

PERSONNEL COMMITTEE

17 July 2007

Attendance:

Councillors:

Godfrey (Chairman) (P)

Chapman (P)
Collin (P)
Cooper (P)
Fall (P)
Goodall
Johnston (P)

Learney (P)
Nelmes (P)
Read (P)
Weston
Worrall (P)

Deputy Members

Councillors Hammerton and Howell (Standing Deputies for Councillors Goodall and Weston respectively)

Others in attendance who addressed the meeting

Councillor Allgood (Portfolio Holder for Finance and Resources)

1. **APOLOGIES**

Apologies were received from Councillors Goodall and Weston.

2. **ANNUAL TRAINING AND DEVELOPMENT REPORT**

(Report PER120 refers)

The Head of Organisational Development reported that, in response to ongoing difficulties with recruiting a Training Officer for the Council, expansion of the joint provision of Management Development training currently undertaken with Royal Hampshire County Hospital was being investigated. Further to this, Hampshire Constabulary, Eastleigh Borough Council and the Prison Service also had been approached about joint training initiatives. She outlined plans and processes to ensure value for money from external training providers, including the development of a Hampshire-wide Learning Portal to advertise courses and joint procurement. Specialist areas of training and development would eventually be established across Hampshire.

During discussion, the Head of Organisational Development explained the processes involved in the allocation of the training budget to each Directorate, and subsequent expenditure and use of underspend. Acknowledging that expenditure varied between Divisions, she reported that training plans were linked to appraisals so as to ensure that, overall, the Council continued to have high quality staff in post. She also confirmed that expenditure on corporate training initiatives was monitored and any significant variance would be reported to the Committee.

The Chief Executive reported that it was preferable for Heads of Division to continue to have responsibility for their training budgets, rather than for the funds to be held corporately. This had the benefit of allowing managers the flexibility to request virements for other priorities, as they arose.

RESOLVED:

That the content of the Report be noted.

3. **HUMAN RESOURCES – PERFORMANCE OUTTURN 2006/07**
(Report PER124 refers)

The Head of Organisational Development explained that the Council's staff turnover continued to be high and was currently above the national benchmark figure. In monitoring this, data gained from exit interviews would continue to be utilised and comparisons made with other Councils. However, no trends for staff leaving had yet been correlated.

During discussion of the performance of sickness absence levels, she reported that the Improvement Plan (as previously considered by the Committee on 20 June 2007, Report PER123 refers) had now been agreed by Corporate Management Team and would be passed to Heads of Division for implementation. Progress on the implementation of the Plan would be reported back to the Committee, in addition to the quarterly sickness absence monitoring figures. The Chief Executive advised that Heads of Division continued to be responsible for managing sickness absence, with an ongoing emphasis on closely monitoring instances of long term sickness and frequent short term absenteeism.

With regard to the roll out of the Flexible Working project, the Head of Organisational Development reported that Cabinet was to consider a report in September on its implementation, with aspects of the management of the changes to be referred to Personnel Committee.

RESOLVED:

That the Human Resources performance outturn for 2006/07 be noted.

4. **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>
##	Review of Accountancy Team Structure) Information relating to a particular individual. (Para 1 to Schedule 12A refers).) Information which is likely to reveal the identity of an individual (Para 2 to Schedule 12A refers)) 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)

5. **REVIEW OF ACCOUNTANCY TEAM STRUCTURE**
(Report PER125 refers)

The above item had not been notified for inclusion on the agenda within the statutory deadline. The Chairman agreed to accept the item onto the agenda, as a matter requiring urgent consideration, to allow the processes outlined within the Report to review the structure of the Accountancy Team to commence without delay.

The Committee noted that Cabinet had considered the Report earlier that day and had agreed to approve the financial implications of the proposal. In addition, it was noted that the Report would also be considered by Principal Scrutiny Committee on 23 July 2007 under its powers of call-in.

The Committee considered proposed changes to the Accountancy Team within the Finance Division of the Governance Directorate, with particular regard to the staffing aspects of the proposals, which were the responsibility of the Personnel Committee (detail in exempt minute).

The meeting commenced at 6.45pm and concluded at 8.50pm.

Chairman