

Time began: 10.30am  
Time ended: 11:30am

**Personnel Committee  
28 June 2018**

Present                      Councillor A Holmes (Chair)  
                                    Councillors Raju, Evans, Froggatt and Hudson

Officers present        Liz Moore – Head of Human Resources  
                                    Zoe Bird – HR Shared Services Manager  
                                    Diane Sturdy – Organisational Development Manager  
                                    Wendy Johnson – Occupational Health, Safety, Wellbeing and Attendance

## 01/01        Introductions and Apologies

Introductions were made and apologies were received from Cllrs Marshall and L Winter.

## 02/18        Late Items to be Introduced by the Chair

There were no late items.

## 03/18        Declarations of Interest

Cllr Froggatt declared she was an UNITE activist.

## 04/18        Minutes of the Meeting held on 12 April 2018

Cllr Froggatt confirmed that the minutes of the meeting held on 12 April 2018 were a correct record. However, there was no other member present who was also in attendance at the meeting on 12 April 2018, so these will be carried to the next Committee meeting for approval.

## 05/18        Temporary Agency Usage January to March 2018

The Committee considered a report of the Interim Strategic Director of Corporate Resources presented by the Head of Human Resources which informed the Committee of the Temporary Agency Usage. Charts and tables detailing the amount of temporary agency usage and the areas where temporary agency staff are used were attached to the report as appendices 2 and 3. The report stated that the agency spend attributed to sickness cover had decreased reflecting a fall of approximately 5.8% on the previous year.

Discussion was held on why there was high spend on temporary agency staff usage within both People Services and Neighbourhoods and what measures were being taken to try and bring these figures down. The main areas of high spend on agency staff was identified as Social Workers and Refuse Collectors. It was acknowledge

that there was a currently a National shortage of Social Workers and programs were in place to try and recruit more. In relation to the Refuse collectors the Committee felt it would be useful receive a detailed report on this area of temporary agency use every 6 months.

**Resolved to:**

- 1. note the report**
- 2. continue to monitor the appropriate use of agency staff, the length of agreements and to consider other alternatives whenever possible to ensure that a reduction is achieved.**
- 3. Note the reduction in agency spend associated with sickness absence cover**
- 4. Receive a detailed report relating to temporary agency spend on refuse collectors**

## **06/18 Attendance Management Project update**

The Committee received a report of the Interim Strategic Director of Corporate Resources. The report detailed how an Attendance Management Project Group had been formed in the summer of 2017 and had drawn up an action plan to work towards reducing sickness absence. This action plan was attached to the report at appendix 2. It was reported that this project group was working well and a reduction had been seen in sickness absence.

Discussion was held on the mandatory Health, Wellbeing and Attendance training and optional training sessions that was being given to managers. The Committee felt that all the training should be mandatory. A report on the Professional Derby Managers' Training would be brought to the next meeting of the Personnel Committee. It was noted that stress related absences was a major contributor to sickness absences and a separate report on this matter would be brought to the next meeting of the Personnel Committee.

It was acknowledged that a reduction in sickness absence had been seen since the introduction of the First Care System. It was confirmed that this has now been in place for 12 months and a report would be brought to the next meeting of Personnel Committee.

The Committee also gave praise to the work undertaken by the Livewell scheme which they felt was very beneficial in assisting and encouraging a 'feel good culture' amongst staff.

The positive downward trend of sickness absence was noted by the Committee and praise for all the good work being done was given..

**Resolved to:**

- 1. note the report**
- 2. note the progress on the action plan.**
- 3. Support the aims of the project and note the reduction in absence rates, to date.**

4. Receive a report on the Professional Derby Managers' Training at the next meeting
5. Receive a report relating to stress related absence.

**MINUTES END**