

EMPLOYMENT COMMITTEE

Minutes of the meeting held on Thursday 16 June 2011 at the Town Hall, Royal Leamington Spa at 6.00 pm.

PRESENT: Councillors: Barrott, Boad, Coker, Copping, Hammon, MacKay, Mobbs, Pratt, Shilton and Vincett.

(Councillor MacKay acted as substitute for Councillor Kirton; Councillor Pratt acted as substitute for Councillor Doody; Councillor Shilton acted as substitute for Councillor Mrs Gallagher; and Councillor Vincett acted as substitute for Councillor Caborn).

Apologies for absence were received from Councillor Mrs Knight.

1. **APPOINTMENT OF CHAIRMAN**

It was proposed, duly seconded and

RESOLVED that Councillor Kirton be appointed as Chairman for the ensuing municipal year.

(In the absence of Councillor Kirton from the meeting Councillor Coker was appointed as Chairman for the meeting)

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **MINUTES**

The minutes of the meetings held on 9 March, 30 March and 5 April 2011 were taken as read and signed by the Chairman as a correct record.

4. **QUARTER 4 AND FULL YEAR WORK-FORCE DATA**

The Committee considered a report from Human Resources that set out the work-force data monitoring report for the fourth quarter of 2010/11 and the full year of 2010/11.

The Human Resources Manager provided a correction to the report with regard to the percentage reduction of the advertising expenditure.

The Committee appreciated the report but felt the information on long term sickness could be reported differently to enable greater understanding for the Committee. Therefore, they requested it be amended for future reports to show the number of people off on long term sick leave compared to the number of instances of long term sickness.

RESOLVED that

- (1) the report be noted;

EMPLOYMENT COMMITTEE MINUTES (Continued)

- (2) the percentage reduction of the advertising budget continues to be reported; and
- (3) the report format be agreed, subject to future reports being amended, to show the number of people off on long term sick leave compared to the number of instances of long term sickness.

5. FIT FOR THE FUTURE PEOPLE PROCESS AMENDMENTS

The Committee considered a report from Human Resources that detailed proposed changes to the employment process following consultation with Unions and agreed by the Joint Communications Forum.

The redeployment process for the Fit for the Future Programme had been the topic of many discussions with the Unions and Management and these proposals were proposed and accepted by the Unions.

RESOLVED that

- (1) the trial period of 12 weeks, once redeployed, is reduced to four weeks, in line with legal requirements, and is only extended for training purposes where both parties agree; and
- (2) once an employee enters the redeployment pool, the maximum time they will remain in the pool be 12 weeks which is the total time for stability of employment commitment.

6. CHANGES TO THE FINAL INCREMENT SCHEME

The Committee considered a report from Human Resources that detailed a proposed change to the final increment scheme for staff employed under the JNC terms and conditions of employment.

The current scheme was last updated in February 2005 and applied to all staff employed on the Joint Negotiating Committee (JNC) for Chief Officer's terms and conditions; therefore was applicable to all Head of Service posts and above.

It stipulated that staff must achieve a 'specified performance criteria' described as achieving targets and plans; and have been in post for two years before the final increment could be agreed. It also stated that the scheme would be reviewed in line with changes to the Council's performance management framework.

The policy had been reviewed, taking into consideration the principals of systems thinking particularly the continuous learning ethos. Systems thinking meant a move away from target based assessments which did not necessarily focus on providing the service the customer wants. Instead the Council was looking for its leaders to encourage operational

EMPLOYMENT COMMITTEE MINUTES (Continued)

staff to focus on what matters to the customer. This had led to a different relationship between leaders and operational staff where performance criteria did not normally help.

It was for these reasons that it was proposed that the final increment scheme be brought in line with the JNC increment scheme so that progress was automatic and managed by exception. As with all members of staff, there were robust methods for managing staff who were not achieving in their role. These approaches, combined with an ethos that focussed on the customer and engaging staff in continuous improvement, should aid motivation, performance and outcomes for customers.

The Committee deliberated the merits of this proposal and the quality it would bring to all members of staff. However, they were of the opinion that further consideration should be given to the proposal because there should be higher expectations for leaders and there should be relevance measures, in line with systems principals, for achieving each step of grading band.

RESOLVED that the proposals be reviewed and brought back to a future meeting of the Committee.

7. CULTURAL SERVICES STAFF USE OF WARWICK DISTRICT COUNCIL FACILITIES

The Committee considered a report from Cultural Services that brought forward a new policy which was considered necessary to provide clarity and transparency on the entitlement of specific groups of Warwick District Council staff to use certain facilities operated by the Council free of charge.

The Policy had been developed following recent uncertainties and confusion in leisure centres about members of staff using facilities. It was considered that the proposed policy, set out at Appendix 1 of the report, would not increase costs to the authority.

RESOLVED that the policy, set out at Appendix 1 of the report, for Warwick District Council staff use of sports facilities and the Royal Spa Centre, be approved.

8. 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 two 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.

EMPLOYMENT COMMITTEE MINUTES (Continued)

9. CENTRAL SUPPORT STAFFING ESTABLISHMENT CHANGES

The Committee considered a report from the Deputy Chief Executive and Monitoring Officer that proposed changes to Warwick District Council's staffing establishment, providing for a single personal assistant and administrative support team.

The proposal would be achieved by merging the functions of three separate teams, namely Central Administration Team, Chief Executive Support and Senior Management Support Team.

The report also recommended the deletion of a post and reduction in hours of another which were considered to be no longer necessary following investigation under the Support Services Review.

RESOLVED that

- (1) the deletion of the following posts from the Council's establishment from 30 June 2011, be approved:
 - (i) Y02100, Personal Assistant to the Chief Executive/Office Manager;
 - (ii) Y2200, Secretary (Chief Executive's Office);
 - (iii) M06100 Central Administration Team Leader post;
 - (iv) M06300 x 2 & M06400, Administration Support Assistant posts;
 - (v) V02300 & V03200 Administration Assistants;
 - (vi) V02100, Senior Management Support Team Leader;
- (2) the addition of the following posts to the Council's establishment from 1 July 2011, be approved:
 - (i) Personal Assistant to the Chief Executive/Team Leader;
 - (ii) 4 x Central Support Officers;
- (3) the structure of the Central Support Team as set out in Paragraph 3.16 of the report, be approved; and
- (4) post X40041 be reduced by 15 hours per week.

10. DEVELOPMENT SERVICES INTERVENTION (TECHNICAL SUPPORT)

The Committee considered a report from Development Services that sought approval for the deletion of a post from the Council's establishment.

Development Services had used a systems thinking approach to consider different ways of working to improve customer service and reduce costs to

EMPLOYMENT COMMITTEE MINUTES (Continued)

the Council. The report detailed the conclusion from an experiment involving the work of Technical Support.

The Committee were advised of the consequences that the deletion would have on the department and how they had restructured their workload accordingly.

RESOLVED that post N03060 Senior Planning Technician be deleted from the establishment.

(The meeting ended at 5.50 pm)