



**Human Resources Committee
Action Sheet**

Date of Meeting	Ref/ Min no	Title of Report/ Description	Action and Deadline	Responsible officer	Action taken and date completed
<p>24 September 2015</p>	<p>28</p>	<p>Human Resources Dashboard (Workforce Statistics)</p>	<p>(a) Definition of casuals to be updated in footnotes and information to be emailed to Members.</p> <p>(b) Officers to include agency and consultancy workforce spend in future reports, including benchmarking information against Core Cities.</p> <p>(c) Email information on numbers of staff who have more than one job to Members for information.</p> <p>(d) Officers to investigate re-timing the committees meetings to enable data to be considered sooner. Intermediary measure to verbally update committee on any significant variances to the submitted reports.</p> <p>(e) Employee Landscape. Make future reports a rolling '12 months to view' to enable identification of trends.</p>	<p>Richard Billingham</p>	<p>(a) Definition updated. Information circulated to Committee Members by e-mail.</p> <p>(b) Dashboard report now includes agency and consultancy spend. Benchmarking information circulated by e-mail shortly after last Committee meeting.</p> <p>(c) Information circulated to Committee Members by e-mail.</p> <p>(d) Ideally, Committee meetings would be held in mid-May (Q4), mid-August (Q1), mid-November (Q2) and mid-February (Q3).</p>

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			<p>(f) Email information on leavers for 'other reasons' to committee members for info. e.g. numbers may include staff who have moved roles within the organisation.</p> <p>(g) Add a column to 'leaver by salary' to show the percentage of the Council's workforce in post in each salary band.</p> <p>(h) Workforce Diversity. Check that 2011 Census data reflects rates of economic activity.</p> <p>(i) Include in future reports numbers of staff as well as percentages.</p>		<p>Members are invited to give their views.</p> <p>(e) Dashboard template has been updated accordingly.</p> <p>(f) Information circulated to Committee Members by e-mail.</p> <p>(g) Dashboard template to be updated.</p> <p>(h) It has been confirmed that the data shown reflects the economically-active population.</p> <p>(i) Dashboard template to be updated.</p>
<p>24 September 2015</p>	<p>28</p>	<p>Public Sector Exit Payment Cap</p>	<p>Chair to contact Cllr Pearce to update the Committee periodically on significant updates reference the Local Government Pension Scheme</p>		<p>Cllr Pearce will provide periodic updates on developments with regards to the pension fund. The Chair will be forwarding the timetable to inform submissions.</p>