

PERSONNEL COMMITTEE

Meeting - 27 June 2003

Present: Mr Adams, Miss Arnold, Mrs Evans, Mr Hartwell, Mrs Shipman and Mr Walters.

1. APPOINTMENT OF CHAIRMAN

RESOLVED that Mr Walters be appointed Chairman of the Committee for 2003/05.

2. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED that Mr Adams be appointed Vice-Chairman of the Committee for 2003/05.

3. MR ADAMS

The Chairman wished to place on record the Personnel Committee's thanks to Mr Adams for his hard work as Chairman over the past year.

4. MINUTES

The minutes of the meeting held on 11 April 2003 were confirmed and signed by the Chairman.

5. BRIEFING ON THE PERSONNEL ISSUES FACING THE COUNCIL

The Members received a presentation by the Assistant Chief Executive on the Personnel issues facing the Council.

He stated that the functions managed by him were Human Resources, Corporate Strategy and Overview and Scrutiny. He expanded on the Human Resources aspects covering particularly Recruitment and Retention; Management Training and Organisational Development; Equal Opportunities; Employee Communications and Health, Safety and Welfare.

The presentation also covered the re-assessment for the Investor in People accreditation in February 2004, which coincided with the Comprehensive Performance Assessment. He also reported on the increase in employment legislation and other related Human Resources issues.

After dealing with questions from members the Chairman thanked him for his presentation.

RESOLVED that:

- (1) A copy of Grapevine, the newsletter for all SBDC staff, be distributed to all Members of the Personnel Committee.
- (2) A file be prepared with all adverts/job description of vacancies at SBDC and available to Members of Committee to see if they wished.

6. HUMAN RESOURCES STRATEGY - DISCUSSION PAPER

The Committee considered a report of the Assistant Chief Executive on the Personnel issues facing the Council setting out for discussion matters from which a Human Resources Strategy could be prepared.

The paper covered the following topics: the Human Resources content of the Performance Plan; Projects to be done in 2003/04; the factors influencing Human Resources in South Bucks and the Council's management values. The Comprehensive Performance Assessment would expect to see these issues built into a Human Resources Strategy linked to the Council's Policy Objectives.

RESOLVED that: -

- (1) A "brain-storming" session be arranged covering:-
 - Where are we going?
 - Goals
 - How do we get there?
 - Implications/Resources in Human Resources Department/Council in order that a Human Resources Strategy could be prepared.
- (2) Frances Mallowan, the Portfolio Holder linked to Personnel be invited to attend the above meeting.

7. UPDATE ON RECRUITMENT AND RETENTION

The Committee considered a report of the Assistant Chief Executive on the current position regarding the recruitment and retention of staff, including details of action already taken to meet the challenge of recruiting and retaining committed and competent staff, and highlighting the need for ongoing vigilance, including action to keep on top of the situation.

Members noted in particular:-

- That the staff turnover figure for 2002/03 was 16%.
- Recruitment activity was still high and that a tailor made approach to each vacancy was increasingly required.
- The acute problems experienced with certain categories of employment e.g. Building Control.
- Confirmation of the arrangements for Building Control Officers comprising the 'Welcome Grants' package and retention payments, funded from the current budget provision.

RESOLVED that:-

- (1) The action being taken be noted.
- (2) The recruitment and retention packages be one of the Human Resource Strategy priorities for 2003/04.
- (3) The situation be continuously monitored with a further update to the Committee in December.

8. FUTURE MEETING

RESOLVED that the next meeting of the Personnel Committee be held on Tuesday 9 September at 6.00 p.m.

9. SOUTH EAST EMPLOYERS ANNUAL MEETING

Mr Adams informed Members that he would be attending the SouthEast Employers Annual Meeting on 10 July 2003.

10. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 Schedule 12A to the Act -

Health Retirement of A Former Employee

(Paragraph 1 - because of information relating to an employee/office holder/applicant of the authority).

The Committee considered a report of the Assistant Chief Executive on the irretrievable breakdown in health of a former employee. The Committee agreed to approve the payment of ill health retirement benefits to the former employee as stated in the report.