

PERSONNEL COMMITTEE

7 June 2010

Attendance:

Councillors:

Cook (Chairman) (P)

Achwal (P)
Gemmell (P)
Godfrey (P)
Higgins (P)

Nelmes
Rutter (P)
Sanders (P)
Thynne (P)

Others in attendance who did not address the meeting:

Councillor McClean

1. **MEMBERSHIP OF SUB-COMMITTEES ETC**

The Committee noted that, at its previous meeting held on 22 February 2010, it had appointed an Informal Working Group to consider matters related to sickness absence at the Council, including employment terms and conditions and related matters. It was agreed that this Group be reappointed for the 2010/11 Municipal Year and commence work as soon as possible. It was suggested that a representative of South East Employers be asked to attend the first meeting to assist the Group in setting its terms of reference.

RESOLVED:

That the following Members be appointed to an Informal Working Group to consider matters related to sickness absence at the Council, including employment terms and conditions:

Councillors Achwal, Cook, Gemmell, Higgins and Sanders

2. **DISCLOSURES OF INTEREST**

Councillor Godfrey declared a personal (but not prejudicial) interest, due to his involvement as the previous Portfolio Holder, in matters referred to in Report PER171 Organisational Development – Outturn 2009/10, as outlined below. He spoke and voted thereon during consideration of the item.

3. **APPOINTMENT OF VICE-CHAIRMAN FOR THE 2010/11 MUNICIPAL YEAR**

RESOLVED:

That Councillor Achwal be appointed Vice-Chairman for the 2010/11 Municipal Year

4. **MINUTES**

During discussion of the minutes of the previous meeting of the Committee, it was noted that Resolution 3 to Minute 2 on page 3 should have also specified that the Informal Group should consider matters related to sickness absence at the Council, including employment terms and conditions.

RESOLVED:

That, subject to the above amendment, the minutes of the previous meeting of the Committee held on 22 February 2010 (less exempt minute) be approved and adopted.

5. **ORGANISATIONAL DEVELOPMENT – OUTTURN 2009/10**
([Report PER171 Refers](#))

During discussion of the levels of sickness absence at the Council, the Head of Organisational Development advised that she would confirm, outside of the meeting, the number of dismissals due to ill health.

It was also explained that although the appraisal system was utilised to identify training needs throughout the organisation, revisions to the Council's budget had necessitated that an emphasis be placed on those courses that contributed to officers' continuing professional development (CPD).

RESOLVED:

That the outturn figures 2009/10 for Organisational Development be noted.

6. **LEASE CAR AND ESSENTIAL CAR USER POLICIES**
([Report PER172 Refers](#))

The Chief Executive advised the Committee that, for every lease car phased out following the cessation of the lease car scheme and through changes to 'essential user' status (if appropriate), the Council would save approximately £1000.

He acknowledged that not every officer currently with lease car entitlement would automatically be entitled to use of a vehicle as an essential car user. Essential users were generally linked to specific posts where a car was necessary for that officer to efficiently carry out their duties. However, in some instances, a post holder's entitlement to a lease car had also been

previously part of that post's remuneration package, as a method to assist in improving recruitment and retention, especially in some professional posts. The Chief Executive clarified that, although pool cars were currently utilised by some divisions, their general use by the organisation would not always be suitable due to flexible working initiatives and the District's large geographic area.

The Committee acknowledged that, as there were approximately 150 officers currently with entitlement to a lease car within their contracts of employment, it would be some years before the scheme was fully phased out as those officers left the employment of the Council.

Members referred to the proposed definition of an essential car user as shown in Paragraph 3.2. Following further discussion, the Committee requested that officers give further consideration to essential car user status being achieved if an officer was expected to do more than 2000 business miles per annum (currently 1000).

RESOLVED:

1 That the proposed definition of an essential car user as shown in Paragraph 3.2, be accepted for all new posts at a date to be agreed and the current link between lease car entitlement and essential car user status be severed for all new employment contracts. Existing staff whose contract of employment defines their post as an essential car user would not be affected.

2. That the City Council's lease car scheme be phased out as those staff whose contract of employment attracts the use of a lease car, leave the organisation.

3. That the Head of Organisational Development be given delegated authority to introduce the new policy subject to there being no material changes arising from consultation with UNISON.

4. That officers give further consideration to the new Policy specifying that the essential car user status be achieved if an officer was expected to do more than 2000 business miles per annum (currently 1000).

**7. INCREASE TO FINANCIAL SERVICES ESTABLISHMENT
([Report PER177 Refers](#))**

RESOLVED:

That an increase in the Establishment for Financial Services be increased by two Full Time Posts

8. **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 previous meeting held 22 February 2010:) Information relating to a particular individual. (Para 1 to Schedule 12A refers).))
	• Winchester City Council Organisational Development) Information which is likely to reveal the identity of an individual. (Para 2 to Schedule 12A refers)))
####	Restructure of Customer Service Centre Management Team) Information relating to a particular individual. (Para 1 to Schedule 12A refers).)) 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 IM&T) 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)
)	
####	Restructure of Landlord Services and Corporate Property Management)	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)

9. **EXEMPT MINUTES**

RESOLVED:

That the exempt minute of the previous meeting of the Committee held on 22 February 2010 be approved and adopted.

10. **RESTRUCTURE OF CUSTOMER SERVICE CENTRE MANAGEMENT TEAM**

(Report PER176 refers)

The Committee considered a Report that set out proposals for a restructure of the Customer Service Centre Management Team (detail in exempt minute).

11. **RESTRUCTURE OF INFORMATION MANAGEMENT AND TECHNOLOGY (IM&T)**

(Report PER173 refers)

The Committee considered a Report that set out proposals for a restructure of the IM&T Team (detail in exempt minute).

12. **RESTRUCTURE OF LANDLORD SERVICES AND CORPORATE PROPERTY MANAGEMENT**

(Report PER174 refers)

The Committee considered a Report that set out proposals for a restructure of the Landlord Services Division and Property Services Team (detail in exempt minute).

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

Chairman