

**PERSONNEL COMMITTEE****7 November 2011****Attendance:**

Councillors:

Huxstep (Chairman) (P)

Achwal (P)  
Cook (P)  
Gemmell (P)  
Higgins (P)Nelmes (P)  
Rutter (P)  
Phillips (P)  
Sanders (P)  
Warwick (P)**Others in attendance who addressed the meeting:**Councillor Godfrey (Portfolio Holder for Administration, Innovation and Improvement)  
Councillor Humby (Portfolio Holder for Planning and Enforcement)  
Councillor Verney

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**1. MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 12 September 2011 be approved and adopted.

Arising out of consideration of the minutes of the previous meeting, the Chief Executive reported that the Corporate Management Team had discussed extending the option of providing seasonal influenza vaccinations beyond key staff with a high degree of public interface and had concluded that this did not offer value for money. Staff interested in having vaccinations would be encouraged to visit their General Practitioner.

**2. ORGANISATIONAL DEVELOPMENT – PERFORMANCE MONITORING REPORT 2011/12 - QUARTER 2**  
(Report [PER197](#) refers)

Further to the consideration of the Quarter 1 Performance Monitoring report at the previous meeting of the Committee (Report PER196 refers), the Head of Legal Services attended the meeting and answered questions relating to the non completion of appraisals. The Assistant Director Environment had also been invited to the meeting but was unavailable.

The Head of Legal Services explained that none of the 15 employees within his Team had been appraised, principally due to pressures of work from completing legal agreements for large scale projects including the Joint Waste

Contract and the West of Waterlooville development. However, dialogue was maintained with staff, who were aware of the direction of travel of the Team and where appropriate training needs had been assessed, for example in the case of the Trainee Solicitor. It was intended that through action by the two Legal Team Leaders and himself, all appraisals would be completed by the end of November or early December 2011.

The Chief Executive added that certain Teams were under considerable work pressures and therefore the completion of appraisals had not taken place within the timetable. However, he was aware of Teams where appraisals had been undertaken that were not entered into Selima, such as those for Strategic Housing. The undertaking of appraisals was a relatively lengthy process when they are conducted allowing for full discussion between the manager and member of staff, with the need to record information onto Selima adding to the time taken for completion.

At the request of the Committee, the Chief Executive stated that he would consider whether information could be reported to Committee on appraisals undertaken that had not yet been entered on to Selima. The Committee would also be updated at its next meeting on the completion of appraisals within the Legal Team.

The Head of Organisational Development stated that she would clarify for Members the roles of the four temporary fixed term contracts referred to in the information relating to Total Authority Headcount (Chart PER004 refers). She added that in respect of sickness absence, a comprehensive policy to address this subject would be brought to the Committee's next meeting following Trade Union consultation and included a more robust approach towards dealing with long term absenteeism. Consideration would also be given towards the standardisation of terminology within the monitoring report and it was agreed that the Chairman together with Councillors Phillips and Nelmes meet with the officers to agree ways to standardise and improve the presentation of information.

The Committee noted that although the periods of short term sickness had reduced, the figures were distorted by the numbers of staff on long term sickness. The Chief Executive stated that there was room for improvement in reducing both short term and long-term sickness. To assist the Committee in understanding the City Council's relative position, the Head of Organisational Development was requested to compile information on sickness and absence from national private and public organisations, as well as comparator local authorities.

**RESOLVED:**

1. That the performance information for Quarter 2 2011/12 for Organisational Development be noted.

2. That the Committee raises the following issue with the Portfolio Holder for Administration, Innovation and Improvement arising from the Performance Indicators:

That the Committee is disappointed that not all appraisals have not been completed and that the Chief Executive consider whether information could be reported to Committee on appraisals undertaken that had not yet been entered on to Selima.

That the Head of Organisational Development be requested to compile information on sickness and absence from national private and public organisations, as well as comparator local authorities, and to report to the Committee's next meeting.

3. That the Chairman together with Councillors Phillips and Nelmes meet with the officers to agree ways to standardise and improve the presentation of information within future Monitoring Reports.

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

### 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>
##	Winchester City Council Organisational Development – Phase 4	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)

- ) 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)

4. **WINCHESTER CITY COUNCIL ORGANISATIONAL DEVELOPMENT – PHASE 4**

(Report PER198 refers)

The Committee considered the above Report, which set out proposals to changes in the organisation's staffing structure (detail in exempt minute).

The meeting commenced at 6.30pm and concluded at 8.20pm.