

PERSONNEL COMMITTEE**2 February 2015****Attendance:**

Councillors:

Pearson (Chairman) (P)

Achwal (P)
Byrnes
Cook (P)
DibdenHuxstep (P)
Laming (P)
Nelmes (P)
Phillips (P)

1. MINUTES

The arising out of consideration of the Minutes held on 6 October 2014, the Head of Organisational Development reported on the numbers of armed forces reservists within the workforce. It was stated that following an all staff questionnaire and analysis of officers taking special leave, it had been identified that one member of staff was a Special Constable and no members of staff were reservists with the armed forces.

RESOLVED:

That the minutes of the previous meeting of the Committee held on 6 October 2014 (less exempt items) be approved and adopted.

2. ORGANISATIONAL DEVELOPMENT PERFORMANCE MONITORING – SECOND AND THIRD QUARTERS 2014/15
(Report PER261 refers)

Officers responded to questions from the Committee on the performance information in the Report.

Members raised particular concerns about the non completion of appraisals by the Estates Team and the potential impact on performance and identifying training needs, as detailed on page 17 of the Report. The Chief Executive reported that he had spoken to the Head of Estates and also to staff within the department and he was assured that a good proportion of appraisals had taken place, but details had not been entered on to the Council's electronic HR management system, Selima. It was explained that that the next phase of appraisals would commence in May and June 2015 and the Head of Organisational Development, the Chief Operating Officer (as line manager for the Estates Department) and he himself would ensure that an improvement was made. The Chief Executive concluded that the Committee's comments regarding the timely completion of appraisals would be brought to the

attention of the Senior Management Team and also to the Portfolio Holder for Finance and Organisational Development.

RESOLVED:

1. That the Second and Third Quarters 2014/15 Organisational Development Performance Monitoring Report be noted.
2. That the situation regarding the completion of appraisals within the Estates Department, as outlined above, be drawn to the attention of the Portfolio Holder for Finance and Organisational Development.

3. **WINCHESTER CITY COUNCIL PAY POLICY STATEMENT 2015 - 2016**
(Report PER263 refers)

The Chief Executive stated that he would be discussing the development of a Winchester City Council Pay and Reward Policy with the Portfolio Holder for Finance and Organisational Development. The draft policy would be discussed with Personnel Committee members as part of its development.

The Committee identified a number of minor drafting errors within the Pay Policy Statement, which the Head of Organisational Development stated would be corrected before the report was presented to Council.

RECOMMENDED:

THAT, SUBJECT TO CORRECTION OF MINOR DRAFTING ERRORS, THE PAY POLICY STATEMENT 2015 - 2016 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.

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>
##	<ul style="list-style-type: none"> • Minutes of the meeting held on 6 October 2014 - Future management of Sheltered Housing and Improving Communications. • Housing service staffing proposals • Permanent Establishment of The Fieldfare Leader job roles 	<ul style="list-style-type: none">) Information relating to a particular individual. (Para 1 to Schedule 12A refers).) 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)

5. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 6 October 2014 be approved and adopted.

6. **HOUSING SERVICES STAFFING PROPOSALS** (Report PER264 refers)

The Committee considered the Report which sought approval for the staffing changes to the Housing Service (detail in exempt appendix).

7. **PERMANENT ESTABLISHMENT OF THE FIELDFARE LEADER JOB ROLES** (Report PER262 refers)

The Committee considered the Report which sought approval for the permanent establishment of the Fieldfare Leader job roles (detail in exempt appendix).

The meeting commenced at 6.30pm and concluded at 7.45 pm.