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NOTTINGHAM CITY COUNCIL

APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

MINUTES of the meeting held at Loxley House on 23 January 2014 from 10.00 am to 10.58 am

- ✓ Councillor Toby Neal (Chair)
 - ✓ Councillor Alan Clark (Vice Chair)
 - ✓ Councillor Eunice Campbell
 - ✓ Councillor Graham Chapman
 - ✓ Councillor Jon Collins
 - Councillor Georgina Culley
 - ✓ Councillor Nicola Heaton
 - ✓ Councillor Nick McDonald
 - Councillor David Mellen
 - Councillor Eileen Morley
 - ✓ Councillor Alex Norris
- ✓ indicates present at meeting

Colleagues, partners and others in attendance:

Councillor Neghat Khan

- | | |
|----------------|--|
| Ian Curryer | - Chief Executive |
| Jason Gooding | - Parking Manager |
| Nigel Hallam | - Workplace Parking Levy Senior Officer |
| Jo Hill | - Recruitment Consultant |
| Emma Hodgett | - Resourcing and Reward Manager |
| Angela Probert | - Director of HR and Transformation |
| Lynn Robinson | - HR Business Partner |
| Jo Spilsbury | - Head of HR Strategy and Employee Relations |
| Laura Wilson | - Constitutional Services Officer |

40 APOLOGIES FOR ABSENCE

- | | |
|----------------------------|--------------------------|
| Councillor Georgina Culley | (ill) |
| Councillor David Mellen | (other Council business) |
| Councillor Eileen Morley | (other Council business) |

Andy Vaughan

41 DECLARATIONS OF INTERESTS

Councillor Alan Clark declared an interest in agenda item 7 – Workplace Parking Charge increase (minute 46), as he pays the Workplace Parking Charge, which did not prevent him from speaking or voting.

42 MINUTES

The Committee confirmed the minutes of the last meeting held on 3 December 2013 as a correct record and they were signed by the Chair.

43 PEOPLE PLUS INITIAL REVIEW

Angela Probert, Director of HR and Transformation, introduced her report confirming that an initial review of People Plus has been undertaken to ensure that the new approach is fit for purpose and is on track to deliver identified business benefits and colleague needs. The review includes feedback from colleagues, recruiting managers and Trade Unions which will be used to inform any developments or improvements to be made.

Emma Hodgett, Resourcing and Reward Manager, highlighted the following findings from the review:

In relation to Project People:

- (a) 32 people have secured alternative employment and 16 have secured work trials or projects, therefore, 40% of people have been successfully redeployed;
- (b) there have been some complex ill health cases, such as severe dyslexia and colleagues who are registered blind, which have impacted on the numbers. Additional support has been provided for them including:
 - reading the OPQ questionnaire out and completing responses on colleagues behalf;
 - lowering the matching benchmark from 75%;
 - considering roles more than two grades lower than their substantive post;
 - extending the time they have on Project People;
 - extending work trials;
 - ongoing dialogue with colleagues and Trade Union representatives;
- (c) large numbers of grades C and F have been affected, followed by grade D, and there is a strong correlation with the grades of posts being recruited to;
- (d) there is a wider breadth of opportunities and 1-1 support available for colleagues;
- (e) in relation to People Plus over 1,500 people have opted in. The highest departmental opt ins are the Chief Executives Group (50%) and Resources (40%), and 41 appointments have been made to date;
- (f) the positive impacts include:
 - an increase in matches made, from 2 to 6;
 - an increase in salary progression for Project People, from 14% to 34%;
 - a reduction in the time taken to recruit, from 16 weeks to 5 weeks and Project People and 6 weeks for People Plus;
 - a 13% reduction in compulsory redundancies, totalling savings of £148,505;

- a 38% reduction in external advertising spend, totalling savings of £47,000;
 - agency spend has reduced by 32%;
- (g) feedback from recruiting managers includes:
- there is insufficient candidate information;
 - there are concerns regarding matches, including skills, experience, strengths and prior knowledge;
 - the complaints procedure is unclear;
 - there are questions around the validity of the OPQ and disputes on the candidate report;
 - there are specific Trade Union concerns regarding the application process;
- (h) in response to the feedback:
- candidate profiles are being scoped to provide more information;
 - there is sense checking and more sense checking;
 - the complaints procedure has been agreed and published;
 - 1-1 meetings are held to resolve OPQ/candidate report disputes;
 - there is refocused communication/marketing strategy;
 - there is a development package for managers;
 - there is ongoing consultation with Trade Unions through monthly meetings;
- (i) future developments include:
- strategic resourcing and talent management as one size will not fit all;
 - better succession planning;
 - behaviour and competency development;
 - encouraging more opt ins;
 - addressing the stigma of Project People to confirm that it is not an exit strategy or robust performance management;
 - not being risk averse;
 - match jobs development/learner processes;
 - People Plus/Project People Champions being established to support colleagues;
 - coaching for Project People to look at specific areas or issues that colleagues want to change or develop;
 - customer satisfaction surveys for managers and colleagues;
 - a pragmatic flexible approach that is business led;
 - a further Equality Impact Assessment to be undertaken in April/May;
 - a full annual benefits realisation report in Spring/Summer;
 - investigating why a disproportionate number of BME colleagues are entering Project People;
 - developing robust monitoring to track the journey of apprentices and trainees in addition to the wider workforce.

RESOLVED to note the findings of the review.

44 DATE OF NEXT MEETING

RESOLVED to cancel the meeting scheduled for 4 February 2014 and bring forward the meeting scheduled for 4 March 2014 to meet on 25 February 2014 instead at 10.30 am in LB31.

45 EXCLUSION OF THE PUBLIC

The Committee decided to exclude the public from the meeting during consideration of the remaining agenda items in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

46 WORKPLACE PARKING CHARGE INCREASE

Jason Gooding, Parking Manager, introduced his report detailing the Workplace Parking Charge increase.

RESOLVED to approve the recommendations in the report.

Angela Probert left the meeting prior to consideration of the next item.

47 GOOD TO GREAT OPERATING MODEL

Ian Curryer, Chief Executive, introduced his report on the Good to Great Operating Model which was circulated at the meeting.

RESOLVED to approve the recommendations in the report.