

ITEM 4

Time began: 10.30am
Time ended:10:49am

Personnel Committee 12 April 2018

Present Councillor Carr (Chair)
 Councillors Dhindsa , Froggatt, Keith and
 S Khan

Officers present Liz Moore – Head of Human Resources
 Paul McMahon – Principal Lawyer
 Andrea Cauldwell – Recruitment Manager

26/17 Apologies

Councillor Barker, Councillor Holmes and Councillor Nawaz.

27/17 Late Items to be Introduced by the Chair

There were no late items.

28/17 Declarations of Interest

There were no declarations of interest.

29/17 Minutes of the Meeting held on 15 February 2018

The minutes of the meeting held on 15 February 2018 were confirmed as a correct record.

30/17 Employment Statistics – Bullying, Racism and Sexual Harassment

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 Employment Statistics – Bullying, Racism and Sexual Harassment.

The report stated the Chair of the Personnel Committee had requested the information on the reported incidents relating to employees of bullying, racism and sexual harassment.

The statistics contained within the report were incidences reported from 1 April 2017 to 31 March 2018. Appendix 2 provided a summary by directorate and allegation type.

Resolved to:

- a) note the report**

- b) recommend that when reports on Employment Statistics – Bullying, Racism and Sexual Harassment are next presented at Personnel Committee meetings that a more detailed breakdown of the statistics is included.**

31/17 Recruitment Policy – Update

The Committee received a report of the Interim Strategic Director of Corporate Resources, presented by the Recruitment Manager which informed the Committee of information relating to the Recruitment Policy. The Recruitment Policy aimed to make recruiting managers aware of their responsibilities to ensure that a robust process that meets the needs of our modernising organisation and supports the Council's policies on equal opportunities.

The policy could be found at Appendix 2 and the Equality Impact Assessment Form at Appendix 3.

Resolved to note the report.

32/17 Managing the Apprenticeship Levy

A report of the Interim Strategic Director of Corporate Resources was presented to the Committee by the Head of Human Resources, which updated the Members on Managing the Apprenticeship Levy.

The report informed the Committee that after carrying out a procurement exercise in 2017 to procure a service provider to manage the implementation of the Apprenticeship Levy, the decision had been made to manage the Apprenticeship Levy and Apprenticeship Service internally. An Apprenticeship Levy Board and a separate Project Board had been established to provide a governance framework for the management of the Levy and Apprenticeship Service.

It was also detailed in the report that the Council needed a clear Apprenticeship Strategy and managing internally the implementation of the Apprenticeship Levy, (referred to as the Levy) provided an opportunity to develop and launch the strategy which had the potential to add value and upskill the workforce in all areas of the Council, including maintained schools.

The Apprenticeship Levy was introduced in April 2017. All organisations with an annual pay bill in excess of £3m were required to pay the Levy, which equates to 0.5% of their monthly salary costs. The Government provided an annual allowance of £15,000 to each employer, and it also paid a 10% top up to the fund which can be accessed by the employer.

Furthermore the report stated the recently established Apprenticeship Levy Board would oversee the implementation and administration of the Levy in the Council, and would act as the key decision-making body in relation to the Levy. It would also review and approve options presented by the Apprenticeship Levy Project Group. Members of the Board include the Cabinet Member for Finance and Governance; the

Acting Chief Executive; the Interim Strategic Director of Corporate Resources; and senior officers from Peoples Directorate and also from HR.

The Head of Human Resources informed Members that the current 60 apprenticeships had continued to progress, apprenticeships were still being advertised and that Derby City Council were in a position carry out the procurement procedures in house.

Resolved to:

- a) **note the report**
- b) **note that an Apprenticeship Levy Board and Project Group have been established to provide a robust governance framework**
- c) **recommend that a letter is written on behalf of the Committee and sent to the Education and Skills Funding Agency to outline the position Derby City Council is in regarding the Apprenticeship Levy and the necessary frameworks not being in place at a Government level**
- d) **recommend that the Cabinet Member for Finance and Governance writes a letter to be sent to the Education and Skills Funding Agency to outline the position of Derby City Council is in regarding the apprenticeship levy and the necessary frameworks not being in place at a Government Level.**

33/17 Sickness Management Updates

The Democratic Services Officer verbally informed the Committee that a Personnel Committee Member had requested that Sickness Management Updates be a standing item on the Personnel Committee agenda.

Resolved to have Sickness Management Updates as a standing item on the Personnel Committee agenda.

MINUTES END