

PERSONNEL COMMITTEE

8 June 2009

Attendance:

Councillors:

Worrall (Chairman) (P)

Achwal (P)
Collin (P)
Cook
Gemmell (P)
Howell (P)

Learney (P)
Nelmes (P)
Thynne (P)
Verney (P)
Weston (P)

1. **APPOINTMENT OF VICE-CHAIRMAN FOR THE 2009/10 MUNICIPAL YEAR**

RESOLVED:

That Councillor Weston be appointed Vice-Chairman for the 2009/10 Municipal Year.

2. **TIME OF FUTURE MEETINGS**

RESOLVED:

That future meetings of the Committee commence at 6.30pm for the 2009/10 Municipal Year.

3. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 23 February 2009 (less exempt items) be approved and adopted.

4. **ORGANISATIONAL DEVELOPMENT – OUTTURN REPORT 2008/09**
(Report [PER163](#) refers)

During discussion, the Head of Organisational Development clarified that a further £70,000 reduction in the recruitment budget from 2008/09 to 2009/10 (paragraph 3.5 of the Report refers) was due to savings in costs associated with the recruitment process, and not from a reduction to the numbers being recruited to the organisation.

The Committee discussed the savings to the Council's Training and Development Budget (Appendix 5 to the Report refers) following its

centralisation away from Heads of Division. The Training Budget had previously been calculated based on the Council's headcount. It was explained that its budgeting now had regard to the organisation's essential and statutory training requirements, as well as activities associated with the Council's corporate priorities and key activities. The on-line Selima appraisal system assisted in its monitoring to ensure that it was still appropriate to the needs of the organisation.

Following further discussion, the Chief Executive advised that the Member Training Budget was currently held separately from Corporate Training for staff. In acknowledging that there were currently a number of regional training initiatives for Councillors, he undertook to investigate the targeting of the budget, its monitoring, and the potential for this information to be additionally reported back to the Committee.

The Committee discussed the continued improvements shown in the average numbers of days sick per member of staff (Appendices 1A – 1C refer), which was now below the regional average for the public sector and approaching that for the private sector. It was agreed that future monitoring information show the percentage of the average figure associated with long term absence, as these instances were likely to significantly impact on the overall average figure shown. The Head of Organisational Development was commended for her work with Heads of Division in the continual improvements shown and it was agreed that the Portfolio Holder for Performance and Organisational Development be asked to continue to drive forward further improvement.

With regard to BVPI16a (Number of staff with disabilities within the organisation) it was noted that this figure had remained fairly static. The Head of Organisational Development undertook to investigate, with the Portfolio Holder, further methods to encourage disabled applicants to the organisation, including encouraging staff to declare any disabilities that they may have.

During discussion of Appendix 2 to the Report (Human Resources Quarterly Business Plan Monitoring) the Head of Organisational Development explained that draft proposals were now in place to appoint staff, union and Member representatives from this Committee for consultation purposes, in line with Information and Consultation of Employee Regulations (ICE) 2004. Further details would be brought to the next meeting of the Committee.

With regard to Appendix 4 to the Report on Occupational Health, Safety and Welfare, the Health and Safety Advisor undertook to provide further information, outside of the meeting, on the availability of out-of-hours first aid for skate-park users at the Meadowside Centre, Whiteley.

RESOLVED:

1. That the monitoring information in the Report be noted.
2. That future monitoring information show the percentage of the average figure associated with long term sickness absence, as

these instances were likely to significantly impact on the average figure shown.

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 and that the Portfolio Holder for Performance and Organisational Development be asked to continue to drive forward further improvement.

4. That the Portfolio Holder for Performance and Organisational Development investigate further methods to encourage disabled applicants to the organisation.

5. That the Chief Executive and the Portfolio Holder for Performance and Organisational Development investigate the targeting of the Members' Training budget, its monitoring, and the potential for this information to be additionally reported back to the Committee.

5. **WINCHESTER CITY COUNCIL STAFF ESTABLISHMENT 2009/10**
(Report [PER164](#) refers)

The Chief Executive reminded the meeting that establishment figures had previously assisted Heads of Division in the management of their particular areas of responsibilities. However, the Council was now increasingly taking a more flexible approach to its staff resource and utilising officers' skills accordingly across the organisation. He suggested that Members may, therefore, wish to focus more in future on overall numbers employed and salary bill.

During discussion, the Head of Organisational Development advised that she would re-circulate Appendix 2A to the Report, outside of the meeting, to ensure that the correct headcount, FTE and vacancies for 2009 were shown and to provide explanation for the differences between the figures. It was also noted that Appendix 5 to the Report also required further investigation to ensure the correct salary costs were illustrated. This would also be re-circulated outside of the meeting.

RESOLVED:

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

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 23 February 2009:) Information relating to a particular individual. (Para 1 to Schedule 12A refers).
	• Cultural Services Division: Minor Establishment Changes) Information which is likely to reveal the identity of an individual (Para 2 to Schedule 12A refers)
	• Restructure of Estates and Office Support) 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)
###	Revenues Partnership Working with Test Valley Borough Council)

7. **REVENUES PARTNERSHIP WORKING WITH TEST VALLEY BOROUGH COUNCIL**
(Report PER166 refers)

The Committee considered the above Report, which set out proposals for next stage in partnership working in Revenues between Test Valley Borough Council (detail in exempt minute).

8. **EXEMPT MINUTES**

The Committee discussed the exempt minutes of the previous meeting of the Committee held on 23 February 2009 relating to minor establishment changes in the Cultural Services Division and a restructure of Estates and Office Support (detail in exempt minute).

The meeting commenced at 6.50pm and concluded at 7.55pm.

Chairman