

PERSONNEL COMMITTEE

Meeting - 29 June 2015

Present: Mr Harding (Chairman)
Mr Walters MBE, Mr Bradford, Mr Kelly and Mrs Sullivan

Apologies for absence: Mr Read

3. INTRODUCTION TO PERSONNEL COMMITTEE

The Committee received a presentation which covered the following key areas:

- The remit of the Personnel Committee
- Employee Relations Framework
- The remit of Joint Negotiating and Consultation Committee (JNCC)
- The Collective Agreement
- Key Facts
- Key Issues
- New HR Joint Structure
- HR Team Key Achievements 2014/15
- 2015/16 HR Action Plan

In the discussion which followed, the Committee stressed the importance that managers ensure that an annual performance appraisal review is carried out for each member of the staff. The view was expressed that appraising staff and identifying training development issues should be a KPI for managers. The Committee noted that the competency based performance review process had not been tabled at the meeting. The Committee were assured that the report was scheduled to be submitted to Management Team in July and would also be submitted to the next Personnel Committee.

Members were concerned they had lost the interaction they previously had with staff. The Acting Chief Executive agreed to raise this issue with UNISON at the next Management Team/UNISON meeting.

With regards to concerns regarding the joint IIP re-accreditation, the Acting Chief Executive advised the Committee that he would seek advice from the accreditors as to whether the fact that South Bucks District Council and Chiltern District Council were sovereign councils and therefore whilst the accreditation work might be joint the accreditations would be decided for each authority individually.

RESOLVED that the presentation be noted and that a report on the competency based performance review process be submitted to the next meeting of the Committee.

4. MINUTES

The minutes of the meetings of the Personnel Committee held on 13 April 2015 and 26 May 2015 were confirmed and signed by the Chairman.

5. DRAFT HARMONISED POLICIES FOR EMPLOYEE CONSULTATION

The Committee considered a report which presented Members with the final draft versions of the first five harmonised HR policies and invited comments.

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Both South Bucks District Council and Chiltern District Council have acknowledged that working in a shared services environment requires harmonised HR policies for the purposes of equality, fairness and practicality.

The Committee considered the following draft harmonised policies:

- 1) Employee Code of Conduct
- 2) Disciplinary Policy
- 3) Grievance and Resolution Policy
- 4) Annual Leave Purchase Scheme
- 5) Shared Parental Leave (for noting)

The Committee were advised that the agreement for staff to purchase annual leave had already been given as part of the new harmonised terms and conditions.

The Shared Parental Leave Policy was giving effect to statutory requirements on the authority and did not go beyond what had been set down by the Government.

The draft policies were developed taking into account the best practice of both Councils and reflected employment legislation. They also recognised codes of practice and best practice in other public/voluntary/private sector organisations.

The Principal Personnel Officer listed the differences between the draft harmonised policies and the current policies for the Committee.

With regards to the Employee Code of Conduct, the Committee agreed to replace the word 'could' with the word 'will' in paragraph 16.

Having considered the draft harmonised policies, the Committee accordingly

RESOLVED that

- (i) the implementation of the first four HR policies listed above, subject to staff consultation, be approved.
- (ii) the policy on shared parental leave that provides employees with the basic statutory provision be noted.
- (iii) authority be delegated to the Head of Paid Service to undertake any minor amendments following the results of the staff consultation or future legislative changes.

6. INTERIM DIRECTOR OF SERVICES ARRANGEMENTS

The Committee received a report which advised Members on the proposed management arrangements for the Services Directorate consequential to the appointment of the current Director of Services as Acting Chief Executive.

Both South Bucks District Council and Chiltern District Council ratified the appointment of Robert Smith as Acting Chief Executive at meetings on 26th and 27th May respectively. The appointment as the Acting Chief Executive was due to formally take effect from 1st July 2015. Further to the appointment, it is considered to be essential by the new Acting Chief Executive that the current senior management capacity of the Council be maintained.

The new Acting Chief Executive has identified areas of work relating to the Joint Waste arrangement, Farnham Park Trust, Community Safety governance and the Chesham Wellbeing and Workwell projects that could be undertaken with the current senior management team on an interim basis.

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It was proposed that the remaining substantive Director of Services role be undertaken by an externally appointed Interim Director of Services for an initial 6 month period and renewable in the light of the decision taken regarding the Acting Chief Executive role. It was proposed recruiting to the Interim Director of Services position over the summer with a view to the post holder commencing early September 2015.

The Committee supported the proposals set out in the report and accordingly

RESOLVED that

- (1) the proposed approach for fulfilling the duties and responsibilities of the post of Director of Services on an interim basis be agreed.
- (2) responsibility for work on Joint Waste arrangements be undertaken by the Head of Environment on an interim basis and the Scheme of Officer Delegations be amended as necessary to enable the Head of Environment to fulfil this interim role.
- (3) responsibility for work on Farnham Park Trust be undertaken by the Director of Resources on an interim basis and the Scheme of Officer Delegations be amended as necessary to enable the Director of Resources to fulfil this interim role.
- (4) responsibility for work on Community Safety governance and the Chesham Wellbeing and Workwell Projects be undertaken by the Head of Healthy Communities on an interim basis and the Scheme of Officer Delegations be amended as necessary to enable the Head of Healthy Communities to fulfil this interim role.
- (5) an Interim Director of Services be appointed to deal with all other areas within the Director of Services' role for an initial 6 months period, renewable subject to decisions taken regarding the Acting Chief Executive role.
- (6) it be recommended to JAIC that a small joint Member Panel be set up to agree the job description and person specification for an Interim Director of Services post, review expressions of interest, interview as necessary and make recommendations to the respective Full Councils.

7. **PERSONNEL & TRAINING SERVICES UNIT - UPDATE INFORMATION**

The Committee received a report providing an update on:

- Recruitment;
- Sickness;
- Health and Safety;
- Performance Reviews Completed;
- Current Projects; and
- Changes in Employment Law

On the issue of sickness, the Committee noted that the long term sickness of six members of staff had distorted figures up until the end of May 2015. It was noted that of the six employees who were on long term sick, four have returned to work.

In the discussion which followed, the Committee were advised of the ways in which staff were supported during the service review process to minimise any stress and anxiety they might feel around the process.

RESOLVED that the report be noted.

8. **ANY OTHER BUSINESS**

None.

9. **EXCLUSION OF PRESS AND PUBLIC**

that under Section 100A(4) of the Local Government Act 1974 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act “

The paragraph number is given under the heading.

10. **SHARED CUSTOMER SERVICES**

Paragraphs 1 and 3

Following the decisions of both Councils to set up a shared Customer Services, the Committee considered a draft Consultation Document to be shared with the Customer Services Teams.

The following appendices were attached to the report:

- Appendix 1 – Joint Customer Services Consultation Document
- Appendix A – Proposed Customer Services Structure
- Appendix B – Proposed Job Descriptions
- Appendix C – Current Structure Customer Services Team
- Appendix D – Proposed Timetable
- Appendix E – Expression of Interest Form

The Committee noted the key benefits of the new structure as set out in Appendix 1 which included:

- A single Customer Services team operating across both sites
- More effective and resilient structure with clarity about roles and responsibilities
- Standardised opening hours
- Increases resilience across the two sites through sharing skills and resources
- Captures and implements best practice from both Councils
- Improved the quality of service to the customer, through delivering a consistent service
- A single and clear set of processes and procedures
- New structure provides opportunities for career development
- New “Service Specialist” roles within Customer Services to develop closer links with service teams and improve response times and consistency of information provided.
- Temporary project support to lead project delivery.
- Retains flexibility for services that have not yet completed a service review (Planning, Revenues & Waste)
- Customer Services lead the development of a corporate approach working with the service teams
- Enables the development of a joint strategy working with service teams to promote “Channel Shift” but support vulnerable customers
- Improved self-service and customer access to information
- Removal of “double handling” through more direct customer access
- Improves service performance (Waste)
- Offers future scope to work more closely with partners (Revenues/Benefits)

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The Committee also noted the changes to flexitime arrangements as set out in section 6 of Appendix 1.

In connection with Appendix A, the Committee noted that the new Team comprising 19 FTE posts would deliver services from both CDC and SBDC Offices.

The Committee were advised that the consultation document was due to be considered by JAIC on 20 July 2015.

After indicating its support for the proposals it was

RESOLVED that the draft Customer Services consultation document and appendices be approved for issuing to staff and that the structure be implemented subject to taking into account any staff comments and being within the business case in accordance with the authority delegated to the Acting Chief Executive in consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Councils.

The meeting terminated at 8.13 pm