

PERSONNEL COMMITTEE

Meeting - 23 March 2016

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

Also Present Mr Bagge

Apologies for absence: Mr Bradford

32. MINUTES

The minutes of the meeting of the Personnel Committee held on 18 January 2016 were confirmed and signed by the Chairman

33. HARMONISED HR POLICIES - SICKNESS ABSENCE AND CAPABILITY POLICIES

The Capability Policy was approved by both Personnel Committees in the January 2016 cycle of meetings prior to its submission to the Joint Appointments and Implementation Committee (JAIC) on 1 February 2016. At this meeting consideration of the Policy was deferred pending a further report, via separate meetings of the Personnel Committees at both Councils, clarifying a number of issues relating to the Manager's responsibility.

The Committee now received this further report addressing these issues and proposing the following amendments to the Policy to stress the Manager's responsibility for keeping the employee's performance under continuous review:

- the warnings that may be given under this policy are called 'Capability Warnings' rather than 'Improvement Notices'
- it is explicitly stated that while the length of the review period will depend on the nature of the duties and responsibilities of the employee concerned and the seriousness of the complaint(s), it will not usually exceed three months.

The report also attached a draft Sickness Absence Policy and Procedure.

Following a discussion and after noting that the report was due to be considered by JAIC on 30 March 2016, the Committee supported the proposed amendments to the Capability Procedure and Policy together with the Sickness Absence Policy and Procedure accordingly

RESOLVED that

1. The implementation of the Capability Policy and Procedure and the Sickness Absence Policy and Procedure be approved, subject to staff consultation.
2. Authority be delegated to the Acting Chief Executive to make any minor amendments following the outcome of the staff consultation and any changes to legislation.

34. OUTCOME OF STAFF SURVEY

The Committee received a report providing an overview of the results of the staff survey undertaken during December 2015 and January 2016 to seek an understanding of the opinion of staff from both councils on six key areas as detailed in paragraph 2.1.

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During the discussion members were pleased to note that there had been a marked improvement on the response rate up from 38% in the previous year to 50%. Members were also pleased to note that across all 6 areas the results showed a significant improvement over last year's results.

In response to questions a number of issues were clarified as follows:

- 67% of staff from both CDC and SBDC were on harmonised Terms and Conditions
- It was not possible to establish any correlation between staff on harmonised terms and conditions and the replies received or whether those staff who did not were from the 33% not on harmonised terms and conditions.
- The results had been shared with Heads of Service so they could identify areas for improvement within their sections
- Continuous engagement would also take place with staff to identify priority areas for improvement and seek their suggestions for achieving this improvement
- Staff appraisals for 2015 were now almost 100% complete and Heads of Service would be reminded of the importance of carrying out the next round of appraisals as a top priority
- A HR Data base is being implemented on a phased basis and from spring 2017 it will help to manage and support the appraisal process more effectively.

Mindful of the significant changes that had been at both Councils, politically and organisationally, the Committee endorsed the view that the survey had produced an impressive set of results, for which the Management Team and Heads of Service were congratulated. However, the Committee recognised that there was no room for complacency and emphasised the importance of maintaining a focus on empowering staff and improving performance to meet the challenges ahead.

RESOLVED that the results of the Staff Survey be noted.

35. HUMAN RESOURCES UPDATE

The Committee received a report providing an update on:

- Staff turnover within the Council, including details of specific recruitment activity
- Sickness absence, particularly relating to working days lost through sickness
- Health and Safety
- HR key projects and wider HR related developments

During the discussion on Current Projects and in particular the section on HR Strategy Phase 3 Transformation Stage. Stronger in Partnership, the Committee recognised that both Members and Management Team had important but different parts to play in changing values and behaviours: Members' role was to create a framework by agreeing Policies such as those identified in this section whilst the role of Management Team was to own and work within this framework to bring about the required changes.

In connection with the implementation of the HR Shared Data Base the Committee requested that a presentation of this Data Base be made at the next meeting.

RESOLVED that the report be noted.

36. EXCLUSION OF PRESS AND PUBLIC

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely

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disclosure of exempt information as defined in Part 1 paragraphs of Schedule 12A to the Act.”

37. WASTE TEAM SHARED SERVICE CONSULTATION DOCUMENT.

The Committee considered a report seeking agreement to the Revenues Service consultation and appendices prior to issue to staff

Circulated at the meeting were revised Job Descriptions for four posts and members were invited to submit comments to Human Resources prior to the meeting of the Joint Appointments and Implementation Committee on 30 March 2016.

Following a question the Committee was assured that the impact of any changes to the Waste Contracts in operation at both CDC and SBDC on the staff structure would be kept under review.

After noting that that the structure would be implemented subject to taking into account any staff comments and being within the business case in accordance with the authority delegated to the Chief Executive in consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Councils the Committee

RESOLVED that the Waste Team Shared Service consultation document and appendices be agreed prior to approval at the Joint Waste Collection Committee and issued to staff.

The meeting terminated at 5.56 pm