

AGENDA

A meeting of the Health and Safety and Human Resources Committee will be held on Tuesday 27 October 2020 at 3.30pm. Please join via Microsoft Teams.

Papers highlighted in purple font have not been published with the agenda as they are either due for future publication or are not in the public domain.

Briefing Session: Transformational Changes to Ways of Working – Zelda Franklin-Hills

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	TM	N/A
2	Minutes of the Previous Meeting: 2 June 2020	Approve	TM	
3	Matters Arising / Actions Outstanding	Note	TM	2-2
4	Health and Safety Update: Accident and Near Miss Update	Note	AL	
5	Delivering the Human Resource Strategy and Workforce Plan 2018-23	Note	ZFH	
6	Career-Long Professional Learning: Update	Note	ZFH	
7	Staff Numbers / Equalities Statistics 2019-20			
	7.1 Business Report: HR KPIs	Note	ZFH	
	7.2 Annual HR Metrics	Note	ZFH	
	7.3 Equality and Diversity Recruitment	Note	ZFH	
	7.4 Equality and Diversity Staff Report	Note	ZFH	
8	Update on National Bargaining (<i>Verbal Update</i>)	Note	ZFH	N/A
9	Minutes from Committees:			
	9.1 JCC: 22 May 2020, 4 June 2020, 23 June 2020, 13 August 2020, 20 August 2020, 9 September 2020, 6 October 2020	Note	ZFH	
	9.2 JNC: 16 June 2020	Note	ZFH	
10	Date of Next Meeting Tuesday 23 February 2021 at 3.30pm, Venue TBC	Note	TM	N/A

**Key:**

Outstanding and deadline passed

Progressing and on target

Complete

Health and Safety and Human Resources Committee**Actions Outstanding / Progress Made**

	Date of Meeting	Action	Responsibility	Deadline	Status	Comments
1	25.02.20	To circulate by email figures on the numbers of seizures including number of individuals and number of incidents and locations.	A Leadbetter	31.03.20		Due to current situation, it is not possible to get accurate figures. For the past two months, no incidents have been reported.
2	02.06.20	To approve the First Aid Policy and Procedure; Succession Planning; Volunteering Policy; and Volunteering Agreement and Code of Conduct and arrange for these to be published as appropriate.	A Leadbetter / Z Franklin-Hills	31.07.20		Complete
3	02.06.20	To add "and Wellbeing" to the heading on section 3.1 of the remit and bring more information on wellbeing issues to the Committee's attention.	M Philp / A Leadbetter / Z Franklin-Hills	27.10.20		Complete. Remit updated and wellbeing issues will be raised at relevant meetings
4	02.06.20	To consider piloting policy sign-offs by email rather than doing this at the meeting.	M Philp / A Leadbetter / Z Franklin-Hills	27.10.20		To be considered next time policies are updated