



## **Minutes**

Meeting PERSONNEL COMMITTEE

Date Wednesday 30 June 2021 (commencing at 10.30am)

### **Membership**

Persons absent are marked with an 'A'

### **COUNCILLORS**

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

A	Maureen Dobson	Stuart Wallace
	Errol Henry JP	Gordon Wheeler
	John Longdon	Jonathan Wheeler
	Sheila Place	Yvonne Woodhead
	Helen-Ann Smith	

### **SUBSTITUTE MEMBERS**

Cllr Jim Creamer for Councillor Errol Henry

### **OFFICERS COUNTY COUNCILLORS IN ATTENDANCE**

Pauline Allan and Bruce Laughton

### **OFFICERS IN ATTENDANCE**

Sarah Ashton	Democratic Services Officer
Noel McMenamin	Democratic Services Officer
Marjorie Toward	Service Director – Customers, Governance and Employees
Gill Elder	Head of Human Resources
Jen Sheriston	Senior Media Officer
James Silverward	Executive Officer to the Senior Leadership Team

### **1. TERMS OF REFERENCE AND MEMBERSHIP**

#### **RESOLVED 2021/14**

- 1) That the Committee membership and terms of reference for Personnel and Senior Staffing Sub Committee be noted.

## **2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 10 March 2021, having been circulated to all Members, were taken as read and confirmed and signed by the Chairman.

## **3. APOLOGIES FOR ABSENCE**

The following apology for absence was received:

- Councillor Errol Henry (Other)

## **4. DECLARATIONS OF INTEREST**

None.

## **5. NOTTINGHAMSHIRE COUNTY COUNCIL EMPLOYMENT OPPORTUNITIES FOR YOUNG PEOPLE**

Chairman informed Members that he was interviewing 5 graduates on 1<sup>st</sup> July 2021. Action: Corporate Communications to use this as a publicity opportunity to promote what NCC is doing for graduates.

Action: Cllr Dobson, a list of where the apprentices are across the County with reference to small business apprenticeships.

Action: Cllr Creamer, a list of what types of trades are applying for help with apprenticeships around the County.

### **RESOLVED 2021/15**

- 1) That the Committee supports the work that is already underway to improve employment opportunities particularly for those who have additional challenges in securing regular and meaningful employment.
- 2) That a review of the current apprenticeship strategy to ensure it aligns with the emerging priorities post covid in relation to key skill development be approved.
- 3) That the Committee agree to receive a further report in November which includes the refreshed Apprenticeship Strategy, and which has a focus on employability and job opportunities for those reaching the end of their 2-year apprenticeship.

**6. NOTTINGHAMSHIRE COUNTY COUNCIL WORKFORCE AVAILABILITY, SICKNESS ABSENCE PERFORMANCE AND SUPPORT TO MAINTAIN EMPLOYEE HEALTH AND WELLBEING**

Members asked that a list of best practices referring to the National initiative 'Time to Talk' to be included in a future report to Committee

**RESOLVED 2021/16**

- 1) That the Committee agree to continue identifying actions outlined in this report and include them in the Employee Health and Well-being Action Plan, along with any further additions arising from the employee survey and the relevant workstream of the Workforce Resilience and Recovery Group.
- 2) That the Committee agree to receive a further report in September which provides information on quarter 1 2021/22 absence figures and workforce availability.
- 3) That the Committee agree to receive information regarding the newly added items to the action plan including the Midlands Engine sponsored pilot ProWork research project at September's Committee.

**7. WORKFORCE CHECK-IN SURVEY UPDATE**

**RESOLVED 2021/17**

The Committee consider the findings of the latest workforce check-in survey undertaken in April 2021 and that the actions as set out in paragraphs 17 and 18 of the report be approved.

**8. WORKFORCE RESILIENCE AND RECOVERY STRATEGY AND ACTION PLAN**

**RESOLVED 2021/18**

- 1) The Committee consider the progress on the implementation of the Workforce Resilience and Recovery Strategy and the further actions identified. That the Committee agree to receive further updates on progress.
- 2) That the Committee approve the development of a revised People Strategy to support the implementation of the new Council Plan once approved.

## **9. WORK PROGRAMME**

Marjorie Toward informed Members that the Disability Confidence and Apprenticeship updates would be added to the work programme

### **RESOLVED 2021/19**

That the Committee agreed to the work programme being updated according to recommendations made during this meeting along with reports regarding Disability Confidence and Apprenticeships.

The meeting closed at 11.58am

**CHAIRMAN**