

PERSONNEL COMMITTEE

19 September 2012

Attendance:

Councillors:

Lipscomb (Chairman) (P)

Achwal
Byrnes (P)
Cook
Nelmes (P)

Phillips (P)
Sanders (P)
Warwick (P)
Witt (P)

Others in attendance who addressed the meeting:

Councillor Godfrey (Portfolio Holder for Finance and Administration)

Others in attendance who did not address the meeting:

Councillor Verney

1. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 11 June 2012 (less exempt items) be approved and adopted.

2. **ORGANISATIONAL DEVELOPMENT – PERFORMANCE MONITORING REPORT 2012/13 – QUARTER 1**

(Report PER220 and Addendums refers)

The two Addendums to the above Report (Further analysis of sickness absence of less than 20 days and greater than 20 days and also the number of sickness days by team for the 12 months ended 31 August 2012), had not been notified for inclusion on the agenda within the statutory deadline. The Chairman agreed to accept these items onto the agenda, as matters requiring urgent consideration, due to the need to consider the matters at this Committee and publish the information they contained.

The Chief Executive commented that there were possibly some discrepancies in the information provided in the Addendum, relating to sickness days by team, which would be clarified for the next meeting of the Committee.

Councillor Godfrey commended the Report to the Committee. In answer to a Member's question, he explained that the figures for the actual number of full-time equivalents in post now included staff from a number of services that had been brought in-house over the last year, including IMT, the Guildhall and Street Care and that the number of core staff on the establishment had been reduced by approximately 60 over the last four years.

In answer to Members' questions regarding the total number of days of sickness absence per quarter (which equated to approximately 4,000 days per year), the Head of Organisational Development further explained the action that could be taken in the revised Sickness and Absence Management Policy, to help reduce sickness levels.

The Committee considered the percentage of completed 2012/13 appraisals by Team. The Committee were appreciative of the importance of completing appraisals in setting clear work objectives and training needs. The Chief Executive agreed to raise the matter of completion of appraisals at a future Senior Management Team meeting. It was also agreed that Heads of Teams with appraisal completion rates of less than 70% be requested to attend a meeting of the Committee to provide an explanation for the reasons for their non-completion.

RESOLVED:

1. That the Organisational Development Performance Monitoring Report 2012/13 – Quarter 1 be noted.
2. That no items of significance be drawn to the attention of the Portfolio Holder or Cabinet arising from the Performance Information.
3. That Heads of Teams with appraisal completion rates of less than 70% be requested to attend a meeting of the Committee, to explain the reasons for their non-completion and that the Chief Executive raise the matter at a future Senior Management Team meeting.

3. **NOTES FROM THE MEETING OF THE FLEXIBLE WORKING INFORMAL GROUP HELD ON 13 SEPTEMBER 2012**
(Report PER223 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 at this Committee.

The Chairman requested that the conclusions of the Informal Group be brought to the attention of a future Senior Managers Team meeting.

RESOLVED:

That the notes of the meeting of the Flexible Working Informal Group be received and the following recommendations be approved and adopted:

1. That Managers be reminded of the need to be consistent in the implementation of Flexible Working policies and practices including:

a) In applying good practice to provide colleague cover to deal with customer enquiries.

b) Ensuring that proper use was made of the telephony system so that officers could be contacted when required.

2. That all Staff be made aware of the outcomes of the review.

3. That an update Report be submitted to the Personnel Committee in 12 months' time.

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 11 June 2012:) Information relating to a particular individual. (Para 1 to Schedule 12A refers).
	<ul style="list-style-type: none"> • Health Protection, Environmental Protection and private sector housing review and reorganisation) Information which is likely to reveal the identity of an individual. (Para 2 to Schedule 12A refers)
	<ul style="list-style-type: none"> • Council House New Build Programme and Additional Staffing Requirements) 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)
	Shared IMT Service Team	Information relating to a particular individual. (Para 1 to Schedule 12A refers).
	Business Support Team Proposal	Information which is likely to reveal the identity of an individual. (Para 2 to Schedule 12A refers)
		Information relating to the financial or business affairs of any particular person (including the authority holding that information). (Para 3 Schedule 12A refers)

5. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 11 June 2012 be approved and adopted.

6. **BUSINESS SUPPORT TEAM PROPOSAL**

(Report PER221 refers)

The Committee considered the Report which sought approval for the staffing changes required to establish a Business Support Team (detail in exempt appendix).

7. **SHARED IMT SERVICE TEAM**

(Report PER222 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 at this Committee.

The Committee considered the Report which sought approval for the staffing changes required to establish a shared resources structure for IM&T with Test Valley Borough Council (detail in exempt appendix).

The meeting commenced at 6.30pm and concluded at 7.40pm.