

**PERSONNEL COMMITTEE**

**20 June 2005**

Attendance:

Councillors:

Cook (Chairman) (P)

Baxter (P)  
Beckett (P)  
Bennetts (P)  
Coates (P)  
Goodall (P)

Cooper (P)  
Merritt (P)  
Mitchell (P)  
Nelmes (P)  
Rees (P)

Others in attendance who addressed the meeting

Councillor Learney (Portfolio Holder for Finance and Resources)

Other in attendance who did not address the meeting

Councillor Jackson

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101. **APPOINTMENT OF A VICE CHAIRMAN FOR THE 2005/06 MUNICIPAL YEAR**

RESOLVED:

That Councillor Nelmes be appointed Vice Chairman of the Committee for the 2005/06 Municipal Year.

102. **TIME OF FUTURE MEETINGS**

RESOLVED:

That future meetings of the Committee commence at 6.30pm for the 2005/06 Municipal Year.

103. **MINUTES**

RESOLVED:

That the minutes of the previous meeting held on 7 March 2005 (less exempt items) be approved and adopted.

104. **WORKFORCE DEVELOPMENT PLAN**

(Report CAB1045 and Report PER87, Extract of Minutes refers)

The Committee noted that Cabinet at its meeting on 23 March 2005 had requested that the Personnel Committee give consideration to its comments made following its consideration of report PER87, Extract of Minutes.

The Committee discussed Cabinet's suggestion for a flexible approach to progressing staff beyond their current grade who had proven their ability of working to a higher level to the benefit of their department. It was noted that the original tasks related to the post would still remain and therefore an overall increase in FTE may therefore be required to ensure these tasks were still undertaken.

Furthermore, it was also noted that a 'competency and assessment' scheme (as part of the staff annual appraisals) already ensured that progression through grades occurred when merited. An honorarium scheme additionally rewarded those officers who were at the top of their grade and had particularly excelled. The Director of Human Resources also reported that posts were re-graded when it could be proven that the officer was now undertaking additional responsibilities and duties that were graded at a higher level following job evaluation. In addition, some posts received a market supplement in addition to the salary for the grade. These were applied when there was a proven need and were reviewed on a regular basis. It was noted that job evaluation had presented some problems in grading 'trainee posts' where it had been recognised that the individual would eventually be operating at higher level. This was currently dealt with by regrading the post when appropriate.

Whilst acknowledging some of the difficulties in formalising such a scheme as proposed by Cabinet, the Committee agreed that flexibility may be desirable in some cases so to maximise existing staff resources and to contribute to retention of qualified and trained staff. It was agreed that a report be brought to a future meeting of the Committee setting out the possible arrangements, advantages and disadvantages of such a scheme similar to that suggested by Cabinet.

The Committee considered the Work Force Development Plan as set out at Appendix 1 of the report. It was noted that the new corporate communications strategy and system of team briefings would address the concerns shown in the 'staff attitude' survey results on page 8 of the document regarding 'feeling adequately informed about what is happening within the Council.'

**RESOLVED:**

1. That the workforce development plan be approved.
2. That a report to a future meeting of the Committee set out the potential arrangements and options regarding a more flexible approach to progressing staff beyond the grades of existing posts and salary scales.

105. **HUMAN RESOURCES DEPARTMENT – SUMMARY OF ACTUAL EXPENDITURE 2004/05**

(Report PER89 refers)

At the invitation of the Chairman Councillor Learney (Portfolio Holder for Finance and Resources) reported that, generally, key performance indicator targets had been achieved.

Referring to the coded reasons for number of day's sickness, the Director advised that they should be used as base line figures as this was the first year that the codes had been used. However, it was agreed that in future, comparisons should be made with other local authorities and the private sector.

Following discussion of the accident/occupational ill health statistics as set out in appendix 6 of the report, Members requested that a further information be gained from the contractor regarding the occurrences of sport related injuries at the River Park Leisure Centre. It was also requested that, in future, such statistics be separated from the reporting of other accidents.

The Director referred Members to the Health and Safety Action Plan 2005/06 as set out at Appendix 7 of the report and advised that the Health and Safety Executive (HSE) had produced revised guidelines for managers on stress management.

RESOLVED:

That the outturn figures for 2004/05 for the Human Resources Department be noted and that the Director have due regard to the comments raised by the Committee as set out above.

106. **ANNUAL TRAINING AND DEVELOPMENT REPORT**  
(Report PER86 refers)

The Director of Human Resources advised that future reports would present monitoring figures and budget allocations to take account of the recent corporate restructuring of the Council.

RESOLVED:

That the report be noted.

107. **EXEMPT BUSINESS**

RESOLVED:

That the public be excluded from the meeting during the consideration of the following items of business because it is likely that, if members of the public were present, there would be disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

<u>Minute Number</u>	<u>Item</u>	<u>Description of Exempt Information</u>
109	2005/06 Winchester City Council staff establishment	Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under the authority. (Para 1 to Schedule 12A refers).

Exempt minutes of the	)	Information relating to any
previous meeting held 7	)	consultations or negotiations, or
March 2005	)	contemplated consultations or
• Winchester City	)	negotiations, in connection with
Council Phase 3	)	any labour relations matter
Reorganisation	)	arising between the authority or
	)	a Minister of the Crown and
	)	employees of, or office-holders
	)	under, the authority. (Para 11
	)	to Schedule 12A refers).

108. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes from the previous meeting of the Committee held on 7 March 2005 be approved and adopted.

109. **WINCHESTER CITY COUNCIL STAFF ESTABLISHMENT 2005/06**  
(Report PER88 refers)

The Committee considered a report on the staffing establishment of Winchester City Council and information regarding changes in full time equivalent establishment as well as detail of the posts within each Directorate as at March 2005 (detail in exempt minute).

The meeting commenced at 6.30pm and concluded at 7.55pm