

PERSONNEL COMMITTEE

6 June 2011

Attendance:

Councillors:

Huxstep (Chairman) (P)

Achwal (P)

Cook (P)

Gemmell (P)

Higgins (P)

Nelmes (P)

Rutter (P)

Phillips

Sanders (P)

Warwick (P)

Deputy Members:

Councillor Verney (Standing Deputy for Councillor Phillips)

Others in attendance who addressed the meeting:

Councillor Godfrey (Portfolio Holder for Administration, Innovation and Improvement) and Councillor Jackson

1. **APPOINTMENT OF VICE-CHAIRMAN FOR THE 2011/12 MUNICIPAL YEAR**

RESOLVED:

That Councillor Gemmill be appointed Vice Chairman of the Committee for the 2011/12 Municipal Year.

2. **TIME OF FUTURE MEETINGS**

The meeting noted that additional meetings of the Committee would be arranged as and when required.

RESOLVED:

That meetings of the Committee commence at 6.30pm in accordance with the published timetable of meetings for 2011/12.

3. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 28 February 2011 (less exempt items) be approved and adopted.

4. **ORGANISATIONAL DEVELOPMENT - OUTTURN REPORT 2010/11**
([Report PER189 refers](#))

As this was the first Committee of the new Municipal Year, The Head of Organisational Development provided a summary of the work undertaken by the Team.

She highlighted the various performance indicators within the Report.

The number of full time equivalent staff had fallen from the previous year and the absence score card showed a slight decrease over the previous year. The control of vacancy management continued with the 1-Team approach being established and embedded within the organisation. Organisational Development gave priority to facilitating flexible resource management and managing sickness and resources.

The establishing of links with neighbouring authorities continued where there were opportunities for sharing services. In some cases, services were being brought in-house and there were a number of implications arising for the Team from this, for example handling the Transfer of Undertakings (Protection of Employment) Regulations (TUPE). Other tasks were advising on staffing issues arising out of shared services and developing services arising out of change management. For example, the Exchequer Section was now part of the Organisational Development Team and was introducing ways in which to extend its e-services.

In response to questions from the Committee, the Head of Organisational Development explained that under paragraph 2.8.3 of the Report, all policies that were reviewed and altered significantly as a result of developments in employment legislation would be brought before Committee. Any changes resulting would also have respect to the conclusions of the previous Employment Terms and Conditions Informal Group, particularly on matters where the Council retained local discretion to revise Terms and Conditions.

In studying Appendix 1(b), Sickness Absence by Reason, Members asked whether consideration had been given to providing seasonal influenza vaccinations to staff. The Head of Organisational Development stated that this had been considered but dismissed as it was cost prohibitive for all staff. However, it could be reconsidered in areas that experienced high levels of public contact or areas working with vulnerable people, for example the Customer Service Centre and Sheltered Housing. In areas that continued to experience high levels of sickness absence, for example Landlord Services (particularly in terms of its high levels of long term sickness), the Head Of Organisational Development's team worked closely with that service to identify different ways of working and other strategies to reduce sickness levels.

The Committee considered that in certain cases where services experienced high levels of sickness, it may be beneficial to invite the Head of Team to Committee to explain the strategies and implementation of policies that were

available to reduce levels of sickness. The identification of Head of Teams could form part of discussion at regular meetings of the Head of Organisational Development with the Committee Chairman. It was further agreed that it would be of benefit if long-term and short term sickness were separated within the performance indicators reported to Committee.

Consideration was given to the percentage of staff appraisals completed on line as detailed in Appendix 1e. There were a number of teams where appraisals had not been completed fully and The Head of Organisational Development stated that she would investigate the reasons for their non completion and report back in detail to the Committee's next meeting.

With regard to the Occupational Health, Safety and Welfare Review 2010/11, the Committee noted the low accident rates experienced by the City Council. The figures were lower than in previous years following the transfer of the skate park at Meadowside, Whiteley, to the operation of DC Leisure. There were a wide range of safety factors to address following the transfer of direct services from Serco to the City Council in October 2011. A number of these services traditionally had relatively high accident rates and therefore, for example, the Health and Safety Executive would become responsible for the new waste collection service.

At the request of a Member, it was agreed that the Accident and Occupational Ill-Health Statistics for Direct Services would be separated from existing services in order not provide misleading figures.

Arising from consideration of the Training and Development Review 2010/11, the Committee discussed an under spend of £85,272 in team training. The Head of Organisational Development was questioned whether the under spend in individual and team training could be linked to the low level of completion of appraisals as previously highlighted. The Chief Executive added that expenditure on training should be protected and that one option to prevent an under spend reoccurring was for the budget to be more centrally managed and to ensure that Team Managers were meeting their training needs.

At the invitation of the Chairman, Councillor Jackson asked if there was any correlation between the reduction in staffing and levels of customer satisfaction. The Chief Executive replied that he would give consideration to this matter. The Chief Executive also stated that he would give consideration to a Member's suggestion that the recognition award be introduced for employees with no sickness absence, perhaps over a two year period.

RESOLVED:

1. That the outturn figures 2010/11 Organisational Development be noted.

2. That the Committee raises the following issues with the Portfolio Holder arising from the Performance Indicators:

- (a) That in service areas that experience high levels of public contact, for example the Customer Service Centre and Sheltered Housing, the option of providing seasonal influenza vaccinations be considered.
- (b) That in certain cases where services experience high levels of sickness the Head of Team be invited to Committee to explain the strategies and implementation of policies available to reduce levels of sickness.
- (c) That the Head of Organisational Development investigate the reasons for the non completion of Annual Appraisals and report back in detail to the Committee's next meeting.
- (d) That the Chief Executive give consideration to any correlation between the reduction in staffing and levels of customer satisfaction.
- (e) That the Chief Executive give consideration to the introduction of a recognition award for employees with no sickness absence, perhaps over a two year period.

3. That no items of significance be drawn to the attention of Cabinet.

5. **WINCHESTER CITY COUNCIL ESTABLISHMENT REPORT 2011/12**
 ([Report PER188 refers](#))

The Committee noted that Appendix 5 to the report was not notified for inclusion within the statutory deadline. The Chairman agreed to accept this item on to the agenda, as an item requiring urgent consideration, in order that the matters detailed within the report relating to Actual Salary Costs for Financial Years from 2006/07 to 2010/11 could be taken into consideration in the context of the Council's establishment.

In answer to questions from members of the Committee regarded the Previous Year's Establishment Summaries as set out in Appendix 1 to the report, the Head of Organisational Development explained that the increase in staff within IM&T related to the new Head of IMT and Helpdesk staff that were shared with Test Valley Borough Council. In addition the decrease of staff within Museums reflected the closure of the Westgate Museum.

When a vacancy arose it was considered by Corporate Management Team and if it was decided that he needed to be filled it was offered to 1-Team in the first instance.

A Member questioned why the total numbers of employees within the City Council had decreased but the overall pay bill had remained static. The Chief

Executive explained that this was partly due the difficulty in comparing years and that a number of staff received a spinal point increment as they progressed through their grade until they reached top of grade. There was no percentage increase through a pay award this year. The Head of Organisational Development added that the difference in overall pay bill from the reduction in staff would be seen in 2011/12.

The Committee also discussed the employment of temporary posts and how they were accounted for. During debate it was questioned as to whether the cost of temporary posts was included in the pay bill information before Committee. The Chief Executive explained that where they were covered by 1-Team appointments the budget for that employee 'travel' with them. The Committee agreed that it would be of assistance if temporary posts were included within the information provided to Committee on the establishment with details of the expiry date of the temporary posts contracts and of their pay scales.

RESOLVED:

1. That the full time equivalent staff establishment of Winchester City Council as set out in Appendix 2 of the Report be agreed.
2. That temporary posts be included within the information provided to Committee on the establishment with details of the expiry date of the temporary posts contracts and of their pay scales.

6. **WINCHESTER CITY COUNCIL STAFF TRAVEL PLAN**
[\(Report CAB2140 refers\)](#)
MINUTE EXTRACT FROM CABINET 16 MARCH 2011
[\(Report PER192 Refers\)](#)

As a number of members of the Committee did not have the complete information in order to consider this item, it was agreed to defer its consideration to the Committee's next meeting. In the interim, the Staff Travel Plan would be given consideration by the Informal Scrutiny Group established to consider the City Council's efforts to reduce its carbon footprint.

RESOLVED:

That the Staff Travel Plan be considered at the Committee's next meeting to also take into consideration the observations of the Informal Scrutiny Group established to consider the City Council's efforts to reduce its carbon footprint.

7. **CUSTOMER SERVICE APPRENTICESHIP SCHEME PROPOSAL**
[\(Report PER195 refers\)](#)

The Committee noted that the report was not notified for inclusion within the statutory deadline. The Chairman agreed to accept this item on to the

agenda, as an item requiring urgent consideration, in order that the matters detailed within the report could be determined at the earliest opportunity. At the invitation of the Chairman, Councillor Godfrey offered his support for the scheme, which built on the success of the 1-Team model and offered high benefits with a low risk.

The Committee welcomed the initiative and emphasised that it should not be seen as an opportunity to employ low cost labour, but as a positive encouragement to both reduce youth unemployment and introduce young people to local government.

RESOLVED:

1. That the Committee support the employment of two customer service apprentices in the Customer Service Centre as a pilot scheme to be reviewed at the end of 12 months.
2. That an additional temporary 1 FTE be approved on the establishment for the 12 month period.

8. **TRANSFER OF THE HAMPSHIRE ALLIANCE FOR RURAL AFFORDABLE HOUSING (HARAH) STRATEGIC HOUSING OFFICER FROM THE EAST HAMPSHIRE DISTRICT COUNCIL TO WINCHESTER CITY COUNCIL.**
[\(Report PER194 refers\)](#)

The Committee agreed to the recommendations subject to clarification that the Memorandum of Agreement, rather than a Partnership Agreement, would be sufficient to cover the City Council for any potential future redundancy liability for this post.

RESOLVED:

That subject to clarification that the Memorandum of Agreement was sufficient to cover the City Council for any potential future redundancy liability for this post:

1. That the Council act as host employer for the Strategic Housing Officer for HARAH.
2. That the Council review the arrangement annually to ensure that the HARAH partnership can provide financial support for the post and cover potential redundancy costs which may be incurred in the future.

9. **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 28 February 2011:) Information relating to a particular individual. (Para 1 to Schedule 12A refers).
	• Winchester City Council Organisational Development – Phase 3) Information which is likely to reveal the identity of an individual. (Para 2 to Schedule 12A refers)
	• Tourism Service: Collaborative Working with Hampshire County 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)
	• Environmental Services Client Team Update)
	Environmental Services – Pest Control and Street Care Teams Services)

10. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 28 February 2011 be approved and adopted.

11. **ENVIRONMENTAL SERVICES CONTRACT - PEST CONTROL AND STREET CARE TEAMS**
(Report PER191 refers)

The Committee considered the Report which sought approval for the staffing changes and budget provision required to establish an in house Pest Control and minor works team (to be known as Street-Care Team) as part of organisational change associated with the re-letting of the refuse, street cleansing and grounds maintenance contracts (detail in exempt appendix).

The meeting commenced at 6.30pm and concluded at 9.35pm.

Chairman