

PERSONNEL COMMITTEE

Meeting – 31 January 2003

Present: Mr Adams (Chairman) Mr Walters (Vice-Chairman)
Mrs Barton, Mr Reed, Dr Scott and Mr Somers

Also Present: Mr Egleton (Leader of the Council)

9. MINUTES

The minutes of the meeting held on 1 November 2002 were confirmed and signed by the Chairman..

10. PAY SETTLEMENT 2003/2004

The Committee considered the report of the Assistant Chief Executive recommending the local pay settlement for the authority for 2003/2004.

Members noted the many factors, which influenced the pay settlement, as set out in the report. They were particularly drawn to the likely outturn for 2002 / 03 of 20% (1 in 5 Staff) staff turnover and the national local government pay settlement of 3.5% for 2003 / 04.

The Committee noted that: -

- The Cabinet had made a provision for a 3.5% pay award in 2003/04 at its meeting on 2 December 2002.
- The 3.5% pay award equals to approximately £158,000, which in practice would be offset by rise in the Council's fees and charges.

RECOMMENDED that:

- (1) a pay increase of 3.5% to all salary grades and locally determined allowances be applied with effect from 1 April 2003.
- (2) the issues raised in the staff survey to improve non-pay benefits be further examined with the staff representatives in 2003/04.
- (3) the following reports be prepared for the next meeting:-
 - (i) Staff turnover by grade and Business Unit Area.
 - (ii) Current policies/procedures on performance management.
 - (iii) A framework document in preparation to agree a long term people strategy to tie in with the Council's overall corporate vision.

11. FEEDBACK ON MEMBER TOUR OF OFFICES - FRIDAY 24 JANUARY 2003

Following the Members tour of the offices on Friday 24 January 2003 Chris Marchant, the Head of Property and Contract Services detailed the works that had been planned.

The following Members went on the office tour: Mr Adams, Mr Reed and Mr Egleton from which they noted/observed the following: -

- many rooms were taken up for file storage
- in certain areas there were unacceptable standards of cleaning
- an imbalance of office provision i.e. certain Business Units had more space than others
- several Health and Safety issues were raised
- inflexible heating in some offices resulting in a hot and stuffy working environment

RESOLVED that:

- (1) the current status of the Document Image Process (DIP) be looked into and if necessary the programme accelerated.
- (2) as regards Health and Safety issues:-
 - (i) all employees/councillors be reminded of the Council's Health and Safety Policy.

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- (ii) there was a need to strengthen:-
 - Risk Assessments
 - the current practices
 - the monitoring and evaluation of the current system
- (iii) a Health and Safety review of the premises be implemented, as soon as possible by employing a consultant, if necessary, with updates every three months.
- (3) a further tour of the premises be undertaken by the Committee in April 2003 to talk to staff and ascertain if any improvements have been made.
- (4) a Committee tour of the premises be undertaken by the new Committee as soon as possible after the May Elections.
- (5) a database for complaints e.g. cleaning/maintenance problems be instigated as soon as possible, in order that the Head of Property and Contract Services is made aware of them and can action/remedy the problem.
- (6) a letter/e-mail be sent to Chris Marchant, Head of Property and Contract Services, by the Assistant Chief Executive, on behalf of the Committee thanking him for his help in organising the tour and for being so open and honest with Members.
- (7) any refurbishment costs should be taken out of the Project Fund, as it had a wider remit than the refurbishment cost centre, which was extremely tight.

12. DATE OF FUTURE MEETINGS

RESOLVED that:-

- (1) The Joint Staff Consultative Group be held on Friday 14 March 2003 at 11.00 a.m.
- (2) The Personnel Committee be held on Friday 11 April 2003 at 11.00 a.m.

13. TERMINATION OF MEETING

The meeting having commenced at 11.00 a.m. terminated at 12.40 a.m.