

**PERSONNEL COMMITTEE**

**10 March 2014**

Attendance:

Councillors:

Pearson (Chairman) (P)

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

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

Others in attendance who addressed the meeting:

Councillor Godfrey (Portfolio Holder for Finance and Organisational Development)

Others in attendance who did not address the meeting:

Councillor Humby

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1. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 13 January 2014 (less exempt item) be approved and adopted.

2. **ORGANISATIONAL DEVELOPMENT PERFORMANCE MONITORING GUIDE QUARTER 3 2013/ 14**

(Report PER244 refers)

Councillor Godfrey answered questions from the Committee.

In answer to Members' questions, the Head of Organisational Development stated that the method of recording sickness absence for part time staff would be clarified and circulated to members of the Committee. The question had been raised as to whether a part time member of staff who, for example, worked a half day was recorded as being absent for the full half day or for the hours that they were contracted to work on that particular day.

It was also clarified that Members of staff who were unfortunately absent due to a work related injury were not recorded in the sickness figures, but instead these statistics were reported annually in the Health and Safety Report. Such

cases were rare and were also monitored by the Corporate Management Team.

The Committee also welcomed the improvement in the percentage of completed appraisals by team and appreciated the contributions from the significant number of staff that had been involved in the Council's response to the recent flooding across the District.

RESOLVED:

That no matters be raised with the Portfolio Holder or items of significance be drawn to the attention of Cabinet.

3. **HUMAN RESOURCES – RESOLVING WORKPLACE ISSUES POLICY**  
(Report PER246 refers)

The Head of Organisational Development explained that this Policy covered in the Report replaced the previous Grievance Policy and Procedure and also was linked to other Council policies including that relating to Bullying and Harassment.

In reply to a Member's question, the Head of Organisational Development explained that if there was a failure to agree on a local matter between the Authority and the recognised Trade Union, a third party mediator would be used to try to reach agreement and other external formal processes were available to resolve any disputes.

Following debate, the Committee agreed the Policy subject to minor typographical corrections which would be made by the Head of Organisational Development and also to add clarity to the wording on page 5 relating to the relationship between the role of the Line Manager and the intervention role of the Human Resources Team in helping to resolve work place issues.

RESOLVED:

That subject to typographical corrections and the strengthening of the wording on page 5 to add clarity to the relationship between the role of the Line Manager and the intervention role of the Human Resources Team in helping to resolve work place issues, the Resolving Workplace Issues Policy and Procedure be agreed and implemented.

4. **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>  |
|----------------------|---|---|
| ##                   | Minutes 13 January 2014 – Community Infrastructure Levy and Future Role and Funding of Open Space Project Officer | ) 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)  |
|                      | Address Technician – IMT Section  | ) 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) |
|                      | Future of the Museums Service : Towards a Cultural Trust  | )   |

## 5. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 13 January 2014 be approved and adopted.

## 6. **HOUSING SERVICES STAFFING PROPOSALS** (Report PER248 refers)

The Committee referred to a report that set out the staffing proposals for Housing Services (detail in exempt appendix).

## 7. **ADDRESS TECHNICIAN – IMT SECTION** (Report PER249 refers)

The Committee referred to a report that set out the staffing proposals for the Address Technician in the IMT Section (detail in exempt appendix).

8. **FUTURE OF THE MUSEUMS SERVICE : TOWARDS A CULTURAL TRUST**

(Report PER247 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 Committee referred to a report that set out the staffing proposals for the future of the Museums Service (detail in exempt appendix).

The meeting commenced at 6.30pm and concluded at 8.30pm.