

PERSONNEL COMMITTEE

21 June 2016

Attendance:

Councillors:

Read (Chairman) (P)

Achwal
Berry (P)
Brook (P)

Clear (P)
Cook (P)
Cutler (P)

Deputy Members:

Councillor Bentote (Standing Deputy for Councillor Achwal)

Others in attendance who addressed the meeting:

Councillor Byrnes (Portfolio Holder for Transport and Professional Services)

1. **APPOINTMENT OF VICE-CHAIRMAN FOR THE 2016/17 MUNICIPAL YEAR**

RESOLVED:

That Councillor Cutler be appointed Vice Chairman of the Committee for the 2016/17 Municipal Year.

2. **TIME OF FUTURE MEETINGS**

RESOLVED:

That meetings of the Committee commence at 6.30pm in accordance with the published timetable of meetings for 2016/17.

3. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 7 March 2016 be approved and adopted.

4. **ORGANISATIONAL DEVELOPMENT PERFORMANCE MONITORING - OUTTURN 2015/16**

(Report PER287 refers)

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

Prior to the formal committee meeting, the Head of Organisational Development, HR Manager and the Learning and Development Manager provided a presentation which outlined organisational development issues which may need to be addressed by the Committee during the forthcoming year. Further, the Head of Organisational Development updated the Committee on the Vanguard initiative for the Development Management Team.

In respect of report PER287, the Head of Organisational Development referred to a correction on page six of the report where the Q4 2015/16 headcount at 135 was a percentage figure of 28.07% of full time and part time staff employed by the Council at the end of the quarter and not 71.13% as set out in the report.

The Committee considered the detail of the Report. The Head of Organisational Development highlighted on page two of the Report the reduction in staff sickness, which now stood at its lowest level for 10 years.

Discussion took place on the statistics set out on page eight of the Report relating to the Number of Actual Leavers (Quarterly). The Head of Organisational Development stated that the loss of staff from the City Council to the private sector occurred in a number of Teams, principally where the post holder's skills were very transferable, for example in Planning and IT. Councillor Byrnes commented that the pay differential between the two sectors was substantial.

The Head of Organisational Development explained that the Council attempted to address this issue through the payment of market supplements, the use of Employee Benefits such as the continued use of Flexible Working Practices, working with other Councils to provide shared services and in extreme cases, consideration would be given to outsourcing the service. There were also high housing costs within the Winchester area and in some cases staff had left to find employment within cheaper housing areas. Reasons for leaving the authority had been cited in staff exit interviews and this was monitored to identify any trends. It was also stated that other factors were important when looking at the Council's ability to recruit and retain staff such as the working environment, organisation culture and the Council's use of technology. Arising from Members' comments on page 15 of the report, the Analysis of Sickness Absence by Reason (12 Month Rolling Year), the Head of Organisational Development stated that the trends for each reason were analysed.

The Committee debated the information provided on pages 18 and 19 of the Report that related to 2016/17 Completed Appraisals (as at 26 May 2016). A Member enquired that in Teams where there was a low number of completed appraisals, such as Estates, did this represent a risk to the organisation that should be recorded as it may impact on service delivery. The Head of Organisational Development explained that in the case of Estates there was evidence that appraisals had been completed but had not been entered into the Council's HR system, Selima. A Member suggested that attention should be paid to Teams with less than 50 per cent completed appraisals so that

trends could be identified. The Chief Executive added that risk could be looked at in parallel to the Organisational Development Performance Report, and it was agreed that future reports should include a covering page to identify the Teams with high risk factors such as staff turnover, covering the scale and nature of the risk and the potential impact on the authority and the mitigation measures that were being taken to address it.

In respect of Appendix Four, Training and Development Review 2015/16, the Committee noted that the variance between the Budget and Actual Spend was in some cases explained by finance being allocated for professional body membership, but these costs had been met by members of staff attending free courses to achieve their Continuing Professional Development (CPD). In cases of overspend, there were instances where new staff had been taken on by a Team that needed to be trained and in other cases the non completion of appraisals had led to a training budget not being allocated. There was regular monitoring of the budget which enabled the flexible use of the training budget to accommodate such cases and overall the variance in the budget was £12,000, which was satisfactory.

RESOLVED:

1. That the outturn figures 2015/16 for Organisational Development be noted and that future Organisational Development Performance Monitoring Reports should include a covering page to identify the areas of high risk, the scale and nature of the risk and the potential impact on the authority and the mitigation measures that were being taken to address it.
2. That no items of significance be drawn to the attention of the Portfolio Holder or Cabinet arising from the Performance Information.

The meeting commenced at 6.30pm and concluded at 7.35pm.

Chairman