

## PEOPLE COMMITTEE - SUMMARY MINUTES

30 June 2011, 12.30 - 16.30

Room 2/51, 100 Parliament Street, London SW1

<b>Members</b>	Mike Clasper, Gary Kildare, Philippa Hird
<b>Standing Invitees</b>	Mike Falvey, Anthony Inglese, Richard Summersgill, Jim Hara
<b>Secretariat</b>	Victoria Orme
<b>Invitees</b>	Pete Lawson (shadowing Mike Falvey), Jennie Knott (item 3), Dorothy Brown (by phone, items 4 & 5)
<b>Apologies</b>	None

### 1. Matters Arising

1.1 The minutes from the 30<sup>th</sup> of March were agreed and the Action Point log was reviewed.

1.2 The Committee reviewed a range of topical issues including the revised Corporate Governance Code and discussed how its recommendations and new roles should be taken forward.

### 2. Leadership Update

2.1 Mike Falvey provided an oral update to the Committee on progress of the Tier 4 Leadership Assessment Process.

2.2 The Committee then moved on to consider succession planning and acknowledged that the 9 box grid could be useful at both identifying organisational and succession planning gaps whilst also highlighting the need for clear deputies for roles.

### 3. Talent Management Strategy

3.1 The Committee received an update on the work underway within People Function to develop a strategy which is more pragmatic and focuses on the bigger picture. It was made clear that it was not seen as an end to end journey but rather one with a number of entry points at various levels.

3.2 The Committee were positive and set out their views that good marketing and the right tools would be vital to the strategy's success.

### 4. End of Year Performance

4.1 In reviewing the appraisal outturn for 2010/11 the Committee were given a summary of the recent People Matters Committee discussion on this topic.

4.2 The Committee felt that objective criteria for managers to assess their people and improved talent management options would be particularly helpful here.

4.3 The Committee also felt that managers needed to be given the appropriate support and guidance to succeed in this area, with a focus on objective criteria.

4.4 The Committee then moved on to discuss attendance management and accepted that the Department had focused primarily on this area recently and made positive gains here.

## **5. Review Forward Look**

**5.1** It was agreed that the secretariat would complete a full review of the forward look outside of the meeting with Mike Clasper and Mike Falvey.