

PERSONNEL COMMITTEE

12 June 2006

Attendance:

Councillors:

Godfrey (Chairman) (P)

Bennetts (P)
Chapman (P)
Collin
Cook (P)
Cooper (P)

Goodall (P)
Nelmes (P)
Pines (P)
Read
Verney
Worrall (P)

Deputy Members:

Councillor Howell (Standing Deputy for Councillor Read)
Councillor Merritt (Standing Deputy for Councillor Collin)

Others in attendance who did not address the meeting:

Councillor Allgood (Portfolio Holder for Finance and Resources)

1. **APOLOGIES**

Apologies were received from Councillors Collin, Read and Verney.

2. **APPOINTMENT OF VICE-CHAIRMAN FOR THE 2006/07 MUNICIPAL YEAR**

RESOLVED:

That Councillor Cook be appointed Vice-Chairman for the 2006/07 Municipal Year.

3. **TIME OF FUTURE MEETINGS**

It was agreed that a revised start time for the Committee of 6.45pm be trialled and reviewed at the next meeting of the Committee.

RESOLVED:

That future meetings of the Committee commence at 6.45pm for the 2006/07 Municipal Year.

4. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 24 April 2006, be approved and adopted (less exempt minute).

5. **HUMAN RESOURCES DIRECTORATE – SUMMARY OF ACTUAL EXPENDITURE 2005/06**

(Report PER101 refers)

The Director of Human Resources answered questions regarding performance indicators, specifically those related to staff turnover and sickness absence. She reported on the success of procedures for the management of sickness absence, including occupational health referrals and return to work interviews. In addition, the Selima integrated Payroll and Human Resources system would assist in its monitoring.

Referring to the request to agree a carry forward of £16,405, clarification was requested of the apportionment of this underspend between salary costs and direct training delivery. In order not to delay the proposal, it was agreed that this matter be delegated to the Chairman to discuss with the Director of Human Resources.

RESOLVED:

1. That the outturn figures 2005/06 for Human Resources Directorate be noted.

2. That subject to the clarification by the Chairman in consultation the Director of Human Resources of the apportionment of the underspend between salary costs and direct training delivery, it be recommended to Cabinet to agree a carry forward of £16,405 as a managed saving for the purposes of training and development activity not previously completed in 2005/06 because of the difficulties experienced in recruiting a training officer.

6. **ANNUAL TRAINING AND DEVELOPMENT REPORT**

(Report PER102 refers)

The Director of Human Resources explained that allocation of training funds for Directorate Training Plans was generally based on individual Directorate headcount and training needs identified by the appraisal process.

In discussion, it was agreed that an informal briefing session be held prior to a future meeting of the Committee to provide more information on the delivery of the Annual Corporate Training Plan.

RESOLVED:

1. That the content of the Report be noted.

2. That an informal briefing session be held prior to a future meeting of the Committee to provide more information on the delivery of the Annual Corporate Training Plan.

7. **CUSTOMER SERVICE CENTRE – PHASE TWO**
(Report PER1156 refers)

Members noted that this Report would also be considered by Cabinet at its meeting on 21 June 2006.

The Director of Finance responded to a number of questions regarding the scheduling of Phase 2 for the inclusion of additional service areas within Customer Service Centre. It was explained that Phase 2 was appropriate at this time due to the relative stability of the Centre and the need to continue with the planned expansion of the Centre. The Director also confirmed that savings had been identified from the Centre to contribute to the Council's overall efficiency requirements.

RESOLVED:

That the establishment of the Finance Directorate be increased by two Full Time Equivalents (FTEs).

8. **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 24 April 2006) Information relating to a particular individual. (Para 1 to Schedule 12A refers).
	• Staffing of Design & Print Section) 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)

9. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 24 April 2006 relating to Staffing of the Design and Print Section, be approved and adopted.

The meeting commenced at 6.30pm and concluded at 8.10pm.

Chairman