

1 FEBRUARY 2001



Minutes of the meeting of the PERSONNEL PANEL of the PERSONNEL COMMITTEE held on 2 NOVEMBER 2000 AT 5:00pm.

Present: Councillors Edwards, Miller, Morsely, Newcombe (substituting for Councillor Clarke) and Tallack

Officers: P Timmins (Chief Officer (Finance and Corporate Services)), B Bithell (Head of Human Resources), J Milsom (Senior Human Resources Officer - Business Support), E Payne (Human Resources Assistant – Business Support), I Reed (Senior Committee Manager) and J Blaney (Committee Manager)

Apology: Councillor Clarke

PP01/01 ELECTION OF CHAIR

RESOLVED:

That Councillor Edwards be appointed Chair for the Council year 2000-2001.

PP02/01 REPORT ON STAFFING LEVELS

Following the meeting of the Personnel Committee on 26 September 2000, the Personnel Panel received a report covering the following issues (Minute P5/01 refers):

a) Staffing Levels

The Panel received information on staffing levels in each management structure including vacancies, promotions and staffing level efficiency.

b) Leavers

Concern was raised at the high turnover level. The Panel was informed that exit interviews were not performed as standard practice.

c) Vacancy Levels

Concern was raised over vacancy levels and the fact that the vacancy rate was 16% on 20 October 2000.

d) New Starters and Internal Promotions

The Panel received information on new starters and internal promotions.

e) Phasing In

The Panel received information on salary scales, protection of salary and 'Phasing-In'. Phasing in should be complete by April 2001 (except DSO Catering when phasing-in will be complete by April 2002). The Chair of the Panel led a debate on the Council's intention to return to 5 point grades and the cost implications.

RECOMMENDED:

1. That in order to address the high turnover rate, Officers be instructed to conduct investigations into such issues as the reasons for employees leaving the authority and their length of service.
2. That research be conducted into national and local trends relating to staff turnover levels.

RESOLVED:

1. That the Council investigate a monitoring exercise of overall basic salary against annual standard spending assessment and that Members of the Personnel Committee receive information on current staffing levels across all Directorates, together with salary ranges and employee budget information on a quarterly basis.
2. That Members of the Personnel Committee receive further information as to why positions were vacant, (with officers to investigate the production of an exit questionnaire for staff leaving the council) and the level of responses to job advertisements.
3. That the Members of the Personnel Committee receive information on the number of new starters on a quarterly basis and an annual breakdown of the placements of new starters be provided.

THE CHAIR CLOSED THE MEETING AT 6:30PM