



**DEMOCRATIC SERVICES  
ACTION SHEET – HUMAN RESOURCES COMMITTEE**

<b>Date of Meeting</b>	<b>Ref/ Min no</b>	<b>Title of Report/ Description</b>	<b>Action and Deadline</b>	<b>Responsible officer</b>	<b>Action taken and date completed</b>
<b>13 November</b>	37	Organisation Restructure	<ul style="list-style-type: none"> <li>It was suggested that lessons learned during the organisation restructure should be shared with colleagues and Members involved in the Better Care Fund Programme</li> </ul>	Richard Billingham	<i>Presentation shared with all relevant colleagues and Members.</i>
<b>22 January</b>	48	Senior Leadership Development	<ul style="list-style-type: none"> <li>It was confirmed that a report on the use of Interims and agency staff before and after the Restructure would be brought to a future meeting</li> <li>Local traffic schemes are on hold due to capacity within Highways teams. Were there any plans to extend this team. RB agreed to find out.</li> </ul>	Richard Billingham  Richard Billingham	<i>Being brought to 16 April meeting</i>  <i>Full Council on 17 Feb approved £500k to pay for the delivery of outstanding local traffic schemes over next 18 months.</i>
	49	Workforce Statistics / HR Dashboard	<ul style="list-style-type: none"> <li>Short and long term absence. A further breakdown was requested that would differentiate between long and short term absences report</li> </ul>	Richard Billingham	<i>This is now on the future work programme</i>

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			<ul style="list-style-type: none"> <li>• Future report on attendance following re-modelling to reflect new structure</li> <li>• Further information to be made available to Members on the reasons for leaving the employment of the council.</li> </ul>	<p>Richard Billingham</p> <p>Richard Billingham</p>	<p><i>This will form part of the above report</i></p>
	50	Living Wage and BCC Apprentices	<ul style="list-style-type: none"> <li>• Officers look further into what support can be given to apprentices in years one and two</li> </ul>		Report to 16 April meeting
<b>26 February</b>	57	Action Sheet	<ul style="list-style-type: none"> <li>• Members requested the completion of column 6 headed 'Action taken and date completed' in advance of each meeting.</li> </ul>	Alex Holly	<i>Complete 20/3/15</i>
	59	Pay Policy Statement 2014/15	<ul style="list-style-type: none"> <li>• Appendix B to include the post of Service Director Integrated Customer Services</li> <li>• Further report on what support can be given to apprentices in Years 1 &amp; 2 to include implications of recent budget amendments made by Full Council relating to apprentices.</li> <li>• Appendix A para 6.1 – it was agreed that the following wording be added to the end of this paragraph 'in line with the council's HR guidelines.</li> </ul>	James Brereton	<p><i>All amendments made in advance of Full Council 17<sup>th</sup> March</i></p> <p><i>Covered in action ref 50 above</i></p> <p><i>All amendments made in advance of Full Council 17<sup>th</sup> March</i></p>