

**PERSONNEL COMMITTEE**

**17 June 2013**

Attendance:

Councillors:

Pearson (Chairman) (P)

Achwal (P)  
Byrnes  
Cook (P)  
Huxstep (P)

Nelmes (P)  
Phillips (P)  
Sanders (P)  
Witt (P)

Deputy Members:

Councillor Verney (Standing Deputy for Councillor Byrnes)

Others in attendance who addressed the meeting:

Councillor Godfrey (Portfolio Holder for Finance and Organisational Development).

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1. **APPOINTMENT OF VICE-CHAIRMAN FOR THE 2013/14 MUNICIPAL YEAR**

RESOLVED:

That Councillor Phillips be appointed Vice Chairman of the Committee for the 2013/14 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 2013/14.

3. **MINUTES**

Arising out of consideration of the minute referring to a Winchester City Council – Pay Policy Statement 2013-2014 (Report PER231 refers), the Chief Executive clarified that incremental pay progression was based on a nationally agreed framework, which had been adopted by the Council, but individual progression was discretionary and could be refused if an individual's performance failed to meet the required criteria. It was also explained that under a locally adopted scheme the Council paid a multiplier of 1.6 in cases of redundancy severance payments but it was within this

Committee's and the Council's authority to pay statutory redundancy pay without enhancement should it choose to do so.

RESOLVED:

That the minutes of the previous meeting of the Committee held on 11 March 2013 (less exempt item) be approved and adopted.

4. **ORGANISATIONAL DEVELOPMENT - OUTTURN REPORT 2012/13**  
(Report PER238 refers)

In answer to Members' questions, the Head of Organisational Development explained that there was no identifiable trend in the reasons given for those leaving the authority.

In respect of the reasons given by staff for sickness absence, personal depression remained high and this was often linked to personal financial pressures leading to anxiety and stress. In addition, there had also been an increase in sickness and absence due to infections from cold and influenza over the winter period and also from back problems. The Head of Organisational Development added that the use of sanitising hand gels to reduce infections would be reconsidered although such products were readily available to frontline staff that had extensive public contact.

To improve the quality of management information it was agreed that in respect of table PER008 in Appendix 1 (No of employees with no sickness absence during the quarter) an additional column be included to show the number of staff with no sickness as a percentage of total staff. It was also agreed that the chart showing percentage of completed 2013/14 appraisals by Team (Appendix 1 refers) should also include information from the previous year to help identify potential issues and trends, such as a possible relationship between appraisals not been undertaken, high sickness rates and lack of uptake of training opportunities. As a low appraisal completion rate might suggest a management weakness, the Chief Executive was asked to be proactive in such instances to understand the reasons for the low completion rate at the earliest opportunity and to undertake the necessary steps to remedy the situation.

A Member's suggestion of a reward scheme for staff with no sickness over a 12 month period would be discussed with managers. The figures for the percentage of staff from ethnic minority communities would also be checked to ensure that it reflected the latest census information and terminology.

When considering the data on part time and full time staff numbers, the Committee commented upon the requirement to have a continuation of available knowledge and expertise when dealing with Councillor and public enquiries. This was particularly the case in respect of planning and housing cases where the case officer was a part-time or flexible worker and was not therefore in the office or contactable for part of the working week.

## RESOLVED:

1. That the outturn figures 2012/13 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, an additional column be included in table PER008 to show the number of staff with no sickness as a percentage of total staff and the chart showing percentage of completed 2013/14 appraisals by Team include information from the previous year to help identify issues and trends.

5. **WINCHESTER CITY COUNCIL ESTABLISHMENT REPORT 2013/14**  
(Report PER239 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.

The changes to the establishment in respect of Tourism (as approved in Report PER237 post) would now replace the establishment chart on page 52 of this Report.

Arising out of consideration of Appendix 2, the Head of Organisational Development agreed to provide Members with a detailed breakdown of the reasons for temporary posts, which it was explained were primarily the result of cover for maternity leave, long-term sickness and fixed term contracts covering specific projects or funding.

A further explanation of the employer's pension contributions, including the IAS 19 adjustment and past service costs, as set out in appendices 4a and 4b of the Report would also be provided to members of the committee by the Chief Finance Officer.

## RESOLVED:

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

6. **TOURIST INFORMATION CENTRE – COVER ASSISTANT**  
(Report PER237 refers)

## RESOLVED:

That the addition of a 0.18 FTE Tourist Information Cover Assistant to the establishment, to provide experienced cover for

sickness, leaflet distribution, training and holiday absences among the tourist information centre team, be approved.

## 7. **APPRENTICESHIP PROGRAMME**

(Report PER235 refers)

Councillor Godfrey commended the Report to the Committee which would extend the number of apprenticeships to 18 posts from the present 11; this would include a small number of apprentices who were already on two year contracts. The apprentices had been enthusiastic, involved in a number of corporate projects and had been well received by permanent staff.

It was explained to the Committee that the apprentices could apply for permanent posts within the Council as they arose. If no permanent posts were available following their apprenticeship it was hoped that they would be retained within the local authority employment pool.

The union had been supportive of the scheme and care was taken that the apprentices did not take away full-time jobs.

RESOLVED:

That the proposal to employ further apprentices across the Council, as set out in the Report, be agreed.

## 8. **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 11 March 2013:	) Information relating to a particular individual. (Para 1 to Schedule 12A refers).
	• Housing Services	)
	Staffing Proposals	) 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)

9. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 11 March 2013 be approved and adopted.

The meeting commenced at 6.30pm and concluded at 8.10pm.

Chairman