

PERSONNEL COMMITTEE – SPECIAL MEETING

17 April 2007

Attendance:

Councillors:

Godfrey (Chairman) (P)

Bennetts
Chapman (P)
Collin (P)
Cook (P)
Cooper (P)

Goodall
Nelmes
Pines
Read (P)
Verney (P)
Worrall (P)

1. **APOLOGIES**

Apologies were received from Councillors Bennetts, Goodall, Nelmes and Pines.

2. **MINUTES**

With reference to Minute 855 (Human Resources Directorate Third Quarter 2006/07 Performance Monitoring, Report PER111 refers), it was agreed that a report on sickness absence (in addition to the usual performance monitoring) be brought to the next meeting. As well as detailing current sickness trends, the report would outline potential levers to ensure continued improvement.

RESOLVED:

1. That the minutes of the previous meeting of the Committee, held on 5 March 2007 (less exempt business), be approved and adopted.

2. That a report on sickness absence be brought to the next meeting, detailing current sickness trends and potential levers to ensure continued improvement.

3. **MATERNITY PAY AND LEAVE POLICY**

(PER119 refers)

The Director of Human Resources clarified that there were no proposed changes to the Council's Policy at this stage, above and beyond those required by statute.

RESOLVED:

That the Director of Human Resources be authorised to implement the changes to the Maternity Pay and Leave Policy.

4. **PROPOSED INCREASE TO ESTABLISHMENT – TECHNICAL ASSISTANT, STRATEGIC PLANNING DIVISION**
(Report PER111 refers)

The Chief Executive advised that the project to put in place the Local Development Framework (LDF) documents was to continue until at least 2012 and probably thereafter. The post was to be permanent to avoid having to make temporary appointments at peak times, as had been the case with the Local Plan process. In addition, the postholder could be released to assist with other work if required. He also explained that the project timetable had been approved following Government guidance and failure to achieve this could affect the Council's future receipt of Planning Delivery Grant.

The Committee noted that Senior Management currently assessed every vacancy, including whether this post could be filled internally following an ongoing analysis of work across the whole organisation. It was agreed that this process should continue to be a priority of Senior Management. In addition, the Committee requested that the Portfolio Holder for Finance and Resources attend the next meeting of the Committee to explain current mechanisms to ensure that, ideally, the overall number of Council staff was not increased.

RESOLVED:

1. That an increase in the Strategic Planning Division establishment be increased by 0.6FTE by the creation of a part-time Technical Officer at Scale 3.

2. That the Portfolio Holder for Finance and Resources attend the next meeting of the Committee to explain current mechanisms to ensure that, ideally, the overall number of Council staff was not increased.

5. **VOTE OF THANKS**

The Committee thanked the Chairman for his guidance and the officers for their hard work and support during the past Municipal Year.

The Chairman reciprocated appropriately.

6. **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.

Minute
Number

Item

Description of
Exempt Information

##

Exempt Minute of the

)

Information relating to a

	previous meeting held 5 March 2007:)))	particular individual. (Para 1 to Schedule 12A refers).
	• Winchester City Council Organisational Development))))	Information which is likely to reveal the identity of an individual (Para 2 to Schedule 12A refers)
##	Review of Environment Team Client Side Staff)))))))))))	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)

7. **EXEMPT MINUTES**

The Committee considered the Exempt Minutes of the previous meeting of the Committee held on 5 March 2007 (detail in exempt minute).

8. **REVIEW OF ENVIRONMENT TEAM CLIENT SIDE STAFF**
(Report PER118 refers)

The Committee noted that a previous version of the Report (PER117) had been deferred by the meeting of the Committee held 5 March 2007, to enable the Director of Human Resources to clarify the financial information set out.

The Committee considered the above Report, which set out proposals for changes to the Environment Team client side staff of the Environment Division, which was part of the current Communities Directorate (detail in exempt minute).

The meeting commenced at 6.45pm and concluded at 7.50pm.

Chairman