

# EMPLOYMENT COMMITTEE

Minutes of the meeting held on Tuesday 3 January 2012 at the Town Hall, Royal Leamington Spa at 4.30 pm.

**PRESENT:** Councillor Kirton (Chairman) Councillors: Barrott, Caborn, Coker, Copping, Doody, Mrs Gallagher, Hammon, Mrs Knight and Mobbs.

There were no apologies.

## 21. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

## 22. **MINUTES**

The minutes of the meeting held on 27 September 2011 were taken as read and signed by the Chairman as a correct record.

## 23. **QUARTER 2 EMPLOYMENT DATA**

The Committee considered a report from Human Resources which updated the Committee on the workforce picture for Quarter 2, July to September 2011.

The report advised members on the current establishment data, recruitment costs, numbers of agency staff, sickness and absence data and appraisal information.

There was no alternative option to be considered because the Committee had requested this information be reported to them regularly.

The Human Resources Manager, Karen Warren, presented the report and welcomed questions from members.

The Committee wanted to know what was being done to control staff absenteeism levels and was informed that this had crept up slightly in the last three years. Absenteeism was actively managed, with staff who were off sick for longer than four weeks, classified as long term sickness (LTS), or who were away due to stress, receiving return to work interviews, and their line manager was also informed. The Committee asked if there was an underlying reason for the increase, but was informed that there did not appear to be one, and the statistics collected only accounted for numbers and periods of absenteeism against categories. Officers felt that the measures being taken to monitor the situation and keep it under control were sufficient.

One member queried the spike in absenteeism in a particular department, but was informed that it only took one person in a department to take sick leave for several weeks for the results to rise against that department and effectively skew the results so that the department's absenteeism levels reflected poorly in comparison with other departments.

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

The Human Resources Manager informed the Committee that in December 2011, out of the 20 people on long term sick leave during the period July to September 2011, 13 had returned to work, five had left the Council's service, and two were still absent from work due to sickness.

It was noted that there had been a large rise in the number of staff leaving the Council's service from eight in April to June 2011, to a level of 21 in the July to September 2011 period. The Human Resources Manager agreed that there had been a rise in the number of leavers, but there was always going to be staff turnover, and did not feel that the actual levels were that high. The Committee asked if more leavers were receiving exit interviews, and was informed that they were, but some leavers declined them, therefore a 100% level could not be achieved. Human Resources always offered exit interviews to leavers and, if these were refused, a second offer would be made, but this too could be refused. Of the 21 leavers in the last quarter, 13 of these had been due to resignations, the contract period had ended on a further two, three people had retired, and one position had been made redundant. Reasons for the remaining two leavers were not stated. The Committee enquired if there was an underlying reason why staff left the Council so that there could be a better understanding. The Human Resources Manager said that this information was obtained during exit interviews and the information could be provided to the Committee. The Chairman reminded Committee members to send any questions to officers ahead of meetings, to ensure all information could be considered at the same time.

**RESOLVED** that the content of the report be noted.

### **24. 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 paragraph 2 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

The full minutes of Minutes 25 and 26 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:

### **25. CUSTOMER SERVICE CENTRE TRAINER POST**

The Committee considered a report from Community and Corporate Services.

The recommendations in the report were agreed as printed.

**EMPLOYMENT COMMITTEE MINUTES (Continued)**

26. **CONTRACT SERVICES INTERVENTION – ENGINEERING  
EXPERIMENT**

The Committee considered a report from Neighbourhood Services.

The recommendations in the report were agreed as printed.

(The meeting ended at 5.00 pm)