

Chief Executive
Howard Miller

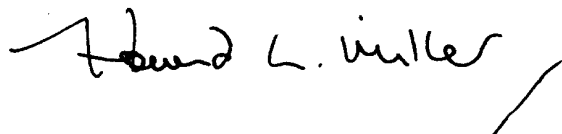
To: The Chair and Members of
the Personnel Committee

23 June 1999

Dear Councillor

Your attendance is requested at a meeting of the **PERSONNEL COMMITTEE** to be held at the Civic Offices, 1 Saxon Gate East, Milton Keynes on **TUESDAY 29 JUNE 1999 at 7.30 pm** when the business set out overleaf will be transacted.

Yours faithfully



Chief Executive

Councillor Edwards (Chair)

Councillor Harnett (Vice-Chair)

Councillors Benning, Clarke, Conchie, Kilkenny, Morsley, Newcombe, Saunders, Tallack and Tapp

Milton Keynes Council

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AGENDA

Item No:

1. Apologies

2. Minutes

To approve, and the Chair to sign as a correct record, the Minutes of the meeting held on 23 March 1999 and of the special meetings held on 15 April 1999 and 18 May 1999.

3. Declarations of Interest

Members and officers to declare any interests they may have in the business to be transacted in accordance with the Local Government Act 1972.

4. Adjournments to Hear Members of the Public

The Chair to request an indication from members of the public that they would wish the Committee to adjourn to hear their views during its consideration of a particular item.

5. Deputations and Petitions

No deputations have been received for consideration at this meeting. Any petitions received will be reported at the meeting.

6. Questions from Members of the Public

To receive questions from members of the public in accordance with Standing Order P28.

7. Ward Matters

No items have been received for consideration at this meeting.

8. Review of Sub-Committees

The Committee is asked to consider whether it would wish to reappoint the following Sub-Committees:

(a) Personnel Sub-Committee

The Sub-Committee was created in 1998 to consider the personnel implications of the management restructuring proposals by the Budget Review Sub-Committee. The role of the Personnel Sub-Committee was to consider and decide on requests for Early Retirement/Voluntary Redundancy in the light of the restructuring approval and in the context of the agreed criteria.

This particular role is no longer required. The Chair has asked the Committee to consider the appointment of a Panel to monitor Personnel issues/employment trends, and recommend issues for approval at the Personnel Committee.

It is recommended that:

(i) the following issues/reports be received by the Panel on the following areas, within a three year rolling programme:

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

(ii) that the membership of the Panel be in the ratio 3:2:1.

(b) Pay Sub-Committee

The Sub-Committee's Terms of Reference was set in November 1997. The Terms of Reference were to negotiate the new pay scheme and the new Terms and Conditions with the Trades Union representatives seeking to achieve a settlement within the agreed budget levels, for recommendation to the Policy and Resources Committee.

(The Members of the Sub-Committee (7) have traditionally formed the Employers Side for the Joint Negotiating meetings with the Trades Unions). It is recommended

that the reappointment of the Sub-Committee be deferred to the September meeting.

(c) **Special Circumstances Panel**

The Panel was set up to consider cases for redundancy in exceptional circumstances. The Panel comprises the Strategic Director Resources, Treasurer, Head of Human Resources, the Chair of the Personnel Committee and Trade Union Co-ordinator. The Panel can only advise and recommend to the Personnel Committee and cannot make decisions in its own right.

The Committee is recommended to reappoint the Panel.

9. Constitution for Trade Union Consultation and Negotiation

To consider Item 9 (**Page 7**)

10. Human Resources Division Service Plan 1998/99 - End of Year Report

The Policy and Resources Committee at its meeting held on 3 February 1999 (Minute PR156/99 refers), requested this Committee to consider a report at its first meeting of the year reviewing performance against the measures and targets included in last years' Service Plans (Item 10) (**Page 22**).

11. Early Retirement and Voluntary Redundancy - Referral from the Scrutiny Commission

The Scrutiny Commission at its meeting held on 8 June 1999, considered a report which addressed:

- (a) the concerns and issues raised by Members;
- (b) the lessons learnt from the Early Retirement/Voluntary Redundancy (ER/VR) process; and
- (c) proposals for more rigorous procedure.

The Commission agreed the adoption of the following:

That the Commission notes the lessons learnt from the ER/VR process, as set out in the report, together with the various issues arising and taking account of these, recommends the Personnel Committee to adopt the following recommendations, following consideration and any necessary consultations by the Personnel Committee:

- (a) that the relevant service committee be responsible for all decisions on early retirement, with the exception of ill health where the decision is delegated to officer level, with the Personnel Committee being responsible for monitoring the early retirement process;
- (b) that full information on all early retirements, except ill health retirements, be provided at the point of decision to the service committee, with a summary report to the Personnel Committee;

- (c) that decisions on ill health retirement be delegated to officers, with full information being provided at the point of decision, with a summary report to Members of the relevant service committee;
- (d) that the cost of any early retirement decision be borne by the employing service, except where redeployment is involved when the cost should lie with the service initiating the cost reduction;
- (e) that agreement only be given to a request for early retirement on non-health grounds, where the pay back period, including pension, is 5 years or the period to the retiree's normal retirement age, whichever is lower;
- (f) that an annual report be submitted to the Personnel Committee at the end of the financial year summarising the number of cases of early retirement, together with the full cost implications for both the Council's Revenue Account and Pension Fund, with the financial implications being reported to Policy and Resources Committee;
- (g) that regular interim reports be submitted to the Personnel Committee, showing the number of cases, together with the cost implications as described in (f) above; and
- (h) that the costs of all early retirements be monitored centrally, under the control of the Treasurer.

The report (without the **Annexes**) considered by the Scrutiny Commission is set out at Item 11 (**Page 28**). (Copies of the **Annexes** are available from the Members' Services Section.)

The Personnel Committee should be aware that a full report reviewing the strategy on ER/VR, policies and procedures will be brought to the September Committee. As part of the preparation of that report, the Committee may wish to make initial comments on the recommendations from the Scrutiny Commission, and then agree to release the report for consultation with the Trades Unions. The results of that consultation can then be part of the September report. Following consideration at the Personnel Committee, any recommendations from this Committee and the Scrutiny Commission will be referred to the Policy and Resources Committee.

12. Confidential Reporting Policy

To consider Item 12 (**Page 37**)

13. Employment Relations Bill 1999 - Implications

To consider Item 13 (**Page 48**)

14. Questions on the Committee's News Sheet

To ask questions on the following items included on the Committee's News Sheet:

- (a) Home Carers Award Ceremony
- (b) Staff: Training Programmes for Young People

- (c) Implementation of New Payroll and Personnel System
- (d) Internal Audit Reports
 - (i) Childcare Benefits
 - (ii) Terms and Conditions

15. Members' Items

No items have been submitted for consideration at this meeting.

16. Called-in Decisions

No decisions have been called-in for consideration at this meeting.