

**PERSONNEL COMMITTEE**

**25 November 2013**

Attendance:

Councillors:

Pearson (Chairman) (P)

Achwal (P)  
Byrnes (P)  
Cook (P)  
Huxstep (P)

Nelmes  
Phillips (P)  
Sanders (P)  
Witt (P)

Deputy Members:

Councillor Cutler (Standing Deputy for Councillor Nelmes)

Others in attendance who addressed the meeting:

Councillor Godfrey (Portfolio Holder for Finance and Organisational Development)

Councillor Miller (Portfolio Holder for Business Services)

1. **MINUTES**

Arising out of consideration of the minutes, the Head of Organisational Development informed the meeting that there had been a good uptake by frontline staff of influenza vaccinations to limit the impact from seasonal infections. In addition, in respect of the employment of ethnic minorities, the Council was presently under-represented in comparison to the community it serves and was looking to improve its level of employment in the future, moving towards the 9% national average.

RESOLVED:

That subject to Councillor Huxstep being recorded as not being present at the meeting, the minutes of the previous meeting of the Committee held on 17 June 2013 (less exempt item) be approved and adopted.

2. **ORGANISATIONAL DEVELOPMENT PERFORMANCE MONITORING GUIDE QUARTER 1 AND 2 2013/ 14**

(Report PER240 refers)

Councillor Godfrey answered questions from the Committee.

The Head of Organisational Development made reference to page 10 of the report and the Average Number of Days of Sickness Per Person Per Rolling Year (all sickness). It was clarified that the figure of 10.9 days sickness per member of staff over the 12 month period ending September 2013 would be reduced by 3.3 days if the impact of thirteen recently resolved long-term sickness cases were excluded from the figures.

The increase in the percentage of completed appraisals by team (page 17 of the report refers) was also noteworthy, with the next round of appraisals to take place between January and March 2014.

In reply to Members' questions, it was clarified that the number of apprentices employed by the Council was 17 with one additional apprentice being on a two year programme, which brought the total number to 18.

A Member commented that the turnover of staff for full-time and part time employment appeared to be quite high and asked whether this had any implications for the organisation. The Chief Executive responded that the annual turnover figure was approximately 10%, which represented a good intake of new staff to refresh the authority. Turnover by individual teams was monitored to identify any issues that might need to be addressed. When staff left the authority they were asked to complete an exit survey and given the opportunity to have an exit interview if they so wished. The Head of Organisational Development added that the turnover figure for part-time staff (which was approximately 20%), would be given further analysis and findings would be reported to the next meeting of the Committee.

With regard to the analysis of sickness absence by reason (page 14 of the report refers), the Head of Organisational Development explained that the data was provided by individual General Practitioners, with the division between personal stress/depression and anxiety and work related stress highlighted in their returns. In all cases of stress/depression or anxiety the case was referred to the Council's Occupational Health Technician to work with the General Practitioner and specialists to provide guidance and facilitate a return to work plan.

The Chief Executive reported that consideration was still being given to rewarding individuals that had not taken sickness in a 12 month period and this may take the form of an acknowledgement from the Chief Executive rather than a financial reward.

**RESOLVED:**

That no matters be raised with the Portfolio Holder or 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>
##	Estates Restructure	) Information relating to a particular individual. (Para 1 to Schedule 12A refers). )
##	Legal and Democratic Services	) 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. **ESTATES RESTRUCTURE**

(Report PER241 refers)

The Committee referred to a report that set out the proposals to restructure the Estates Department (detail in exempt appendix).

### 5. **BRINGING TOGETHER THE COUNCIL'S LEGAL AND DEMOCRATIC SERVICES TEAMS**

(Report PER242 refers)

The Committee referred to a report that set out the proposals to bring together the Council's Legal and Democratic Services teams (detail in exempt appendix).

The meeting commenced at 6.30pm and concluded at 7.57pm.