

# Item 4

Time began: 10.33am

Time ended: 11:28am

## **Personnel Committee 10 January 2019**

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

Officers present        Liz Moore – Head of Human Resources  
                                 Tania Hay - Employment Commission Lead  
                                 Zoe Bird – HR Shared Services Manager  
                                 Nicola Sykes – Service Director for HR & OD  
                                 Diane Sturdy - Organisational Development Manager  
                                 Paul McMahon - Principal Lawyer

### **33/18        Apologies**

Apologies were received from Cllr Evans and Keith

### **34/18        Late Items to be Introduced by the Chair**

There were no late items.

### **35/18        Declarations of Interest**

There were no declarations of interest

### **36/18        Minutes of the Meeting held on 23 November 2018**

The minutes were agreed as an accurate record.

### **37/18        Attendance Management Project Update**

The Committee considered a report of the Strategic Director of Corporate Resources updating them on the work being done by the Attendance Management Project Group to support the aim of reducing sickness absence rates in the Council. The report was presented by the Head of Human Resources, who confirmed that the Project Group had been extended to include Heads of Service and Managers from high absence areas, so that the group could work with them to help reduce sickness absence in their service areas.

The Committee were informed that the figures for December 2018 were being finalised but at the end of November sickness absence levels were still slightly over the Council's target of 11.5 fte days at 11.78 fte days. The Committee requested that a more detailed report be brought to a future meeting detailing the service area and roles where the absence was and length of absence

It was confirmed that new directorate targets, for sickness absence, were being developed with all Directors with specific support being put in place by Health and Wellbeing and HR for the service areas that have high levels of sickness absence. The new targets would be in place by 1 April 2019 and details of the review results would be brought to a future Personnel Committee.

Committee were updated on the Mental Health training and how it was anticipated to have 100 trained Mental Health First Aiders by the end of February 2019 and a future review of the provision in March 2019. A full report to be brought to a future Personnel Committee.

Personnel Committee were briefed on how well a health and Wellbeing Roadshow, at Stores Road, had been received by Streetpride staff.

### **Resolved to**

- 1. Note the updated absence data**
- 2. Note the continued work from the Project Group to aim to reduce sickness absence rates in the Council.**
- 3. Continue to have Attendance Management as a standing agenda item.**
- 4. Receive a more detailed report at the next Committee meeting.**
- 5. Receive full results of directorate review undertaken when setting new sickness absence targets.**
- 6. Receive report on Mental Health First Aiders**

### **38/18      Temporary Agency Usage July 2018 to September 2018**

The Committee considered a report of the Strategic Director of Corporate Resources presenting the latest figures on agency usage for the period July 2018 to September 2018. The HR Shared Services Manager attended the meeting to present this report and confirmed to Committee that the spend, on agency workers, attributed to sickness cover, had decreased by 24% since the 12 month period May 2017 to May 2018.

The report contained a detailed section on agency spend within the Refuse Service area, as requested by the Committee. The HR Shared Services Manager confirmed an 8.5% in quarter 1, but acknowledged that this covered the main holiday cover. It was noted that the Christmas holidays had not impacted on agency spend at all as the service was closed

It was confirmed that 18 new roles had been created with the re-introduction of brown bin collections and in line with the recent approach to recruitment these would be offered to existing agency staff.

The Committee questioned if the spend on agency workers for Social Workers had reduced and discussion was held on the recent recruitment drive to appoint Social Workers. It was acknowledged agency spend been reduced by a third.

Committee requested that a break down of spend on agency workers and why agency staff were needed to be brought to the next Committee.

#### **Resolved to**

- 1. Note the report**
- 2. Continue to monitor the appropriate use of agency staff and length of agreements**
- 3. Note the slight increase over the previous quarter and significant decrease in agency spend associated with sickness absence cover.**
- 4. Receive a detailed breakdown of spend on agency workers and details of why agency staff were needed.**

## **39/18 Managing the Apprenticeship Levy**

The Committee considered a report of the Strategic Director of Corporate Resources updating them on the management of the Apprenticeship Levy. The Employment Commission Lead attended the meeting to brief the Committee. The Committee were informed that there had been a change to the Apprenticeship Board membership and were updated on the key work schemes.

The Committee were informed that trainers could not be procured through the Nottingham Directory of Approved Apprenticeship Providers (DAAP) as there was no procurement contract in place. The Apprenticeship Project Group were working with Legal to get a procurement directory in place for Derby.

It was noted that HR were continuing to work with Council maintained schools to support them in accessing the levy. Discussion was held on the problems the schools encountered in providing cover for the person undertaking the training and how Levy funds cannot be used to pay for backfilling posts or salaries. HR were working with schools to put a toolkit together.

The Committee were briefed on how the funds were being drawn down from the levy pot and that the Council's spend of 9.7% was in line with the current national spend. This was being monitored with monthly reports being completed.

Discussion was held on how the levy was being spent on both developing current employees and taking on new starters. It was confirmed that it was difficult to attract new starters to the Council's apprenticeship and it was planned to run three recruitment campaigns a year (January/Easter/September) in order to attract new apprentices. The use of advertising on social media was also discussed. The HR Shared Services Manager acknowledged this gap had been identified and the Chief Executive was supportive of social media being used to promote the apprenticeship scheme.

The Employment Commission Lead confirmed that, in her role as the Council's Apprenticeship Project Manager, she was now Co-Chair of the D2N2 Public Sector

Compact which supported strong partnership working across Derbyshire and Nottinghamshire

**Resolved to**

- 1. Note the report**
- 2. Receive a further update at the next meeting**

**MINUTES END**