

Personnel Committee

Wednesday, 21 January 2015 at 14:00

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

AGENDA

- | | | |
|----|--|---------|
| 1 | Minutes of the last meeting held on 26 November 2014 | 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 | Health and Safety Management Review and Action Plan | 7 - 26 |
| 5 | Service Remodelling - Workforce Planning and Organisational Development | 27 - 34 |
| 6 | Implementation of New Learning Systems | 35 - 38 |
| 7 | Further Temporary Extension of Available Funding - Optimum Workforce | 39 - 44 |
| 8 | Trading Services - School meal prices 2015-2016 and Building Cleaning Charges for 2015-17 | 45 - 48 |
| 9 | Operational Report - Facilities Management Services | 49 - 58 |
| 10 | Work Programme | 59 - 62 |

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:-

Customer Services Centre 0300 500 80 80

- (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 Christine Marson (Tel. 0115 977 3825) 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.
- (5) This agenda and its associated reports are available to view online via an online calendar - <http://www.nottinghamshire.gov.uk/dms/Meetings.aspx>

Meeting	PERSONNEL COMMITTEE
Date	Wednesday 26 th November 2014 (commencing at 2.00 pm)

Membership

Persons absent are marked with an 'A'

COUNCILLORS

Sheila Place (Chairman)
Nicki Brooks (Vice Chairman)

	Maureen Dobson	Tony Roberts MBE
	Darren Langton	Liz Yates
	John Ogle	Yvonne Woodhead
A	Ken Rigby	

OFFICERS IN ATTENDANCE

Julie Brailsford – Assistant Democratic Services Officer
Gill Elder – Group Manager, HR and Customer Service
Gail Flack – Unison representative
Julie Forster – Group Manager, Business Support, ASCH & PP & CFCS
Claire Golin – Group Manager, HR and Customer Service
Jas Hundal – Service Director Transport, Property and Environment
Kevin McKay – Group Manager, Catering & Facilities Management
Martin Sleath – Branch Secretary, Unison

MINUTES OF THE LAST MEETING

The minutes of the meeting held on 15th September 2014, having been circulated to all Members, were taken as read and were confirmed, subject to the following amendments, and were signed by the Chairman.

- Councillor Yvonne Woodhead was absent from the meeting on other County Council business.

APOLOGIES FOR ABSENCE

Apologies were received from Councillor Ken Rigby (other)

DECLARATIONS OF INTEREST

There were no declarations of interest.

SICKNESS ABSENCE PERFORMANCE AS AT 30th SEPTEMBER 2014

RESOLVED 2014/027

1. to note the current level of performance in respect of sickness absence levels and on-going trend of continuous improvement.
2. to note the actions being taken to improve employee wellbeing.

NOTTINGHAMSHIRE COUNTY COUNCIL EMPLOYEE RESOURCING INFORMATION AS AT 30th SEPTEMBER 2014

RESOLVED 2014/028

1. to note the updated employee resourcing information and trends contained within the report, including the use of agency staff, consultants and interims.
2. to note the relative impact of redundancies and associated mitigations, natural turnover, vacancy control and TUPE transfers on the overall number of employees.
3. to note the range of mitigating measures and support provisions put in place to minimise the impact in respect of compulsory redundancies.

UPDATE RELATED TO THE BUSINESS SUPPORT REVIEW ACROSS ADULTS SOCIAL CARE, HEALTH AND PUBLIC PROTECTION AND CHILDREN, FAMILIES AND CULTURAL SERVICES

RESOLVED 2014/029

To note the progress of the project and approve revisions to the Business Support Structure as set out in Appendix A.

SCHOOL FOOD PLAN

RESOLVED 2014/030

To note the update information supplied on the introduction of the National School Food Plan in Nottinghamshire.

OPERATIONAL REPORT – SCHOOL AND ACADEMIES CATERING SERVICE

RESOLVED 2014/031

To note the contents of the report

WORK PROGRAMME

RESOLVED 2014/032

That the Committee's work programme be noted.

The meeting closed at 3.30pm

CHAIRMAN

26th November 2014

REPORT OF SERVICE DIRECTOR – HR AND CUSTOMER SERVICE**HEALTH AND SAFETY MANAGEMENT REVIEW AND ACTION PLAN****Purpose of the Report**

1. The purpose of the report is to inform the Personnel Committee of the outcome of the 2013 - 2014 Management Review and associated 2014-15 Health and Safety Action Plan and provide an update on current health and safety issues. The relevant documents are attached in summary as appendices A and B.

Information and Advice**Background information:**

2. The County Council's health and safety management system is accredited to the Occupational Health and Safety Assessment Series (OHSAS) 18001 which is externally verified by the British Standards institute (BSI).
3. The overarching Council-wide health and safety management system and the following areas of service are currently accredited against this standard:

Highways
Property
Catering and Facilities Management
Country Parks
Youth Service
Libraries Service – to be assessed for accreditation January 2015.

This approach has been implemented on a phased basis with these areas of service prioritised based on the nature of the service area and associated risks.

4. The requirement to undertake a management review is an integral part of the risk management cycle under OHSAS18001 and examines health and safety performance for the previous reporting period.
5. The management review is conducted with the involvement of senior management and outcomes communicated to key decision makers. Findings from the management review inform the following period's health and safety action plan. The findings and action plan are agreed with Compliance Board and shared with departmental Risk, Safety and Emergency Management groups and the recognised trades unions via and the Joint Health and Safety Working Group.

6. Key areas of focus identified in the 2013-14 review includes the safety implications emerging from changes to working arrangements and service delivery and the need for robust compliance monitoring of contractors, supply chain and service delivery partners in respect of their safety management systems.
7. The management review and action plan was audited by BSI during August 2014 noting the action plans in place, consideration of compliance, competence and core risks and was approved by the Corporate Leadership Team on the 9th December 2014.

Current position:

8. Organisational change continues to be an important factor that impacts on the health and safety management system. This has been factored into health and safety planning and will be monitored during future audits. Managers are being supported on an ongoing basis with reviewing service roles and responsibility records and identifying emerging risk as a result of organisational change.
9. Investigations during 2013-14 indicate that contractors have been significantly involved in premises related incidents with the trend continuing to date. It is not possible to transfer health and safety responsibilities by engaging contractors or implementing alternative service delivery models. Therefore it is important that appointing managers and key supply chain partners have suitable arrangements in place for monitoring and review of those working on their behalf and that these are audited as part of contract compliance. Work is being undertaken to ensure that this is the case across the board.
10. Work has also taken place with the Procurement Centre to strengthen pre-qualification processes to ensure before the contract is awarded that satisfactory arrangements for health and safety are in place. Work has been undertaken to identify potentially high risk contracts so that appropriate safety management strategies can be implemented for each contract. Regular review meetings are now scheduled with key partners and periodic safety reports are received and reviewed to ensure that satisfactory arrangements are in place and working effectively to manage and mitigate key risks.
11. Training for managers has been reviewed and tailored specifically to meet individual departmental needs with continued positive feedback from participants. New e-learning packages of training have also been developed to provide greater accessibility to training whilst realising savings on venues and training time. Specific training packages have also been developed for schools and academies with high levels of take up and very positive feedback. This approach will be rolled out further in the new year.

Other Options Considered

12. No other options were considered.

Reason for Recommendation

13. In order to demonstrate strong, dynamic health and safety leadership it is important that key decision makers and senior management are informed of the outcomes of management reviews and are aware of improvements required and ensure that these are delivered

through the current action plan and existing corporate and departmental health and safety management systems.

Statutory and Policy Implications

14. 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.

Implications for Service Users

15. The action plan focuses on core risks and identified improvements to the health and safety management system, minimising risk to service users.

Financial Implications

16. Non-compliance with health and safety legislation may lead to financial penalties in the form of Health and Safety Executive fees for intervention for material breaches of Regulations and fines associated with prosecution through the courts.

17. Additionally, civil claims made against identified breaches of duty of care may have significant financial implications as a result of direct settlement, legal costs or increased insurance premiums.

Human Resources Implications

18. The health and safety action plan aims to deliver a safer working environment minimising risk of injury and ill health and reducing sickness absence as a result of work related injury or occupational disease.

RECOMMENDATION

1. It is recommended that Personnel Committee note the attached 2013-14 Management Review Summary and the 2014-15 Corporate Health and Safety Action Plan.

Marjorie Toward
Service Director-HR and customer service

For any enquiries about this report please contact: John Nilan, Team Manager – Health and Safety – john.nilan@nottsc.gov.uk Telephone 01623 434560.

Constitutional Comments (CEH 21/12/14)

19. The report is for noting purposes only.

Financial Comments (SEM 02/01/15)

20. The financial implications are set out in the report.

Background Papers and Published Documents

None

Electoral Division(s) and Member(s) Affected

All



Annual Corporate Health and Safety Management Review Summary

Date: August 2014

Review period: April 2013 to March 2014

This management review meets the requirement under clause 4,6 of the standard BS OHSAS 18001:2007 to ensure the suitability, adequacy and effectiveness of Nottinghamshire County Councils health and safety management system and identify opportunity for ongoing safety management system improvement.

1.Key findings

1. All services within the scope of the Council's OHSAS 18001 certificate maintained their registration throughout 2013-14 with a new 3 year Corporate certificate being issued in July 2013 following the formal re-certification audit by British Standards Institute. This audit found the management system to be effective in preventing ill health and injury and provide for continual improvement. A new programme for the next three years was developed accounting for structural changes. For the forthcoming year 2014-2015 the certificate scope will be increased to include the Library Service in autumn 2014.
2. Findings from internal and external audit indicate risk assessment, operational control, incident investigation and corrective action should be the focus for 2014 -15 continual improvements. Additionally collective findings from both active and reactive monitoring indicate the need to place an emphasis on the evaluation of compliance against legislative requirements. Identified compliance gaps as a result of audit, inspections and incident investigations can then be prioritised.
3. The Health and Safety Executive (HSE) increased activity by both investigating incidents as a result of RIDDOR reporting or responding to enquiries received via the HSE contact centre. No enforcement action or fees for intervention were received during this period. The Health and Safety team will continue to record activity and monitor enquiry trends.
4. Work related and RIDDOR reportable incidents show a marginal increase on 2012-13. Raised awareness via training was identified as the main cause for the increase. An additional near 'miss facility' will be included in a planned upgrade of the system in spring 14 in order to further improve reporting and recording. The top two incident causes remain slip, trip and fall and manual handling(see table1below)
5. Inspections this period have focused on contractor and supplier safety performance. This has proved positive in terms of liaison and preventative action and reinforced the need for robust compliance monitoring arrangements to be in place working in conjunction with key supply chain partners who have an active role to play in the active monitoring of their subcontractors. Contractor incidents further support the requirement for a robust compliance monitoring programme.

Appendix A

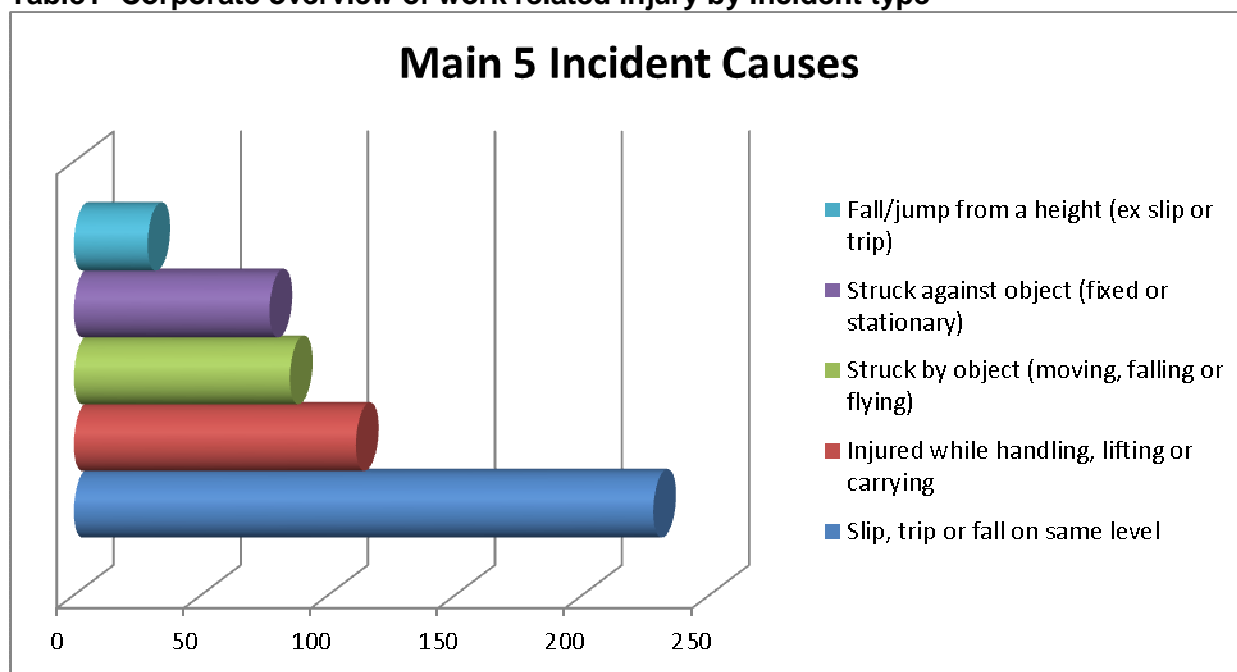
SR57: Health and Safety Management Review



**Nottinghamshire
County Council**

6. Organisational change and transformation presents new safety challenges. Risk controls require constant review to account for this dynamic including ensuring those persons with key safety roles are aware of their responsibilities where new to the role. Awareness of and cover for premises emergencies must remain effective, for example fire warden, evac-chair operators and first aiders particular where flexible working and touch down arrangements are in place. Vacant premises require a safe 'closedown, and routine monitoring for vandalism and theft.
7. Progress has been made this period with the development of e-learning packages for basic health and safety awareness courses. Those developed included display screen equipment, infection control, violence and aggression manual handling and asbestos awareness. This has improved end user accessibility and realised cost savings from venue bookings and training time. e-learning packages are supplemented by short follow on sessions where practical training is required for example fire extinguisher use or safe lifting techniques. It is anticipated that further packages will be developed during 2014-15.
8. The management of asbestos associated with major refurbishment projects provided the opportunity for system improvements. Key lessons learned this period are to ensure that asbestos surveyors and analysts receive clear briefs as to the scope of proposed works and that the commissioner understands the survey reports and conveys accurately to the end user. Significant progress has been made with raising awareness of the Asbestos code of practice, particularly in schools and consequently accidental exposure incidents have been reduced.

Table1 -Corporate overview of work related injury by incident type



Appendix A

SR57: Health and Safety Management Review

2. Evaluation of Compliance

The health and safety team carry out unannounced site inspections providing a measure of safety performance. Issues are often addressed at the time of the inspection. Inspections are measured using the same 1 (Exemplary) to 4 (Major non-conformity) scale as for internal audits.

Overall the level of compliance across 56 inspections was an average of 2.2. This represents the health and safety team identifying minor non-conformities with certain health and safety standards considered during the inspection. This figure includes supplier and contractor led projects.

3. Review of Health and Safety Action Plan (Year: 2013-14)

95% of actions from the 2013-14 action plan were closed out demonstrating significant improvement against the recommendations of the 2012-13 review.

4. Recommendations for improvement in 2014-15

Actions carried forward to 2014-15 action plan		Action Plan Ref
1	Maintain ongoing BS OHSAS 18001 surveillance assessments and expand scope to include library service	1.3
2	Focus improvement action on risk assessment, operational control, incident investigation and corrective action. Note legislative compliance gaps and prioritise for action	1.3
3	Continue to record trends in HSE intervention activity and communicate learning points and monitor HSE workplace inspection programmes	1.3
4	Further upgrade and develop Wellworker incident recording system including near miss module	1.3
5	Establish health and safety compliance monitoring and performance review processes in conjunction with key supply chain partners and contractors	2.3
6	Ensure organisational change is reflected in roles and responsibility documents and ensure continuity of cover in premises emergency roles. Ensure safety implications are included and assessed when planning changes	4.1
7	Routinely monitor unoccupied premises for hazardous conditions.	4.1
8	Review processes relating to commissioning asbestos surveys	4.3

SR58 – Corporate Health & Safety Action Plan 2014-2015

This document should be read in conjunction with the Corporate Occupational Health & Safety (OHS) Objectives & Programmes April 2010/11 – March 2014/15 HSMS Ref: A0)

Period 5 (2014-2015)

Not yet started	Significant chance of missing target	Chance of missing target	On target or Completed
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No.	Action	Lead	Timescale	Progress Update
1. Effective occupational health and safety management systems				
1.1	Review supporting policies and guidance in line with changes to current legislation & best practice	AH Health and Safety Team	March 15	<p>Reduce the amount of health and safety policies and move to guidance documents which are more readily accessible for managers.</p> <p>Implement signposting to legislation, Acops & best practice guidance</p> <p>Documents for revision this period:</p> <ul style="list-style-type: none"> • Accident recording LH • CDM (Awaiting 2015 changes) • Work at height • Occupational road risk • Fire • Moving & Handling



No.	Action	Lead	Timescale	Progress Update
1.2	Review Corporate health & safety strategy (current 2010-15) to ensure ongoing suitability ,adequacy and effectiveness of the health & safety management system	J N & health & safety team & H&S sponsors	April 2015	
1.3	<p>Health and safety management system BS 18001:2007 :-</p> <p>Maintain accreditation for services within scope of corporate certificate.</p> <p>Focus on identified areas for improvement-</p> <ul style="list-style-type: none"> • Risk assessment • Operational control • Incident investigation & corrective action • Evaluation of compliance <p>Gain accreditation in nominated services.</p> <p>Monitor implications of change to ISO</p>	H&S Team	April 2015	<p>Reaccreditation gained July 2013 which sets new 3 year strategic plan.</p> <p>Libraries stage 2 assessment scheduled for 19th-21st Jan 2015.</p> <p>.</p>

No.	Action	Lead	Timescale	Progress Update
	45001 (due 2016)			
1.4	Conduct review of NPO process Improve awareness of property related health and safety issues by development of the NPO role and related communication process	Property Property Group	Sept 13 On going	Draft report produced.
2. Health and safety compliance				
2.1	Review and revise the approach to statutory inspections to ensure more effective compliance with PUWER (Provision and use of work equipment regulations)	KT	May 2015	appointed preferred provider following successful tender process. audit to be undertaken when contract is at 6 months
2.2	Introduce systems of recognising good health and safety management performance across all departments and schools	SB	April 2015	'Safety Smart' registration active in schools Safety Smart currently awarded to 8 schools & Academies



No.	Action	Lead	Timescale	Progress Update
2.3	Ensure effective health & safety management of suppliers, contractors and service delivery partners	JN/AH	April 2015	<p>Support Corporate procurement and service managers with pre-qualification and selection of prospective suppliers. contractors and service delivery partners.</p> <p>Identify high risk contractual arrangements for priority monitoring</p> <p>Develop monitoring arrangements in conjunction with key service delivery partners</p> <p>Review supporting monitoring documentation</p> <p>Establish safety performance review regimes and end of contract reviews</p> <p>Note changes to legislation regarding self-employed people and the proposal to exempt from section 3 (2) of HASWA following the Lofsted report.</p>
3. Improved awareness and competence				
3.1	<p>Deliver revised safety management training:-</p> <p>Active Safety Management for Directors and Group managers</p>	<p>JN</p> <p>JN</p>	April 2015	<p>New Active Safety Management course has been designed and already delivered to:</p> <ul style="list-style-type: none"> • CFCS Leadership Team; • ICT • E&R <p>Public health booked.</p>

No.	Action	Lead	Timescale	Progress Update
	'Health and Safety Essentials for Managers' course	KT	December 2014	<p>RSEMG's to be advised of new Active Safety Management and book courses departmentally.</p> <p>Health and Safety Essentials revised to include the new Policy, requirements for planning, risk assessment and monitoring of performance are made clear to managers.</p> <p>Attendance levels for training reported on the Corporate Scorecard.</p>
3.2	IOSH Managing Safety for Head Teachers and School Business Managers	SB	December 2014	<p>The IOSH Managing Safety for Head Teachers and School Business Managers training course approved in June 2013 continues to show good attendance.</p> <p>Market & continued delivery as training plan</p> <p>Attendance levels reported on Departmental scorecard.</p>



No.	Action	Lead	Timescale	Progress Update
3.3	Further develop e-learning packages via Learning Pool for health and safety training.	AH	April 2015	<p>Develop a suite of learning packages to deliver health and safety training either as a standalone course or to support/direct to other learning packages.</p> <p>Courses now on Skillport:</p> <ul style="list-style-type: none">• Display Screen Equipment• Infection Control• Violence and aggression• Manual Handling• Asbestos Awareness• Fire Safety Awareness• Risk Assessment <p>Currently in development</p> <ul style="list-style-type: none">• Accident Investigation,• Procurement & contractor management <p>Rationalise hand out materials to reduce and streamline health and safety information.</p>



No.	Action	Lead	Timescale	Progress Update
4. Risk priorities (all departments will be required to develop action plans to identify the measures/steps being taken to priorities, eliminate and reduce identified risks and address any outstanding issues or areas of concern with a particular focus on the following areas)				
4.1	<p>Identify emerging risk from organisational change & transformation</p> <ol style="list-style-type: none"> 1. Consider health and safety implications of alternative service delivery models. 2. Flexible working with new technology 3. Maintenance of emergency arrangement cover in corporate buildings utilising touch down & hot desking 4. Safety arrangements at vacant premises 	<p>H&S team</p> <p>WOW</p> <p>H&S & ICT</p> <p>NPOs</p> <p>Property</p>	Ongoing	<p>Link to B3- compliance monitoring arrangements of arms -length or outsourced services</p> <p>Updated e-learning & assessment documentation</p> <p>H&S monitoring vacant sites, liaison with property & risk & Insurance</p>

No.	Action	Lead	Timescale	Progress Update
4.2	<p>Fire safety</p> <p>Review Fire evacuation and implement changed processes</p> <p>Review Personal evacuation plans & procedures</p>	<p>RC</p> <p>DC</p> <p>DJ</p> <p>KT</p>	<p>April 2015</p>	<p>Introduction of phased evacuation procedures in County Buildings. Trent Bridge House complete</p> <p>Maintenance of the online 'Designated Fire Officer' system to ensure fire inspections being completed and an up to date list of Fire Wardens maintained.</p> <p>Attend Corporate equalities group 13th November</p>
4.3	<p>Asbestos</p> <p>1.Continued development of internal code of practice to manage</p> <p>2.Review of supporting AF Forms</p> <p>3.Pre- qualification of Asbestos Analyst tender</p>	<p>BW</p> <p>BW</p> <p>BW H&S team</p>	<p>ongoing</p>	<p>Initial compliance review undertaken.</p> <p>Information sessions being rolled out by Corporate Property to NPOs & Schools. Information also reinforced on health and safety training</p> <p>Consultation with end users of forms undertaken and forms amended</p> <p>Prequel assessment undertaken</p>



No.	Action	Lead	Timescale	Progress Update
	4. Develop safe working systems for highways infrastructure containing asbestos	Highways		<p>Successful contractors appointed</p> <p>Working group established, initial scoping undertaken, information received from other authorities & contractors outlining safe working systems.</p> <p>Street lighting review undertaken Autumn 2013</p>
4.4	Occupational Road Risk external audit Undertake audit of compliance to legislative requirements	JN and Risk and Insurance	February 2015	Initial meeting to discuss the scope of the audit and the areas of concern.
4.5	Implement guidance for 'Safe Stop' procedures for operational plant & vehicles)	H&S Fleet maintenance		<p>Fit vehicle cab advisory stickers-Country parks, Landscape & Highway vehicles</p> <p>Provide Toolbox awareness talks to operatives</p>
4.6	Implement face fit testing for respiratory equipment	Highways C&FM Property		Highways have received training to undertake face fit testing and to monitor the arrangements. Main area of concern around silica dust in cutting.
4.7	Provide update briefing of new traffic management Safety at Street Works & Road Works (Red Book) Implemented 1 st Oct 14	Highways	By Dec 14	3 Counties Highway safety group joint working on common approach



No.	Action	Lead	Timescale	Progress Update
4.8	Lone working devices trial reliance personal safety devices	CFCS ASCH Highways	ongoing	issued on risk basis to mitigate lone working risk and deter Violence & Aggression
4.9	Maintain periodic tree inspections across corporate estate and highway trees in view of ash die back Advise schools to undertake periodic tree inspections from delegated budget	Highways Property CFCS H&S team		Monitor during audits

Document Owner: John Nilan (Health & Safety)

Key

JN – John Nilan
KT - Karen Thornton
SB - Steve Bingley
DJ – Dulsie Jones
LH - Laura Holmes
AH - Angela Howat
MB - Mike Bland
MM – Max Maddy
RC – Rob Cooke
BW -Bob Watt

Glossary**ASM – Active Safety Management (Training Course)****BMS – Business Management System****CLT – Corporate Leadership Team****COSHH – Control of Substances hazardous to Health****CHSWP – Central Health Safety & Welfare Panel****DRSEMG – Departmental Safety & Emergency Management Group****DSEAR – Dangerous Substances in Explosive Atmospheres****MAPA – Management of Actual and Potential Aggression****NPC – Nominated Property Contact****NPO – Nominated property Officer****OHSAS – Occupational Health and Safety Advisory Standard 18001****OHSMS – Occupational Health and Safety Management System**

REPORT OF SERVICE DIRECTOR - HR AND CUSTOMER SERVICE**SERVICE REMODELLING – WORKFORCE PLANNING AND ORGANISATIONAL DEVELOPMENT****Purpose of the Report**

1. The purpose of this report is to update Members with regard to the implementation of the new service model and offer for the Workforce and Organisational Development service which is part of the wider Human Resources and Customer Service Division.

Information and Advice

2. The current Workforce and Organisational Development function (WOD), is part of the integrated Human Resources function in the Environment and Resources department. The team was brought together in 2011 through the disaggregation of the majority of departmental workforce planning and learning and development resource.
3. This was undertaken on an “as is” basis and is now in need of further review to maximise the efficiencies arising from economies of scale and to ensure the function’s ongoing relevance to organisational and service specific workforce transformation priorities.
4. In addition, a savings target of £1 million from the integrated WOD function was set in 2013/14 and taken out of the service budget from 2014/15.
5. Of this £600,000 was driven out early as part of the Base Budget Review in 2013/14. In combination with further non-staffing efficiencies achieved during 2014/15, the proposals for service re design set out in this report will achieve the remaining £400,000 saving required.

New Service Model:

6. The new Service Model will be:
 - A remodelled, integrated, corporate, in-house service
 - A realigned service offer which reflects current and future organisational workforce planning and development priorities.
7. The redesigned Service Offer will:
 - Provide in-house advice and expertise on a Business Partner model to support corporate and departmental talent management and workforce planning priorities
 - Ensure the delivery of corporate priorities to support organisational transformation and culture change

- Function as a hybrid model of provision of commissioned and directly delivered learning and development activity and learning materials (e-learning) which supports departmental workforce transformation needs
 - Offer potential for greater synergies with the strategic HR function moving forward.
8. The new Service Model will be implemented by 1st April 2015 and the Workforce and Organisational Development team will be retitled Workforce Planning and Organisational Development (WPOD), to reflect the more strategic focus of the service.
 9. This is an interim structure which will be reviewed during 2015/16 along with the current Operational and Strategic HR function with a view to redefine and redesign the wider service offer, including management and leadership capacity by 1st April 2016. The aim is to better meet the, by then more fully defined, needs of the transformed Council.
 10. For this reason the Senior Business Partner post has not been affected by the interim change to the WOD service model and will be key to implementing the new service model and engaging core customers accordingly.
 11. The corporate Section 188 notice issued on 4th November 2014 proposed a reduction of 10.5 FTE post overall, based on costings at the current grades for the existing structure.

Consultation:

12. Early consultation with the whole WOD team commenced in June 2014 followed by a series of 3 formal consultation events in September, October and December.
13. A team “One Space” site was set up to host copies of presentations, relevant policies, draft job descriptions etc. as well as a regularly updated set of FAQ’s.
14. Staff were encouraged and enabled to raise individual questions and/or submit alternative suggestions on an individual basis or through their trade union representative.
15. In response to suggestions received a number of amendments have been made to the draft job descriptions for the new posts within the service, including a strengthening of the quality assurance element.
16. A change was also made to the proposed structure model which now has 2 distinct Business Partner roles as opposed to 3.
17. The Group Manager attended the Environment and Resources Departmental Joint Consultative and Negotiating Panel (JCNP) on 22nd October 2014 and presented the proposals for change to the trades unions for formal consultation. A further report will be made to this JCNP once the enabling process is complete.
18. In addition, several ad hoc meetings have been held with the allocated UNISON representative, some of which have included the trades union side branch chair at his request.

Mitigations:

19. One of the key themes emerging from consultation with staff was concerns about administrative capacity. Following a formal Job Evaluation exercise, the established new grades have enabled a 0.5 FTE post to be put back into the Business Support function in the new WPOD structure, adjusting the overall staffing reduction to 10 FTE posts.
20. A number of staff have expressed formal interest in Voluntary Redundancy which will be taken into full account as part of the enabling process.
21. Compulsory Redundancy is likely to be avoided for the Youth Service Business Partner group which face a potential reduction of 0.5 fte posts due to the three employees concerned identifying reductions to existing contractual hours which would achieve the saving required.
22. It is however anticipated at this stage that there will be a proportion of affected staff who are placed at risk of Compulsory Redundancy.

Enabling:

23. Following the conclusion of the minimum 45 day consultation period attached to the Section 188 notice issued on 4th November 2014 which listed the 10.5 FTE posts in the WOD structure proposed for deletion; enabling into the posts in the new structure is scheduled to commence in January 2015.
24. This will be conducted in accordance with the County Council's Enabling Policy.
25. In order to mitigate the impact and minimise the number of compulsory redundancies arising, all formal expressions of interest in Voluntary Redundancy received have and will continue to be taken into due consideration.
26. Redeployment opportunities will be fully explored for displaced staff. Given that a significant number of WOD staff are from a Social Work background professionally, proactive and early consideration has been given to identifying Social Work vacancies for any of these individuals who are identified as being at risk of redundancy and have maintained their professional registration.

Next Steps:

27. Once enabling has been completed the new service offer will be promoted in discussion with departmental leadership teams.
28. This is an interim structure for 2015/16 during which further consideration will be given to consolidating the role of the WPOD function into a new, more strategic offer for the wider operational and strategic HR service. This will provide reconfigured capacity to reflect the future workforce priorities of the Corporate Leadership Team and Political Administration from 2016/17 onward.

Other Options Considered

29. Options for change have been considered which deliver the required financial savings and meet organisational needs in terms of workforce planning and development and organisational development. The option in the report reflects feedback from some members of staff and provides value for money whilst best facilitating the achievement of organisational priorities.

Reason for Recommendation

30. The recommendation set out in this report will deliver a service model and service offer which is fit for purpose to support the development of the Council's workforce to deliver its transformation priorities.

Statutory and Policy Implications

31. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Equalities implications

32. The restructuring of the WOD service has been carried out in compliance with the Council's employment and equalities policies.

Human Resources Implications

33. Individual employees and the trades unions have been fully informed about and formally consulted on the proposals to revise the service offer and remodel and restructure the WOD function.

Financial implications

34. These are set out within the body of the report

RECOMMENDATION

1. It is recommended that Members :

Note the revised Workforce Planning and Organisational Development service model and agree the revised staffing structure as set out in the appendix to this report.

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 (CEH 31/12/14)

35. The recommendation falls within the remit of the Personnel Committee.

Financial Comments (SEM 02/01/15)

36. The financial implications are set out in the report.

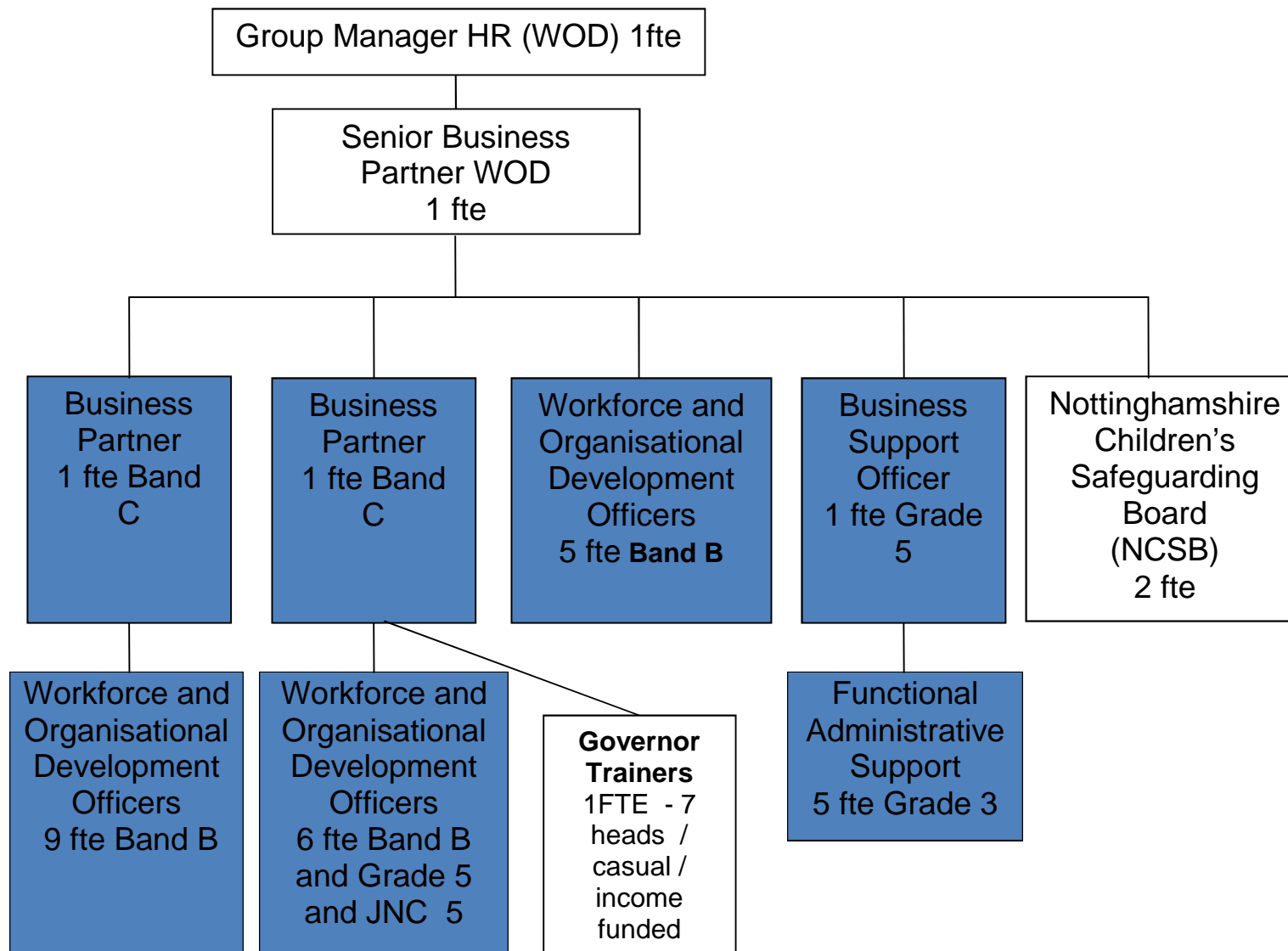
Background Papers and Published Documents

- Outline Business Case A26
- Option for Change A25

Electoral Division(s) and Member(s) Affected

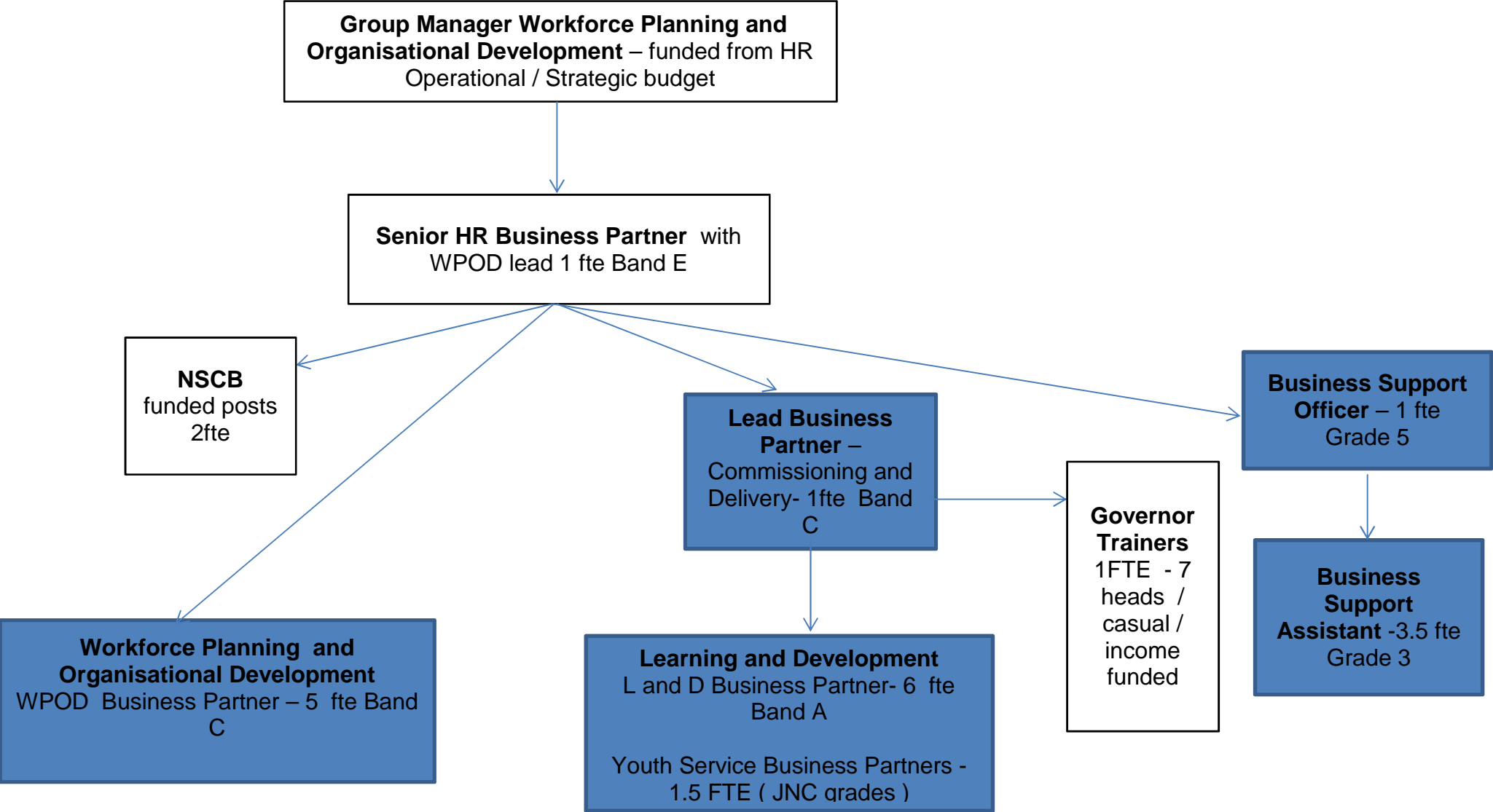
All

Appendix A: Current Workforce and Organisational Development Structure:



28 FTE affected

Appendix B : New Interim Service Model – Workforce Planning and Organisational Development - Wef 1.4.15 (for further review by 1.4.16)



18 FTE

REPORT OF SERVICE DIRECTOR - HR AND CUSTOMER SERVICE**IMPLEMENTATION OF NEW LEARNING SYSTEMS****Purpose of the Report**

1. The purpose of this report is to provide Members with details of the development and implementation of the Council's new learning management system and the 'Learning Pool' e-learning platform in support of a presentation to this Committee.

Information and Advice**Background**

2. The Authority has procured a learning management system (Learning Solutions – LSO) as part of the continued roll-out of the Business Management System (BMS) programme. The previous Learning and Development System (LDS), was faltering technically and was cost prohibitive to upgrade. The new LSO system is now an integral part of the wider BMS programme and links directly to the other BMS modules.
3. In addition, the Authority has also procured a new e-learning platform - 'Learning Pool'. This provider replaces Skillport. In addition to being a more modern platform with an extensive catalogue including personal development, management and leadership and social care, we will be able to better provide e-learning access to employees without NCC PC access and, going forward, give controlled access to employees of partner organisations.
4. The introduction of these effective and modern learning systems will support the delivery of the workforce planning and organisational development element of the Council's Workforce Strategy and help to ensure that the workforce is appropriately skilled to meet future business needs.

New Learning Management System - LSO

5. The new learning management system (LSO), launched in November 2014, will improve the process of identifying and booking learning and development opportunities for employees. The learning catalogue within the system now contains classroom-based courses, e-learning and other learning resources such as self-help guides, now all available in one place. Consequently, employees can now see the full range of development opportunities available to them with greater ease.
6. Booking onto relevant learning opportunities is quick and easy. Employees and managers can find information, book and cancel places on learning events via their BMS portal. This

adds another useful tool to the suite of services available via the BMS portal which currently includes booking leave; managing expenses; access to payslips etc.

7. The introduction of LSO has stream-lined the learning evaluation process. After each learning event, employees with PC access will now be sent an e-mail with a link to complete the evaluation online. This moves away from paper-based systems and introduces greater efficiency.
8. As LSO is part of the BMS programme, it has the advantage of linking directly to all the other modules of the wider system such as the organisation structure and employees' details which will improve reporting from the system and the tools which the Council can deploy as part of its workforce development strategy. The previous learning management system (LDS) was separate from the HR Payroll system and had to be connected via a bespoke interface.
9. There is the opportunity to develop the system further and link employees' learning options to the EPDR process and to talent management. There is an additional module of BMS called Learning Objectives and Appraisals (LOA) that could be deployed to do this in the future.

New E-learning Platform – Learning Pool

10. Learning Pool was also launched across the Council in November 2014 and works both in tandem and independently of BMS Learning Solutions. When staff with BMS portal access select an e-learning programme from the catalogue they are seamlessly linked to Learning Pool which acts as the host for the e-learning programmes. All staff with BMS access have been provided with their login details and users are accessing programmes.
11. All current Frontline staff without NCC PC/BMS Portal access have been set up on the system, this means they can access e-learning at home, library or any PC with internet access. Username and password information is being communicated to staff via the January issue of the Frontline staff newsletter.
12. The Learning Pool catalogue is very extensive and more focussed on the needs of local government than the previous provider. In addition to bespoke content developed by Learning Pool itself, and this Council, the catalogue includes access to programmes developed by other Councils.
13. E-learning programmes created by the HR Workforce Planning and Organisational Development team have also been converted and migrated to the new platform (e.g. the HR and health and safety suite of programmes).
14. Both LSO and Learning Pool provide more system options to centrally allocate learning programmes to staff and monitor completion. Going forward this will support initiatives where mandatory completion of training is required or where refresher training needs to be provided.

Other Options Considered

15. Several learning management systems were reviewed including upgrading the previous LDS, however, the LSO system provides the best outcomes and value for money and has the advantages outlined of being part of BMS.
16. All the e-learning providers listed on the NCC procurement system were reviewed in terms of the platform they offered, the range of content available, user support and the flexibility to provide e-learning to both NCC employees at work or at home and non NCC partners. While some had an effective platform and others a good catalogue of content, only Learning Pool offered the combination that met all our requirements.

Reasons for Recommendation

17. The implementation of the LSO and Learning Pool systems will enhance and improve the way the Authority offers learning and development opportunities to employees. The new systems are more efficient to use and also have the potential to be developed further as learning processes are reviewed and refined going forward.

Statutory and Policy Implications

18. 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

19. The implementation, development and ongoing maintenance costs of the Learning Solutions system are contained within the Business Support Centre budget. The implementation, development and ongoing maintenance costs of the Learning Pool platform are contained within the Workforce and Organisational Development team budget.

Human Resources Implications

20. The implementation of LSO and Learning Pool will improve and streamline the processes needed for employees of the Authority to identify and access learning and development opportunities appropriate for their roles. The systems are easier to use than previous systems, have less paper-based processes and give greater access to the whole spectrum of learning available. As part of BMS, the systems have the option of further development to include management of EPDR or appraisals and talent management.
21. The new learning systems will be demonstrated to the recognised Trade Unions at the Joint Redundancy and Redeployment Working Group on Monday 5th February 2015.

RECOMMENDATION

1. It is recommended that Personnel Committee note the information contained in the report and presentation.

Marjorie Toward
Service Director HR and Customer Service

For any enquiries about this report please contact:

Claire Gollin Group Manager on 0115 9773837 or claire.gollin@nottsc.gov.uk

Constitutional Comments (SLB 02/07/14)

22. This report is for noting only.

Financial Comments (SEM 02/07/14)

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

Background Papers and Published Documents

None

Electoral Division(s) and Member(s) Affected

All

REPORT OF THE SERVICE DIRECTOR - HR AND CUSTOMER SERVICE**FURTHER TEMPORARY EXTENSION OF AVAILABLE FUNDING – OPTIMUM
WORKFORCE LEADERSHIP****Purpose of the Report**

1. To seek the agreement of Personnel Committee to the roll-over of ring-fenced funding up to 1st April 2016 to enable the implementation of a revised service model for the work of the Optimum Workforce Leadership (OWL) partnership for the financial year 2015-16.

Information and Advice**Background**

2. Optimum Workforce Leadership (OWL) replaced the Nottinghamshire Partnership for Social Care Workforce Development (NPSCWD), which was a partnership of independent sector adult social care employers across Nottingham City and Nottinghamshire County.
3. OWL was established as a membership organisation and developed income generational products and services in April 2014 and as such reports to the inter agency Stakeholder Board on a regular basis. The governance is provided by the Director of Access and Public Protection who is the Council's representative on this Board.
4. Under the integrated corporate model for workforce planning and development activity, the OWL team work as part of the wider corporate Workforce and Organisational Development function within the wider HR service. The Team Manager reports directly to the relevant Group Manager HR. A current structure chart is attached as an **appendix** to this report.
5. OWL was funded from existing Environment and Resources department reserves on a fixed term basis up to 31st October 2014, subject to review.
6. Personnel Committee on 15th September 2014 approved the extension on a temporary fixed term basis of the current service model, funded by roll over of the in-year budget balance of £200,000, until 31st March 2015 to allow further analysis of a sustainable future service option to take place.
7. It has now been firmly established through the key Stakeholder Board that there is strong support for the perpetuation of the existing County Council led model but the independent sector providers are unable to make any contribution to its funding.

Proposal:

8. Over the last 20 months products and services have been developed that have enabled Optimum to launch as a membership organisation with the potential to generate income which has been very successful. Optimum has recently secured additional funding of £103,000 through the Workforce Development Fund which brings with it an administration income of £10,000.
9. The extension of the funding will enable further income generation opportunities to be explored, which will include investigation of the potential to work in partnership with and provide services to other local authorities within the region.
10. It is now established that at 31st March 2015 there will be approximately £180,000 of unspent funds. The budget required to support the overheads for the staffing cohort of 2.7 established FTEs within the OWL team is £114,464 with on costs.
11. The rollover of remaining reserve funding will enable the in house OWL team to further develop the model and market the service to stimulate further income generation opportunities. This would provide an opportunity to continue to expand and deliver the service provided by OWL for the duration of the funds.
12. The ASCHPP department will work with the Stakeholder Board to commission this work and the ongoing financial viability of this model as an income funded, cost neutral, service will then be reviewed for 1st April 2016.
13. Subject to the agreement of Personnel Committee to the extension of funding to support and grow the current model, a business case will be developed setting the detail out how the commissioning of work from the OWL team will link to and support the options for change being put forward by the ASCHPP to improve and sustain quality for independent providers of adult social care services.

Other Options Considered

14. The cessation of the OWL model would result in independent sector care providers needing to source their own workforce development activity direct with a loss of the consistency, quality assurance and economy of scale the current model has been proven to provide.
15. The most recent advice has clarified that the original exploratory consideration given to either the formation of an Arm's Length Organisation or a Traded Services option would not be legally viable or, at this stage, financially viable.
16. Experience and evidence to date indicate that it is highly unlikely that without further investment in service development and marketing, OWL would be able to generate the required levels of income to be sustainable in the short to medium term and the only other option currently available would be to cease funding from 1st April 2015 and disestablish the OWL team.
17. Further work will be undertaken in the interim to identify a sustainable service model for the longer term.

Reasons for Recommendation

18. To enable the Council, through OWL, to continue to support the independent sector through the implementation of the Care Act 2014, including the personalisation agenda and support the wider workforce transformation arising.
19. The Care Act places new duties on local authorities to facilitate and shape their market for adult care and support as a whole, so that it meets the needs of all people in their area who need care and support, whether arranged or funded by the state, by the individual themselves, or in other ways.
20. The Council will be expected to influence and drive the pace of change for their whole market, to achieve a sustainable and diverse range of care and support providers. There is an ongoing need to continuously improve quality and choice and deliver better, innovative and cost-effective outcomes that promote the wellbeing of people who need care and support.
21. The OWL team have developed specialist strategic workforce development knowledge and experience through working with the independent health and social care sector. Retaining and developing the current model will therefore provide in house capacity to identify and deliver these specific workforce development needs in a consistent framework.
22. This will provide a responsive method of supporting the implementation of change in independent health and social care settings and the targeting of those specific areas where quality improvement requirements have been identified.
23. The proposal would also continue to support and enhance the work of the Quality and Market Management Team within ASHPP.

Statutory and Policy Implications

24. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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

25. The proposals set out in this report would extend the ongoing employment of the three County Council employees currently providing this service for a further fixed term period, up to 31st March 2016.

Financial Implications

26. The financial implications are set out in the report.

RECOMMENDATIONS

It is recommended that Members agree:

1. The fixed term extension of the current service model, funded by the carry forward of funding in reserve, up to 31st March 2016 in order to enable an entirely income generating service to be trialled.
2. The continuation of the current staffing establishment to deliver this work until 31st March 2016 to include:
 - Team Manager Band D (1 fte)
 - Workforce Planning Officer Band A (0.7 fte)
 - Administrative Officer Grade 5 (1 fte).

Marjorie Toward
Service Director HR and Customer Service

For any enquiries about this report please contact:

Claire Gollin, Group Manager HR, claire.gollin@nottsc.gov.uk tel: 0115 9773837

Constitutional Comments (CEH 11.12.14)

27.The recommendations fall within the remit of the Personnel Committee. A report is going to the Adult Social Care and Health Committee regarding the modelling/development options for Optimum going forward.

Financial Comments (SEM 09/12/14)

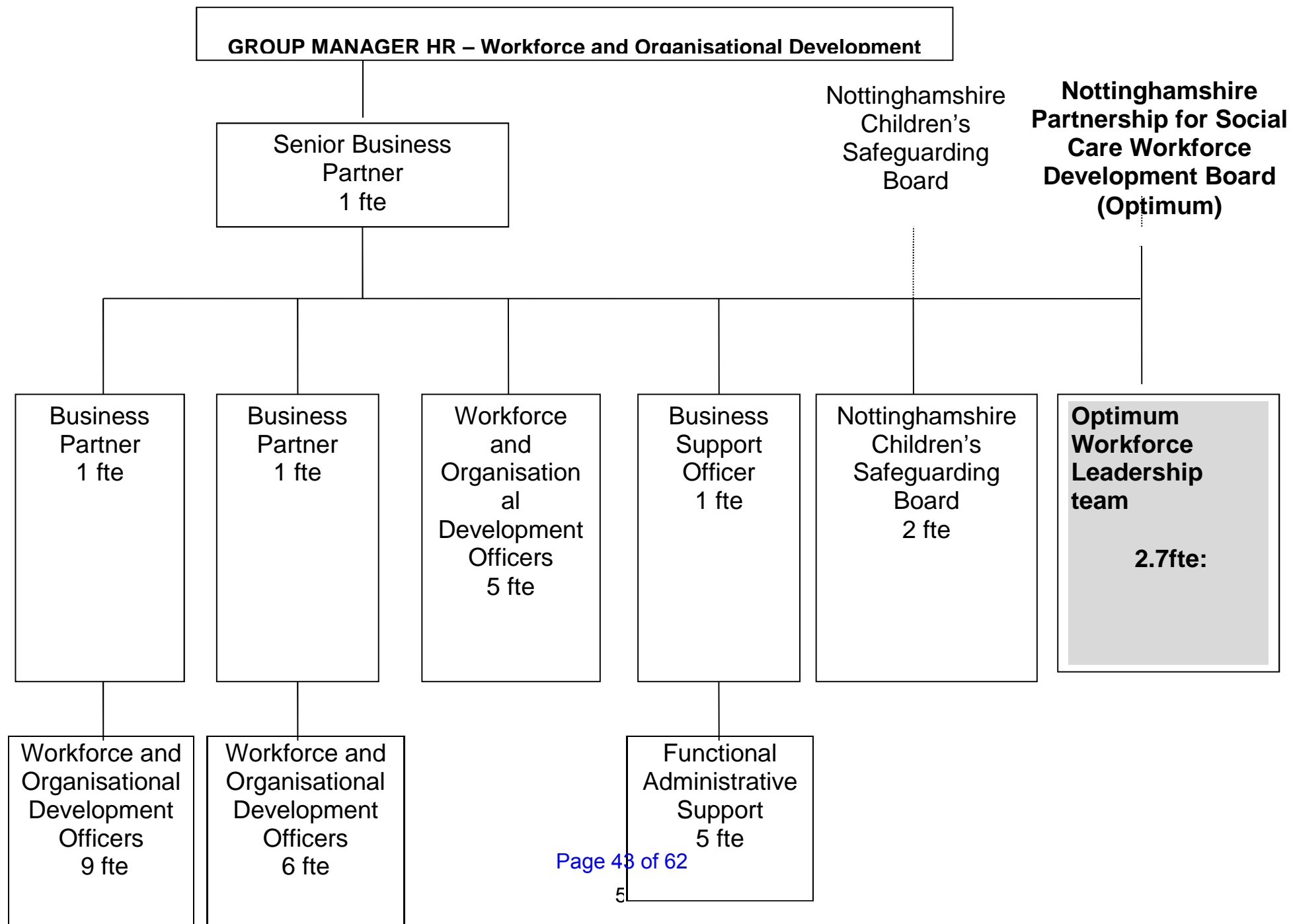
28.The financial implications are set out in the report..

Background Papers and Published Documents

None

Electoral Division(s) and Member(s) Affected

All



REPORT OF SERVICE DIRECTOR, TRANSPORT, PROPERTY & ENVIRONMENT.**TRADING SERVICES: SCHOOL MEAL PRICES 2015/2016 AND BUILDING CLEANING CHARGES FOR 2015/17****Purpose of the Report**

1. To seek approval of the Committee to new school meal prices to be charged to schools and academies, charges for the building cleaning services provided by the County Council.

Information and Advice

2. The Environment & Resources Department provides a range of Catering & Facilities management services to schools and academies across the county. Income for the service trading account comes from academies/schools and other departments. The financial objective of these services is to achieve full cost recovery and break-even.

School Meal Prices 2015/16

3. Traditionally the primary school meals service has operated on a group buy-back basis; which means the school meal selling prices are the same across the board. However, quite a number of schools who self-manage the service or academies/secondary sector managed by NCC set their own selling prices. These currently range from £2 to £2.50
4. It should be noted that schools are charged for the service through a combination of the charges for free school meals ordered and allowances/grants schools get from the Government for school meals. In addition schools are responsible for the receipt and accounting of all cash income.
5. The business operating model for the service in academies/secondary school sector is based on individual service level agreements with schools. Any surpluses made are either reinvested in the service or returned to schools after the cost of the service has been paid for to NCC. In effect NCC bears the commercial risk of controlling costs, and risks on overall profitability rest with individual schools.
6. The decision on the school meal price now rests with schools rather than the County Council. In view of this it is considered appropriate that in future NCC determines the price schools will pay to the County Council as a service provider as opposed to what the prices are charged to pupils.

7. Accordingly it is proposed that the cost of the school meals provided by NCC to is set at £2.15 (currently £2.10) a meal from the Summer Term 2015 with a recommendation that academies and schools set the meal prices to pupils at the same level.

Building Cleaning & Grounds Maintenance 2015/16 and 2016/17

8. It is proposed that the prices increase by 3% for each of the next two years (in total 6% increase) to recover the increased cost of the service.
9. The two year pricing strategy is aimed at achieving an overall break-even financial result for the Catering & FM trading services.

Other Options Considered

10. Not revising the school meal prices and Building Cleaning & Grounds Maintenance charges to schools would not recover the increased costs of the service and will result in a financial deficit which would fall on NCC at the expense of other spending priorities of the Council.

Reasons for Recommendation

11. The increase in charges will allow the service to recover costs.

Statutory and Policy Implications

12. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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 financial implications are contained within the body of the report.

RECOMMENDATION

1. That the Committee approves the pricing structure for the School Meals and Building Cleaning and Grounds Maintenance Services and as outlined in the report.

Jas Hundal

Service Director – Transport, Property & Environment

For any enquiries about this report please contact:

Kevin McKay

Group Manager – Catering & Facilities Management

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Constitutional Comments

This report is for noting only no Constitutional Comments are required

Financial Comments (TMR 19/12/2014)

The financial implications are set out in the report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

Electoral Divisions and Members Affected

All

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

1. This report provides the six monthly performance summary for the Building Cleaning & Grounds Maintenance Services

Information and Advice

2. The Environment & Resources Department provides a range of FM services across the County Council to schools and academies; County Hall, Trent Bridge House, Newark, Retford & Mansfield Bus Stations other County offices, libraries, and country parks.
3. As previously reported Facilities Management includes Building Cleaning, Grounds Maintenance, Site Caretaking & Security, meeting room servicing and general portering duties.
4. Income for the service includes trading account income from schools and other departments and from an FM budget held centrally to provide accommodation and office service requirements across the County.

Summary of Performance – Appendix 1**Facilities Management – Building Cleaning and Landscape Services – Traded Services**

5. Overall contribution for Building Cleaning is slightly below target as a result of some yearly front end expenditure on equipment and a reduction in turnover of £400k as a result of a number of large academies moving to self-managed provision. It is anticipated that this will be balanced during the course of the financial year and targets achieved. Landscapes turnover remains slightly up this year and a number of construction projects have been requested for completion by the year end.
6. Tenders have been submitted for 3 sites, Tuxford Primary, Holgate and National Academy who have via the academy trust, procured the services of Tenet Educations services to manage a contract and tendering process. The contract term set is for 3 years with a start from April 2015. Including the catering service the contract value is £0.75m. With the increasing number of academies and schools engaging in a tendering process the service

has sought the short term assistance of a marketing adviser in ensuring the submissions are representative of the industry and market requirements.

7. The Building Cleaning Service continues to assist CFCS and ASCHPP in reducing the operational costs in Children's Centres, Youths Clubs and other County Council managed premises.
8. Again as previously reported, this year the service has adopted a two year pricing strategy towards increased costs in order to balance customer cost increases, allowing changes to the service provision rather than pass on the full increased costs of the service directly onto customers in one year. As the additional report suggests with the recent pay award we are requesting this is extended to 2016/17

Offices Facilities Management

9. The outline business cases submitted in autumn 2013 required a 2014/15 reduction in building operating costs of £300k, there is a further £200k required in 2015/16 and a final £100k in 2016/2017 making a total reduction requirement of £600k over the 3 financial periods. The 2014/15 has been met through a reduction in cleaning hours, surplus property requirements and better housekeeping of facilities contracts. A review of overall service expenditure in County Offices continues in an effort to identify other savings to contribute to the current financial position of the County Council.
10. Accreditation has been retained for both the ISO 18001 (Occupational Health & Safety Systems) and ISO 9001 Quality Assurance standard for Building Cleaning. Following a recent exercise it is anticipated that the quality system accreditation (ISO 9001) will be extended to cover the catering service and landscape service in the early part of 2015.

Other Options Considered

11. None – report for noting only

Reasons for Recommendation

12. The monitoring of performance of the C&FM service supports the aspirations of the County Council to secure good quality affordable services.

Statutory and Policy Implications

13. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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

14. The financial implications are contained within the body of the report.

RECOMMENDATION

1) That the Committee notes the contents of this report

Jas Hundal

Service Director – Transport, Property & Environment

For any enquiries about this report please contact:

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Constitutional Comments

This report is for noting only no Constitutional Comments are required

Financial Comments (TMR 12/01/2015)

The financial implications are set out in the report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.


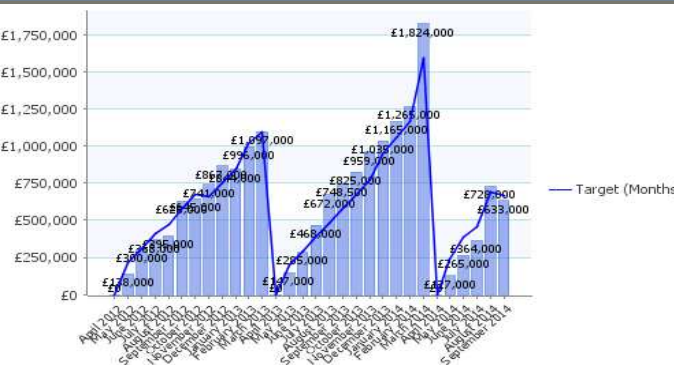

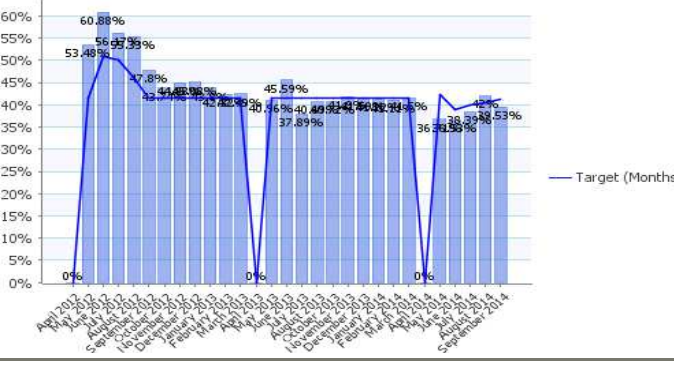
None

Electoral Divisions and Members Affected

- All



- Facilities Management Committee report



Facilities Management - Building Cleaning and Caretaking, Grounds Maintenance FINANCIAL

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Contribution - Building Cleaning	Aim to Maximise	<p>Actual £633,000</p> <p>Target £668,000</p> 		
Labour costs as % of turnover - Landscape services	Aim to Minimise	<p>Actual 39.53%</p> <p>Target 41.13%</p> 		
Indicator	Maximise or	Actual Versus Target	Trend Chart	Improvements


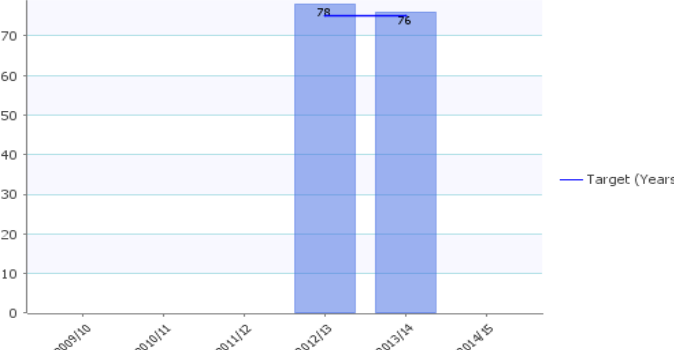

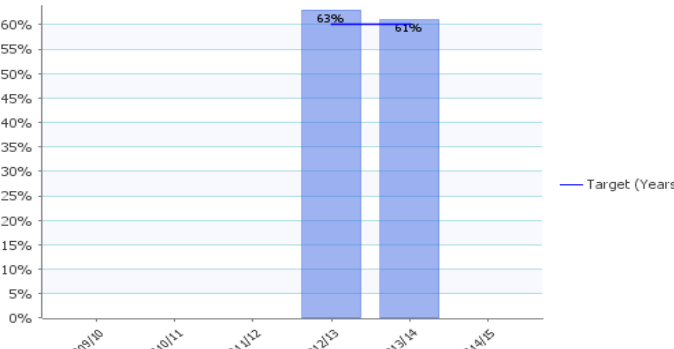
	Minimise			
Labour costs as % of turnover - Building Cleaning	Aim to Minimise	<p>Actual 82.07%</p> <p>Target 81.3%</p> <p>✓</p>	<p>Target (Months)</p>	Slightly above target but within budget tolerance levels

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Turnover - Landscape Services	Aim to Maximise	<p>Actual £1,113,000</p> <p>Target £1,060,000</p> <p>✓</p>	<p>Target (Months)</p>	


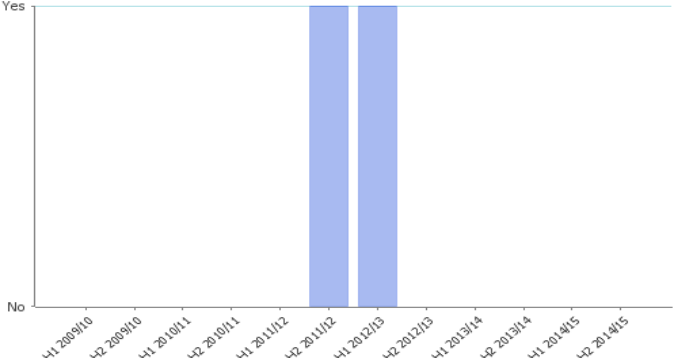
Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Turnover - Building Cleaning	Aim to Maximise	<p>Actual £5,965,000</p> <p>Target £6,012,000</p> 	 <p>£12,500,000 £10,000,000 £7,500,000 £5,000,000 £2,500,000 £0</p> <p>£13,578,000 £10,552,000 £9,598,000 £8,679,000 £7,677,000 £6,664,000 £5,720,000 £4,756,000 £3,965,000 £2,991,000 £1,946,000 £556,000</p> <p>£10,645,000 £9,741,000 £8,811,000 £7,936,000 £7,008,000 £6,129,000 £5,409,000 £4,509,000 £3,582,000 £2,656,000 £1,759,000 £0</p> <p>Target (Months)</p>	


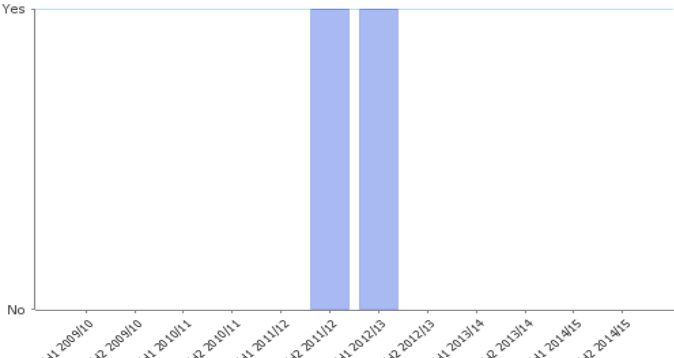
Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Contribution Services - Landscape	Aim to Maximise	<p>Actual £244,000</p> <p>Target £185,000</p> 	 <p>£550,000 £500,000 £450,000 £400,000 £350,000 £300,000 £250,000 £200,000 £150,000 £100,000 £50,000 £0</p> <p>£419,000 £372,000 £331,000 £278,000 £396,000 £355,000 £251,000 £229,000 £197,000 £128,000 £0</p> <p>£184,000 £169,000 £180,000 £201,000 £194,000 £177,000 £169,000 £147,000 £194,000 £128,000 £0</p> <p>Target (Months)</p>	

Facilities Management - Building Cleaning and Caretaking, Grounds Maintenance PERFORMANCE

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Buy Back Levels - Building Cleaning	Aim to Maximise	<p>Actual 76</p> <p>Target 75</p> 		Minor changes have happened during the year with some losses and some gains, overall buyback levels remain satisfactory
Buy Back Levels -Grounds Maintenance	Aim to Maximise	<p>Actual 61%</p> <p>Target 60%</p> 		This continues to be the most challenging and competitive area however buy back levels remain within target levels

Facilities Management - Building Cleaning and Caretaking, Grounds Maintenance
EXTERNALLY ASSESSED QUALITY STANDARDS

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Retain Occupational Health & Safety Advisory Services (OHSAS)18001 accreditation - Facilities Management	Aim to Maximise	<p>Actual</p> <p>Yes</p> <p>Target</p> <p>Yes</p> 		

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Retain ISO 9001 accreditation - Facilities Management	Aim to Maximise	<p>Actual</p> <p>Yes</p> <p>Target</p> <p>Yes</p> 		

B Facilities Management - West Bridgford Campus EXTERNALLY ASSESSED QUALITY STANDARDS

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements
Retain Occupational Health & Safety Advisory Services (OHSAS)18001 accreditation - Facilities Management - West Bridgford campus	Aim to Maximise	<p>Actual</p> <p>Yes</p> <p>Target</p> <p>Yes</p> <p>✓</p>		

Facilities Management - West Bridgford Campus; Security and Building Cleaning FINANCIAL

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements																																						
Direct Costs- Facilities Management - West Bridgford Campus - Security & Building Cleaning	Aim to Minimise	<div><div>Actual</div><div>£265,000</div><div>Target</div><div>£330,000</div><div></div></div>	 <table><caption>Monthly Actual Costs (Estimated from Chart)</caption><thead><tr><th>Month</th><th>Actual Cost (£)</th></tr></thead><tbody><tr><td>April 2012</td><td>£0</td></tr><tr><td>May 2012</td><td>£106,000</td></tr><tr><td>June 2012</td><td>£162,000</td></tr><tr><td>July 2012</td><td>£206,000</td></tr><tr><td>August 2012</td><td>£250,000</td></tr><tr><td>September 2012</td><td>£289,000</td></tr><tr><td>October 2012</td><td>£330,000</td></tr><tr><td>November 2012</td><td>£434,000</td></tr><tr><td>December 2012</td><td>£494,000</td></tr><tr><td>January 2013</td><td>£552,000</td></tr><tr><td>February 2013</td><td>£613,000</td></tr><tr><td>March 2013</td><td>£668,000</td></tr><tr><td>April 2013</td><td>£668,000</td></tr><tr><td>May 2013</td><td>£0</td></tr><tr><td>June 2013</td><td>£78,000</td></tr><tr><td>July 2013</td><td>£155,000</td></tr><tr><td>August 2013</td><td>£200,000</td></tr><tr><td>September 2013</td><td>£265,000</td></tr></tbody></table>	Month	Actual Cost (£)	April 2012	£0	May 2012	£106,000	June 2012	£162,000	July 2012	£206,000	August 2012	£250,000	September 2012	£289,000	October 2012	£330,000	November 2012	£434,000	December 2012	£494,000	January 2013	£552,000	February 2013	£613,000	March 2013	£668,000	April 2013	£668,000	May 2013	£0	June 2013	£78,000	July 2013	£155,000	August 2013	£200,000	September 2013	£265,000	
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Facilities Management - Overall

Indicator	Maximise or Minimise	Actual Versus Target	Trend Chart	Improvements																																																						
Turnover - Overall Group Performance - Trading	Aim to Maximise	<div>Actual</div> <div>£15,048,000</div> <div>Target</div> <div>£14,661,000</div> <div>✓</div>	<table><tr><th>Month</th><th>Actual</th><th>Target</th></tr><tr><td>May 2013</td><td>£5,164,189</td><td>£0</td></tr><tr><td>Jun 2013</td><td>£7,445,271</td><td>£0</td></tr><tr><td>Jul 2013</td><td>£9,846,707</td><td>£0</td></tr><tr><td>Aug 2013</td><td>£11,048,423</td><td>£0</td></tr><tr><td>Sep 2013</td><td>£13,799,559</td><td>£0</td></tr><tr><td>Oct 2013</td><td>£16,198,166</td><td>£0</td></tr><tr><td>Nov 2013</td><td>£19,387,352</td><td>£0</td></tr><tr><td>Dec 2013</td><td>£21,924,647</td><td>£0</td></tr><tr><td>Jan 2014</td><td>£24,909,621</td><td>£0</td></tr><tr><td>Feb 2014</td><td>£27,322,838</td><td>£0</td></tr><tr><td>Mar 2014</td><td>£30,146,702</td><td>£0</td></tr><tr><td>Apr 2014</td><td>£27,814,000</td><td>£0</td></tr><tr><td>May 2014</td><td>£25,205,000</td><td>£0</td></tr><tr><td>Jun 2014</td><td>£22,303,000</td><td>£0</td></tr><tr><td>Jul 2014</td><td>£19,669,000</td><td>£0</td></tr><tr><td>Aug 2014</td><td>£32,749,000</td><td>£0</td></tr><tr><td>Sep 2014</td><td>£15,048,000</td><td>£0</td></tr></table>	Month	Actual	Target	May 2013	£5,164,189	£0	Jun 2013	£7,445,271	£0	Jul 2013	£9,846,707	£0	Aug 2013	£11,048,423	£0	Sep 2013	£13,799,559	£0	Oct 2013	£16,198,166	£0	Nov 2013	£19,387,352	£0	Dec 2013	£21,924,647	£0	Jan 2014	£24,909,621	£0	Feb 2014	£27,322,838	£0	Mar 2014	£30,146,702	£0	Apr 2014	£27,814,000	£0	May 2014	£25,205,000	£0	Jun 2014	£22,303,000	£0	Jul 2014	£19,669,000	£0	Aug 2014	£32,749,000	£0	Sep 2014	£15,048,000	£0	
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**REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND
CORPORATE SERVICES****WORK PROGRAMME****Purpose of the Report**

1. To consider the Committee's work programme for 2014/15.

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: Julie Brailsford, Assistant Democratic Services Officer, Tel: 0115 977 4694

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
18th March 2015				
Sickness Absence Performance 2014/15 quarterly update at 31.12.14 (Quarter 3)	Update report	Information	Marje Toward	Claire Gollin
Nottinghamshire County Council Employee Resourcing Information quarterly update at 31.12.14 (Quarter 3)	Update report	Information	Marje Toward	Claire Gollin/ Bev Cordon
Acting Up and Honoraria	Update report	Information	Marje Toward	Gill Elder
Catering Performance Report	Update report	Information	Kevin McKay	Kevin McKay
11th May 2015				
Sickness Absence Performance 2014/15 quarterly update at 31.3.15 (Quarter 4)	Update report	Information	Marje Toward	Claire Gollin
Nottinghamshire County Council Employee Resourcing Information quarterly update at 31.3.15 (Quarter 4)	Update report	Information	Marje Toward	Claire Gollin/ Bev Cordon
Employee Health and Wellbeing Action Plan 2014 - 18	Information report	Information	Marje Toward	Claire Gollin
1st July 2015				
September 2015 (date to be arranged)				
Sickness Absence Performance 2015/16 quarterly update at 30.6.15 (Quarter 1)	Update report	Information	Marje Toward	Claire Gollin

