

PERSONNEL COMMITTEE**9 June 2003****Attendance:**

Councillors:

Collin (Chairman) (P)

Allgood (P)
Baxter (P)
Bennetts (P)
Coates (P)
Cook (P)Craig (P)
Goodall (P)
Hatch (P)
Learney (P)
Merritt (P)

97. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED:

That Councillor Learney be appointed Vice-Chairman of the Committee for the 2003/04 Municipal Year.

98. TIME OF MEETINGS

RESOLVED:

That future meetings of the Committee commence at 6.30pm for the 2003/04 Municipal Year.

99. MINUTES

RESOLVED:

That the minutes of the previous meeting of the Committee held on 26 March 2003 numbered 1008 – 1018 (less exempt minute) be approved and adopted.

100. APPOINTMENTS OF REPRESENTATIVES

(Report PER53 refers)

The Director of Personnel stated that the arrangements for the possible establishment of a Staff Consultative Committee (in addition to the Local Joint Consultative Committee) together with the role of the Leader in the LJCC would be reported to the next meeting of the Personnel Committee.

RESOLVED:

That the following Members be appointed to the following bodies:

1. Local Joint Consultative Committee:
Councillors Baxter, Collin, Craig and Goodall

2. South East Employers Liaison Group:
Councillor Learney (Deputy Mitchell)

101. **FINANCE DEPARTMENT PROPOSAL FOR AN INVESTIGATIONS TEAM LEADER**
(Report PER50 refers)

The Director of Finance explained that although the permanency of the Weekly Incorrect Benefit Scheme funding for the post could not be guaranteed, there was no reason to believe that it would be reviewed by Government within the foreseeable future.

RESOLVED:

That subject to the approval of Cabinet, the Finance Department establishment be increased by 1 FTE for the post of Investigations Team Leader.

102. **SUMMARY OF PERSONNEL DEPARTMENT ACTUAL EXPENDITURE 2002/03**
(Report PER52 refers)

Further to a question, the Director of Personnel clarified that discussions regarding the advertising to all staff and implementation of the Telephone Counselling Service were to commence shortly.

RESOLVED:

That the report be noted.

103. **HEALTH AND HOUSING DEPARTMENT RECRUITMENT OF TENANT PARTICIPATION OFFICER**
(Report PER54 refers)

Members noted that this item had not been notified for inclusion on the agenda within the statutory deadline.

The Chairman agreed to accept the item as a matter requiring urgent consideration because of the need for appointment procedures to commence as soon as possible to allow the Tenant Participation Manager to be more involved in strategic tasks.

The Director of Health and Housing confirmed that the post and its funding had been discussed with the Portfolio Holder for Housing and had already received approval from Cabinet.

RESOLVED:

That the Health and Housing Department establishment be increased by 1 FTE in order to accommodate the post of Tenant Participation Officer.

104. **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>
105	Finance Department Staffing of Accountancy Section) Information relating to a particular employee, former employee or applicant to become an employee of, or a
106	Exempt minutes of previous meeting held 26.3.03) 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).

105. **FINANCE DEPARTMENT STAFFING OF ACCOUNTANCY SECTION**
(Report PER51 refers)

RESOLVED:

That Cabinet be advised that the new staff structure for the Accountancy Section is supported by this Committee.

106. **EXEMPT MINUTES OF THE PREVIOUS MEETING HELD ON 26 MARCH 2003**

The Committee considered the exempt minutes of the meeting held on 26 March 2003 numbered 1019 - 1020 relating to the appointment of an Electoral Registration Officer and Returning Officer and staff restructuring at Winchester Guildhall.

RESOLVED:

That the exempt minutes of the previous meeting held on 26 March 2003 numbered 1019 – 1020 be approved and adopted.

The meeting commenced at 6.30pm and concluded at 7.40pm.

B Collin
Chairman