



Minutes of the meeting of the PERSONNEL COMMITTEE held on TUESDAY 29 JUNE 1999 at 7.30 pm

Present: Councillor Edwards (Chair)
Councillor Harnett (Vice-Chair)
Councillors Benning, Bristow (substitute for Councillor Kilkenny), Lewis (substitute for Councillor Conchie), Lloyd (substitute for Councillor Saunders), Morsley, Newcombe, Nuttall (substitute for Councillor Clarke) and Tallack

Officers: H Miller (Chief Executive), P Coveney (Strategic Director Resources), B Bithell (Head of Human Resources), J Deere (Human Resources Manager - Employee Relations and Corporate Support), G Drew (Senior Human Resources Officer - Employee Relations), I Hart (Finance Manager Resources), S Leeson (Human Resources Officer - Employee Relations) and S Heap (Members' Services Manager)

Apologies: Councillors Clarke, Conchie, Kilkenny, Saunders and Tapp

Also Present: Councillor Long

P3/00 MINUTES

RESOLVED -

That the Minutes of the Committee held on 23 March 1999 and of the special meetings held on 15 April 1999 and 18 May 1999 be approved and signed by the Chair as a correct record.

P4/00 REVIEW OF SUB-COMMITTEES

(a) Personnel Sub-Committee

The Committee noted that the role of the Sub-Committee in considering requests for Early Retirement/Voluntary Redundancy was no longer relevant and accordingly considered a possible revised role for a Panel to monitor personnel issues/employment trends and recommend issues to this Committee.

RESOLVED -

1. That a Personnel Panel be appointed to consider issues/reports in the following areas, within a three year rolling programme:

- (i) Monitor staffing levels within each management structure and review overall pay and other financial remuneration.
- (ii) Receive an up-to-date report on the Council's current vacancies and opportunities for internal promotions.
- (iii) Examine staffing level efficiency, coupled with any proposed changes in management structures, to ensure the effectiveness of the Council's Job Evaluation Scheme.
- (iv) Receive monitoring reports on Early Retirement and Voluntary Redundancy (ER/VR) activity within the Council, and reports to the Policy and Resources Committee.
- (v) Receive an up-to-date annual report of the Council's Car Leasing Scheme.
- (vi) Receive an annual report of the operational procedure in the Council's Payroll System.
- (vii) Receive an overall staff sickness absence and occupational health reports at six monthly intervals.
- (viii) Make proposals for the introduction of a business Staff Suggestion Scheme, to become operational from 1 April 2000, and receive regular reports on progress.
- (ix) Receive a programme of training/events 1999/2000 for the Personnel Committee.

2. That Councillors Edwards, Harnett, Morsley, Newcombe, Tallack and Tapp be appointed to the Panel.

(b) Pay Sub-Committee

The Committee considered the re-appointment of the Sub-Committee.

The Committee also considered the potential problems created for the Council by the timing of the national pay settlement.

RESOLVED -

- 1. That consideration of the re-appointment of the Sub-Committee be deferred to the September meeting of the Sub-Committee.
- 2. That the Chair of the Committee make representations to the National Employers Organisation with regard to the timing of the National Pay settlement so as to allow authorities to make appropriate budgetary provision when setting their budget for the forthcoming year.

3. That the representations be finalised in consultation with the Opposition spokespersons.

(c) Special Circumstances Panel

RESOLVED -

That the Special Circumstances Panel comprising the Chair of the Personnel Committee, the Strategic Director Resources, the Treasurer and the Head of Human Resources be re-appointed.

P5/00

CONSTITUTIONS FOR TRADE UNION CONSULTATION AND NEGOTIATION

The Committee considered a suggested framework for Trade Union consultation and negotiations and a constitution for Level 1, 2 and 3 meetings.

The Committee noted that the constitutions had been drawn up following consultation with the Trades Union. The Committee also considered additional comments from the Trade Unions Co-ordinator with regard to the representation of individual Trade Unions.

The Committee adjourned to hear the views of the Trade Unions Co-ordinator on this item.

RESOLVED -

1. That the framework and Constitutions for consultation and negotiations at Levels 1, 2 and 3 be adopted with immediate effect, subject to discussions being held with the recognised Trade Unions over their representation, with a view to achieving a form of proportional representation, to enable changes to be agreed to the Constitutions at the September meeting of the Committee.
2. That the Employer's Side be represented on the Joint Negotiating Committee by six Members in the ratio 3:2:1.

P6/00

HUMAN RESOURCES DIVISION SERVICE PLAN 1998/99 - END OF YEAR REPORT

Further to Minute PR156/99, the Committee received the Service Plan for the Human Resources Division for 1998/99 and considered performance against the measures and targets.

P7/00

EARLY RETIREMENT AND VOLUNTARY REDUNDANCY

Further to Minute S6/00, the Committee considered the recommendations of the Scrutiny Commission with regard to the adoption of a revised procedure for dealing with applications for Early Retirement and Voluntary Redundancy.

The Committee noted that its comments would be submitted along with the recommendation of the Scrutiny Commission for consideration and adoption by the Policy and Resources Committee.

RESOLVED -

That a full report on the current and revised policies and procedures for ER/VR be submitted to the meeting of the Committee scheduled for 28 September 1999, and in the meantime, the Trade Unions be formally consulted on the revised policies and procedures recommended by the Scrutiny Commission.

P8/00

CONFIDENTIAL REPORTING POLICY

The Committee considered the outcome of a review of the Council's Confidential Reporting Policy which had been adopted by the Council on 23 September 1997 (Minute P37/98 refers).

The Committee noted that the review had been undertaken as a result of advice from the Local Government Management Board and the provisions of the Public Interest Disclosure Act, which it was expected would come into force by the beginning of July 1999.

RESOLVED -

That the revised Confidential Reporting Policy and Procedure be adopted, subject to the following additional words being added to the end of paragraph 3.2 of the Policy: 'or in order to pursue the complaint'.

P9/00

EMPLOYMENT RELATIONS BILL 1999 - IMPLICATIONS

The Committee noted the provisions of the Employment Relations Bill and their relation to the Council's current policies and procedures.

It was reported that a further review of the Council's policies and procedures would take place once the legislative provisions were confirmed.

THE CHAIR CLOSED THE MEETING AT 8.40 PM