

**PERSONNEL COMMITTEE****23 January 2006**Attendance:

## Councillors:

Cook (Chairman) (P)

Baxter  
Beckett (P)  
Bennetts (P)  
Coates (P)  
Cooper (P)Goodall (P)  
Merritt (P)  
Mitchell (P)  
Nelmes (P)  
Rees (P)728. **APOLOGIES**

Apologies were received from Councillor Baxter.

729. **MINUTES**

## RESOLVED:

That the minutes of the previous meeting of the Committee, held on 26 September 2005, be approved and adopted.

730. **NEIGHBOURHOOD WARDEN SCHEME - EVALUATION**

(Report CAB1157 refers)

The Director of Communities reminded Members that the above Report had also been considered by both Cabinet and the Winchester Town Forum on 18 January 2006. These meetings had discussed the scheme in detail and supported the proposals for its further development by increasing the establishment by two FTEs (full time equivalents). The Director also advised that the proposed increase of two Wardens would lead to greater efficiencies as the current team of three did not allow for 'paired working'.

As Chairman of the Town Forum, Councillor Rees reported that in supporting the proposals in principle, the Forum had agreed that the posts should only be partially funded from the Winchester Town Account (by an additional sum of £25,000).

## RESOLVED:

That, subject to the growth bid of £60,000 being approved as part of the budget process, an increase to the establishment of two Scale 4 FTEs as set out in the report, be approved.

731. **HUMAN RESOURCES DEPARTMENT BUDGET 2006/07 AND PERFORMANCE MONITORING TO NOVEMBER 2005**  
(Report PER95 refers)

The Director of Human Resources circulated an update on performance indicator BVPI12 (numbers of days sick per member of staff for the Third Quarter 2005/06). This information had been requested by Principal Scrutiny Committee on 16 January 2006, as part of its consideration of the Third Quarter Performance Monitoring – Leader Of The Council (Report PS212 refers), where it was agreed that it should be reported to the next Personnel Committee. The figures showed a slight improvement to the previous figure for the Second Quarter.

Following questions, it was confirmed that there were no general trends apparent regarding long-term sickness levels. The Director also reported on the success to date of new procedures for the management of sickness absence, including return to work interviews. It was noted that there would be further enhancements to the reporting and monitoring of sickness and absence, with the introduction of the new Human Resource and Payroll system.

RESOLVED:

That no issues on the detailed budget and revised budget for 2005/06 and performance information be brought to the attention of Cabinet for consideration.

732. **WINCHESTER CITY COUNCIL – STAFF ESTABLISHMENT**  
(Report PER97 refers)

The Report set out further detail on costs associated with the staff establishment of the Council (noting particularly the general increase in associated costs between 2000/01 and 2004/05) which had been requested at the previous meeting.

The Director circulated a revised Appendix 2 to the Report setting out updated information on net FTE changes by Department.

Responding to questions, the Director of Finance explained that the increases in the Finance Department's FTE since 1999 included those required for the establishment of the Customer Service Centre. The increases also included posts within the Revenue and Benefits sections which were required in response to legislative changes for which, in some cases, Government subsidy was available. As a consequence, the use of agency staff in these sections had been greatly reduced.

Members welcomed the inclusion within the Report of comparators to other Local Authorities and it was suggested that this information be expanded to include other useful indicators in future reports. It was also recognised that the two authorities which had provided information were non-landlord authorities.

Following comments, the Chief Executive suggested that further information could also be produced internally, to show other possible comparator figures across all Directorates, in addition to an overall figure for the Council. He also

advised that Hampshire authorities were investigating sharing information as part of a benchmarking exercise and that he would investigate whether this could also be utilised.

Following further discussion, it was agreed that comparators to other Local Authorities be produced for inclusion in future annual staff establishment reports.

RESOLVED:

That comparators to other Local Authorities be produced for inclusion in future annual staff establishment reports.

733. **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>
733 & 735	Review of Finance Office Support Staffing	) 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).
734 & 736	Development Directorate Establishment Changes	) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter 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).

734. **REVIEW OF FINANCE OFFICE SUPPORT STAFFING**  
(Report PER91refers)

The Committee considered a report that set out proposals for changes to the Customer Service Centre structure, specifically Office Support staffing (detail in exempt minute).

735. **DEVELOPMENT DIRECTORATE ESTABLISHMENT CHANGES**  
(Report PER98 refers)

The Committee considered a report that set out proposed changes to the establishment within the Development Directorate (detail in exempt minute).

The meeting commenced at 6.30 pm and concluded at 8.00 pm.

Chairman