

PERSONNEL COMMITTEE

14 September 2009

Attendance:

Councillors:

Worrall (Chairman) (P)

Achwal (P)

Collin (P)

Cook

Gemmell (P)

Howell (P)

Learney (P)

Nelmes (P)

Thynne (P)

Verney

Weston (P)

Deputy Members:

Councillor Read (Standing Deputy for Councillor Verney)

1. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 8 June 2009 (less exempt items) be approved and adopted.

2. **ORGANISATIONAL DEVELOPMENT – QUARTER 1 PERFORMANCE MONITORING 2009/10**

(Report [PER167](#) refers)

The Head of Organisational Development corrected an error on the third table on Appendix 1A to the Report. This showed the percentage quarterly turnover of the Council's establishment and the decimal points on the figures in the table were in the wrong place. For example, the average annual turnover rate for 2009/10 was 14% (not 0.14%).

During discussion of this Appendix, it was also confirmed that the Council's percentage vacancy rate (as shown in the second chart) had been affected by the Vacancy Management Policy. A post was deemed vacant as soon as the post-holder left the organisation and the statistics reflected this.

The Committee's attention was also drawn to Appendix 1C and it was explained that particular instances of long-term sickness absence in the Landlord Services Division were primarily related to organisational change in this area. The Head of Organisational Development confirmed that the welfare of the affected staff and the improvement to the absence figures continued to be proactively managed. The Committee was reminded that all managers had been trained in stress management procedures and were aware of the Council's staff counselling service and occupational health referral process.

During further discussion, the Head of Organisational Development clarified that, with regard to sickness absence in the Customer Services Centre, Team Leaders were working closely with their colleagues to raise awareness of the impact of sickness absence in this area and how improved team working could improve the situation.

Members were also advised that initiatives to recognise those members of staff who had achieved a 100% attendance record over the previous year were being investigated. This may possibly be part of the Alfies staff achievements awards. The Committee agreed that it would support such a scheme.

With regard to Appendix 1E to the Report, the Committee were concerned about the low percentage of staff appraisals completed in the Democratic Services division during Quarter 1. However, it was recognised that this was likely to have been due to work pressures within that Division at that time, notably the organisation of the European Parliamentary and County Council elections. It was also noted that appraisals had been completed in some cases, but not yet entered onto the Selima system. Completion of appraisals would continue to be monitored along with half yearly reviews.

RESOLVED:

1. That the monitoring information in the Report be noted.
2. That the Portfolio Holder for Performance and Organisational Development have regard to the comments of the Committee with regard to:-
 - (i) its support for a scheme that gave official recognition of those members of staff who had achieved a 100% attendance record over the previous year.
 - (ii) the low percentage recorded of staff appraisals completed in the Democratic Services Division during Quarter 1.

3. 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 8 June 2009:) Information relating to a particular individual. (Para 1 to Schedule 12A refers).
	• Exempt Minutes of previous meeting held 23 February 2009) Information which is likely to reveal the identity of an individual (Para 2 to Schedule 12A refers)
	• Revenues Partnership Working with Test Valley Borough Council) 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)
##	Extension of Contract – Landscape Architect (Temporary))

4. **EXEMPT MINUTES**

The Committee referred to the exempt minutes of the previous meeting of the Committee held on 8 June 2009 with regard to Revenues Partnership Working with Test Valley Borough Council (Report PER165 refers).

The Head of Organisational Development advised that following representations received on the proposals from UNISON, the official consultation period with UNISON had been further extended until 30 September 2009. Therefore, the Committee's resolution was subject to any further material representations received by this time

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 8 June 2009, be approved and adopted.

5. **EXTENSION OF CONTRACT – LANDSCAPE ARCHITECT (TEMPORARY)**
(Report PER165 refers)

The Head of Organisational Development clarified that individuals who had been in post for less than two years were unable to accrue redundancy rights.

RESOLVED:

That the contract for the post of Temporary Landscape Architect be extended until 31 March 2010.

The meeting commenced at 6.30pm and concluded at 7pm.

Chairman