

PERSONNEL COMMITTEE

15 November 2004

Attendance:

Councillors:

Cook (Chairman) (P)

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

Learney (P)
Merritt (P)
Nelmes (P)
Rees (P)
Watts

Deputy Members:

Councillor Hollingbery (Standing Deputy for Councillor Allgood)

Others in attendance who did not address the meeting:

Councillor Davies

1. **APOLOGIES**

Apologies were received from Councillor Allgood.

2. **PUBLIC PARTICIPATION**

There were no questions asked or statements made.

3. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 15 July 2004 be approved and adopted (less exempt minutes).

4. **PERSONNEL DEPARTMENT – PERFORMANCE MONITORING**

(Report PER81)

It was requested that Best Value Performance Indicators in future be presented with comparisons to the top quartile figures to aid the monitoring of performance.

The reduction in average number of days sick per member of staff was noted and the Committee congratulated the Director of Personnel on the success of the ongoing implementation of the Policy for the Management of Absence.

RESOLVED:

That Cabinet have regard to the comments as set out above in its consideration of the financial performance information and Performance Indicators for the Personnel Department to September 2004.

5. **CITY SECRETARY AND SOLICITOR'S DEPARTMENT – LAND CHARGES SECTION (LESS EXEMPT APPENDIX)**
(Report PER70 refers)

RESOLVED:

That subject to the approval of the growth proposal of £21,000 for this purpose in the current budget process, an additional post of Land Charges Assistant (Scale 3) be included in the approved establishment until the end of the 2007/08 financial year.

6. **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>
##	City Secretary and Solicitor's Department – Land Charges Section (Exempt Appendix)) 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).
##	Customer Service Centre Progress)
##	Exempt Minutes of previous meeting held on 15 July 2004: <ul style="list-style-type: none"> • Proposed Policy Officer Post • 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).

7. **CITY SECRETARY AND SOLICITOR'S DEPARTMENT – LAND CHARGES SECTION (EXEMPT APPENDIX)**
(Report PER70 refers)

Members referred to an establishment chart for the City Secretary and Solicitor's Department (Legal Division – October 2004) (Appendix 1 of the report refers) in their consideration of the proposals for an additional post of Land Charges Assistant, to be included in the approved establishment until the end of the 2007/08 financial year.

RESOLVED:

That the establishment chart for the City Secretary and Solicitor's Department (Legal Division – October 2004) be noted.

8. **CUSTOMER SERVICE CENTRE PROGRESS**
(Report CAB960 refers)

The Committee considered a report on the progress of establishing a Customer Service Centre (detail in Exempt Minute).

9. **EXEMPT MINUTES**

RESOLVED:

That the Exempt Minutes of the previous meeting held on 15 July 2004 be approved and adopted.

The meeting commenced at 6.30pm and concluded at 7.25pm

Chairman