

PERSONNEL COMMITTEE

6 October 2014

Attendance:

Councillors:

Pearson (Chairman) (P)

Achwal
Byrnes (P)
Cook (P)
Huxstep

Laming
Nelmes (P)
Phillips (P)
Sanders (P)

Deputy Members:

Councillor Cutler (Standing Deputy for Councillor Achwal)
Councillor Verney (Standing Deputy for Councillor Huxstep)

Others in attendance who addressed the meeting:

Councillor Humby (Leader of the Council and Portfolio Holder for Economic Prosperity and Tourism).

Others in attendance who did not address the meeting:

Councillor Miller (Portfolio Holder for Business Services) deputising for Councillor Godfrey (Portfolio Holder for Finance and Organisational Development).

1. **CHAIRMAN'S ANNOUNCEMENT**

The Chairman thanked the officers involved for the two short presentations that had been held immediately prior to the meeting. The presentations were from the two task and finish groups relating to Investors in People and Best Places to Work and had included the opportunity for questions and answers.

2. **MINUTES**

Arising out of consideration of the Minutes, the Head of Organisational Development clarified that numbers of reported armed forces reservists within the workforce would be reported to the November Committee; that influenza vaccines had been offered to nominated staff; that Training Champions had been appointed via the Aspire initiative and that the approved Animal Welfare posts were in the process of being appointed.

RESOLVED:

That the minutes of the previous meeting of the Committee held on 8 July 2014 be approved and adopted.

3. **ORGANISATIONAL DEVELOPMENT PERFORMANCE MONITORING - QUARTER 1 2014/15**
(Report PER256 refers)

Officers responded to questions from the Committee on the performance information in the Report. It was clarified that there was no single identifiable reason for the relatively high number of leavers in Quarter 1 that could form a trend and also that approximately half of newly filled posts were from internal candidates and this demonstrated transferable skills within the organisation and was a positive trend. The long term sickness figures contained a relatively high number of instances of sickness principally caused by stress and anxiety (often from home and personal reasons linked to the economic climate) and also increasingly cases of cancer. The Committee were informed that a new category for cancer would be created and added to the report which would assist with the recording, monitoring and management of sickness absence.

The Chief Executive added that he had spoken to the two lead officers for the principal areas where appraisals had not been completed, which were Health and Community Wellbeing and Estates, and he was assured that a high proportion of appraisals had been undertaken but the information had not been submitted onto the Council's personnel management software, Selima. There was a significant workload in these areas of activity which presented capacity issues in undertaking management tasks which needed to be balanced against service delivery.

RESOLVED:

1. That the Quarter 1 2014/15 Organisational Development Performance Monitoring Report be noted.

2. That no items of significance be drawn to the attention of the Portfolio Holder or Cabinet arising from the Performance Information.

4. **WINCHESTER CITY COUNCIL ESTABLISHMENT REPORT 2014/15**
(Report PER251 refers)

The Chief Executive stated that he was proposing a change in the reporting of management information so that future reports would study the Council's overall pay bill, salaries and deployment of staff rather than reporting on the number of full-time equivalent staff employed by the authority.

In reply to Members' questions, it was also noted that the Establishment Chart was a snapshot of those employed by the authority at a specific date. It set a base line figure for the year which was used for calculating the HR performance indicators. It was not part of the process of establishing the staffing resources that were required to deliver corporate priorities when setting the budget. The workforce planning process took place through discussions between the Council's leadership in conjunction with the Corporate Management Team.

In view of the points raised above, Councillor Humby stated that he would take into consideration workforce planning and demands on staff time when considering future budget setting and the delivery of corporate priorities.

RESOLVED:

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

5. **HUMAN RESOURCES – REVISED CAPABILITY POLICY AND PROCEDURE**

(Report PER257 refers)

In reply to Members' questions, the Chief Executive explained that a right of appeal against suspension had been excluded from the policy to allow an appeal against the substantial case to be considered at the earliest opportunity through a formal route. The inclusion of a right of appeal against suspension was not a requirement of the ACAS Code of Practice and had not been raised by Unison during consultation on the policy changes.

It was also explained that cases involving medical retirement were considered through the sickness and absence procedures rather than through the Capability Policy and Procedure, although in some cases there could be an overlap between the two policies.

Following debate, the Committee agreed to the revised policy subject to the deletion of the word "reasonable" on page 13 relating to access to a union representative. It was noted in cases where the appellant was not represented by a recognised trade union they could be represented by a colleague, who in turn could be a union member, but not acting in an official capacity.

RESOLVED:

That subject to the deletion of the word "reasonable" from the following sentence on page 13: "During suspension, the member of staff will remain on full pay and should have ~~reasonable~~ access to their union representative", the Revised Capability Policy and Procedure be agreed and implemented.

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.

| <u>Minute Number</u> | <u>Item</u> | <u>Description of Exempt Information</u> |
|----------------------|--|---|
| ## | <ul style="list-style-type: none"> • Options for the Future Management of Sheltered Housing • Improving Communications | <p>) Information relating to a particular individual. (Para 1 to Schedule 12A refers).</p> <p>) Information which is likely to reveal the identity of an individual. (Para 2 to Schedule 12A refers)</p> <p>) 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)</p> |

7. **OPTIONS FOR THE FUTURE MANAGEMENT OF SHELTERED HOUSING**

(Report CAB2613(HSG) refers)

The Committee considered the Report which sought approval for the staffing changes to the future management of sheltered housing (detail in exempt appendix).

8. **IMPROVING COMMUNICATIONS**

(Report PER255 refers)

Appendix 3 (Financial Implications) to 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 considered the Report which sought approval for the staffing changes to the Communications Team (detail in exempt appendix).

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