

# EMPLOYMENT COMMITTEE

Minutes of the meeting held on Monday 15 December 2008 in Riverside House, Royal Leamington Spa at 4.30 pm.

**PRESENT:** Councillor Coker (Chairman); Councillors Caborn, Crowther, Dean, Doody, Gifford and Shilton.

Councillor Dean substituted for Councillor Mrs Knight.

Apologies for absence were received from Councillors Mrs Goode and Hammon.

## 687. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

## 688. **MINUTES**

The minutes of the meeting held on 12 August, 16 September and 15 October 2008, having been printed and circulated, were taken as read and signed by the Chairman as a correct record.

## 689. **APPRAISAL MONITORING UPDATE**

The Committee considered a report from Organisational Development and Performance Improvement which showed the number and percentage of performance appraisals carried out for 2008.

A full report on the monitoring of appraisals carried out during the current year was presented to the Employment Committee at its meeting in September, at which time the committee requested a further report updating the position to be presented at this meeting.

In total, 506 appraisals had now been completed, which was 94.4% of those due. The figure reported in September was 92.6%. Thirty appraisals had not yet been confirmed to have taken place and thirteen of those thirty people did not receive an appraisal in 2007 either.

Although the 100% target had not been reached, a three-year comparison of the percentage of appraisals carried out showed a continued improvement, which was set out within paragraph 4.4 of the report.

A full report detailing the outstanding appraisals was submitted to the Corporate Management Team so that appropriate action could be taken. Heads of Service had been requested to ensure the outstanding appraisals were carried out before the end of December 2008 and to confirm to HR when they had been done.

Annual monitoring would continue so that any trends in non-compliance with the Performance Appraisal Policy could be identified.

## **EMPLOYMENT COMMITTEE MINUTES (Continued)**

### **RESOLVED** that

- (1) the report be noted; and
- (2) a further report be submitted to the next meeting in March 2009 to update on the outstanding appraisals as set out on 4.3 of the report.

#### **690. ENTERPRISE TEAM STAFFING**

The Committee considered a report from Economic Development and Regeneration which sought approval for a new 2 year Community Enterprise Officer Post to be funded by the Warwick Local Strategic Partnership (WLSP).

The report also sought to rationalise the process in the management structure for the Enterprise Hub and establish a flexible Management system which would ensure that the team met the needs of the newly established Enterprise projects.

It was hoped that this would provide the opportunity for extending enterprise related activities throughout Warwick District, rather than restricting them to the Brunswick Ward as part of the AWM funded post which had already been approved, attached to the Brunswick Enterprise Zone project. There was no financial cost to the Council and the new Community Enterprise Officer post would be managed within the established Enterprise Team structure.

This would provide management flexibility to vary hours of the reception and administration team based in the Althorpe Enterprise Hub provided the already agreed number of hours of 57.2 across the three posts was not exceeded. This would allow the hours worked by the reception and administration team to be adjusted over time to suit the operational needs of the projects and ensure that costs be contained within agreed budgets.

### **RESOLVED** that

- (1) the additional Community Enterprise Officer Post on a fixed term 2 year contract at 18.5 hours per week (0.5) FTE, be approved; and
- (2) the Head of Economic Development and Regeneration be approved to vary the hours of the Senior Enterprise Support Officer and Enterprise Support Officer posts within an overall maximum of 57.2 hours, if a replacement member of staff had to be recruited or a member of staff themselves asked for a change in their hours.

#### **691. REVIEW OF HEALTH AND SAFETY POLICY**

The Committee considered a report from Environmental Health on the Management of Health & Safety at Work Regulations which required employers to periodically review their Health and Safety management systems and to consult with employees and representatives on such matters.

## **EMPLOYMENT COMMITTEE MINUTES (Continued)**

To ensure the effectiveness of the Health and Safety policy, to keep it live and to comply with Health and Safety law, a review had been undertaken and the report detailed the reviewed content of the Corporate Health & Safety Policy issue 1.

The contents of issue 2, were attached at appendix one to the report, highlighted sections that had been significantly amended and those that had been added since the previous issue. In some cases the additions already existed as policies or procedures but had not been incorporated into issue 1.

Amendments to pages 128 and 129 of the policy were circulated at the meeting which moved sections from 4.4 of the policy to 4.5.

### **RESOLVED** that

- (1) the revised policy be agreed and recommend to Executive for approval;
- (2) Service Heads be tasked with ensuring that all staff are made aware of the Policy and that they sign to agree that they have been made aware of its contents; and
- (3) Service Heads to be tasked with adapting and implementing the Policy as appropriate to their Service Area.

## **692. REWARD AND RECOGNITION POLICY**

The Committee considered a report from Organisational Development and Performance Improvement which highlighted the need to develop a stronger approach to rewarding and recognising staff for their effort and contribution. The report detailed a proposal for a new Reward and Recognition framework.

Building on Excellence highlighted the need for the Council to develop a stronger approach for rewarding and recognising staff for their efforts. Feedback had shown that staff felt that the Council did not do enough to show its appreciation to employees.

The most recent staff feedback from the Times Best Council to Work for competition echoed this. Our lowest ranking factor was Fair Deal, which included how well employees felt they were treated and how well their benefits compared to similar organisations.

The Council had run Team Awards previously and still had a suggestion scheme. However, the Team Awards scheme did not generate sufficient nominations and the suggestion scheme was lacking credibility with staff. This could be partially attributed to limited incentives to encourage people to participate in the schemes.

With regard to the suggestion scheme it was felt that staff who had put forward ideas were, on occasion, kept waiting for several months before receiving any

## **EMPLOYMENT COMMITTEE MINUTES (Continued)**

feedback on their ideas. The scheme was currently not well publicised and new staff were not always made aware of its existence.

Appendices one and two to the report detailed the Proposed Reward and Recognition Framework and the costing of the scheme.

The Committee felt that this was not something that they could agree with at the present time and therefore did not agree with the recommendations as set out within the report.

**RESOLVED** that the Employment Committee would not proceed with the Reward and Recognition Policy at the present time.

### **693. PUBLIC AND PRESS**

**RESOLVED** that under Section 100(a) of the Local Government Act 1972 the public and press be excluded from the meeting for the following items, by reason of a likely disclosure of exempt information within the paragraphs of Schedule 12(a) of the Local Government Act 1972 following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Minute No.	Para Nos.	Reason
694	1	Information relating to any individual

### **694. CLOSURE OF THE PROGRAMME OFFICE OF WARWICKSHIRE DIRECT PARTNERSHIP**

The Committee considered a report from Organisational Development and Performance Improvement with regard to the closure of the programme office of the Warwickshire Direct Partnership.

The report detailed a recommendation from the Warwickshire Direct Partnership Programme Board that with effect from 31 March 2009, the Programme Office of Warwickshire Direct Partnership (WDP) would be closed with the two posts being made redundant. The role of Technical Manager would be retained by Warwick District Council but would have a reporting relationship with Warwickshire County Council's Head of ICT.

**RESOLVED** that the Programme Office of WDP should close with effect from 31 March 2009 and that the two posts as detailed within the report be made redundant, be approved, with the post of Technical Manager to be retained on the substantive grade with the current salary being protected in accordance with the Council's Redeployment Agreement.

(The meeting ended at 5.30pm)