

PERSONNEL COMMITTEE**28 February 2011****Attendance:**

Councillors:

Cook (Chairman) (P)

Achwal (P)
Gemmell (P)
Godfrey (P)
Higgins (P)Nelmes (P)
Sanders (P)
Thynne (P)
Weston (P)**1. MINUTES**

With regard to Minute 5 of the minutes of the previous meeting held on 23 November 2010, the Chief Executive updated the Committee. He reported that the new joint Head of IM&T was now in post, and was in the process of investigating new service improvements and opportunities to harvest additional savings for both Councils.

RESOLVED:

That the minutes of the previous meeting of the Committee held on 23 November 2010 (less exempt items) be approved and adopted.

2. SELIMA APPRAISAL SYSTEM

(Oral Report)

The Head of Organisational Development explained that the on-line appraisals system assisted the organisation in identifying its future training requirements. It was also used to record individual members of staffs' competencies and specific skills, which were used to inform the Council's '1 Team' approach. The Committee also noted that, although it received quarterly monitoring information for the input of appraisal data, this did not necessarily accurately reflect the annual processes involved.

The Head of Landlord Services explained why, in some instances, the timely entry of appraisal information into the on-line system for those teams that he was responsible for had not taken place. Some sheltered housing staff had previously not been fully integrated into the Council's IT networks, but this had now been resolved. He also reported that some Team Leaders had also shown some initial reluctance to move away from the previous paper-based system and further training had been given where appropriate. However, he was satisfied that staff were generally aware of the benefits of the on-line system, such as easy access to the outcomes of the appraisals process, enabling follow up on the key issues arising.

The Chief Executive clarified that, although appraisals were undertaken using paper forms, it was the responsibility of the appraiser to enter the data on-line. He was satisfied that generally 'paper appraisals' were undertaken in a timely fashion across the organisation, but there may be some instances of reluctance to fully embrace the transition to an on-line system and that this was being resolved.

RESOLVED:

That the presentation be noted.

3. **HUMAN RESOURCES – PERFORMANCE MONITORING REPORT –
QUARTER 3 2010/11**

(Report [PER185](#) Refers)

The Committee referred to the Establishment Scorecard Indicators as set out in Appendix 1a to the Report. The Head of Organisational Development explained that the overall number of Full Time Equivalents (FTE) at the Council continued to decrease, in response to the recent organisational changes. Those changes would be reported in detail to the June meeting of the Committee, as part of the annual Establishment Report. It was confirmed that costs associated with employing temporary staff continued to decrease across the organisation and, where appropriate, shift patterns of staff were being reviewed to further improve upon any previous reliance on agency staff.

With regard to the Attendance Indicators at Appendix 1b, attention was drawn to an overall decrease in sickness absence. However, an increase of instances of long-term absence (when compared to the same quarter in the previous year) was acknowledged. Such cases continued to be dealt with via occupational health referrals and ill-health retirements, if appropriate.

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. It was agreed that future reports to the Committee also be inclusive of information to show the relationship of the percentage absence for each Team.

The Committee also agreed that, in future, Appendices 1d (BVPI Scorecard) and 1f (Workforce Profile) be produced as annual updates to the Committee.

During discussion of Appendix 2, the Head of Organisational Development explained that, with regard to the 'Safeguarding Children, Young People and Vulnerable Adults Item' (OD/OD/014), this project had been reassigned to the Community Wellbeing Team. The Chief Executive undertook to report back on progress to date on this area of work.

The Committee also discussed the impact on the organisation's pay bill from the changes to the establishment recently agreed and as proposed elsewhere on the agenda. It was also noted that the staff pay award was likely to remain at zero percent, although some officers received annual incremental

progression within their pay scale, there was the likelihood in the next few years of an increase to their pension contributions.

RESOLVED:

1. That the performance information for Quarter 3 2010/11 for the Human Resources Team be noted.
2. That future information showing 'percentage of total absence' across the whole organisation, be inclusive of information to show the relationship of the percentage absence for each Team.
3. That, in future, Appendices 1d (BVPI Scorecard) and 1f (Workforce Profile) be produced as annual updates to the Committee.

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 previous meeting held 23 November 2010:	
	• Information Management & Technology: Collaborative Working with Test Valley Borough Council	Information relating to a particular individual. (Para 1 to Schedule 12A refers).
	• Management of Void Properties – Transfer of Undertakings (Protection of Employment) Regulation	Information which is likely to reveal the identity of an individual. (Para 2 to Schedule 12A refers) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour

	(TUPE) Issues)	relations matter arising
)	between the authority or a
	• Winchester City)	Minister of the Crown and
	Council)	employees of, or office
	Organisational)	holders under, the authority.
	Development –)	(Para 4 to Schedule 12A
	Phase 2)	refers)
)	
###	Tourism Service:)	
	Collaborative Working)	
	with Hampshire County)	
	Council)	
)	
###	Environmental Services)	
	Client Team Update)	
)	
###	Winchester City Council)	
	Organisational)	
	Development – Phase 3)	
)	

5. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 23 November 2010 be approved and adopted.

6. **TOURISM SERVICE: COLLABORATIVE WORKING WITH HAMPSHIRE COUNTY COUNCIL**

(Report CAB2113 refers)

The Committee considered the above Report which set out proposals for collaborative working between the City Council and County Council on the Tourism Service (detail in exempt minute).

The Committee noted that Cabinet and Principal Scrutiny Committee had approved the proposals at their meetings held on 19 January and 24 January 2011 respectively, subject to Personnel Committee's consideration of the matters specific to its terms of reference.

7. **ENVIRONMENTAL SERVICES CLIENT TEAM UPDATE**

(Report PER186 refers)

The Committee noted that this Report was not notified for inclusion within the statutory deadline. The Chairman agreed to accept this item onto the agenda, as an item requiring urgent consideration, in order that the matters detailed within the Report could be determined at the earliest opportunity.

The Committee considered the above Report which set out staffing changes necessary to the letting of the new joint environmental services contract (detail in exempt minute).

8. **WINCHESTER CITY COUNCIL ORGANISATIONAL DEVELOPMENT
(PHASE THREE)**

(Report PER187 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 8.40pm.

Chairman