	10.77%	18.26%	12.86%	1.29%	3.16%	0.45%	10.12%	18.31%	1.23%

Appendix D: Long and Short Term Absence:



**REPORT OF SERVICE DIRECTOR, TRANSPORT, PROPERTY &
ENVIRONMENT****PERFORMANCE REPORT - CATERING & FACILITIES MANAGEMENT
SERVICES****Purpose of the Report**

1. This report provides information to the Committee on the performance of the Environment & Resources Department Catering Services for the 1st quarter as at 30th June 2013.

Information and Advice

2. The Environment & Resources Department provides a range of catering services across the County Council predominantly schools and academies; services provided also include County Hall, Trent Bridge House, Retford Bus Station, Bilsthorpe Highways Depot and a countywide hospitality service.
3. As well as day to day service delivery, additional catering advisory support services are provided for opted-out schools, the maintenance of kitchens and premises and an input into new builds and refurbishments. In conjunction with schools the service also manages specific medical diets.
4. Income from the service is provided by cash sales, charges to schools and academies, function income, delegated free meal allowances and premises maintenance budgets.

Summary of Performance – Appendix 1**Schools, Academies & Colleges**

5. Levels of buy back for 2013/14 remain similar for previous years. 93% of Primary & Special schools together with 56% of Secondary schools are continuing to remain with a County Council provision. Meal sales have stabilised for the period to date and the service is now averaging

daily served numbers of 36,616. Increased sales continue to be experienced in secondary schools and academies.

6. With a three month turnover of £3.95m the schools catering service is £60k ahead of target. All expenditure remains well controlled, and therefore the current contribution has increased by £57k. This particularly encouraging given the complexities of delegation changes made to schools in April. The meal selling price in maintained primary schools has remained at £2 per meal for four consecutive years which is ensuring continued value for money. Pressures are however growing on maintaining this price with above inflationary food costs remaining within the food supply chain.

Food Safety

7. For some considerable time the Food Standards Agency has been working with Environmental Health Officers in an attempt to standardise the various systems that were in use. Within Nottinghamshire we now have all districts applying the scheme allowing us to make local comparisons of performance. Nationally this initiative has commonly become known as the “scores on the doors”

A food safety officer inspects a business to check that it meets the requirements of food hygiene law. The officer is from the local authority where the business is located.

At the inspection, the officer will check:

- how hygienically the food is handled – how it is prepared, cooked, re-heated, cooled and stored
- the condition of the structure of the buildings – the cleanliness, layout, lighting, ventilation and other facilities
- how the business manages what it does to make sure food is safe and so that the officer can be confident standards will be maintained in the future

The hygiene standards found at the time of inspection are then rated on a scale. At the bottom of the scale is ‘0’ – this means urgent improvement is required. At the top of the scale is ‘5’ – this means the hygiene standards are very good.

- A business can be given one of these ratings.



8. Of the 298 school premises managed by the County Council that have now been inspected under the new criteria, 271(91%) have been awarded '5', 22(7.5%) have been awarded '4' and 5(1.5%) have been awarded a '3'. Therefore all catering sites within the County managed by Catering & Facilities Management are operating at a generally satisfactory level or above. Both the County Hall Riverview Restaurant and Trent Bridge House Porthole café have received a '5' rating.

Food Sourcing

9. Maximising delivery values and minimising invoice processing costs has required two hubs to be established, one sourcing and delivering fresh meat and the other sourcing and delivering greengrocery and fresh items. This arrangement has successfully been in place for a number of years and allows local farmers and growers to readily access contracts for food supplies to the County Council.
10. Local food sourcing continues to be high on the service priorities; with main items include fresh meat, potatoes, carrots, onions, milk and free range eggs. With a spend of over £3m per year (60%) of food purchasing the Authority continues to work with suppliers on ensuring best value for its customers and supporting the local economy. Evidence suggests that for every £1 spent locally it generates by the multiplier effect a further £2 spend.

Reasons for Recommendations

11. The monitoring of performance of the catering services supports the aspirations of the County Council to secure good quality affordable services.

Statutory and Policy Implications

12. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

13. The monitoring of service performance will ensure that expenditure on catering services will be used efficiently and effectively.

RECOMMENDATION

14. That this report is noted.

Name of Report Author – Kevin McKay

Title of Report Author – Group Manager Catering & Facilities Management.

**For any enquiries about this report please contact: Kevin McKay
Group Manager – Catering & Facilities Management**

Constitutional Comments

Because this report is for noting only no Constitutional Comments are required

Financial Comments (TMR 12/08/2013)

There are no direct financial implications as a result of this report.

Background Papers

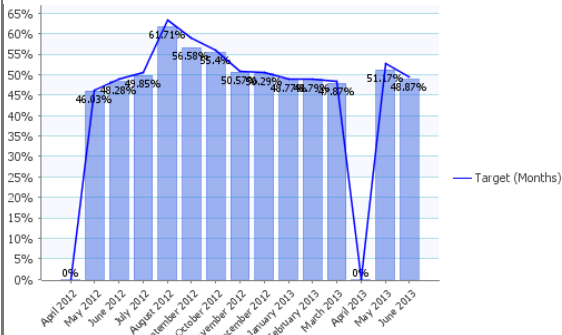
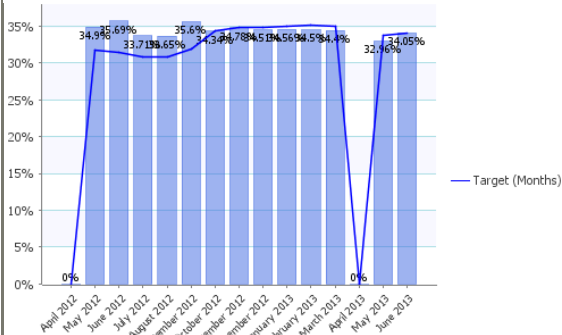
None

Electoral Division(s) and Member(s) Affected






Nottinghamshire

Schools and Academies Catering Committee Report to Period 3 2013/14

Schools and Academies Catering Financial

Indicator	Maximise or minimise?	Actual	Target		Trend Chart	Improvements																																																
Schools Catering - Labour costs as % of turnover	Aim to Minimise	48.87%	49.52%	✓	 <table><caption>Labour costs as % of turnover - Target and Actual Data</caption><thead><tr><th>Month</th><th>Target (Months)</th><th>Actual</th></tr></thead><tbody><tr><td>April 2012</td><td>0%</td><td>0%</td></tr><tr><td>May 2012</td><td>46.13%</td><td>46.13%</td></tr><tr><td>June 2012</td><td>48.26%</td><td>48.26%</td></tr><tr><td>July 2012</td><td>49.85%</td><td>49.85%</td></tr><tr><td>August 2012</td><td>61.71%</td><td>61.71%</td></tr><tr><td>September 2012</td><td>56.58%</td><td>56.58%</td></tr><tr><td>October 2012</td><td>55.4%</td><td>55.4%</td></tr><tr><td>November 2012</td><td>50.57%</td><td>50.57%</td></tr><tr><td>December 2012</td><td>50.29%</td><td>50.29%</td></tr><tr><td>January 2013</td><td>49.74%</td><td>49.74%</td></tr><tr><td>February 2013</td><td>49.79%</td><td>49.79%</td></tr><tr><td>March 2013</td><td>49.67%</td><td>49.67%</td></tr><tr><td>April 2013</td><td>0%</td><td>0%</td></tr><tr><td>May 2013</td><td>51.7%</td><td>51.7%</td></tr><tr><td>June 2013</td><td>48.87%</td><td>48.87%</td></tr></tbody></table>	Month	Target (Months)	Actual	April 2012	0%	0%	May 2012	46.13%	46.13%	June 2012	48.26%	48.26%	July 2012	49.85%	49.85%	August 2012	61.71%	61.71%	September 2012	56.58%	56.58%	October 2012	55.4%	55.4%	November 2012	50.57%	50.57%	December 2012	50.29%	50.29%	January 2013	49.74%	49.74%	February 2013	49.79%	49.79%	March 2013	49.67%	49.67%	April 2013	0%	0%	May 2013	51.7%	51.7%	June 2013	48.87%	48.87%	
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Food costs as % turnover - Schools Catering	Aim to Minimise	34.05%	34.06%	✓	 <table><caption>Food costs as % turnover - Target and Actual Data</caption><thead><tr><th>Month</th><th>Target (Months)</th><th>Actual</th></tr></thead><tbody><tr><td>April 2012</td><td>0%</td><td>0%</td></tr><tr><td>May 2012</td><td>34.3%</td><td>34.3%</td></tr><tr><td>June 2012</td><td>35.69%</td><td>35.69%</td></tr><tr><td>July 2012</td><td>33.71%</td><td>33.71%</td></tr><tr><td>August 2012</td><td>33.65%</td><td>33.65%</td></tr><tr><td>September 2012</td><td>35.6%</td><td>35.6%</td></tr><tr><td>October 2012</td><td>34.3%</td><td>34.3%</td></tr><tr><td>November 2012</td><td>34.78%</td><td>34.78%</td></tr><tr><td>December 2012</td><td>34.56%</td><td>34.56%</td></tr><tr><td>January 2013</td><td>34.5%</td><td>34.5%</td></tr><tr><td>February 2013</td><td>34.4%</td><td>34.4%</td></tr><tr><td>March 2013</td><td>34.4%</td><td>34.4%</td></tr><tr><td>April 2013</td><td>0%</td><td>0%</td></tr><tr><td>May 2013</td><td>32.16%</td><td>32.16%</td></tr><tr><td>June 2013</td><td>34.05%</td><td>34.05%</td></tr></tbody></table>	Month	Target (Months)	Actual	April 2012	0%	0%	May 2012	34.3%	34.3%	June 2012	35.69%	35.69%	July 2012	33.71%	33.71%	August 2012	33.65%	33.65%	September 2012	35.6%	35.6%	October 2012	34.3%	34.3%	November 2012	34.78%	34.78%	December 2012	34.56%	34.56%	January 2013	34.5%	34.5%	February 2013	34.4%	34.4%	March 2013	34.4%	34.4%	April 2013	0%	0%	May 2013	32.16%	32.16%	June 2013	34.05%	34.05%	
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Indicator	Maximise or minimise?	Actual	Target		Trend Chart	Improvements
Returns to Schools - Schools Catering	Aim to Maximise	£351k	£246k	✓	<p>£156k, £342k, £351k</p> <p>Target (Years)</p>	
Turnover - Schools Catering	Aim to Maximise	£3,947,000	£3,881,000	✓	<p>£2,337,000, £4,020,000, £5,235,000, £6,741,000, £8,028,000, £10,097,000, £11,446,000, £13,333,000, £14,440,000, £16,014,000, £2,460,000, £3,947,000</p> <p>Target (Months)</p>	
Contribution - Schools Catering	Aim to Maximise	£491,000	£436,000	✓	<p>£463,000, £553,000, £662,000, £751,000, £8,000, £486,000, £1,076,000, £1,311,000, £1,654,000, £1,837,000, £2,054,000, £291,000, £491,000</p> <p>Target (Months)</p>	

PI Status	
	Alert
	Warning
	OK
	Unknown
	Data Only

Agenda Item: 7**REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND
CORPORATE SERVICES****WORK PROGRAMME****Purpose of the Report**

1. To consider the Committee's work programme for 2013/14.

Information and Advice

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. It is anticipated that the committee will wish to commission periodic reports on such decisions. The committee is therefore requested to identify activities on which it would like to receive reports for inclusion in the work programme.

Other Options Considered

5. None.

Reason/s for Recommendation/s

6. To assist the committee in preparing its work programme.

Statutory and Policy Implications

7. This report has been compiled after consideration of implications in respect of finance, public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

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

Jayne Francis-Ward
Corporate Director, Policy, Planning and Corporate Services

For any enquiries about this report please contact: Christine Marson, Assistant Democratic Services Officer, Tel: 0115 9773887

Constitutional Comments (HD)

8. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments (PS)

9. There are no financial implications arising directly from this report.

Background Papers

None

Electoral Division(s) and Member(s) Affected

All

Personnel Committee Work Programme

Title	Summary	Decision or Information	Lead Officer	Report Author
6 November 2013				
Quarterly Sickness Absence update Q2 13/14	Update report	Information	Marje Toward	Claire Gollin
Workforce Planning– Work Experience and Learning (Inc. Apprenticeships)	Information	Information	Marje Toward	Claire Gollin
Workforce Information report 2013	Update report	Information	Marje Toward	Claire Gollin
Quarterly Vacancy Control update report (as at 31.8.13)	Update report	Information	Marje Toward	Claire Gollin/Bev Cordon
Business Support Centre Restructure	Proposals	Decision	Marje Toward	Sarah Stevenson
Facilities Management Performance report	Update report	Information	Kevin McKay	Kevin McKay
29 January 2013				
Quarterly Headcount Report – update report (31.10.13)	Update report	Information	Marje Toward	Claire Gollin/Bev Cordon
Quarterly Vacancy Control Report (update report as at 30.11.13)	Update report	Information	Marje Toward	Claire Gollin/Bev Cordon
Catering Performance Report	Update Report	Information	Kevin McKay	Kevin McKay
12th March 2014				
Quarterly Sickness Absence update Q3 13/14	Update report	Information	Marje Toward	Claire Gollin

Quarterly Vacancy Control Report (update report as at 29.2.14)	Update report	Information	Marje Toward	Claire Gollin/Bev Cordon
Employee Headcount report quarterly update (31.1.14)	Update report	Information	Marje Toward	Claire Gollin/Bev Cordon
Facilities Management Performance report	Update report	Information	Kevin McKay	Kevin McKay
21st May 2014				
Quarterly Sickness Absence update Q413/14	Update report	Information	Marje Toward	Claire Gollin
Catering Performance Report	Update Report	Information	Kevin McKay	Kevin McKay
2 July 2014				
Quarterly Vacancy Control Report (update report as at 31.5.14)	Update report	Information	Marje Toward	Claire Gollin/Bev Cordon
Employee Headcount report quarterly update (30.4.14)	Update report	Information	Marje Toward	Claire Gollin/Bev Cordon
Facilities Management Performance report	Update report	Information	Kevin McKay	Kevin McKay