

PERSONNEL COMMITTEE

18 September 2008

Attendance:

Councillors:

Worrall (Chairman) (P)

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

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

Deputy Members:

Councillor Love (Standing Deputy for Councillor Collin)
Councillor Gemmell (Standing Deputy for Councillor Weston)

Others in attendance who did not address the meeting:

Councillor Godfrey (Portfolio Holder for Performance and Organisational Development)

1. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 16 June 2008 (less exempt items) be approved and adopted.

2. **HOME-WORKING ALLOWANCE**
([Report PER151 refers](#))

The Chief Executive reported that the allowance was an important part of the Council's Flexible Working initiative. He explained that the existing allowance was paid in recognition of additional costs incurred by the employee from regular home working and that it could serve as an incentive for some officers.

During discussion, the Head of Organisational Development clarified that the allowance was both contractual and pensionable. She also advised that although savings from expansion of home-working would not be consistent or immediate, eventual savings from reducing the organisation's accommodation costs were considerable. She also gave assurances on other related matters, including telephony (so as to insure a seamless customer service) and the performance management of officers contracted to work at home.

RESOLVED:

That the continued payment of the Home Working Allowance of £100 per annum per day per week worked at home, in accordance with Council's existing Local Agreement with staff, be agreed.

3. **STRATEGY FOR TOTAL REWARD AND ENGAGED PERFORMANCE**
 ([Report PER152 refers](#))

Councillor Godfrey advised that the Strategy would help redefine the employee's perception of their reward package and also to assist in the Council's aim to become an Employer of Choice.

During discussion, the Head of Organisational Development clarified that the proposals to carry out a benchmarking exercise with a 'basket' of the Council's jobs, would look at the appropriateness of salaries within existing grades. It would not alter the Council's existing job evaluation scheme. She also clarified that the cost for an external provider to manage the Total Reward System was expected to be around £10,000 and would be vired, as a one-off, from the organisation's corporate training budget.

RESOLVED:

1. That the programme of work outlined in Appendix 1 to the Report be endorsed and that recommendations of actions outlined in the programme be brought back to the Committee for approval as appropriate.

2. That the proposal to secure an external provider of the Total Reward system be supported.

4. **TALENT MANAGEMENT SCHEME**
 ([Report PER153 refers](#))

Councillor Godfrey and the Chief Executive stated that the introduction of the scheme was welcomed as a method to enhance productivity of officers and to reduce staff turnover, especially of particularly motivated and talented officers.

Responding to questions, the Head of Organisational Development clarified that the scheme would be open to all staff that performed well and would be linked to existing equalities policies, so as to not be specific to age and/or grade. She also expected there to be approximately 15 – 20 applicants per year, with up to six successful officers.

The Chief Executive acknowledged that there may be a potential resource implication from 'backfilling' of some posts of those officers successful in achieving secondments. In some instances, a central corporate budget could be utilised to assist with temporary cover, or in some exceptional cases, a supplementary estimate could be submitted for Member consideration.

RESOLVED:

That a Talent Management Scheme, as described within the Report, be endorsed.

5. **HUMAN RESOURCES – PERFORMANCE MONITORING – QUARTER 1 2008/09**
 ([Report PER154 refers](#))

During discussion, the Head of Organisational Development agreed to a request that future sickness absence monitoring information contain those 'reasons' for absence (as currently shown for the whole organisation) further broken down for each Directorate.

She also acknowledged a suggestion that, as a large proportion of staff were now readily achieving the target of an average of 8 days sick per annum for the organisation, it be investigated as to whether this could be reduced to an average of 6 days sick per person.

RESOLVED:

1. That the monitoring information in the report be noted.
2. That the Head of Organisational Development, in consultation with the Portfolio Holder for Performance and Organisational Development, consider revising, from 8 days, the Council's target to achieve an average of 6 days sick per person per annum.

6. **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 16 June 2008:) 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)
	• Performance Management Review) 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)
	• Restructure of Design and Print)

7. **EXEMPT MINUTES**

The Committee considered the exempt minutes of the previous meeting held 16 June 2008 relating to a review of the Council's Performance Management arrangements and proposals within the Design and Print team (detail in exempt minutes).

The meeting commenced at 6.30pm and concluded at 7.35pm.

Chairman