

EMPLOYMENT COMMITTEE

Minutes of the meeting held on Wednesday 2 January 2013 at the Town Hall, Royal Leamington Spa at 4.30 pm.

PRESENT: Councillor Mrs Bunker (Chairman); Councillors Barrott, Boad, Caborn, Coker, Mrs Gallagher, Hammon, Mrs Knight and Mobbs.

An apology for absence was received from Councillor Copping.

23. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

24. **MINUTES**

The minutes of the 24 September 2012 meeting were agreed and signed by the Chairman as a correct record.

25. **MEMBERS'/TRADE UNIONS' JOINT CONSULTATION AND SAFETY PANEL MINUTES**

The Employment Committee discussed the content of the minutes of the Members'/Trades Unions' Joint Consultation and Safety Panel dated 18 September 2012. Members were informed that in respect of item 4 in the minutes, which detailed an accident involving the collapse of a chair during a meeting at the Council Chambers in July 2012, causing an employee to fall to the floor on top of the chair, all chairs had been safety checked at the Council Chambers and at Riverside House, and were now deemed safe.

RESOLVED that the minutes of the Members'/Trades Unions' Joint Consultation and Safety Panel dated 18 September 2012 be noted.

(Councillor Boad arrived at the meeting.)

26. **BUSINESS SUPPORT TEAM – CULTURAL SERVICES**

The Employment Committee considered a report which sought approval to restructure the establishment within Cultural Services. One of the conclusions of the Business Support Team experiment report was a proposal that three existing posts be deleted from the establishment and three new posts be added. It also proposed that all the new posts be located within the structure of the Business Support Team. One of the posts sat within the Royal Spa Centre team (A04070) and one within the Royal Pump Rooms team (A01087). The restructure had no budget implications.

The Head of Cultural Services, Rose Winship, explained to Members that the recommendation for a new generic post of Technical Administration Assistant, with three posts equalling 1.84 full time equivalent (fte) equated with the experiment 2.0 fte (item 7.2 in the report) because one of the post holders had reduced the hours she worked.

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RESOLVED that the recommended restructure of the Cultural Services Business Support Team be approved, re-designating posts A01087, A04070 and A53054 to create a new generic post of Technical Administration Assistant, with three posts of 0.5 fte, 0.54 fte and 0.8 fte.

(Councillor Hammon arrived at the meeting.)

27. CORPORATE HEALTH & SAFETY ANNUAL REPORT 2011-2012

The Employment Committee considered an annual report on corporate health and safety. This was the fourth such report which gave a brief summary of the work activity in relation to corporate health and safety.

The Committee asked for its thanks to be conveyed to the Health and Safety Adviser, Alan Richardson, for an excellent report and asked for the following points and questions to be conveyed to him:

1. the report should list Councillor Coker as the Portfolio Holder before it is published;
2. item 5.6 of the report – Members asked for a breakdown of how the 34 days of absenteeism resulting from a fall from a chair were made up;
3. item 5.12 of the report – with reference to the air quality within Riverside House, the use of the wording “appeared to be adequate” might need changing as “appeared” did not properly define the meaning and might not be specific enough for a public report;
4. Members sought to know the reason why the report only went as far as April 2012 and asked whether the report could be made annually, but with a quarterly update; and
5. Members asked that the Portfolio Holder be briefed before the report was presented to the Employment Committee.

RESOLVED that the Corporate Health and Safety Report be released for general circulation and publication on the website.

28. QUARTERLY PEOPLE STRATEGY UPDATE

The Employment Committee considered a report from Human Resources that gave an update on the progress made on the People Strategy Action Plan following the People Strategy Steering Group (PSSG) – comprised of a sub group of the Employment Committee and Senior Officers.

The Chairman expressed a wish that representatives from the Liberal Democrat and Independent Groups join the PSSG. Councillor Boad volunteered to seek a Liberal Democrat Member to join the Group and an email would be sent to the Independent Group Members to seek a volunteer.

The Committee examined the results of the Hotfrog surveys conducted in March 2012 and October 2012. Questions were asked on why some areas reported more stress levels than others and were informed by the HR &

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OD Manager that this tended to follow whether an area was going through organisational change or not. She informed Members that if staff approached HR for help, then it was offered, but HR could not insist people sought help and could only offer help, but if the help was refused, then their wishes were honoured. The HR & OD Manager informed the Committee that there were several mechanisms in place for staff to seek help which meant that staff did not have to approach HR if this option was not to their liking.

Members asked for an updated report for the next quarter.

RESOLVED that:

1. the Committee note the report and feedback from the Chairman – in particular the points that address the issues raised at the September Employment Committee; and
2. in line with other working groups the representation should be made cross party and each group be invited to nominate a member to sit on the PSSG.

29. **PUBLIC AND PRESS**

RESOLVED that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following items by reason of the likely disclosure of exempt information within the paragraphs of Schedule 12A 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
30 to 36	1	Information relating to an individual.
30 to 36	2	Information which is likely to reveal the identity of an individual.
32	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The full minutes of items 30 to 36 were contained within a confidential minute which would be made available to the public following the implementation of the relevant decisions. However, a summary of the decisions was as follows:

30. **MINUTES**

The confidential minutes of the 22 October 2012 meeting were agreed and signed by the Chairman as a correct record.

EMPLOYMENT COMMITTEE MINUTES (Continued)

31. ROYAL SPA CENTRE AND TOWN HALL RESTRUCTURE

The Committee supported the recommendations in the report.

32. TREE MAINTENANCE SERVICE

The Committee supported the recommendations in the report.

33. DEVELOPMENT SERVICES RESTRUCTURE

The Committee supported the recommendations in the report with a slight addition to the duties of the Business Manager (Town Centre), who would also be responsible for one town centre.

34. PAYROLL PROPOSAL

The Committee supported the recommendations in the report.

35. ICT TECHNICAL SUPPORT REVIEW

The Committee supported the recommendations in the report.

36. EARLY RELEASE OF PENSION PAYMENTS

The Committee supported the recommendations in the report.

(The meeting ended at 6.50 pm)