

MINUTES of the meeting of the **PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE** held at 10.00 am on 27 November 2014 at Committee Room B - County Hall.

These minutes are subject to confirmation by the Committee at its meeting.

Elected Members:

Mr David Hodge (Chairman)
Mr Peter Martin (Vice-Chairman)
Mr Stuart Selleck
Mr Richard Walsh
Mrs Hazel Watson

Apologies:

Ms Denise Le Gal, Substituted by Mr John Furey

In Attendance

Ken Akers, HR Relationship Manager (Adults)
Cheryl Hardman, Regulatory Committee Manager
Carmel Millar, Director of People and Development

81/14 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS [Item 1]

Apologies for absence were received from Denise Le Gal. John Furey substituted for her.

82/14 MINUTES OF THE PREVIOUS MEETING: 29 OCTOBER 2014 [Item 2]

The Minutes were agreed as a true record of the meeting.

83/14 DECLARATIONS OF INTEREST [Item 3]

There were none.

84/14 QUESTIONS AND PETITIONS [Item 4]

There were none.

85/14 ACTION REVIEW [Item 5]**Declarations of Interest:**

None.

Witnesses:

Carmel Millar, Director of People and Development
Ken Akers, HR Relationship Manager (Adults)

Key points raised during the discussion:

1. In relation to Action A11/14 (telephone policy), the Chairman requested that a report be brought to the next meeting of the committee.

Actions/Further information to be provided:

The action tracker will be updated to reflect the points raised during the discussion.

RESOLVED:

To note the tracker.

Committee next steps:

None.

86/14 MANAGING SICKNESS ABSENCE [Item 6]**Declarations of Interest:**

None.

Witnesses:

Carmel Millar, Director of People and Development
Ken Akers, HR Relationship Manager (Adults)

Key points raised during the discussion:

1. The Director of People and Development introduced the report and highlighted the improvements made to absence management. An audit of absence management had been commissioned to support continued improvements.

2. Members congratulated officers on the improvements made so far. It was commented that this had been achieved because of staff and manager quality, as well the coaching culture that had been developed across the organisation through the High Performance Development Programme.
3. Members asked for further information about long term sickness within different services. They also highlighted the financial implications and impact on colleagues when staff are on sick leave without adequate reason.
4. There was support for addressing the emotional and mental wellbeing of staff.
5. Officers stated that the main reasons for long-term sickness absence were musculoskeletal disorders and stress. This was similar to statistics in the NHS.
6. Stress issues can vary from workload stress to mental disorder diagnoses. People also react differently to stress.
7. It was important to actively manage long-term sickness absence.
8. Members expressed support for investment in training for staff.
9. Officers informed Members that the services with highest levels of sickness absence were Adults Social Care, the Contact Centre and Commercial Services. HR is working actively with those services to bring down the figures.
10. In response to a request for comparative data from the private sector, the Director of People and Development offered to circulate this to Members following the meeting (**Action Review ref: A18/14**). It was pointed out that local government employment has different dynamics to the private sector which will impact on sickness absence eg visitors to elderly clients cannot go with a cold.
11. Officers confirmed that data is captured on reasons for short sickness absences.

Actions/Further information to be provided:

The Director of People and Development to circulate information on comparative sickness absence data from the private sector.

RESOLVED:

To support the proposals outlined in the report.

Committee next steps:

None.

87/14 EXCLUSION OF THE PUBLIC [Item 7]

RESOLVED: That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under paragraphs 1 and 4 of Part 1 of Schedule 12A of the Act.

THE FOLLOWING ITEMS OF BUSINESS WERE CONSIDERED IN PRIVATE BY THE COMMITTEE. HOWEVER, THE INFORMATION SET OUT BELOW IS NOT CONFIDENTIAL.

88/14 SENIOR PAY POLICY EXCEPTIONS REPORT: NOVEMBER 2014 [Item 8]**Declarations of Interest:**

None.

Witnesses:

Carmel Millar, Director of People and Development
Ken Akers, HR Relationship Manager (Adults)

Key points raised during the discussion:

1. The Chairman introduced the report. The committee asked a number of questions which were answered by the officers present, before moving to the recommendations.

Actions/Further information to be provided:

None.

RESOLVED:

To approve the recommendations in the confidential report.

Committee next steps:

None.

89/14 PAY SETTLEMENT 2015/16 [Item 9]**Declarations of Interest:**

None.

Witnesses:

Carmel Millar, Director of People and Development
Ken Akers, HR Relationship Manager (Adults)

Key points raised during the discussion:

1. The Director of People and Development introduced the report. The committee asked a number of questions which were answered by the officers present, before moving to the recommendations.

Actions/Further information to be provided:

None.

RESOLVED:

To approve the recommendations in the confidential report, subject to the word 'officers' replacing the word 'staff' in recommendation 1d.

Committee next steps:

To receive a report back in due course.

90/14 PUBLICITY FOR PART TWO ITEMS [Item 10]

RESOLVED: That the items considered under Part Two of the agenda should remain confidential and not be made available to the press and public.

91/14 DATE OF NEXT MEETING [Item 11]

The date of the next meeting was noted.

Meeting ended at: 11.00 am

Chairman

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