

PERSONNEL COMMITTEE

7 March 2016

Attendance:

Councillors:

Phillips (Chairman) (P)

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

Laming
Lipscomb
Scowen
Warwick (P)

Others in attendance who addressed the meeting:

Councillor Miller (Portfolio Holder for Estates).

1. **MINUTES**

Arising out of consideration of the Minutes of the previous meeting, an update was provided on the appointment of additional staff resources to the Historic Environment Team. The Head of Organisational Development stated that although an appointment had not been made to date, the Council had been approached by two individuals wishing to undertake the role as a job share and therefore it was possible that the role could be filled within the next few weeks.

RESOLVED:

That the minutes (less exempt minutes) of the previous meeting of the Committee held on 23 November 2015 be approved and adopted.

2. **ORGANISATIONAL DEVELOPMENT PERFORMANCE MONITORING – QUARTER 3 2015/16**

(Report PER283 refers)

The Head of Organisational Development reported that the information on the completion of appraisals had not been included within this Report as the Council was currently embarking on the next round of appraisals. More accurate and up to date information would be better reported to the Committee's next meeting.

Arising out of consideration of the Report, it was agreed that Cabinet's attention be brought to the decrease in staff sickness, which at an average of 6.39 days per member of staff was the lowest figure for the Council for over five years. The Committee expressed its thanks to the officers for this achievement.

RESOLVED:

1. That the Quarter 3 Performance Monitoring figures 2015/16 for Organisational Development be noted.
2. That the attention of the Portfolio Holder and Cabinet be drawn to the decrease in staff sickness over the last 12 month period (1 January 2015 to 31 December 2015) which now stands at the lowest figure for the Council for over five years.

3. **HUMAN RESOURCES – ABSENCE MANAGEMENT POLICY**
(Report PER286 refers)

The Head of Organisational Development referred to a typographical correction in the third bullet point on page seven of the Policy, with the need to insert the word 'or' between 'annual leave' and 'in the case of frequent short-term absence'.

RESOLVED:

That subject to the above typographical correction, the Absence Management Policy be agreed and implemented.

4. **REQUEST FOR THE CREATION OF TEMPORARY PROJECT MANAGER POSTS**
(Report PER285 refers)

In reply to a Member's question, the Chief Executive stated that Council on 25 February 2016 had approved the budget for the appointments. It had also approved additional funding which could be drawn upon to engage senior experts to provide specialist advice as required. It was intended that the two new posts would have the skills to progress a scheme until it reached a point where a decision was made as to whether higher level specialist expertise was required.

RESOLVED:

That a temporary increase in the establishment by 2 Full Time Equivalent grade 5 posts for 2016/17 and 2017/18 be approved.

5. **REQUEST FOR GUILDHALL STAFF RESTRUCTURE INCLUDING ADDITIONAL POSTS**
(Report PER284 refers – Less Exempt Appendix 2)

Councillor Miller introduced the Report and commended its approval as it would provide improved levels of staffing to meet the demands of increased business within the Guildhall and would help close the gap on costs.

In reply to Members' questions, the Head of Estates explained that the proposals were not for the appointment of new managers, but would seek the restructuring of existing positions to take on more management responsibilities. The comments of some Members of slow service within the 1871 Cafe were noted and every effort would be made to improve service delivery. The Head of Estates reported that customer surveys indicated 85% positive feedback from Guildhall users and that the move from casual to permanent staff would enable enhanced customer service standards to be maintained. The proposals would reduce costs but the Guildhall remained an expensive building to run due to its large size, high maintenance costs and its requirement to provide meeting space for Council committee meetings.

At the conclusion of debate, the Committee supported the recommendations, subject to recommendation 4 to Cabinet being amended to refer to 'all known employee costs as per appendix 2 to the Report', rather than 'all known costs per employee as per appendix 2 to the report'.

RESOLVED:

1 That the following posts be created in the Estates Guildhall Establishment:

- Sales & Marketing Assistant 0.5 FTE Scale 3
- Kitchen Assistant 1.0 FTE Scale 2
- Café and Beverage Assistants 2.0 FTE Scale 2

2 That the following changes be made within the Estates Guildhall establishment:

- 'Senior Event Manager' 1.0 FTE (Post 375) be retitled to 'Operations Manager' 1.0 FTE Scale 5 – (Post 375), with the intention of a slot-in of current personnel and the post will be job evaluated.
- Events & Business Development Officer 1.0 FTE (Post 1093) retitled to 'Sales & Marketing Manager' 1.0 FTE Scale 5 (Post 1093), with the intention of a slot-in of current personnel and the post will be Job Evaluated.
- Events Manager 1.0 FTE (Post 379) *and* Events Manager 1.0 FTE (Post 371) obtain job evaluations to be retitled; 'Duty Manager' 1.0 FTE (Post 379) and 'Bookings & Events Manager' 1.0 FTE (Post 371), both remaining on Scale 4.
- Events Manager 0.5 FTE (Post 376) becomes Duty Manager 1.0 FTE (Post 376), remaining on Scale 4.
- That Food & Beverage Manager 1.0 FTE (Post 947) goes through a job evaluation and be retitled; 'Catering & Bar Services Manager'. No Scale changes.

3 That the following posts be deleted from the Estates Guildhall F&B Establishment;

- Banqueting Assistant 0.2 FTE Post 949
- Canteen Assistant 0.1 FTE Post 526b
- Café & Beverage Assistant 0.5 FTE Post 1086
- Café & Beverage Assistant 0.5 FTE Post 1350

To Cabinet

4. That Cabinet notes the increased Employee budget requirement of £55,888 in 2016/17, which had been approved by Council on 25 February 2016, which comprised a growth bid of £44,000 in the budget setting report (CAB2763 Revised) with the additional £11,888 to be met from increased net event income detailed in the report; the increase of £55,888 reflects all known employee costs as per Appendix 2 to the Report.

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>
##	Exempt Minutes 23 November 2015:) Information relating to a particular individual. (Para 1 to Schedule 12A refers).
	• Market Towns Development Officer Post.) Information which is likely to reveal the identity of an individual. (Para 2 to Schedule 12A refers)
	• Financial Services and Revenues Review.) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with
	Guildhall Staffing Structure (Exempt appendix 2).) 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)

7. **EXEMPT MINUTES**

RESOLVED:

That the exempt minutes of the previous meeting of the Committee held on 23 November 2015 be approved and adopted.

8. **GUILDHALL STAFFING STRUCTURE**
(Report PER284 - Exempt Appendix 2 refers)

The Committee referred to an exempt Appendix that set out existing and proposed staff and budget for the Guildhall (detail in exempt Appendix 2).

RESOLVED:

That the contents of Exempt Appendix 2 be noted.

9. **VOTE OF THANKS**

This being the last meeting of the Municipal Year, the Chairman thanked members of the Committee for their attendance and support.

The Chairman, Councillor Phillips, and Councillor Simon Cook, a former Chairman of the Committee, announced that this would be the last meeting of the Personnel Committee that they would be attending as they would be retiring from the Council at the end of the Municipal Year.

Members of the Committee expressed their thanks and appreciation for the work they had both carried out on behalf of the Council whilst chairing the Committee.

The meeting commenced at 6.30pm and concluded at 7.45pm.

Chairman