

PERSONNEL COMMITTEE

8 February 2012

Attendance:

Councillors:

Huxstep (Chairman) (P)

Achwal
Cook
Gemmell (P)
Higgins (P)
Nelmes (P)

Rutter (P)
Phillips (P)
Sanders (P)
Warwick (P)

Deputy Members:

Councillor Jackson (Standing Deputy for Councillor Cook)

Others in attendance who addressed the meeting:

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

1. **MINUTES**

The Committee agreed to correct the Minutes of the previous meeting to remove the double negative in the resolution to the Minute referring to Organisational Development – Performance monitoring Report 2011/12 – Quarter 2.

RESOLVED:

That subject to the second paragraph of Resolution 2 of the Minute referring to Organisational Development - Performance Monitoring Report 2011/12 -Quarter 2 (Report PER197 refers) being amended to read:

"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",

the minutes of the previous meeting of the Committee held on 7 November 2011, less exempt Minute, be approved and adopted.

Arising out of consideration of the minutes of the previous meeting, the Head of Organisational Development reported that all appraisals for the Legal Team had now been completed. The Corporate Management Team would seek the completion of the Environmental Team's appraisals.

The Chief Executive added that, in relation to Building Control Officers undertaking some of the inspection duties of the Planning Enforcement Officers, it had been established they already brought matters to the attention of the Enforcement Team following site visits. However, there was a sharp professional divide of duties, with the Building Control Officers principally working in close liaison with the Planning Development Control Officers.

The Head of Organisational Development stated that the report on Sickness and Absence Policy would be brought to the next scheduled meeting of the Committee.

2. **PAY POLICY STATEMENT**
(Report PER203 refers)

The Committee welcomed the content of the Report in the interest of increasing transparency and openness.

In reply to questions, the Head of Organisational Development stated that although it was not a requirement, the Council did benchmark a basket of posts with a selection of local authorities to see where Winchester sat within the pay market.

The Chief Executive clarified that, although the Council did not pay bonuses, in certain cases where an officer temporarily acted in a role that was more senior than their grade, then a discretionary payment (honorarium) could be paid up to 10% of salary. In these cases, which were typically three to five per annum with honorarium payments typically not exceeding £1000, the making of the payment was considered by Corporate Management Team before being approved. Councillor Godfrey added that, to aid transparency, such payments might be reported to Personnel Committee in the future.

The Chairman commented that the Report mentioned that the ratio of remuneration for the lowest and the highest paid officer was based on Scale 2 (£13,000 per annum), but in the exempt report relating to the Guildhall Team Changes it was proposed to create posts that would be in Scale 1 (£12,000 per annum). The Chief Executive replied that the ratio of 1:10 still sat comfortably within this range, although the presentation of the report to Council would reflect the creation of the Scale 1 post.

There had also been past requests by the Personnel Committee for the Staff Severance Policy to be updated and it was asked when this update might take place. The Chief Executive agreed that, together with the Head of Organisational Development, he would meet with the Portfolio Holder and Chairman to give this matter further consideration, with a view to a report being made in the coming year.

The Committee also noted that, if it was minded to review the salary packages of the Council's highest paid officers, then this would be a matter for consideration by Council. Councillor Godfrey added that the selection process for the Council's most senior officers already had Councillor involvement.

RECOMMENDED:

THAT THE PAY POLICY STATEMENT IN APPENDIX 1 TO THE REPORT BE AGREED.

RESOLVED:

That the development of a Winchester City Council Pay and Reward Policy be agreed and that no additional comments be made to Council.

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 11) November 2011 – Phase) 4 Organisational) Development)	Information relating to a particular individual. (Para 1 to Schedule 12A refers).
	Guildhall Team) Changes)	Information which is likely to reveal the identity of an individual. (Para 2 to Schedule 12A refers)
	Care & Support) Arrangements in Extra) Care Housing and) Minute Extracts –) Cabinet Housing and) Cabinet	Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour

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Update

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. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the
Committee held on 7 November 2011 be approved and adopted.

5. **GUILDHALL TEAM CHANGES**

(Report PER201 refers)

The above Report had not been notified for inclusion on the agenda within the statutory deadline. The Chairman agreed to accept the item onto the agenda, as a matter requiring urgent consideration, due to the need to consider the matter following its consideration at Cabinet earlier that day. The Report set out proposals to changes in the Guildhall's staffing structure (detail in exempt minute).

The Chief Executive declared a personal (but not prejudicial) interest in respect of this item due to a postholder mentioned in the Report being the boyfriend of his daughter.

The Head of Estates declared a personal (but not prejudicial) interest in respect of this item due to a postholder mentioned in the Report being his daughter.

6. **CARE AND SUPPORT ARRANGEMENTS IN EXTRA CARE HOUSING (Report CAB2266(HSG) refers) AND MINUTE EXTRACTS (HOUSING) COMMITTEE 6 DECEMBER AND CABINET 7 DECEMBER 2011 (Report PER202 refers)**

Councillor Godfrey declared a personal and prejudicial interest in respect of this item as he was an employee of Hampshire County Council who were the Extra Care Service contract commissioners. He left the room for consideration of this item.

Councillor Nelmes declared a personal and prejudicial interest in respect of this item as she was familiar with both a number of staff and tenants affected by the proposals, as the Council properties concerned were located within her Ward. Councillor Nelmes left the room for the vote on this item.

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

7. **WINCHESTER CITY COUNCIL ORGANISATIONAL DEVELOPMENT –
UPDATE ON IMPLEMENTATION OF PHASE 4 CHANGES**
(Report PER200 refers)

The above Report had not been notified for inclusion on the agenda within the statutory deadline. The Chairman agreed to accept the item onto the agenda, as a matter requiring urgent consideration, due to the need to consider the matter following its consideration at Cabinet earlier that day. The Report set out proposals to changes in the Council's staffing structure as a result of Organisational Development (detail in exempt minute).

The meeting commenced at 6.30pm and concluded 8.55pm.