

PERSONNEL COMMITTEE**26 September 2016****Attendance:**

Councillors:

Read (Chairman) (P)

Achwal
Berry (P)
BrookClear (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. MINUTES

RESOLVED:

That the minutes of the previous meeting of the Committee held on 21 June 2016 be approved and adopted.

2. ORGANISATIONAL DEVELOPMENT PERFORMANCE MONITORING – QUARTER 1 2016/17
(Report PER290 refers)

The Assistant Director (Organisational & Service Development) highlighted the continued lower than average levels of staff sickness absence. Cases of absence due to personal stress and depression continued to be referred to Occupational Health at an early stage for support.

The Committee welcomed the inclusion within the Report of the Organisational Development Risk Register at Appendix 2 and noted the controls in place to mitigate against the loss of key staff and/or critical skills.

RESOLVED:

1. That the Quarter 1 figures 2016/17 for 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.

3. **WINCHESTER CITY COUNCIL ESTABLISHMENT REPORT 2016/17**
(Report PER291 refers)

In reply to a Member's question, the Assistant Director (Organisational & Service Development) acknowledged that the number of vacant posts (54fte) was relatively high and reported that this matter was being actively managed by the Chief Officers' Management Team in consultation with Assistant Directors. There was also the potential for financial savings to the Council through the active management of vacancies.

At the request of the Assistant Director (Organisational & Service Development), the Committee considered whether future Establishment Reports should continue to be presented to Committee or should be included as part of an induction pack for all Members of the Council.

Following debate, the Committee agreed that the Report served as a useful reference document and should be made available to all Members as part of an induction pack. Further, to enhance its usability, an explanation of the contents should be given and a list of names of senior officers should also be included. The document would then be placed on the Intranet where it could be kept up to date by electronic means.

RESOLVED:

1. That the full time equivalent staff establishment of Winchester City Council, as set out in the Appendices to the Report, be agreed.
2. That future Staff Establishment reports be made available to all Members as part of an induction pack, to include an explanation of the contents and the names of senior officers, and that the document be made available on the Intranet.

4. **REQUEST FOR THE CREATION OF A PROCUREMENT OFFICER POST**
(Report PER293 refers)

RESOLVED:

1. That the increase in establishment of 1 FTE for a Procurement Officer post be approved.

To Cabinet

2. That Cabinet approve the increased Employee budget requirement of £29k in 2016/17 (6 months, mid-point Grade 8) - Appendix B refers, to be funded from savings in the Employee budget.
3. That Cabinet note the inclusion of the post in the 2017/18 budget setting process – Appendix B refers.

The meeting commenced at 6.30pm and concluded at 6.50pm.

Chairman