

Time began: 10.31am
Time ended: 11.13am

**Personnel Committee
16 September 2021**

Present Councillors Sandhu (Chair)
 Councillors Carr, A Holmes, Pegg, Dhindsa, Skelton,
 Prosser, Eyre, Pandey

Officers present Liz Moore – Head of Human Resources
 Pauline Anderson – Service Director for Learning,
 Inclusion and Skills
 Paul McMahon – Principal Lawyer

07/21 Apologies

There were no apologies.

08/21 Late Items to be Introduced by the Chair

There were no late items.

09/21 Declarations of Interest

There were no declarations of interest

10/21 Minutes of the Meeting held on 24 June 2021

The minutes of the meeting held on 24 June 2021 were agreed as an accurate record.

11/21 Attendance Management – Quarter 1 – 2021/22

The Committee received a report from the Strategic Director of Corporate Resources on Attendance Management – Quarter 1 – 2021/22. This report was presented by the Head of Human Resources. The report provided the Committee with an update on the Council's performance on attendance management at Quarter 1 2021/22.

The Committee noted that the top three reasons for absence in Quarter 1 were; Stress and Anxiety which accounted for 21.37% of total absences, an increase of 1.4% from Quarter 4. Musculo Skeletal at 13.37%, an increase of just over 3% from Quarter 4 and Covid-19 related absences at 9.25%. It was reported that quarter 1 saw a significant decrease in Covid-19 related absence of 14.5% against Quarter 4. It was noted that the Council would

continue to monitor this as it moved out of the majority of Government restrictions in Quarter 2.

It was reported that whilst these remained the same top three absence reasons as they were in Quarter 4, 2020/21, the order had changed with Stress and Anxiety, which was the second highest reason in Quarter 4 2020/21 being the highest reason in Quarter 1. Covid -19 related absences, which was the highest reason for absence in Quarter 4 was the third highest reason in Quarter 1. Musculo skeletal related absence was the second highest reason for absence in Quarter 1. It was noted that the days lost per FTE in Quarter 1 showed a decrease from 2.54 in the previous quarter to 2.41 days lost.

It was noted that managers were continuing to take a focused approach on attendance management with regular coaching from the HR Team. It was reported that Service Actions plans owned by the Head of Service and their Management Team would continue to identify opportunities for improvements on attendance across all teams. It was noted that Heads of Service had appropriate access to detailed information about attendance in their services, on which they based their action plans.

The Committee noted that Covid -19 continued to have an impact on absence in Quarter 1 and the Council would continue to watch closely the absences related to Covid-19 as it moved to Stage 4 of the Government Road Map in Quarter 2 and beyond.

It was noted that following the Council's review of Mental Health First Aid (MHFA) activity it had repositioned the current MHFAs as Mental Health Champions (MHCs) taking a more proactive support role supporting managers and colleagues who may not have interacted with them previously in a "first aid" capacity. The Committee reported that this was embedding mental health discussions and general support across the organisation, as well as maintaining the profile of this priority subject for the Council.

It was reported that the Council had also identified the need for more male MHCs, some priority areas where the Council had gaps in it's cover and the need for more people in non-managerial positions to volunteer.

The Committee noted that the Council ran a very successful campaign resulting in an additional 60 volunteers, 30 of whom were men, and 44 volunteers were from priority areas. It was reported that the Council had now run three cohorts of training which included 10 men, 16 non-managers and covered 20 priority areas. It was noted that more training was booked to cover the remaining volunteers. It was reported that in total the Council now had 200 trained MHCs and there were enough people on its waiting list to exceed its target of 250 MHCs by the end of March 2022.

A councillor questioned whether staff absences were placing increased demands on colleagues. The Head of HR informed the Committee that managers were taking this seriously and that HR were working with managers on Action Plans to resolve this.

A councillor asked whether staff were engaging with the Council's Mental Health Champions. The head of HR informed the Committee that the move from Mental Health First Aiders to mental Health Champions had been welcomed by staff and had encouraged colleagues to make contact before an issue became a crisis.

A councillor asked how the Council were supporting Streetpride with absences due to Covid-19. The Head of HR informed the Committee that the Council's Corporate Health and Safety Team and the Director of Public Health were assisting Streetpride in managing Covid-19 related absences.

The Committee resolved to approve the recommendations detailed below.

- 1. To note that the Council's performance on attendance management for Quarter 1 2021/22 was 2.41 days lost for each full-time equivalent colleague (FTE) against a target of 2.12 days. This shows an improvement against the previous Quarter 4 2020/21 result of 2.54 days lost.**
- 2. To note that if the COVID-19 (Suspected and Confirmed) illnesses were removed from the attendance management data, the Quarter 1 performance would be 2.19 FTE days lost.**

12/21 Employment and Skills Board Update

The Committee received a report on the Employment and Skills Board. This report was presented by the Service Director for Learning, Inclusion and Skills.

The Committee noted that the Derby Adult Learning Vision was to deliver outstanding learning and skills provision that improved the economic, social mobility and wellbeing of Derby's citizens.

It was noted that the Derby Adult Learning Vision included:

- Derby Employment Hub (DWP/ESF funded) 1:1 employment support.
- Derby Adult Learning Employability Workshops – (ESFA funded)
- Triage service from the Employment Hub into DALs skills offer
- Positioning Derby City Council as the skills exemplar to MHCLG via the work done on ESOL integration.
- Information Advice and Guidance IAG – DCC Bid pending announcement for National Careers Service funding
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It was reported that the Derby Employment and Adult Learning Service was developing Sector Based Work Academies with supported skills-based recruitment pipelines into guaranteed interviews.

It was noted that the Council had started to agree skills programmes & recruitment pipelines with:

- Derby City Council Parks Department
- Derby City Council Health & Social Care
- Derbyian Shopping centre
- Smartparc
- Plus Enterprise for Education E4E in the DCC education department

It was reported that the Strategic Director of People Services and the Service Director for Learning, Inclusion and Skills sat on the Derby Opportunity Area Board. It was noted that this Board's main objectives were:

- 5 years DfE investment in Derby to improve social mobility
- Priorities Early Years; Primary Education; Secondary Education; Inclusion and Careers and Skills
- Developing and already implemented work experience programmes, careers website, masterclasses
- Working with D2NS, LEP, schools and colleges and University of Derby

It was reported that the Council were offering the following ESFA funded Skills accredited courses:

- Redesigned the curriculum to meet Skills white paper priorities
- Derby Adult Learning supports approx. 3500 learners per year.
- Digital Skills pilot - 400 DCC staff achieved 2000 modules with wider rollout across Derby.
- English Speakers of Other languages (ESOL) 500 learners
- A range of vocational courses level 2 – 4
- Apprenticeships – for DCC staff (HR dealt with internal apprenticeships and the Economic growth Team focused on developing apprenticeships with local employers)
- All training was online during pandemic – achieving 90% ESFA Skills Funding Target
- Delivered to 700 additional learners online in pandemic
- Joined up working with Government funded public; private and VCS providers
- DWP Restart Programme – working in partnership with REED

The Committee noted that the role of Employment and Skills (Economic Growth) was:

- Impartial brokerage – 'navigating the landscape' for businesses
- Collaborate with training providers – account manage the process
- Advertise all opportunities to benefit employer's recruitment campaign
- Understand and solve the skills gap

A councillor informed the Committee that the terms 'skills gap' and 'skills shortage' were not interchangeable and notified the Committee that this presentation referred to a skills shortage.

A councillor asked for an update to be brought to a future Personnel Committee meeting on skills programmes & recruitment pipelines with E4E, Health and Social Care and the Parks Department. This was agreed by the Committee.

A councillor asked whether a figure was available for the number of ESOL candidates in the city. The Service Director for Learning, Inclusion and Skills informed the Committee that they would contact the Cohesion & Integration Manager about this and would bring an update on the Council's English Speakers of Other Languages programme to a future meeting.

The Committee resolved:

- 1. to note the update**
- 2. to request that an update is brought to a future Personnel Committee meeting on skills programmes & recruitment pipelines with E4E, Health and Social Care and the Parks Department.**
- 3. to request that an update is brought to a future Personnel Committee meeting on the Council's English Speakers of Other Languages programme.**

MINUTES END.