

PERSONNEL COMMITTEE

11 June 2012

Attendance:

Councillors:

Lipscomb (Chairman) (P)

Achwal (P)
Byrnes (P)
Cook (P)
Nelmes (P)

Phillips
Sanders (P)
Warwick (P)
Witt (P)

Deputy Members:

Councillor Verney (Standing Deputy for Councillor Phillips)

Others in attendance who addressed the meeting:

Councillor Coates (Portfolio Holder for Housing)
Councillor Godfrey (Portfolio Holder for Finance and Administration)
Councillor Tait (Portfolio Holder for New Homes Delivery)
Councillor Izard

1. **APPOINTMENT OF VICE-CHAIRMAN FOR THE 2012/13 MUNICIPAL YEAR**

RESOLVED:

That Councillor Sanders be appointed Vice Chairman of the Committee for the 2012/13 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 2012/13.

3. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 28 March 2012 (less exempt items) be approved and adopted.

4. **ORGANISATIONAL DEVELOPMENT - OUTTURN REPORT 2011/12**
(Report PER214 refers)

The addendum to the above Report (Best Value Performance Indicators and Staff Profile Indicators) 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 and publish the information it contained.

Councillor Godfrey recommended the Report to the Committee.

In answer to Members' questions, the Head of Organisational Development explained that the spike in the Percentage Vacancy Rate - fte (Quarterly) under establishment indicator PER002 in 2011/12 quarters 3 and 4, was due to a number of new posts being released within this period, for example those relating to the Guildhall Team changes, as approved by the Committee at its meeting held on 8 February 2012 (Report PER201 refers). It was agreed that to improve the presentation of information for future meetings, the percentage vacancy rate show the division between new vacancies to be filled and those that were the result of vacancies arising from normal staff turnover.

In addition, it was also agreed that future Reports include information on the overall staff numbers for absence.

RESOLVED:

1. That the outturn figures 2011/12 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. That, in future reports, information on the percentage vacancy rate show the division between new vacancies to be filled and those that were the result of vacancies arising from normal staff turnover, and that information on the overall staff figures for absence also be included.

5. **WINCHESTER CITY COUNCIL ESTABLISHMENT REPORT 2012/13**
(Report PER213 refers))

RESOLVED:

That the full time equivalent staff establishment of Winchester City Council as set out in Appendix 2 of the Report be agreed.

6. **COUNCIL HOUSE NEW BUILD PROGRAMME AND ADDITIONAL STAFFING REQUIREMENTS**

(Report PER216 refers - less Exempt Appendix 3)

The Head of New Homes Delivery reported that, since publication of the Report, an inaccuracy had been noticed in Exempt Appendix 3 relating to the Proposed Staff and Budget for the proposed post of Senior Valuer. This post had been incorrectly calculated as a 0.50 full time equivalent (fte) post on a Scale 6 salary, rather than 1.00 fte. Consequently, recommendation 6 of the Report to Cabinet needed to be amended as follows:

"6. That approval is given to a supplementary estimate in the General Fund of £111,678 in 2012/13 (£169,782 in a full year) noting that recharges to the HRA will increase by £235,597 in 2012/13 (£277,014 in a full year."

There was no revision necessary of the recommendations to Personnel Committee.

Councillor Tait stated that, as the new Portfolio Holder for New Homes Delivery, he was still familiarising himself with the preparatory work that had been undertaken by the officers in balancing the judgement of providing in-house professional expertise against outsourced professional expertise, as different models of service delivery had been used by other local authorities in a similar position. He was, however, satisfied that the proposed approach would provide a robust and effective method of delivery.

Councillor Coates also added his support for the proposals as set out.

The Chief Executive added that the proposals had been shaped by the volume of work and skills required to deliver an ambitious housing delivery programme and would provide value for money. A balance would be sought from the amount of work that could be provided from existing in-house staff, before a final decision was taken to proceed with appointing new staff. New staff would only be appointed as the work programme dictated. If required, a Report would be submitted to a future meeting on the effectiveness of the new arrangements in service delivery.

In reply to Members' questions, it was explained that some posts would be shared, for example the Building Surveyor and Senior Valuer posts with Estates, and in other cases the additional staff resource provision would not be specific to a single additional post, but would represent an additional resource (increase in hours) to increase capacity within that Team for service delivery. The latter was the case in providing additional Planning expertise to the new build programme, where expertise could be called upon from throughout the Planning Team, rather than from a dedicated Senior Planning Officer.

In the case of Planning, a Service Level Agreement would be entered into with the Head of Planning Management, to ensure that timely advice on the

new build programme was received as a priority within five to seven days. Similarly, discussions would take place with the Head of Legal Services on arrangements for advice from the Housing Solicitor.

Where posts were shared, the management arrangements would see professionals placed in the appropriate Team (Finance, Legal or Estates). However, it was noted that, in line with the priority Members attached to the programme, at least part of each post was funded by the HRA to support the delivery of new homes (as per the exempt appendix), and that would be the first call on their time. The accountability for delivery sat with the Head of New Homes Delivery, who reports to the Corporate Director (Operations) and ultimately the Chief Executive, giving a senior overview of the new home delivery programme.

At the invitation of the Chairman, Councillor Izard commented that although other models of delivery did exist, the priority was housing provision and the recommendations when introduced could be monitored closely and external agents could be used as and when required. He supported the proposed approach.

At the conclusion of debate, the recommendations that related to this Committee were agreed for onward consideration by Cabinet on 13 June 2012, subject to the insertion of the words "in principle" in Recommendation 1. The addition of "in principle" was to bring to Cabinet's attention the Committee's uncertainty over the balance to be struck between in-house and external provision of professional advice.

RESOLVED:

1. That the following additional posts required to deliver the development programme, as set out in Appendix 2, be approved in principle and added to the establishment:

- Housing Solicitor (0.5 FTE),
- Admin/Trainee Project Manager (1 FTE),
- Building Surveyor (1 FTE),
- Senior Valuer (1 FTE),
- Senior Planner (0.5 FTE),
- Housing Finance Accountant (0.25 FTE).

2. That the existing posts listed as set out in Exempt Appendix 3 be moved into the New Homes Delivery Team:- Head of Strategic Housing (Post 286), Strategy and Enabling Officer (1026), HARAH Housing Officer (1030), Community Planning Manager (134), Community Officer (135), Strategy Enabling Officer (326).

7. **DELIVERING THE HOUSING REVENUE ACCOUNT BUSINESS PLAN –
ADDITIONAL STAFFING REQUIREMENTS**
(Report PER217 refers)

Councillor Coates supported the recommendations which he stated made a start in providing resources to maintain the Council's housing stock to the Decent Homes Standard. This followed the David Adamson Stock Condition Survey and the allocation of £200mn to update the stock over a 30 year period.

The Head of Housing Services answered Members' questions in relation to the possible diminution of service provision that could follow the deletion of vacant posts 783 (Older Persons Support Officer) and 747 (Mobile Warden). He assured the Committee that standards of service would be maintained and that if Members had points of concern about the proposed arrangements, such as the condition of particular void properties when they were re-let, then these could be addressed on an individual basis.

RESOLVED:

1. That the proposals for new posts as detailed in paragraph 3 and appendix 5 of this report, be approved.
2. That proposals to delete posts numbers 214, 253, 747 and 783 from the existing establishment with immediate effect and post 273 with effect from 1 September 2012, following the retirement of the existing post holder as detailed in paragraphs 3 and 4 and appendix 5 be approved.

8. **FLEXIBLE WORKING**
(Report PER218 refers)

In its consideration of the Report, the Committee made reference to the information contained in background Report AUD027, Internal Audit Progress Report to 29 February 2012, which had been considered at the 12 March 2012 Audit Committee and the respective Minute extract.

It was agreed that the Head of Internal Audit be asked to attend a meeting of the Informal Group, to provide an update on the work undertaken so far by Internal Audit in considering the success or otherwise of flexible working.

RESOLVED:

1. That an Informal Group be established to review Flexible Working within Winchester City Council and report their findings to Personnel Committee, commencing on 10 September 2012.
2. That the membership of the Informal Group be Councillors Lipscomb (Chairman), Achwal, Byrnes, Nelmes, Warwick, the Chief Executive and the Head of Organisational Development.

9. **ADDITION TO ESTABLISHMENT – TREE SURVEY OFFICER**
(Report PER219 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.

RESOLVED:

That the addition of 1 FTE Tree Survey Officer post (Scale 5) from 1 April 2012 to the Landscape and Open Spaces Team be approved.

10. **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 of previous meeting held 28 March 2012:) Information relating to a particular individual. (Para 1 to Schedule 12A refers).
	• Human Resources Review) Information which is likely to reveal the identity of an individual. (Para 2 to Schedule 12A refers)
	• Environmental Services – Pest Control Services 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)
	Council House New Build Programme and Additional Staffing Requirements.) 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)
	Health Protection, Environmental Protection and Private Sector Housing Review and Reorganisation.) 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)

11. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 28 March 2012 be approved and adopted.

12. **COUNCIL HOUSE NEW BUILD PROGRAMME AND ADDITIONAL STAFFING REQUIREMENTS**

(Exempt appendix 3 to Report PER216 refers)

Copies of the revised Appendix 3, which related to the Proposed Staff and Budget for the proposed post of Senior Valuer, were circulated at the meeting and are bound with the final copy of the Report.

In answer to a Member's question, the Corporate Director (Operations) explained that the time allocation of the post of Head of New Homes Delivery would be 10% to the General Fund for the undertaking Section 106 Agreements and 90% to the Housing Revenue Account. However, these figures could be adjusted in accordance with experience as the new build programme developed.

RESOLVED:

That Exempt Appendix 3 to Report PER216, as amended, be noted.

13. **HEALTH PROTECTION, ENVIRONMENTAL PROTECTION AND PRIVATE SECTOR HOUSING REVIEW AND REORGANISATION**

(Report PER215 refers)

The Committee considered the Report which sought approval for the staffing changes and budget provision required to establish an Environmental Health Service (detail in exempt appendix).

The meeting commenced at 6.30pm and concluded at 9.20pm.