

PERSONNEL COMMITTEE

24 November 2008

Attendance:

Councillors:

Worrall (Chairman) (P)

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

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

Others in attendance who addressed 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 18 September 2008 (less exempt item) be approved and adopted.

2. **HUMAN RESOURCES – PERFORMANCE MONITORING – QUARTER 2 2008/09**

(Report [PER157](#) refers)

The Head of Organisational Development corrected an error in the Report, in that there had been progress with both the Pay and Reward Strategy and the Talent Management Programme, and that both of these items had been considered by a previous meeting of this Committee.

During discussion on the attendance scorecards, Members noted that the Council compared well with other authorities in Hampshire, as it had the second lowest average number of days sickness absence per employee. Members also noted that approximately a third of the sick leave taken was due to long-term sickness and it was requested that this distinction be clarified in future reports.

In congratulating officers on the reduction in the average number of days sickness absence, it was suggested that the target be reduced further. Improved attendance could lead to increased productivity and reduced

expenditure on temporary staff and overtime costs as cover. In noting these benefits, Councillor Godfrey commented that the Council would continue to strive towards lower targets and provide circumstances at work which maximised staff productivity; but that it had an obligation to support those who, through no fault of their own, were unable to attend.

A Member suggested that staff be rewarded for good attendance and the Head of Organisational Development agreed to consider this as part of other measures in learning from, and spreading the good practice of, the better performing Divisions. She also explained the measures taken to reduce stress at work and that there would be a full analysis of the Stress Management Audit which is due to be undertaken.

During questions, it was also clarified that the Council was working with other local authorities in Hampshire towards a Work Force Development Strategy and that there had been progress with the Race Equality and Flexible Working Schemes.

RESOLVED:

That Head of Organisational Development, the Senior Management Group and staff be congratulated on the improved staff attendance records set out in the Report.

3. **MANAGEMENT OF HEALTH AND SAFETY - UPDATE**
(Report [PER156](#) refers)

During debate, the Head of Organisational Development explained that Health and Safety issues were inspected by Health and Safety Officers from other authorities on a reciprocal basis and that these were in addition to internal inspections.

RESOLVED:

That the Report 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>
##	Exempt Minutes of meeting held 18 September 2008:) Information relating to a particular individual. (Para 1 to Schedule 12A refers).
	• Exempt Minute of previous meeting held on 16 June 2008 (review of Design and Print)) Information which is likely to reveal the identity of an individual (Para 2 to Schedule 12A refers)
##	Partnership, Scrutiny and Improvement 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)

5. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 18 September 2008, be approved and adopted.

6. **PARTNERSHIP, SCRUTINY AND IMPROVEMENT REVIEW**
(Report PER155 refers)

The Committee considered the above exempt Report, which examined the opportunities for the reorganisation of certain Council functions, following staff vacancies and the consideration of associated factors. The Report proposed changes to some posts and a related re-allocation of duties (detail in exempt minute).

The meeting commenced at 6.30pm and concluded at 8.25pm.

Chairman