



Minutes of the meeting of the PERSONNEL PANEL of the PERSONNEL COMMITTEE held on 1 FEBRUARY 2001

Present: Councillor Edwards (Chair)
Councillors M Clarke, Morsley 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), T Howe (Human Resources Officer), E Payne (Human Resources Assistant – Business Support) and J Blaney (Committee Manager)

Apology: Councillor Miller

Also Present: Councillor Newcombe

PP03/01 MINUTES

The Panel received the minutes of the meeting held on 2 November 2001.

PP04/01 EMPLOYMENT INFORMATION UPDATE

Following the recommendations made at the meeting of the Personnel Panel on 2 November 2001, the Panel received updated employment information covering the following areas:

a) Staff Turnover

The Panel received information regarding staff turnover within the Council and noted that the turnover rate was between 10.4 and 11%, which compared favourably with the overall national turnover rate of 18.3%.

b) SSA and Salary Information

The Panel received information outlining overall basic salary details against the SSA. The Panel noted current staffing levels and salary ranges

c) Exit Interviews

The Panel considered the current exit interview procedure and exit interview form. Concern was raised at the fact that 31% of

leavers did not state a reason for leaving. The Panel noted that the procedure relied upon managers completing exit interviews.

d) Responses to Job Advertisements

The Panel received information regarding responses to job advertisements. It was noted that there was a substantial difference in the number of enquiries and the actual number of applications. It was also noted that the length of time between the actual interview and offer of appointment had an adverse effect in some cases.

e) Vacancy Information

The Panel noted that the recruitment freeze would have an impact upon vacancy information and that the information should be considered after the recruitment freeze had been lifted in April.

f) Sickness Absence Monitoring

The Panel received information regarding staff absence. It was noted that recent data included schools based staff and that it was hoped that Open Door would eventually be able to separate this information. The Panel also noted that Open Door would be able to provide more accurate absence data in the Autumn and that sickness would be monitored by directorate, excluding schools, from April 2001.

AGREED –

That the Policy and Resources Committee receive a detailed report on the Exit Interview procedure.

THE MEETING CLOSED AT 19:05PM