

**PERSONNEL COMMITTEE**

**28 March 2012**

Attendance:

Councillors:

Huxstep (Chairman) (P)

Achwal (P)  
Cook (P)  
Gemmell  
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 Wood (Portfolio Holder for Finance and Estates)

Others in attendance who did not address the meeting:

Councillors Humby and Tait

---

1. **APPOINTMENT OF VICE CHAIRMAN**

RESOLVED:

That Councillor Verney be appointed Vice Chairman for the meeting.

2. **MINUTES**

Arising out of consideration of the Minutes of the previous meeting, the Head of Organisational Development reported that the interviews for the appointment of Guildhall staff had now been completed.

The Chief Executive added that following an unsuccessful tender exercise, Hampshire County Council had decided to go out to tender again to provide care and support arrangement in Extra Care Housing. Consequently, the Council was proposing a 3 month extension to the current contract whilst the new tendering exercise was completed. Full details would be reported to the Cabinet (Housing) Committee's next meeting on 4 April 2012.

RESOLVED:

That the minutes of the previous meeting of the Committee held on 8 February 2012, less exempt Minutes, be approved and adopted.

3. **PROPOSED NEW HOMES DELIVERY TEAM**  
([Report PER208 refers](#))

In reply to Members' questions, Councillor Wood explained that the cost of the New Homes Delivery Team would be a revenue charge to the Housing Revenue Account.

The Chief Executive also explained that it was proposed that the present Head of Strategic Housing would become the lead officer for the New Homes Delivery Team as he had the necessary skills, knowledge and experience to undertake this role and was also a present member of the staff establishment. As a result of the creation of the New Homes Delivery Team, a number of the functions of the present Strategic Housing Team would be reallocated to Housing Landlord Services.

The Committee welcomed the proposals and requested that consideration be given to including suitable time-lines and the use of delegated authority to facilitate the delivery of new homes with the upmost urgency. The Chief Executive commented that these matters of process would be addressed in the June 2012 report to Cabinet, Cabinet (Housing) Committee and Personnel Committees.

RESOLVED:

1. That the approach being taken be endorsed.
2. That a further report be brought to Personnel Committee on 11 June 2012 to authorise the necessary establishment changes.

4. **STAFF SICKNESS AND ABSENCE POLICY**  
([Report PER205 refers](#))

The Head of Organisational Development explained that should the Council enter a partnership arrangement for the delivery of Occupational Health and Well Being Services, the Council would still look for a local clinic to be the provider for these services. It was noted that much of the delivery could be undertaken by telephone contact and by the use of nursing staff.

As part of the policy, there would also be improved monitoring and reporting procedures, but specific target times had not been included as turnaround times were dependent upon the General Practitioner dealing with the referral. However, it would be for line managers to fulfil their obligations under the policy as quickly as possible.

As part of the policy, there would also be improved monitoring and reporting procedures, but specific target times had not been included as turnaround times were dependent upon the time taken by General Practitioners and Consultants providing additional information as part of the referral process. However, line managers and Human Resources will fulfil their obligations under the policy as quickly as possible.

RESOLVED:

That the Absence Management Policy and Procedure be agreed and implemented.

5. **ORGANISATIONAL DEVELOPMENT PERFORMANCE MONITORING REPORT 2011/12 – QUARTER 3**  
([Report PER204 refers](#))

The Chairman reported that a Task Group of members of the Committee had met on 8 February 2012 and had proposed a number of amendments to the layout and presentation of performance monitoring information to add clarity. The proposed changes were explained to the Committee under each heading of the Report and were agreed for introduction wherever possible in the 2012/2013 Municipal Year. It was noted that the average number of periods of absence would in future be reported in units of FTE days and hours.

Arising out of discussion of providing rewards to staff for good attendance, such as Premium Bonds, the Chief Executive commented that Team Managers were sensitive to the need to acknowledge good attendance as and when required.

RESOLVED:

1. That the performance information for Quarter 3 2011/12 for Organisational Development be noted.

2. That no issues be raised with the Portfolio Holder for Administration, Innovation and Improvement.

6. **THE NATIONAL GRADUATE SCHEME AND APPRENTICESHIPS**  
([Report PER210 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 prior to its consideration at Cabinet.

Councillor Godfrey gave his support for the proposals and in reply to Members' questions explained that in both the case of the National Graduate Scheme and Apprenticeships the recruitment advertising process was undertaken at a national level.

RESOLVED:

That the proposal to employ a National Graduate Development Programme Trainee and further Apprentices across the Council, as set out in the report, be endorsed.

7. **UNISON – LOCAL PAY CLAIM**  
([Report PER211 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 prior to its consideration at Cabinet.

Councillor Godfrey stated that the proposal was to make a discretionary one-off payment to the Council's lower paid employees in recognition of their value to the Council in a time of pay restraint. The proposal had followed an approach from UNISON.

The Head of Organisational Development submitted at the meeting an amended recommendation to extend the payment to non NJC staff who worked for the Council and also to apportion the cost between the General Fund and the Housing Revenue Account. The payment would also be made pro rata per diem, and a revised table setting out the resource implications to replace that in paragraph 4.1 of the Report was circulated at the meeting and is reproduced below:

	Posts	£250 Pro rata	On – costs £	TOTAL £
HRA – NJC	53	10,723	2,488	13,211
GF – NJC	140	28,079	6,514	34,594
Total NJC	193	38,802	9,002	47,805
GF – non NJC	13	2,600	603	3,203
Grand Total	206	41,402	9,605	51,008
GF Total	153	30,679	7,118	37,797

In reply to Members' questions, the Chief Executive confirmed that the payment was a one-off and would not alter base pay scales. It would be paid pro rata to the number of days that the recipient worked and would be subject to the usual deductions, such as National Insurance.

Following debate, the amended recommendation was agreed subject to the payment being pro rata per diem.

RESOLVED:

1. That the proposal to make a one-off payment of £250 pro rata per diem to all permanent and fixed term employees at 31 March 2012, with a full time equivalent annual salary of less than £21,000 be agreed.

8. **EXTRACT FROM MINUTES OF CABINET HELD 7 DECEMBER 2011  
REGARDING RECOMMENDATIONS OF CARBON FOOTPRINT  
INFORMAL SCRUTINY GROUP**  
([Report PER212 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 prior to its consideration at Cabinet.

The Assistant Director (High Quality Environment) updated the Committee on the latest situation with regard to the Council's efforts to reduce its carbon footprint. He stated that the Internal Travel Plan Group led by him was considering the process for the practical implementation of the recommendations of the Carbon Footprint Informal Scrutiny Group, as endorsed at the meeting of The Overview and Scrutiny Committee held on 14 November 2011. In addition, the Carbon Footprint Informal Scrutiny Group would be meeting early in April 2012 to further discuss the recommendations with a view to reporting back to Cabinet on the probable costs and effects of the proposals together with which of the proposals the Council had already implemented and which proposals could be practicably implemented.

Councillor Godfrey added that the proposals had to represent sensible practice and the budget impact also had to be acceptable.

The Committee was requested to give consideration to the recommendations for which it was responsible in order that its views could be reported to the next meeting of the Carbon Footprint Informal Scrutiny Group and subsequently to Cabinet.

Following debate, the Committee supported in full all of the recommendations for which it was responsible. It also acknowledged the constraints of some of the proposal's practical implementation and budgetary impact and that the dates of introduction would need to be amended from 1 April 2012 to a future date to be agreed by the Head of Organisational Development.

**RESOLVED:**

1. That subject to consideration by the Carbon Footprint Informal Scrutiny Group and Cabinet of the proposal's practical implementation and budgetary impact, the recommendations within the Committee's area of responsibility be agreed.

2. That the need to amend the dates of introduction from 1 April 2012 to a future date to be agreed by the Head of Organisational Development be noted.

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 8 February 2012: –	) 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 –	) 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)
	Cabinet Housing and Cabinet	)
	Winchester City Council Organisational Development – Phase 4 Update	)
	-----	)
	Human Resources Review	)
	Pest Control Service - Review	)

10. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 8 February 2012 be approved and adopted.

11. **HUMAN RESOURCES - REVIEW**  
(Report PER207 refers)

The Committee considered the above Report, which set out proposals to changes in the Human Resources Team staffing structure (detail in exempt minute).

12. **PEST CONTROL SERVICE - REVIEW**  
(Report PER209 refers)

The Committee considered the above Report, which set out proposals to changes in Pest Control Service staffing structure (detail in exempt minute).

13. **THANKS TO THE CHAIRMAN**

This being the last meeting of the Municipal Year, the Chairman thanked the Committee for its support and members of the Committee returned the compliment.

The meeting commenced at 6.30pm and concluded 9.00pm.