

PERSONNEL COMMITTEE

24 April 2006

Attendance:

Councillors:

Cook (Chairman) (P)

Baxter (P)
Beckett (P)
Bennetts (P)
Coates
Cooper (P)

Goodall
Merritt (P)
Mitchell
Nelmes (P)
Rees (P)

Deputy Members:

Councillor Jackson (Standing Deputy for Councillor Mitchell)
Councillor Macmillan (Standing Deputy for Councillor Coates)

1. **APOLOGIES**

Apologies were received from Councillors Coates, Goodall and Mitchell.

2. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee, held on 23 January 2006, be approved and adopted (less exempt minutes).

3. **SELIMA HUMAN RESOURCES AND PAYROLL SYSTEM**
(Verbal Report)

The Project Manager gave a presentation to the Committee on the combined Human Resources and Payroll system. She explained the functioning of the various modules of the system, including those still to be implemented. Responding to questions, she reported that the system provided significant benefits to the Council from the simplification of procedures and the greater efficiency of the use of staff resources. Although it was appreciated that some savings may be unquantifiable, it was requested that the Committee be informed of any potential savings measured against implementation costs.

RESOLVED:

That the content of the presentation be noted.

4. **HUMAN RESOURCES BUSINESS PLAN**

(Report RE20 and CAB1257 refers)

It was noted that at its meeting held on 21 March 2006, the Resources Scrutiny Panel had recommended that Cabinet approve the Human Resources Business Plan. The Committee referred to the minutes of that meeting which set out a number of questions and comments made during the discussion (Report CAB1257 refers).

Responding to further discussion on the content of the Plan, the Director of Human Resources clarified that the new Selima integrated system would significantly improve the reporting and monitoring of sickness and absence with 'real time' information. The system would also make it easier to separate long term absence from the more short term cases. She also explained that a flexible working project was being undertaken which would lead to the development of a Flexible Working Strategy and the increased use of flexible working arrangements (including 'hot desking' and mobile working arrangements). It was envisaged that subsequent conclusions and recommendations to revise policies would be reported to Members in June and September 2006.

RESOLVED:

That the Human Resources Business Plan be supported.

5. **EXEMPT BUSINESS**

RESOLVED:

1. That in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

2. 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>
#	Exempt Minutes of) previous meeting held 23) January 2006) • Review of Finance) Office Support Staffing) • Development) Directorate) Establishment) Changes))))	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). 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).
##	Staffing of Design and Print Section) Information relating to any individual. (Para 1 Schedule 12A refers)
) 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 4 Schedule 12A refers)

6. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee, held on 23 January 2006, be approved and adopted

7. **STAFFING OF DESIGN AND PRINT SECTION**
(Report PER100 refers)

The Committee considered a report that set out proposals for changes to the establishment and organisation of the Design and Print Section (detail in exempt minute).

The meeting commenced at 6.30 pm and concluded at 7.30 pm.

Chairman