

## **PERSONNEL COMMITTEE**

**3 January 2013**

**Attendance:**

Councillors:

Lipscomb (Chairman) (P)

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

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

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

Councillor Godfrey (Portfolio Holder for Finance and Administration)

**Others in attendance who did not address the meeting:**

Councillor Hutchison.

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1. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 19 September 2012 (less exempt items) be approved and adopted.

2. **ORGANISATIONAL DEVELOPMENT – PERFORMANCE MONITORING REPORT 2012/13 – QUARTER 2**

(Report PER224 refers)

Arising out of consideration of the Report, it was agreed that the Chairman meet with the Head of Organisational Development to seek added clarity in the reporting of the total authority headcount, including seasonal fluctuations as in the case of the Tourist Information Office.

Detailed consideration was given to the attendance and sickness indicators. It was requested that a comparison with other local authorities be submitted to the Committee's next meeting as the figures appeared to be relatively high. In consideration of the total number of days of sickness absence (rolling year) (table PER0011 refers), it was noted that the number of fulltime equivalent staff off sick at any one time across the year equated to approximately 16 across the authority. It was the opinion of a number of Members that the sickness figures remain too high, although it was noted that a number of the measures introduced to combat high sickness levels in key departments, such as Housing and Estates (including The Guildhall) would not take effect until the next quarterly return. Following debate, it was agreed that an informal

group be established to consider the effectiveness of measures to combat sickness levels within the authority to build on the outcomes of the Employment Terms and Conditions Informal Group held in 2010 and that its findings be reported to the next meeting of the Committee. The terms of reference would be decided at the first meeting of the group and would be referred to the Chairman of the Personnel Committee for comment.

The Chief Executive reported on the actions taken to complete appraisals by Team. Following the actions requested by Committee at its last meeting the Corporate Management Team had cascaded the message to Heads of Teams to speed up the process of appraisal completion and that it was also an objective that appraisal completion be a formal requirement. For certain Teams, such as Estates, although appraisals had not been entered onto the Council's electronic recording system 'Selima', some discussions had taken place with staff to set objectives.

The Committee requested that its disappointment that not all appraisals had been undertaken be recorded. Discussion took place on whether there was any possible alignment between Teams that had low appraisal rates also having high sickness levels. The Chief Executive responded that such a correlation could not be made as the reasons for relatively high sickness levels and the completion of appraisals varied between Teams and the background issues needed to be understood. Seventeen out of twenty six teams had 100% appraisal completion rates and it remained a formal expectation of all managers to complete appraisals for next year. In conclusion, it was agreed that the informal group set up to consider sickness levels within the authority should also consider the appraisals process to identify any problem areas to be addressed.

RESOLVED:

1. That the Organisational Development Performance Monitoring Report 2012/13 – Quarter 2 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 a Sickness and Appraisal Informal Group be established to consider reasons and possible remedies for relatively high sickness rates and non completion of appraisals, to report to the next meeting of the Committee, with membership as follows: Councillors Sanders (Chair) Achwal, Byrnes, Cook, Warwick, the Chief Executive and the Head of Organisational Development.

3. **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 19 September 2012:	<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> <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> </ul>
	Financial Services Review	<ul style="list-style-type: none"> <li>) Information relating to the financial or business affairs of any particular person (including the authority holding that information). (Para 3 Schedule 12A refers)</li> </ul>
	Housing Services Staffing Proposals	<ul style="list-style-type: none"> <li>) Information relating to the financial or business affairs of any particular person (including the authority holding that information). (Para 3 Schedule 12A refers)</li> </ul>
	Organisational Development Phase 5	

- ) Information relating to a
- ) particular individual. (Para 1 to
- ) Schedule 12A refers).
  
- ) Information which is likely to
- ) reveal the identity of an
- ) individual. (Para 2 to Schedule
- ) 12A refers)
  
- ) 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)

4. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 19 September 2012 be approved and adopted.

5. **FINANCIAL SERVICES REVIEW**

(Report PER228 refers)

The Committee considered the Report which proposed changes to the structure of the Financial Services team (detail in exempt appendix).

6. **HOUSING SERVICES STAFFING PROPOSALS**

(Report PER227 refers)

The Committee considered the Report which proposed changes to General Fund and Housing Revenue Account services resulting from the last phase of organisational development and to take account of the impact of welfare reform changes (detail in exempt appendix).

7. **ORGANISATIONAL DEVELOPMENT; PHASE 5**

(Report PER226 refers)

The Committee considered the Report which proposed changes to the organisational structure of the Council (detail in exempt appendix).

The meeting commenced at 6.30pm and concluded at 9.05pm.