

PERSONNEL COMMITTEE

16 June 2008

Attendance:

Councillors:

Worrall (Chairman) (P)

Achwal (P)
Biggs (P)
Collin
Cook (P)
Howell (P)

Learney (P)
Nelmes (P)
Tait (P)
Verney (P)
Weston (P)

Deputy Members:

Councillor Love (Standing Deputy for Councillor Collin)

Others in attendance who did not address the meeting:

Councillor Godfrey (Portfolio Holder for Performance and Organisational Development)

1. **APPOINTMENT OF VICE-CHAIRMAN FOR THE 2008/09 MUNICIPAL YEAR**

RESOLVED:

That Councillor Weston be appointed Vice-Chairman for the 2008/09 Municipal Year.

2. **TIME OF FUTURE MEETINGS**

RESOLVED:

That future meetings of the Committee commence at 6.30pm for the 2008/09 Municipal Year.

3. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 23 April 2008 (less exempt items) be approved and adopted.

4. **HUMAN RESOURCES – OUTTURN REPORT**
[\(Report PER146 refers\)](#)

During discussion of Appendix 1 to the Report, the Head of Organisational Development clarified that Performance Indicator BVPI17a (Number of staff from

ethnic minorities within the organisation) was based upon the average number of residents within the district who were from ethnic minorities. She reminded that the Council employed some staff who lived outside the District, where this percentage was generally higher. With regard to BVPI16a (Number of staff with disabilities within the organisation) it was confirmed that this referred to those officers within the organisation who had declared that they had a disability.

Members requested that future monitoring information to the Committee include the numbers of agency staff working at the Council. It was also noted that the Local Indicator referring to the number of men taking paternity leave, only referred to statutory paternity leave and did not, at this time, refer to the Council's own scheme.

Responding to a question, the Head of Organisational Development also confirmed that support had been previously given at a corporate level to those smaller sections of the Council where their work had been impacted by long-term sickness and / or maternity leave. Larger Divisions were expected to provide any necessary cover via their own budget.

With regard to Appendix 5 to the Report on Occupational Health, Safety and Welfare, the Chief Executive updated the Committee on the discussion of Principal Scrutiny Committee (held on 9 June 2008) regarding the delivery of Audit Recommendations on the Council's Health and Safety infrastructure. He confirmed that these would be in place within the next few weeks and further information would be provided to Principal Scrutiny Committee at its next meeting.

The Committee discussed the continued improvements shown in the average numbers of days sick per member of staff and noted an ongoing emphasis on managers closely monitoring instances of long term sickness and frequent short term absenteeism. The Head of Organisational Development confirmed that sickness absence information continued to be provided to Heads of Division on a monthly basis. She also advised that officers applied the 'Bradford Index' to occurrences of regular short term absence and, where appropriate, referred individual cases to the occupational health officer. Other measures to address such cases had included disciplinary action, where appropriate. She referred to an action plan in place to deliver improvements to the relatively high rate of absence in the Customer Service Centre.

Following further discussion, the Head of Organisational Development was commended for her work with Heads of Division in the continual improvements shown. The Committee also agreed that the Portfolio Holder for Performance and Organisational Development be asked to continue to explore improvements to those Divisions of the Council that still experienced below or near average sickness absence figures. It was also requested that future sickness absence information to the Committee include a breakdown of those occurrences related to stress, and whether these could be linked to 'non work related events'.

RESOLVED:

1. That the monitoring information in the report be noted.
2. That future monitoring information include the numbers of agency staff working at the Council and that future sickness absence information include a breakdown of those occurrences related to stress, including, if possible, whether these could be linked to 'non work related events'.

3. That the Head of Organisational Development be commended for her work with Heads of Division in the continual improvement shown in the average numbers of days sick per member of staff.

4. That the Portfolio Holder for Performance and Organisational Development be asked to continue to explore improvements to those Divisions of the Council that still experience below or near average numbers of days sick per member of staff.

5. **WINCHESTER CITY COUNCIL STAFF ESTABLISHMENT 2007/08**
([Report PER147 refers](#))

The Head of Organisational Development undertook to clarify outside of the meeting the number vacancies filled by temporary and agency staff due to continued problems in recruitment in some areas of the Council.

During discussion, the Chief Executive confirmed that he envisaged that, following the organisational changes made in the previous year, he would expect there to be eventual changes made to the grading of some posts due to changes to their responsibilities. This would follow the agreed job evaluation procedures. He also clarified that the original business case for the organisational restructure included the Director posts being made the same grade. These grades were reflective of the role being more divorced from the day-to-day management responsibilities of divisions, and would also be subject to job evaluation.

During debate, the Head of Organisational Development acknowledged that many of the structure charts at Appendix 4 to the Report were in different formats. The utilisation of Selima to achieve possible consistency in this area was being explored.

RESOLVED:

That the full time equivalent staff establishment of Winchester City Council be agreed.

6. **ANNUAL TRAINING AND DEVELOPMENT REPORT**
([Report PER150 refers](#))

The Head of Organisational Development advised that it was hoped that diversity information on attendance at training courses would be provided in future years.

During questions, she explained that divisional training budgets were allocated according to staff headcount and pay bill. Approximately 1.5 percent of the organisation's total pay bill was allocated for training and development purposes.

With regard to the underspend in expenditure as shown at Appendix 1 to the Report, the Chief Executive explained that variances year on year were investigated annually and realigned if necessary. The Corporate Training Plan also looked at specific need within the organisation and detailed costings made accordingly.

With regard to overspend in the Planning Control Division during 2007/08, this was due to some significant 'upskilling' in staff during the year in response to difficulties in recruitment in that area.

It was confirmed that the total carry forward for the corporate training budget was £11,491 and this had been recently supported by Cabinet and Principal Scrutiny Committee as part of the organisation's Capital Outturn 2007/08 (Report CAB1674 refers). It was also clarified that the Member Training Budget was separate to that for staff and was managed by the Democratic Services Division. Any joint Member / officer training was apportioned appropriately.

RESOLVED:

That the report be noted.

7. **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 meeting held 3 March 2008:) Information relating to a
) particular individual. (Para 1 to
) Schedule 12A refers).
)
	• E-Planning Officer) Information which is likely to
) reveal the identity of an
) individual (Para 2 to Schedule
) 12A refers)
##	Performance Management Review) Information relating to any
) consultations or negotiations, or
) contemplated consultations or
) negotiations, in connection with
##	Restructure of Design and Print) 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)

8. **PERFORMANCE MANAGEMENT REVIEW**
(Report PER148 refers)

In respect of this item, Councillor Nelmes declared a personal and prejudicial interest as she was personally acquainted with an officer affected by the proposals. She left the room during the consideration of the proposals and did not speak or vote thereon.

The Committee considered the above Report, which set out proposals for changes to the way the Council undertakes its performance management processes (detail in exempt minute).

9. **RESTRUCTURE OF DESIGN AND PRINT**
(Report PER149 refers)

The Committee considered the above Report, which set out proposals for a restructure of the Council's Design and Print section (detail in exempt minute).

10. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 3 March 2008 relating to the establishment of an E-Planning officer, be approved and adopted.

The meeting commenced at 6.45pm and concluded at 8.05pm.

Chairman