

PERSONNEL COMMITTEE

15 July 2004

Attendance:

Councillors:

Cook (Chairman) (P)

Allgood (P)
Beckett (P)
Bennetts (P)
Coates (P)

Goodall
Learney (P)
Merritt (P)
Nelmes (P)

Deputy Members:

Councillor Hoare (Standing Deputy for Councillor Goodall)

Others in attendance who did not address the meeting:

Councillor Hiscock (Portfolio Holder for Housing)

158. **APOLOGIES**

Apologies were received from Councillor Goodall.

159. **APPOINTMENT OF VICE-CHAIRMAN**

RESOLVED:

That Councillor Nelmes be appointed Vice-Chairman for the 2004/05 Municipal Year.

160. **TIME OF FUTURE MEETINGS**

RESOLVED:

That meetings of the Committee commence at 6.30pm for the 2004/05 Municipal Year.

161. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 5 May 2004 be approved and adopted.

162. **NEIGHBOURHOOD WARDEN SCHEME – ESTABLISHMENT OF POSTS**
(Report PER69)

The Director of Community Services reported that following formal assessment through the job evaluation process, the three Neighbourhood Warden posts had been graded at scale 4.

Further to questions, the Director advised that the £25,000 Home Office contributory funding could not be guaranteed after the first two years. The financing was ring fenced to combat anti social behaviour in general and was not intended to fund any of the posts directly.

It was clarified that the posts would have a co-ordinating role regarding anti social behaviour. Therefore, the Wardens would liaise, for example, with Environmental Health Officers for the removal of litter and with Area Housing Managers to deal with tenancy related issues. There may also be a requirement during summer months for some evening work.

The Committee discussed the proposed management and co-ordination of the Warden's posts. Although noting that Cabinet had agreed to the operational elements of the scheme, some Members suggested that the responsibilities of the Co-ordinator post could be dealt with by the Community Safety Officer, or that the post be appointed on a fixed term (for two years) as a trial. However, Members were reminded that the post's job description would also have a number of important elements in addition to the supervisory aspect.

Therefore, following debate, the majority of Members agreed to support the establishment of the post of Neighbourhood Services Coordinator in addition to the three Neighbourhood Wardens.

RESOLVED:

That the posts of Neighbourhood Services Co-ordinator (Anti-Social Behaviour) and Neighbourhood Warden (three posts) be added to permanent staffing establishment of the Community Services Department.

163. **PERSONNEL DEPARTMENT – OUT-TURN REPORT 2003/04**
(Report PER70 refers)

The Director of Personnel answered a number of questions and clarified points regarding various aspects of the performance indicators and reasons for variance. It was confirmed that there were two original job evaluation appeals outstanding. The Director also commented upon the success of the use of referrals to Occupational Health Therapists and return to work policies in general, following long term sickness absence.

The Director explained the technicalities of re-charges to other Departments of the 28% variance of net costs of Departmental budget out-turn. The Director agreed to provide further detail on how the exact percentage was achieved to a future meeting.

Regarding the Occupational Health and Safety Review 2003/04 and Health and Safety Action Plan (appendices 8 and 9 of the report refer), the Director of Health and Housing answered questions and explained the processes, written strategies and various systems now in place. The Director confirmed that the recording of accidents at the River Park Leisure Centre was the responsibility of DC Leisure as the contractor and that these were monitored by the Client Services Officer. SERCO had its own procedures for the monitoring of accident statistics; however it was intended for these statistics to be obtained for inclusion in future performance monitoring reports.

RESOLVED:

That the performance information and 2003/04 out turn figures for the Personnel Department be noted.

164. **ANNUAL TRAINING AND DEVELOPMENT REPORT**
(Report PER74 refers)

The Director of Personnel advised that that the current training spend for Corporate Training totalled £186,000. This was 1.5% of the total pay bill. The request for an additional 0.5% (an additional £68,000) was to increase the total training budget to £254,000. Members were reminded that should the Committee approve this proposal, it would be submitted as a growth bid as part of the overall budget considerations by Cabinet later in the year.

Further to questions, the Director explained that this budget related to corporate training activities rather than conference events. The Chief Executive commented that with regard to the overall low number of corporate events attended by those staff graded Scale 7 and above, there may be scope for the introduction of development training to officers newly appointed to management positions.

It was requested that further information be provided regarding the setting of training expenditure by Department (Appendix 4 of the report refers) and whether the Personnel Department had control of how the allocations were spent, vired or used as carry-forwards.

Further to debate, the majority of Members endorsed the proposal to increase to 2% the total spend on corporate training activities as part of the pay bill.

RESOLVED:

1. That the performance information as contained in the report be noted.
2. That Cabinet be recommended to increase the training spend to 2% as part of the budget setting process.

165. **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>
166	2004/05 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).
168	Staff Restructure at Extra Sheltered Housing Schemes) 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).
167	Proposed Policy Officer Post) 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).

166. **2004/05 WINCHESTER CITY COUNCIL STAFF ESTABLISHMENT**

(Report PER75 refers)

The Director of Personnel advised of some addendums to the report:

- Two additional posts to those listed were externally funded.
- The Chief Estates Officer (under the Development Services Directorate) should be listed as scale 9, rather than scale 4.
- The information regarding grading for the Chief Executive's Department was circulated to the Committee.

RESOLVED:

That the full time equivalent staff establishment of Winchester City Council as set out in Appendix 1 of the report be agreed.

The meeting commenced at 6.35pm and concluded at 7.55pm

Chairman