

**PERSONNEL COMMITTEE**

**25 July 2017**

**Attendance:**

Councillors:

Read (Chairman) (P)

Achwal  
Bentote (P)  
Cook (P)

Cutler (P)  
Pearson (P)  
Thacker (P)

**Deputy Members:**

Councillor Clear (Standing Deputy for Councillor Achwal)

**Others in attendance who addressed the meeting:**

Councillors Ashton (Portfolio Holder for Finance), Godfrey (Portfolio Holder for Professional Services) and Horrill (Leader)

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1. **APPOINTMENT OF VICE-CHAIRMAN FOR THE 2017/18 MUNICIPAL YEAR**

RESOLVED:

That Councillor Thacker be appointed Vice Chairman of the Committee for the 2017/18 Municipal Year.

2. **TIME OF FUTURE MEETINGS**

The Chairman announced that in order to help facilitate another meeting, the Committee scheduled to be held 25 September 2017 was to instead to be held the following day; Tuesday 26 September

RESOLVED:

That, subject to the above change, the meetings of the Committee commence at 6.30pm in accordance with the published timetable of meetings for 2017/18.

3. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 16 January 2017 be approved and adopted.

4. **ORGANISATIONAL DEVELOPMENT PERFORMANCE MONITORING -  
OUTTURN REPORT 2016/17**  
(Report PER300 refers)

During her introduction, the Head of Organisational Development advised that the Occupational, Health, Safety and Welfare Review information at Appendix 3 had been compiled by an interim advisor. The Council had recently appointed a permanent officer to the role who had been tasked to review all of the Council's health and safety procedures. The officer would attend a future meeting of the Committee.

Members asked questions of the information presented and the responses given are summarised below:

- (i) With regard to Appendix 1 (Analysis of Sickness Absence by Reason), the increase in Chest and Respiratory occurrences during the period was due to there being many coughs and colds apparent over the period.
- (ii) A significant proportion of appraisals had been completed (429 out of 494) in a timely fashion. The remainder was generally due to officers having been absent (on maternity leave or long term sickness) and assurances were given that the Corporate Management Team monitored the progress of this important area.
- (iii) Recognising that the number of women employed by the Council remained consistently high, an equal pay audit was to be undertaken. Any action plan that may be required to ensure that an equal balance of earners was maintained between men and women would be reported to the committee.
- (iv) All accident/occupational ill health events reported were followed up by the relevant line managers with regard to remedial actions where appropriate.
- (v) The number of leavers reported at Appendix 1, whilst apparently relatively high overall; did include temporary staff, apprentices etc as well as permanent officers. Exit interviews provided valuable information which was reviewed and used in training and adjustment to procedure etc. It was noted that there was a discrepancy of the number of leavers during Q4 2016/17 and whether this was 18 or 19 and this would be clarified and reported outside of the meeting.
- (vi) Officers were congratulated on the delivery of high quality training (including apprenticeships) as shown by the high levels of learner satisfaction. Clarification of the number of whole training days delivered overall was to be reported outside of the meeting.

## RESOLVED:

1. That the outturn 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.

5. **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"> <li>• Benefits Team</li> <li>• Report of the Chief Executive</li> </ul>	<ul style="list-style-type: none"> <li>) Information relating to a particular individual. (Para 1 to Schedule 12A refers).</li> <li>) Information which is likely to reveal the identity of an individual. (Para 2 to Schedule 12A refers)</li> <li>) 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)</li> </ul>

6. **BENEFITS AND WELFARE SERVICE TEAM REVIEW**  
(Report PER302 refers)

The Committee referred to a report that set out the proposals for changes to the Benefits and Welfare Team (detail in exempt appendix).

7. **REPORT OF THE CHIEF EXECUTIVE**  
(Report PER301 refers)

The Committee referred to a report that set out organisational development proposals (detail in exempt appendix).

The meeting commenced at 6.30pm and concluded at 7.50pm.