

# Personnel and Development Committee Minutes

Date: 20 January 2014

Time: 7.00 - 7.40 pm

**PRESENT:** Councillor D H G Barnes (in the Chair)

Councillors: M Hussain, M E Knight, S P Lacey, Mrs W J Mallen and Mrs M L Neudecker,

## 13 APOLOGIES

An apology for absence was received from M Angell.

## 14 MINUTES OF THE PREVIOUS MEETING

**RESOLVED:** That the minutes of the meeting of the Personnel & Development Committee held on 23 September 2013 be confirmed as a true record and signed by the Chairman.

## 15 DECLARATIONS OF INTEREST

There were no declarations of interest. The chairman stated that there was no requirement to declare an interest in the Pay Policy item despite affecting all concerned.

## 16 PAY POLICY STATEMENT 2014/15

A report was submitted which sought feedback on the updated Pay Policy Statement and which requested agreement for it to be recommended to Full Council for approval in February.

The report had also been tabled at the end of the last Joint Staff Committee meeting with a request that any comments be returned in time for consideration of the item by the Personnel & Development Committee.

The report stated that the Pay Policy Statement attached at Appendix A of the report, was a summary of the Council's current policies, practices and relevant contractual, national and local terms. Whilst the statement for 2014/15 contained much of the same detailed information as the current year's statement, rates had been updated where appropriate. Further changes were also being proposed in order to take account of supplementary guidance which had been issued by the Department for Communities and Local Government.

The recommended changes proposed that Full Council should be able given the opportunity to vote on salary and severance packages of over £100 000 or more. The relevant points were detailed in section 4.1.1 and 4.7 respectively.

Members were satisfied with the information before them and as such were happy to give their approval to the document.

**RECOMMENDED:** That the Pay Policy statement for 2014/15 be approved.

## **17 QVR14 - VERBAL UPDATE**

The presenting Officer explained the rationale behind the QVR14 Project and outlined its main principles. A procurement exercise with regards to the relocation of staff to building A and B anticipated costs and expected income generation was to be considered by Cabinet in February 2014.

It was reported that a number of consultation exercises and workshops had been held throughout with the last one having taken place in November 2013. This had indicated that any outstanding concerns and issues had been addressed by that time. A final series of workshops was anticipated to take place in late February, following Cabinet consideration of the QVR 14 Project.

Members were also informed that the Council expected to operate on an 8:10 desk ratio. QVR 14 together with new flexible ways of working would inevitably lead to a shift in the corporate culture and an investment in new technology had been made in order to accommodate this.

A Member enquired as to what was being done to assist with low morale amongst some service areas during this time of change. The Officer responded by explaining that much had been done to keep the lines of communication open at all times. This had been backed up by workshops and consultations to identify and respond to concerns.

Another Member asked regarding the likely impact on parking following the proposed lease of building C. He was informed that the existing policy of using the QVR car park and Easton Street was to continue. Out of the 180 spaces available at the QVR site, up to 60 spaces were likely to be needed by the tenant(s). It was possible that there would be an increase on the reliance of Easton Street as was traditionally the case. However there was the possibility that parking patterns would change with new and flexible ways of working.

**RESOLVED:** That the report be noted.

## **18 PERSONNEL & DEVELOPMENT WORK PROGRAMME**

Members had previously been briefed on the role and responsibilities of the Personnel and development Committee and its relationship to the Joint Staff

Committee. The purpose of the report was to highlight the current position and the longer term issues to be presented for consideration over the coming months.

The issues already addressed had included the Retirement Policy and Capability Policy, both of which had now been approved and adopted. Forthcoming issues included the matter of the peripheral workforce ( agency and temporary staff ) to ensure value for money. Performance Management, Communications and Engagement Policy and Establishment Review were all to be reviewed in 2014/15, together with the review of the action plan against the liP and Health and Wellbeing awards achieved last year.

Under the heading of National Employment Relations, Members were informed that under the changes to the Local Government Pension Scheme, anyone eligible to opt out would be automatically enrolled every 3 years, thereby requiring specific instruction for opting out to be made at the end of this period. Further changes from April 2014 would see the move of pensions from a final salary scheme to a career average re- evaluation scheme. Staff workshops were being held during January about the changes to the Local Government Pension Scheme.

**RESOLVED:** That the report be noted.

## **19 JOINT STAFF MINUTES**

**RESOLVED:** That the minutes of the meeting of the Joint Staff Committee held on 4 December 2013 be received.

## **20 DATE OF NEXT MEETING**

The next meeting was to be held on Monday 17 March 2014.

---

Chairman

### **The following officers were in attendance at the meeting:**

- |               |  |
|---------------|--|
| Iram Malik    | - Democratic Services Officer          |
| John McMillan | - Head of HR, ICT & Customer Services  |
| Jo Whiteley   | - Human Resources Manager (Operations) |