

PERSONNEL COMMITTEE

8 July 2014

Attendance:

Councillors:

Pearson (Chairman) (P)

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

Laming
Nelmes (P)
Phillips (P)
Sanders (P)

Deputy Members:

Councillor Cutler (Standing Deputy for Councillor Laming)

Others in attendance who addressed the meeting:

Councillor Godfrey (Portfolio Holder for Finance and Organisational Development).

1. **APPOINTMENT OF VICE-CHAIRMAN FOR THE 2014/15 MUNICIPAL YEAR**

RESOLVED:

That Councillor Phillips be appointed Vice Chairman of the Committee for the 2014/15 Municipal Year.

2. **TIME OF FUTURE MEETINGS**

It was noted that presentations on Investors in People and Best Places to Work not for Profit would be held immediately prior the next meeting of the Committee. The presentations would commence at 5.30pm, in advance of the formal meeting beginning at 6.30pm. This meeting would also be moved from 22 September 2014 to Monday 6 October 2014.

RESOLVED:

That subject to moving the 22 September 2014 meeting to Monday 6 October 2014, the meeting of the Committee commence at 6.30pm in accordance with the published timetable of meetings for 2014/15.

3. **MINUTES**

Members sought clarification that their comments made about the Resolving Workplace Issues Policy had been taken into account. That assurance was given and members were informed that the policy had now been launched.

RESOLVED:

That the minutes of the previous meeting of the Committee held on 10 March 2014 (less exempt item) be approved and adopted.

4. **ORGANISATIONAL DEVELOPMENT PERFORMANCE MONITORING -
OUTTURN 2013/14**

(Report PER250 refers)

The Chairman welcomed to the meeting Mr J Cann, Human Resources Manager and Mr S Ngwenya, Learning and Development Manager.

Arising out of consideration of the outturn report the following points were raised and discussed:

There were 18 Apprentices presently working with the Council and 1 Graduate Trainee. There was funding in the budget to recruit 9 apprentices each year and in addition one new Graduate Trainee was currently been recruited. Winchester had a relatively high employment of apprentices when compared with neighbouring authorities and it was recognised that they had brought a lot of benefit both to the workforce and the organisation. For example, some apprentices had provided secretarial support for various Council task and finish groups.

A report would be submitted to a future Committee regarding the numbers of reported armed forces reservists within the workforce.

There was an emerging issue over the recruitment and retention of those between 25 to 34 years of age, following exit interview information, principally due to the high cost of housing in the District. In addition, an improving economic market had led to an increase in demand within Hampshire for the skills of Building Control Officers, Surveyors, Planners and IMT staff, and the impact on recruitment and retention for these areas of the Council's work was being kept under review.

The officers were asked to give consideration to combining in future Reports the data for 'Sickness Absence – further information' and 'details of the total number of sickness days by team', perhaps by presenting the total number of sickness days by team as a percentage figure.

Following consideration of the percentage of completed appraisals by team, the Chief Executive stated that he would pursue with the relevant Heads of Teams the reasons for the low-completion of appraisals in some Teams. It

was however noted that certain teams, such as Revenues, conducted appraisals to fit in with troughs in seasonal patterns of work.

Last year, in excess of 200 staff had been offered the opportunity to have an influenza vaccination at the expense of the Council, under an agreement with a BUPA chemist. This included employees who had front line contact with the elderly and the vulnerable, including caretakers at Council properties and Neighbourhood Support Officers.

In considering the return on investment from the training budget (Appendix 4 of the Report refers), the Learning and Development Manager stated that the expenditure by team would now be monitored on a quarterly basis, rather than annually, to ensure the most efficient use of the training budget. The appointment of Training Champions would help to promote training opportunities.

RESOLVED:

1. That the outturn figures 2013/14 Organisational Development be noted.
2. That no items of significance be drawn to the attention of the Portfolio Holder or Cabinet arising from the Performance Information.

5. **REVIEW OF THE ANIMAL WELFARE SERVICE**
(Report PER252 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.

Following debate, the Committee supported the recommendation as set out in the Report.

RESOLVED:

That approval be given to the findings of the review and specifically for:

- (i) the deletion of the 'Animal Welfare Officer' Post Reference 935;
- (ii) the creation of a 'Senior Animal Welfare Officer Post (est. Scale 5 subject to job evaluation);
- (iii) the creation of a new 'Animal Welfare Officer' post (est. Scale 4 subject to job evaluation).

6. **HUMAN RESOURCES – LOCAL GOVERNMENT PENSION SCHEME 2014 – POLICY STATEMENT**

(Report PER253 refers)

In reply to Members' questions, the Chief Executive explained that the Policy Statement provided a framework within which the Council could exercise its discretion on a case by case basis. The proposals had been discussed with the recognised Trade Unions.

The Head of Organisational Development assured the Committee that measures that involved a review of redundancy policy would be brought before the Committee for decision at a future date.

RESOLVED:

1. That the Local Government Pension Scheme 2014 Policy Statement be agreed and implemented.

2. That the Scheme of Delegation to Officers (Part 3 of the Constitution) be amended as follows:

That the Head of Organisational Development in consultation with the Chief Finance Officer and relevant Director, be authorised to implement the Council's Local Government Pension Scheme Policy Statement and to determine any applications in respect of individual cases.

7. **SUPPORTING THE COUNCIL'S DEVELOPMENT PROGRAMME**

(Report PER254 refers)

Councillor Godfrey commended the Report to the Committee. He added that it was a priority for Cabinet to deliver its ambitious development programme to help support the Council's financial structure, to generate income as Government grant decreased, and also to support local business.

RESOLVED:

That approval be given to the creation of a new role of City Development Manager (Scale 7 subject to job evaluation), reporting to the Head of Estates.

8. **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 10 March 2014:) Information relating to a particular individual. (Para 1 to Schedule 12A refers).
	• Housing Services Staffing Proposals) Information which is likely to reveal the identity of an individual. (Para 2 to Schedule 12A refers)
	• Address Technician – IMT Section) 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)
	• Future of Museums Service) 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)

9. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 10 March 2014 be approved and adopted.

The meeting commenced at 6.30pm and concluded at 8.55pm.

Chairman