

PERSONNEL COMMITTEE

15 June 2015

Attendance:

Councillors:

Phillips (Chairman) (P)

Achwal
Simon Cook (P)
Susan Cook (P)
Gosling (P)

Laming
Lipscomb (P)
Scowen (P)
Warwick

Deputy Members:

Councillor Power (Standing Deputy for Councillor Achwal)

Others in attendance who addressed the meeting:

Councillor Weston (Portfolio Holder for Service Delivery) and
Councillor Pearson (Portfolio Holder for Environment, Health and Wellbeing).

1. **APPOINTMENT OF VICE-CHAIRMAN FOR THE 2015/16 MUNICIPAL YEAR**

RESOLVED:

That Councillor Warwick be appointed Vice Chairman of the Committee for the 2015/16 Municipal Year and that in her absence Councillor Lipscomb be appointed as Vice Chairman for this meeting only.

2. **TIME OF FUTURE MEETINGS**

RESOLVED:

That subject to the meeting of the Committee scheduled for 21 September 2015 being rearranged to Tuesday 29 September 2015, meetings of the Committee commence at 6.30pm in accordance with the published timetable of meetings for 2015/16.

3. **MINUTES**

During discussion, it was agreed that the second reference to "he" be changed to "the Chief Executive" in the second paragraph of item 2 (Organisational Development Performance Monitoring – Second and Third Quarters 2014/15 – Report PER261 refers).

RESOLVED:

That subject to the above amendment, the minutes of the previous meeting of the Committee held on 2 February 2015 (less exempt items) be approved and adopted.

4. **ORGANISATIONAL DEVELOPMENT PERFORMANCE MONITORING -
OUTTURN 2014/15**

(Report PER265 refers)

The Chairman welcomed to the meeting Mr S Ngwenya, Learning and Development Manager.

Arising out of consideration of the outturn report, the following points were raised and discussed:

Following a recent initiative organised by the Local Government Association to collect quarterly benchmarking data voluntarily from local authorities, data on the average number of days of sickness per person per rolling year (all sickness) would in future reports be presented on a quarterly basis for Hampshire and the South East. In addition, the information on the total number of days of sickness absence (rolling year) would in future reports be presented as total number of days sickness absence per quarter, with the quarters being grouped.

In reply to questions on the completion of appraisals, the Chief Executive commented that the rate of completion was variable and reflected the stage of the year when appraisals were undertaken. In some cases appraisals had been undertaken but the results had not been entered onto the Council's HR Management System, Selima. It was not advised to delegate within Teams the inputting of completed appraisals onto Selima due to the confidential nature of the appraisal process. There was also a need for Senior Managers to prioritise workloads with many high priority tasks being undertaken by the Authority.

In respect of the underspend in training budget, the Chief Executive would make a judgement on the amount that would be carried forward to the next financial year and in consultation with the Head of Organisational Development it would be reallocated to meet organisational training needs.

RESOLVED:

1. That the outturn figures 2014/15 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.

5. **WINCHESTER CITY COUNCIL ESTABLISHMENT REPORT 2015/16**
(Report PER266 refers)

In reply to Members' questions about the number of outstanding vacancies in some Teams, the Head of Organisational Development stated that a report would be presented to a future meeting of the Committee on Recruitment and Retention, including pay scales.

RESOLVED:

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

6. **REVISED DISCIPLINARY POLICY AND PROCEDURE**
(Report PER268 refers)

The Head of Organisational Development stated that the following two corrections were proposed to the Policy and Procedure following its publication in draft: the term Investigating Officer should be added to the definitions in section 3 of the proposed policy and procedure and on page 23 'Hearing Panel' be corrected to read 'Hearing Officer'.

In reply to Members' questions, the Chief Executive explained that the right to be heard by the Appeals and Disputes Committee would remain for Senior Officers due to the nature of their close working relationship with the Chief Executive.

Following debate, the Committee supported the recommendation as set out in the Report.

RESOLVED:

That subject to the two corrections outlined above, the Revised Disciplinary Policy and Procedure at Appendix 1 to the Report be agreed and implemented.

7. **OFFICER EMPLOYMENT PROCEDURE RULES – THE LOCAL
AUTHORITIES (STANDING ORDERS) (AMENDMENT) REGULATIONS
2015**
(Report PER272 refers)

Following debate, the Committee supported the recommendation as set out in the Report.

RECOMMENDED:

**THAT THE REVISED OFFICER EMPLOYMENT PROCEDURE
RULES, AS SET OUT IN APPENDIX 2, BE ADOPTED**

8. **HUMAN RESOURCES – REVISED MATERNITY LEAVE AND PAY POLICY**
(Report PER270 refers)

Following debate, the Committee supported the recommendation as set out in the Report.

RESOLVED:

That the Revised Maternity Leave and Pay Policy be agreed and implemented.

9. **WORKING HOURS AND TIME OFF POLICY**
(Report PER267 refers)

The Chairman welcomed to the meeting Mr J Cann, Human Resources Manager.

The Head of Organisational Development stated that an amendment was proposed to the Policy in relation to the calculation of annual leave. The amendment was to change the leave year being calculated from the first day of the month in which the employee was born to the employee's start date with the Authority. This would assist in the administration of calculating the entitlement for additional leave following completed years service. This amendment was agreed by the Committee.

Following debate, it was also agreed that on page 13 section 11.1 – Sickness Absence, it should be clarified in the second paragraph that 'Employees who are off for more than 7 days will need a doctor's certificate' that the 7 days refers to continuous days.

RESOLVED:

That subject to the leave year being calculated from the employee's start date with the Authority and employees who are off for more than 7 continuous days will need a doctor's certificate, as outlined above, the introduction of the new recommendations for Working Hours and Time Off Policy be agreed and no concerns be raised with the Portfolio Holder.

10. **INVESTORS IN PEOPLE: HEALTH AND WELLBEING AWARD**
(Report PER269 refers)

Members expressed their congratulations to the staff in the achievement of the Award.

RESOLVED:

That the achievement of maintaining the Investors in People Health and Wellbeing Award be noted and no issues be raised with the Portfolio Holder.

11. **REQUEST FOR THE CREATION OF AN IN-HOUSE ECOLOGIST/BIODIVERSITY OFFICER**

(Report PER271 refers)

Councillor Pearson spoke of his support for the appointment of an in-house Ecologist/Biodiversity Officer to the Committee.

Following debate, the Committee supported the establishment of the post as set out in the Report.

RESOLVED:

That the findings of the review be accepted and the creation of an Ecologist/Biodiversity Officer (Scale 5) be approved.

12. **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 2 February 2015:) Information relating to a particular individual. (Para 1 to Schedule 12A refers).
	• Housing Services Staffing Proposals)
	• Permanent Establishment of The Fieldfare Leader job roles) 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)

13. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 2 February 2015 be approved and adopted.

The meeting commenced at 6.30pm and concluded at 8.50pm.

Chairman