

Time began: 10.30am
Time ended: 12:30pm

**Personnel Committee
4 September 2018**

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

Officers present Liz Moore – Head of Human Resources
 Zoe Bird – HR Shared Services Manager
 Diane Sturdy – Organisational Development Manager
 Nyree Treece – HR Advisor
 Tania Hay – Employment Commission Lead
 Andy Preston – Information Security Officer

07/18 Introductions and Apologies

Introductions were made and apologies were received from Cllr Raju

08/18 Late Items to be Introduced by the Chair

There were no late items.

09/18 Declarations of Interest

There were no declarations of interest

10/18 Minutes of the Meeting held on 28 June 2018

Agreed

11/18 Information Security and IT Acceptable Use Policy

The Committee considered a report of the Strategic Director of Corporate Resources which was presented by Andy Preston, Information Security Officer. The Committee were informed that the new Information Security and IT Acceptable Use Policy was an amalgamation of eight policies. This new amalgamation made a simpler, jargon free, single point of reference IT policy for staff.

AP confirmed that the refreshed policy had been subjected to extensive consultation within the Council and had been agreed by the Council's Information Governance Board

Resolved to agree and endorse the revised policy

12/18 Temporary Agency Usage April to June 2018

The Committee considered a report of the Strategic Director of Corporate Resources presented by the HR Shared Services Manager which informed the Committee of the Temporary Agency Usage. An updated appendix 2, showing Q1 2018/2019, was distributed at the meeting.

The Committee had previously requested more detailed information to be brought back to them on agency use within the Refuse Collection Division and this was included in the report. The Committee requested a comparison of figures from the last quarter and the present set of figures. ZB agreed to email these to all. Discussion was then held on the use of agency workers in this area. It was reported that a dedicated HR Advisor was now in situ at Stores Road in order to support the management team there on a project basis, attempting to reduce the amount of sickness absence. This project commenced in August 2018 and was expected to be run for approximately 6 months. An update report was to be brought to the next Personnel Committee meeting.

Discussion was also held on the recruitment process for Refuse Collectors. It was acknowledged that there were some vacancies being advertised and agency workers were encouraged to apply. It was also confirmed that the recruitment process had changed to on job assessment rather than traditional interview process and this seemed to be more successful.

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 further report, at the meeting on 10 January 2019, detailing spend on agency staff for Q1 – Q3.**
- 5. Receive comparison figures on spend on agency staff, within the Refuse Collection Service, between the previous quarter and the current quarter**

13/18 Managing the Apprenticeship Levy - Update

The Committee considered a report of the Strategic Director of Corporate Resources presented by the Employment Commission Lead. The Committee were updated on the work being done by the apprenticeship Levy Project Group and the progress being made. Five key work streams were identified and the Employment Commission Lead gave the Committee a full update, particularly on the apprenticeship funding and levy spend and training, both by identified business needs and training providers.

Discussion was held on how training needs had been identified following a comprehensive business needs analysis and how the training would be delivered. The Committee were informed that the D2N2 Public Service Compact was presenting a high profile 'Public Service Apprenticeships Conference' event, on 12 November,

and the Council would be putting forward nominations for the 'Apprentice of the Year' Award.

It was confirmed that 40% of the Apprentice Levy was to be allocated to schools. However, due to the summer break only a small number of training requirements had been received back from the Council maintained schools. Further communications would be sent and meetings with School Business Managers would be set up during the Autumn Term.

Resolved to:

- 1. Note the report**
- 2. Note the progress being made by the Project Group on the key work streams identified in the report.**
- 3. Note the Council's intention to nominate apprentices for the D2N2 Apprentice of the Year Award.**
- 4. Note the first mandatory public sector 2.3% target report has to be submitted to Government by 30 September 2018.**
- 5. Receive an update report on schools at the next meeting on 1 Nov and more detailed report to follow at future meeting.**

14/18 Disciplinary and Dismissals Policy

The Committee considered a report of the Strategic Director of Corporate Resources presented by the Head of Human Resources. The report detailed the changes that had been made to the Council's Disciplinary and Dismissal Policy in line with legislation and/or case law. The main changes to the policy were the removal of the verbal warning as a sanction, with greater emphasis on trying to resolve matters at an informal level, and removal of the action short of dismissal sanction. It was confirmed that the revised policy and guidance had been discussed, and agreed in principle, with the Trade Unions at the Policy Working Group.

Resolved to:

- 1. Note the main changes to the revised policy**
- 2. Approve the revised policy and guidance**
- 3. Note that the revised policy and guidance will be publicised on the Council's intranet site.**

15/18 Changes to the Appeals Policy and Guidance

The Committee considered a report of the Strategic Director of Corporate Resources presented by the Head of Human Resources. The report confirmed that a request had been made by the Leadership that all employment appeals be heard by senior officers rather than by a panel of Elected Members. A draft Appeals Policy and Guidance had been drawn up to reflect this. The Committee discussed the pros and cons of having elected member panels against all employment appeals being heard by senior management and opinion was divided. The Committee questioned how employment appeals were heard in other authorities and it was confirmed that it was common practice for senior officers (from different service areas) to hear employment

appeals. A vote was taken on whether this draft policy should be adopted and it was agreed by a majority of 4 and 2 against.

Committee requested that statistics on elected member appeals v officer led appeals be collated over the next 6 months and that the results be brought to Personnel Committee and shared with the Trade Unions.

It was noted that the revised draft policy and guidance had been discussed and agreed with the Trade Unions.

Resolved to:

- 1. Adopt the revised policy requesting that employment appeals be heard by senior officers.**
- 2. Agree the revised policy be publicised on the Council's intranet**

16/18 Attendance Management Project update

The Committee received a report of the Strategic Director of Corporate Resources presented by the Organisational Development Manager. It was confirmed that sickness absence levels were continuing to reduce, but mental health issues remain the primary reason for absence at 24.99%. It was acknowledged that the new Chief Executive had given direction to take this project forward and was keen to see a reduction in sickness absence.

It was confirmed that approximately 500 managers (out of 600 managers) have now attended the mandatory Health, Wellbeing and Attendance Management training and the deadline for attending this had been extended to the end of September, with consideration being given to providing training in alternative locations. Only 340 managers had completed the Stress Management training. It was also confirmed that Mental Health First Aid Training was due to commence in September and there was already a waiting list of employees wanting to attend. Committee questioned whether this training could be made available to councillors.

It was also acknowledged that the First Care system had now been operational for 12 months and the data was being analysed. A full report on this would be brought to the next Personnel Committee meeting.

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 detailing the extracted data from the First Care system over the last 12 months**

17/18 Post of Director of Legal, Procurement and Democratic Services

The Committee received a report of the Strategic Director of Corporate Resources summarising the proposals to establish a post of Director of Legal, Procurement and Democratic Services, which would also include the statutory responsibilities of Monitoring Officer. The Committee questioned if this post would also have responsibility for RIPA. Liz Moore would investigate this matter.

Resolved to agree to the permanent establishment and recruitment to the Director of Legal, Procurement and Democratic Services.

18/18 Professional Derby Manager/Leadership Development

The Committee received a report of the Strategic Director of Corporate Resources which notes the identified need for improvement in management and leadership skills within the Council. The report detailed how a series of short workshops on leadership were delivered as pilots and how there had been a positive reaction to these and good attendance therefore the proposal to set up a programme of dates for future workshops commencing in September 2018.

It was also acknowledged that leadership qualifications courses could be undertaken through the Apprenticeship Levy scheme.

Resolved to:

- 1. Support the introduction of the leadership workshops**
- 2. Support the use of the Apprenticeship Levy to fund the longer term development of Council managers**

MINUTES END