

Time began: 10.30am
Time ended: 10:53am

**Personnel Committee
13 April 2023**

Present Councillor A Holmes (Chair)
 Councillors Bonser, Carr, Evans, Jennings, Swan and
 Bonser

Officers present Liz Moore – Head of Human Resources and Interim Head
 of Occupational Development
 Adele Ashmore – Strategic HR Manager
 Tania Hay – Occupational Development Team Manager
 (Interim) and Apprenticeship Manager
 Paulette Brown - Solicitor

25/22 Apologies

Apologies for absence were received for Councillors Rawson, Potter and Skelton.

26/22 Late Items to be Introduced by the Chair

There were no late items.

27/22 Declarations of Interest

There were no declarations of interest.

**28/22 Minutes of the Meeting held on 3 November
 2022**

The minutes of the meeting held on 3 November 2022 were agreed as an accurate record.

29/22 The Apprenticeship Programme Update

The Committee received a report of the Director of Policy, Insight and Communications which provided an update on the Apprenticeship Programme. The report provided data on the Council's widening participation statistics and an update on the Apprenticeship Team's current priorities and the Council's Levy payments and drawdown to 28 March 2023.

It was noted that the Apprenticeship Team had worked with the Communications and Marketing Team, putting together case studies of current and past apprenticeships promoting the benefits of apprenticeships within Derby City Council and posting them on the Council's social media platforms throughout National Apprenticeship Week.

It was reported that on Monday 6 February the Council emailed all 24 secondary schools across the city launching its competition, asking students to produce an advert promoting apprenticeships in the city. Two winners were awarded the exciting opportunity to join the Council's Communications and Marketing Team for a day to bring their advert to life and have it displayed on the screens across the city.

It was noted that the Apprenticeship Team were continuing to work closely with the Children's Team, to support them to upskill their Residential Team enabling them to achieve the mandatory qualifications through apprenticeship programmes. It was reported that there were currently 19 colleagues on a rolling programme and that processes were now in place to enrol new starters once they had completed their probation period. It was reported that the Apprenticeship Team were also supporting to upskill colleagues in the teams with their maths and English functional skills to enable them to start on the apprenticeship programmes.

It was noted that three colleagues started on the Social Worker apprenticeship in January 2023, two from Children's Services and one from Adult's Services. Taking the total number of colleagues on programme currently to 14, over four cohorts.

It was noted that as of 28 March 2023, the Council had transferred a total of £4,321,994 into the Education and Skills Funding Agency (ESFA) Apprenticeship Levy Digital Account since the start of the Levy in April 2017.

It was reported that the Council had drawn down £2,263,545 for internal apprenticeship training programmes and transferred £122,708 of its Levy Fund to external employers. It was noted that between April 2022 and March 2023, £124,960 of the Council's Levy Fund had expired and had been returned to the government. It was reported that the total amount of Levy drawn down between May 2017 to March 2023 was £2,924,448.

Resolved

- 1. To note the update on the Apprenticeship Team's current priorities.**
- 2. To note the data on the Council's widening participation statistics.**
- 3. To note the Levy payments made to date, the drawdown for training programmes that we have instigated and expired funds as of 28 March 2023.**

**30/22 Attendance Management Update Quarter 3
2022/23**

The Committee considered a report of the Director of Policy, Insight and Communications which provided an update on the Council's performance on attendance management at quarter 3, 2022/23.

The top three reasons for absence in Quarter 3 were:

1. Stress/Anxiety: 14.84%, an increase of 0.12% on Quarter 2 (position 1)
2. Musculoskeletal: 13.00%, a decrease of 0.52% on Quarter 2 (position 2)
3. COVID-19 related illnesses: 12.64%, a decrease of 0.69% on Quarter 2 (position 3)

It was reported that a communications approach had been developed to ensure colleagues were aware of the Attendance Management Policy changes, their roles and responsibilities under the policy, and the support and information available to colleagues. It was noted that communications through the Council's all colleague Intouch bulletin on 17 March 2023 informed all colleagues that they would be required to accept the policy through the e-learning module to confirm understanding and acceptance of the policy and associated changes. A reminder was scheduled for early April for the Managers Keeping in Touch bulletin to ensure all colleagues reviewed the policy and information.

It was reported that HR Advisors continued to work with Heads of Service, on service specific action plans, to look at hot spots and to encourage wellbeing and health as a priority for all colleagues. These actions included, but weren't limited to;

- Monitoring of departmental teams/targets
- Service action plans owned by the Head of Service, supported by advice and coaching as appropriate from HR Business Partners
- Bite-size coaching presentations delivered by HR to support managers to confidently manage attendance
- Reporting to Service Directors on the departmental teams performance.

It was noted that the joint work by the HR team and Head of Service was reported to the Directors as part of their departmental leadership meetings.

It was reported that an analysis of average working days lost due to sickness absence had been carried out, looking at local data and within the national context. It was noted that further work on this initial analysis was underway, and that it would be the subject of a future report to Personnel Committee later in 2023.

It was noted that Occupational Health continued to perform above industry benchmarks with its delivery of Occupational Health appointments for colleagues. The Council was currently well within its service level agreement, delivering appointments within eleven days or less.

It was noted that management reports were issued within 48 hours of the appointment attended, and 100% performance was currently achieved.

90% of referrals seen were assessed by Occupational Health practitioners as being fit for work in some capacity. This was very positive, and the Council's

focus needed to continue to be engaging with these colleagues to support them to remain working and stay healthy.

Resolved

- 1. To note that the Council's performance on attendance management for Quarter 3 2022/23 was 3.65 days lost for each full-time equivalent colleague (FTE) against a target of 2.62 days. This shows an increase against the Quarter 2 period actual of 3.57 FTE days lost.**
- 2. To note that if the COVID-19 (Suspected and Confirmed) illnesses were removed from the attendance management data, the Quarter 3 year to date position without COVID 19 would be 9.07 FTE days lost against a current year end position of 13.84 FTE days lost.**

MINUTES END.