

**PERSONNEL COMMITTEE****23 November 2010****Attendance:**

Councillors:

Cook (Chairman) (P)

Achwal (P)  
Gemmell (P)  
Godfrey (P)  
Higgins (P)Nelmes (P)  
Rutter (P)  
Sanders (P)  
Thynne (P)**Others in attendance who did not address the meeting:**

Councillor Bell

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**1. MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 30 September 2010 (less exempt minutes) be approved and adopted.

**2. HUMAN RESOURCES – PERFORMANCE MONITORING REPORT –  
QUARTER 2 2010/11**  
(Report [PER182](#) Refers)

During discussion of the Establishment Scorecard Indicators, as set out in Appendix 1a to the Report, the Head of Organisational Development clarified that costs associated with employing temporary staff continued to decrease as part of the Council's vacancy management process. The Chief Executive added that, despite showing some fluctuations, staff turnover had generally decreased over the previous 12 – 18 months.

With regard to the Attendance Indicators at Appendix 1b, the Head of Organisational Development explained the Council's procedures on ergonomics and health and safety. Those procedures helped keep reasons for absence due to back and neck problems (which could be attributed to the working environment) to a minimum.

During discussion of Appendix 1c, it was clarified that the figures for 'percentage of total absence' was for instances of absence across the whole organisation. Members were reminded that the large percentage of absence in the Landlord Services Division was primarily related to long-term sickness absence, itself linked to organisational change in sheltered housing schemes.

As this was an annual figure, this would be expected to decrease as the situation continued to be proactively managed.

The Committee discussed Appendix 1e, and in particular, the percentage of appraisals completed. There was concern of the low percentage of appraisals completed by the Landlord Services Team on the Selima HR system, especially as the information gained may have informed some of the processes to address the high levels of sickness absence in that Team.

In response to those concerns, the Chief Executive advised that senior management was aware of the importance of entering that data into the Selima system in a consistent and timely manner across the whole organisation. However, in this instance, he suspected that although paper records may have been completed on schedule, there may have been delays in completing the electronic records. He would therefore support the Committee's proposal that a representative of Landlord Services be required to attend the next meeting of the Committee, to explain the reasons for these apparent delays.

**RESOLVED:**

1. That the performance information for Quarter 2 2010/11 for the Human Resources Team be noted.

2. That a representative of the Landlord Services Team be required to attend the next meeting of the Committee to explain the reasons for the apparent delays in the entry of appraisal information into the on-line Selima HR system.

**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 previous meeting held 30 September 2010:	) ) ) Information relating to a particular individual. (Para 1 to Schedule 12A refers). )

	• Winchester City Council Organisational Development - Initial Phase	)	Information which is likely to reveal the identity of an individual. (Para 2 to Schedule 12A refers)
		)	
##	Information Management & Technology: Collaborative 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)
##	Management of Void Properties – Transfer of Undertakings (Protection of Employment) Regulation (TUPE) Issues	)	
		)	
##	Winchester City Council Organisational Development – Phase 2	)	
		)	

4. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 30 September 2010 be approved and adopted.

5. **INFORMATION MANAGEMENT & TECHNOLOGY: COLLABORATIVE WORKING WITH TEST VALLEY BOROUGH COUNCIL**

(Report CAB2070 refers)

The Committee considered the above Report which contained proposals regarding joint working with Test Valley Borough Council on Information Management & Technology (IM&T) (detail in exempt minute).

The Committee noted that Cabinet and Principal Scrutiny Committee had approved the proposals at their meetings held on 13 October and 18 October respectively, subject to Personnel Committee’s consideration of the matters specific to its terms of reference.

6. **MANAGEMENT OF VOID PROPERTIES – TRANSFER OF UNDERTAKINGS (PROTECTION OF EMPLOYMENT) REGULATIONS (TUPE) ISSUES**

(Report PER184 refers)

The Committee considered the above Report which set out TUPE issues related to re-tendering of the Voids contract (detail in exempt minute).

7. **WINCHESTER CITY COUNCIL ORGANISATIONAL DEVELOPMENT (PHASE TWO)**

(Report PER183 refers)

The Committee considered a Report that set out proposals for the next phase of changes to the organisation's staffing structure (detail in exempt minute).

The meeting commenced at 6.30pm and concluded at 8.50pm.

Chairman