

PERSONNEL COMMITTEE

23 November 2015

Attendance:

Councillors:

Phillips (Chairman) (P)

Achwal (P)
Simon Cook (P)
Susan Cook (P)
Gosling (P)

Laming (P)
Lipscomb
Scowen (P)
Warwick (P)

Deputy Members:

Councillor E Berry (Standing Deputy for Councillor Lipscomb)

Others in attendance who addressed the meeting:

Councillors Godfrey (Leader and Portfolio Holder for Finance and Corporate Policy), Byrnes (Portfolio Holder for Local Economy) and Weston (Portfolio Holder for Service Delivery).

Others in attendance who addressed the meeting

Councillor Power

1. **MINUTES**

Arising out of consideration of the Minutes of the previous meeting, the officers provided an update on the appointment of additional staff resources to the Historic Environment Team. Following the interview of applicants, no appointment had been made to date. The post was now the subject of Job Evaluation with the view to re-advertise and appoint in the New Year. In the interim period the use of external consultants would be considered and also sharing the resources of neighbouring authorities.

RESOLVED:

That the minutes (less exempt minutes) of the previous meeting of the Committee held on 29 September 2015 be approved and adopted.

2. **ORGANISATIONAL DEVELOPMENT PERFORMANCE MONITORING – QUARTER 2 2015/16**
(Report PER278 refers)

Arising out of consideration of the - report, it was agreed that information be provided to the next Committee on the reasons why staff had left employment with the Council, broken down between full time and part time staff and how the residual workload was managed by remaining staff until the vacancy was filled (page 7 of the Report PER003 – Number of Actual Leavers (Quarterly) refers).

In addition, the Committee also requested that future Reports include additional information on the average number of days of sickness per person per rolling year (all sickness) (graph PER009 refers), excluding staff that had in excess of 20 days sickness per annum. It was also requested that comparator information on sickness absence be provided with other major employers in Winchester, such as the Police and Hampshire County Council.

In response to a Member's request, the Head of Organisational Development stated that information on the reasons for sickness due to back and neck problems would be circulated to all members of the Committee broken down by Department.

RESOLVED:

1. That the Quarter 2 Performance Monitoring figures 2015/16 for Organisational Development be noted and that future Reports include additional information as outlined above.

2. That no items of significance be drawn to the attention of the Portfolio Holder or Cabinet arising from the Performance Information.

3. **REQUEST FOR ADDITIONAL ESTABLISHMENT FOR A TREE OFFICER (HOUSING)**
(Report PER279 refers)

RESOLVED:

That the addition to establishment of 0.5FTE for a permanent Tree Officer (Housing) based within the Landscape and Open Spaces Team be approved.

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 29 September 2015: |) Information relating to a particular individual. (Para 1 to Schedule 12A refers). |
| | • Building Resilience in the Streetcare and Engineering Teams. |) Information which is likely to reveal the identity of an individual. (Para 2 to Schedule 12A refers) |
| | • Community Infrastructure Officer Post. |) 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) |
| | • Organisational Development. |) 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) |
| | Market Towns Development Officer Post |) 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) |
| | Financial Services and Revenues Review |) 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 29 September 2015 be approved and adopted.

6. **PERMANENT ESTABLISHMENT OF THE MARKET TOWNS DEVELOPMENT OFFICER POST**

(Report PER281 refers)

The Committee referred to a report that set out the proposals for the permanent establishment of the Market Towns Development Officer post (detail in exempt minutes)).

7. **FINANCIAL SERVICES & REVENUES REVIEW**

(Report PER280 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 referred to a report that set out the proposals for the review of Financial Services and Revenues (detail in exempt minutes)).

The meeting commenced at 6.30pm and concluded at 8.05pm.