

## PERSONNEL COMMITTEE

Meeting - 24 August 2015

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

Also Present: Mr Naylor and Mr Reed

Apologies for absence: Mrs Sullivan

### 11. MINUTES

The minutes of the meeting of the Personnel Committee held on 29 June 2015 were confirmed and signed by the Chairman.

#### Matters arising

##### **Minute 3 – Introduction to Personnel Committee**

Referring to paragraph 3, members were advised that the issue of interaction had been raised with Unison who expressed satisfaction with the current arrangements including the dialogue facilitated through the Harmonisation meetings. In response to a question from a member, the Acting Chief Executive agreed to progress member representation at Harmonisation meetings having checked the terms and reference.

Whilst acknowledging that the current arrangements maybe working well to the satisfaction of Unison members, the Committee wished to improve interaction with staff, mindful of staff morale. The Acting Chief Executive, after confirming that a staff survey was due to be carried out in October this year, agreed that arrangements would be made for the Committee members to be fully involved in this survey. He also agreed to submit proposals for securing greater member interaction with all staff.

On paragraph 4, it was confirmed that Chiltern District Council was due for re-accreditation in October 2015 when they would be applying for a Bronze level (currently they are at standard level). South Bucks District Council is currently at Bronze level and is not due to apply for a re-accreditation until 2016. At this point the Committee would be given the opportunity to see if a joint or single re-accreditation should be sought.

##### **Minute 5 – Draft Harmonisation Policies for Employee Consultation**

The Acting Chief Executive confirmed that the staff consultation on the draft harmonised policies had not yet commenced.

##### **Minute 10 – Shared Customer Services**

It was clarified that the changes to flexitime arrangements referred to in section 6 of appendix 1 were necessary to ensure that the services at both Council's continued to run smoothly.

### 12. INCREASE IN ESTABLISHMENT - POLICE AND CRIME PANEL SCRUTINY OFFICER

As a result of the election of Councillor Egleton as Chairman of the Thames Valley Police Crime Panel responsibility for providing the necessary support arrangements to the Panel would be transferred from Bucks County Council to South Bucks as the host authority with effect from 2 November 2015.

## Personnel Committee - 24 August 2015

The Committee received a report setting out the implications of the transfer of responsibility one of which was the need to create a new post of Police and Crime Panel Scrutiny Officer to support the Panel by carrying out the work set out in paragraph 3.4. As explained in the report submitted to Cabinet on 7 July 2015 (attached as an appendix to the report) the costs incurred by the host authority in providing the support (including the estimated cost of the post of £40k) would be met by a specific grant from the Home Office of £65k pa.

Following an explanation for why it was now being proposed to locate the post in Community Safety rather than in Democratic Services as originally set out in the report submitted to Cabinet on 7 July 2015, the Committee agreed that this issue of management reporting could be considered as part of the Democratic Services review due to commence shortly, and could also be re-visited by the Committee, if necessary, following a review in a year's time.

During the discussion members were assured that risk of the Home Office withdrawing the specific grant was very low given the current government's commitment to supporting Police and Crime Commissioners. Members requested that consideration be given to making this appointment on a fixed term basis rather than on a permanent contract. However, the Acting Chief Executive confirmed his view, that on a risk management basis, the appointment should be made on a permanent basis.

Members, having received an assurance that the grant was sufficient to cover the costs involved in supporting the Commissioner, wished to emphasise that no additional costs would be met by the Council. The Committee supported the proposal and accordingly

**RESOLVED** that the staff establishment of Community Safety be increased by 1 FTE to accommodate the appointment to the post of Police and Crime Panel Scrutiny Officer subject to no additional cost to this Council.

### 13. HARMONISED HR POLICIES

In accordance with the programme of work to harmonise HR Policies and procedures across both Councils the Committee received a report attaching a draft Dignity at Work Policy.

Following a discussion during which it was confirmed that this policy was for staff and not members who were covered separately by the Code of Conduct, which could be cross-referenced to in this policy, the Committee supported the Policy and accordingly

**RESOLVED** that

1. Subject to staff consultation the Dignity at Work Policy be approved and implemented.
2. Authority be delegated to the Acting Chief Executive to make any minor amendments to the Policy in the light of comments made during staff consultation or to reflect changes on legislation.

### 14. PERFORMANCE APPRAISALS 2015/16

Following concerns expressed by members concerning the number of staff apparently not having benefitted from an annual performance appraisal, the Committee considered a report explaining in an appendix that as at the end of July 2015 performance appraisals had been completed in respect of 85% of employees, excluding those staff (9 employees) currently absent from work through sickness or in their probationary status.

The Acting Chief Executive confirmed that there will be a follow up process with those managers who have still not carried out staff appraisals, with a detailed report on the service areas concerned to the next Committee meeting.

## Personnel Committee - 24 August 2015

Following a question the Acting Chief Executive also confirmed that reviewing the appraisal form and process was included in the current HR's work programme.

**RESOLVED** that the report be noted.

### 15. **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.

### 16. **RECRUITMENT AND RETENTION OF BUILDING CONTROL SURVEYORS**

Paragraphs 1, 2, 3 and 4

The Committee considered a report setting out proposed revisions to the Recruitment and Retention Package for Building Control Surveyors agreed at the meeting on 14 April 2015. The revised scheme was shown in appendices A and B.

Members of the Committee, mindful that the package had been agreed at their April meeting as a matter of urgency, expressed concern in the delay in implementation. The Acting Chief Executive advised the Committee that the same report had been discussed at Chiltern's Personnel Committee which had decided to set up a working group to work out the finer detail of the package.

The Committee, after expressing some concern that the proposals as amended by Chiltern's Personnel Committee were unworkable and not fair on the staff concerned, agreed that the option set out in paragraph 5.3 (c) of the report should be pursued with the addition of including the Personnel Vice-Chairmen of both authorities in the consultation process.

**RESOLVED** that authority be delegated to the Head of Sustainable Development in consultation with the Chairman and Vice Chairman of the Personnel Committee to agree revised proposals.

### 17. **BUSINESS SUPPORT SERVICE SHARED SERVICE REVIEW CONSULTATION DOCUMENT**

Paragraphs 1 and 3

The Committee received a report attaching at Appendix 1 a draft Joint Business Support Service Consultation Document for circulation to staff in accordance with the timetable set out in paragraph 3.

Following a comment, the Head of Business Support confirmed that the possibility of creating unified email addresses across both Councils was already being considered and would form part of this review.

During the discussion members supported the draft Business Support consultation document and appendices and accordingly

**RESOLVED** that the draft Business Support consultation document and appendices be agreed and issued to staff.

The meeting terminated at 7.36 p.m.