

PERSONNEL COMMITTEE

22 January 2007

Attendance:

Councillors:

Godfrey (Chairman) (P)

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

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

Deputy Members:

Councillor Howell (Standing Deputy for Councillor Verney)

Others in attendance who addressed the meeting:

Councillor Allgood (Portfolio Holder for Finance and Resources)

Others in attendance who did not address the meeting:

Councillors Busher and Hammerton.

1. **APOLOGIES**

Apologies were received from Councillor Verney.

2. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 13 November 2006 (less exempt business) be approved and adopted.

3. **HUMAN RESOURCES DIRECTORATE THIRD QUARTER 2006/07 BUDGET MONITORING**

(Report PER113 refers)

Further to a request, the Director of Human Resources advised that she would investigate the possibility of including the percentage of the related budget expenditure to date, within future reports. It was also suggested that the explanatory notes for the budget information include further details with regard to anticipated costs. This would assist the Committee in monitoring expenditure for those areas of the Directorate's budget (such as Training and Job Evaluation) that was not consistent throughout the year. For example, it was noted that underspend on

Training expenses was unlikely to remain at year-end, due to the number of planned training activities during Quarter Four. She also advised that costs associated with the Council's Relocation Assistance Policy were met from respective Directorate budgets.

The Director reported that she was satisfied that the overspend within the Human Resources Business Unit was associated with one-off costs, and that it was not necessary to factor these into next year's budget. Referring to overspend for Job Evaluation expenses, she confirmed that the majority of Panel hearings were for the NJC Job Evaluation scheme and that these were heard in-house and were for both appeals for re-grading requests, or evaluating gradings for new posts.

RESOLVED:

That the monitoring information contained in the Report be noted.

4. **RELOCATION ASSISTANCE POLICY**
(Report PER112 refers)

During discussion, the Director of Human Resources agreed to clarify whether the intention to provide rented accommodation to qualifying employees for up to six months, was inclusive of co-habiting unmarried partners. It was noted that this was likely to include provision for all couples with dependents.

It was agreed that the Council should match incentives offered by other local authorities to ensure that it continued to attract the most suitable applicants to the organisation. It was noted that the Policy was to be revised every three years to ensure that this was the case. Furthermore, the Policy would be linked with other policies, including succession planning and workforce development etc.

The Director reported that although management would continue to be offered flexibility with regard to application of the Policy, the Human Resources Director had to 'sign-off' its use, so as to ensure consistent application across the organisation. The Director advised that the existing Policy had been utilised approximately 10 times within the last two years.

Councillor Allgood advised that associated costs from the Policy would be met from individual Directorate budgets, and not from the General Fund.

Further to a Member's question on potential additional relocation assistance initiatives (as set out at Appendix 2 to the Report), the Chief Executive advised that the Council's definition of Key Workers would eventually be broadened to be more reflective of local need. With regard to the Policy specifying that relocation must generally be within a 20 mile radius of City Offices, the Chief Executive suggested that new flexible methods of working would eventually require this to be reviewed, to take account of flexible, mobile and home working.

Noting the importance for potential new employees to make informed decisions about relocating to the area, the Director agreed to circulate to the Committee the final wording of the 'familiarisation support package', as referred to at paragraph 5.1 of the Report.

During debate, it was noted that when applied against relevant existing policies on redundancy and severance etc, sufficient flexibility was in place with regard to the

repayment of monies paid under Policy, should the employee leave the Council within two years.

RESOLVED:

1. That the revised Relocation Assistance Policy as set out in Appendix 3 of the Report be agreed.

2. That the Director of Human Resources be authorised to implement the changes to the Policy subject to no material changes arising from final consultation with Unison.

5. **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 the previous meeting held 13 November 2006:) Information relating to a particular individual. (Para 1 to Schedule 12A refers).
	• Organisational Development) Information which is likely to reveal the identity of an individual (Para 2 to Schedule 12A refers)
	• City Secretary and Solicitor's Directorate – Licensing Clerical/ Administrative Assistant) 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 to Schedule 12A refers)
#	Winchester City Council Organisational Development - Update) Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Para 3 to Schedule 12A refers)
##	Equal Pay Audit) Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Para 3 to Schedule 12A refers)

6. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 13 November 2006, be approved and adopted.

7. **EQUAL PAY AUDIT**
(Report PER110 refers)

The Committee considered a report that presented the results of an Equal Pay Audit undertaken by an external consultant, on behalf of the City Council (detail in exempt minute).

The Director of Human Resources explained that she was satisfied that the audit did appear to show that the Council was not at risk of equal pay claims, although individual cases could always be taken which would test this.

During discussion, the Director confirmed that the organisation additionally provided the same opportunities for self-development and career progression to all its employees. For example, training and development opportunities were targeted by appraisals and training needs analysis.

8. **WINCHESTER CITY COUNCIL ORGANISATIONAL DEVELOPMENT - UPDATE**
(Report PER114 refers)

The Chief Executive presented the above Report to the Committee and answered a number of detailed questions on the proposals contained therein.

RESOLVED:

That the revised proposals as set out in the appendices to the Report be noted.

The meeting commenced at 6.50pm and concluded at 9.30pm.