

PERSONNEL COMMITTEE

10 November 2003

Attendance:

Councillors:

Collin (Chairman) (P)

Allgood
Baxter
Bennetts (P)
Coates (P)
Cook (P)

Craig (P)
Goodall (P)
Hatch (P)
Learney (P)
Merritt (P)

Deputy Members:

Councillor Lipscomb (Standing Deputy for Councillor Allgood)

Others in Attendance:

Councillor Davies

682. **APOLOGIES**

Apologies were received from Councillors Allgood and Councillor Baxter.

683. **MINUTES**

RESOLVED:

That the minutes of the meeting held on 8 September 2003 numbered 381 – 392 be approved and adopted.

684. **ANNUAL TRAINING AND DEVELOPMENT REPORTS**
(Report PER62 refers)

In answer to a question, the Director of Personnel confirmed that the training programme for project management was intended to raise corporate awareness of project management issues. However, there had been no decision to adopt a single corporate project management model, as different systems could be appropriate to varying types of project.

RESOLVED:

That the report be noted.

685. **PERSONNEL DEPARTMENT BUDGET 2004/2005 AND PERFORMANCE MONITORING**

(Report PER63 refers)

The Director of Personnel confirmed that the identified overspend for the Department should be less than £10,000 at end of the year.

Members noted that the Department had identified initial potential savings as part of corporate budgetary process but these were not being progressed further at this stage. It was agreed that there should ideally be early identification of prioritisation of these savings, should Cabinet identify the necessity for a second round of budget savings.

It was noted that savings within future budgets could be made by, for example, the management of staff absences. Therefore, it was noted that performance monitoring figures would enable Members to identify long-term improvements that would ultimately impact upon corporate budgets.

Further to questions, Councillor Learney, as Portfolio Holder for Finance and Resources, advised that three items had been identified within the Department as potential savings. However, these represented minimal budget savings.

The items identified and potential savings were as follows:

Staff Canteen	£12,000
Corporate IT Training	£ 5,000
Health at Work	£ 3,000

Members discussed each of the above items and prioritised them accordingly. Members had regard to the potential saving to the corporate budget, the relative importance to the Council's core activities, and importance to the welfare of staff.

The Chief Executive confirmed that, should the budget process identify the need for a second round of savings, that the items detailed above (together with those identified within other service areas) would be firstly discussed in sequence by individual Directors, Corporate Management Team, and Cabinet.

In relation to performance monitoring, the Chairman agreed to accept an additional Appendix E(a) as a late item, so that all the performance monitoring information for the period could be considered together.

RESOLVED:

1. That the detailed budget for 2004/05 and revised budget for 2003/04 be agreed and forwarded to Cabinet for their consideration with no potential savings identified at this stage.

2. That, should a secondary round of budgetary savings be necessary, the following areas of budget within the Personnel Department be considered in priority order as follows:

- (i) Staff Canteen;
- (ii) Corporate IT Training;
- (iii) Health at Work

and in that event further investigation would have to take place as to whether any of the potential savings were achievable.

3. That the half-yearly performance monitoring be noted.

686. **BUILDING CONTROL SOLICITORS ENQUIRY SERVICE AND SEARCHES ADMINISTRATOR RESOURCES**

(Report CAB732 refers)

Councillor Learney, as Portfolio Holder for Finance and Resources, advised that Cabinet had agreed in principle to the creation of the post of Searches Administrator and associated budgetary overheads.

The Director of Personnel confirmed that the service proposed was currently carried out by agency staff and that therefore some of the costs would be offset by savings.

RESOLVED:

That the Committee approve the change in establishment of the Building Control Sections by 1FTE for the post of Searches Administrator.

687. **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>
688 & 691	Restructuring of the Chief Executive's Department	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).
689 & 692	Health and Housing Department Senior Management Review	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).
690 & 693	Community Services Department Staffing Issues	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).

688. **RESTRUCTURING OF THE CHIEF EXECUTIVE'S UNIT**

(Report PER64 refers)

The Committee considered a report that detailed proposed changes within the Chief Executive's Unit (detail in exempt minute).

The City Secretary and Solicitor declared a personal and prejudicial interest in this item and left the meeting during consideration of the proposals to transfer to the establishment of the City Secretary and Solicitor's Department 2.53 FTEs from the Chief Executive's Unit.

689. **HEALTH AND HOUSING DEPARTMENT SENIOR MANAGEMENT REVIEW**

(Report PER65 refers)

The Committee considered a report that detailed changes within the Health and Housing Department Senior Management Structure following initial debate of the proposals at Personnel Committee in October 2002 (detail in exempt minute).

690. **COMMUNITY SERVICES DEPARTMENT STAFFING ISSUES**

(Report PER61 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 it to be given due consideration prior to the debate by Cabinet of the 2004/05 budget.

The Committee considered a report that outlined proposed staff changes within the Community Services Department (detail in exempt minutes).

The meeting commenced at 6.30pm and concluded at 8.55pm

Chairman