

Time began: 10.30am  
Time ended:11:15am

**Personnel Committee  
14 November 2018**

Present                    Councillor A Holmes (Chair)  
                                  Councillor Keith

Officers present        Liz Moore – Head of Human Resources  
                                  Diane Sturdy – Organisational Development Manager  
                                  Paul McMahan – Principal Lawyer  
                                  Georgia Pulford – Digital Communications Officer

**19/18        Apologies**

Apologies were received from Cllr Dhindsa, Evans and Hudson

**20/18        Late Items to be Introduced by the Chair**

There were no late items.

**21/18        Declarations of Interest**

There were no declarations of interest

**22/18        Minutes of the Meeting held on 28 June 2018**

As the meeting was not quorate the minutes could not be agreed as being an accurate record

**23/18        Attendance Management Project Update**

The Committee considered a report of the Strategic Director of Corporate Resources which was presented the Head of Human Resources. The Head of Human Resources confirmed that the report contained an error at 1.2 and the figures were for September not August. The report confirmed that there was an improvement in the attendance figures and that the Project Group were currently updating the action plan.

It was confirmed that monthly data reports are presented and discussed at Directorate Management Team and the Corporate Leadership Team Performance Board. The effectiveness of return to work interviews was also discussed and the Committee were informed of how the directorate targets for completion of the return to work discussions would be built into the managers' objectives.

It was noted that the Mental Health First Aider training had been well received and that the employee roadshows, highlighting health and wellbeing, had been well attended.

**Resolved to:**

- 1. note the report**
- 2. Receive further update at the meeting on 10 January 2019**

## 24/18 Firstcare Update

The Committee considered a report of the Strategic Director of Corporate Resources presented by the Head of Human Resources. The Head of Human Resources confirmed that the report contained an error at 1.2 and the figures were for September not August.

It was noted that the system had been in place since 1 June and was proving to be an accurate way of recording sickness absence. It was acknowledged that training sessions had been held for managers to show them how they could run reports and use the data to more robustly manage attendance.

It was acknowledged that CLT wanted to see an improvement in the percentages of return to work interviews being completed within the given timeframes. Discussions were held over the support being given to managers to help achieve this, this included a buddy system, where a different manager in the service may have access to the employee's confidential records and be able to conduct the interview. It was felt this would be useful in the areas where shift work was required and the manager and employee were on different shifts or when annual leave prevented the interview being undertaken.

Additional software was due to be installed by the end of the year, which would provide additional functions to the system, which would give greater detail of the absence.

**Resolved to:**

- 1. note the report**
- 2. receive a further update in July/August 2019**

## 25/18 Schools Apprenticeship Levy Usage - Update

The Committee considered a report of the Strategic Director of Corporate Resources presented by the Head of Human Resources detailing how community schools were using the Apprenticeship Levy funds.

It was acknowledged that there were 31 apprentices, enrolled on supporting teaching and learning apprenticeship programmes across the 14 community schools. HR have been working with these schools, advising how to access the funds, sending out communications and attending their School Business Manager meetings. It was acknowledged that the greatest concern to the school was allowing the staff 20% off the job time to study. The schools have no budget to support the backfill for the post and this was reflected nationally.

**Resolved to:**

- 1. Note the report**
- 2. Receiver a wider report to come to a future committee meeting**

## **26/18 Social Media Policy**

As the meeting was not quorate and this policy needed approval before going to Council Cabinet on 12 December, it was agreed that an extra meeting needed to be held before this date.

**Resolved to arrange an additional meeting as soon as possible**

**MINUTES END**