

# EMPLOYMENT COMMITTEE

Minutes of the meeting held on Monday 24 September 2012 at the Town Hall, Royal Leamington Spa at 4.30 pm.

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

Apologies for absence were received from Councillors Boad and Kirton.

## 9. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

## 10. **MINUTES**

The minutes of 14 June 2012 meeting were agreed and signed by the Chairman as a correct record, subject to the removal of Councillors Mrs Bunker and Mrs Gallagher from the list of individuals present, and the addition of Councillors Mrs Bunker and Mrs Gallagher to the list of apologies for absence.

## 11. **FULL YEAR EMPLOYMENT DATA**

The Committee considered a report from Human Resources which updated them on the workforce picture for the full financial year 1 April 2011 to 31 March 2012.

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 and Organisational Development Manager, Karen Warren, presented the report and welcomed questions from Members.

The Committee asked many questions about absence, stress, appraisals being incomplete, and exit interviews not being held. They also enquired as to how staff were feeling and what was being done to address some of the worrying trends revealed in the data and what the Human Resources and Organisational Development Manager said she anticipated when the next set of data was compiled.

The Committee was concerned that the report did not give enough information on exit interviews. The Human Resources and Organisational Development Manager was asked to amend the report to show the reasons why exit interviews were not undertaken.

The Committee felt that more pressure needed to be applied when appraisals were not completed. Members asked the Human Resources and Organisational Development Manager to summarise any mitigation for failure to complete the appraisals on the Employment Data report.

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

Disciplinary levels were an area of particular concern as the Human Resources and Organisational Development Manager had indicated that there would be a rise in the trend on the next Employment Data report. She was asked to report if this upward trend was in particular service areas. The Committee was anxious that this be shown in the reports so that it could be addressed. If there was a particular problem in a service area, the Human Resources and Organisational Development Manager was asked to invite that Service Area Manager to come to an Employment Committee meeting to talk about why there was an issue, what was being done to address the problems and what could be done to address them.

In respect of Agency Staff, the Human Resources and Organisational Development Manager informed the Committee that the figures would decrease. The Committee wanted to know when this would happen.

The Committee discussed how it could scrutinise staff related matters. It informed the Human Resources and Organisational Development Manager that if there was an ongoing problem, then this should be reported to it. If there had been a problem that had been dealt with, then the Human Resources and Organisational Development Manager simply needed to report how it had been dealt with. The Committee wanted to catch problems before they became a serious trend. It wanted a proactive approach. The Human Resources and Organisational Development Manager was asked to work more closely with Senior Management to address any worrying trends, especially in light of morale, grievance, disciplinary and sickness problems arising. The Committee was concerned that some of these trends could be caused by the changes being implemented as a direct result of the Fit for the Future programme.

The Committee decided that it could not simply note the content of the report as recommended in the report.

### **RESOLVED** that:

- (1) Human Resources and Senior Management investigate what is being done and what can be done to alleviate issues throughout the organisation and individual departments. This is to be reported back at the next meeting; and
- (2) if there are particular issues in individual departments, then the Human Resources and Organisational Development Manager should ask the relevant Head of Service to attend the next Employment Committee.

## **12. PEOPLE STRATEGY UPDATE INCLUDING IIP ACTIONS**

The Committee considered a report from Human Resources which brought forward an updated People Strategy Action Plan following the Investors in People (IIP) assessment in May 2012. Incorporating the action plan, it also provided Employment Committee with an early indication of the

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

recommendations from the recent Peer Challenge undertaken in May 2012.

The Committee questioned the Human Resources and Organisational Development Manager about the job matching process and felt it was time for a review. It requested that the People Strategy Steering Group review the Fit for the Future redeployment process.

Councillors Barrott and Mrs Bunker volunteered to join the People Strategy Steering Group and Councillor Mobbs expressed an interest in joining. The Human Resources and Organisational Development Manager informed the Committee that Councillors Barrott and Mrs Bunker would join alongside herself and Tracey Dolphin, but a member of the Senior Management Team was also required to join the Group.

Having read and discussed the report, the Committee decided to support the recommendations in the report.

### **RESOLVED** that:

- (1) Councillors Barrott and Mrs Bunker be nominated to form part of the People Strategy Steering Group to monitor the progress on the Action Plan and the report be noted;
- (2) authority be delegated to Human Resources and Organisational Development Management Manager to update the People Strategy with any actions arising from the Peer Challenge Improvement Plan; and
- (3) the work that is ongoing on the cultural change strand of Fit for the Future be noted.

## **13. 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
14 to 17	1	Information relating to an individual.
14 to 17	2	Information which is likely to reveal the identity of an individual.

The full minutes of minutes 14 to 17 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:

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

### **14. MINUTES**

The confidential minutes of 14 June 2012 meeting were agreed and signed by the Chairman as a correct record, subject to the removal of Councillors Mrs Bunker and Mrs Gallagher from the list of individuals present, and the addition of Councillors Mrs Bunker and Mrs Gallagher to the list of apologies for absence, and the page numbering on the confidential minutes to be changed to pages 4, 5 and 6.

### **15. CHANGES TO CCTV OPERATORS TERMS & CONDITIONS**

The Committee supported the recommendations in the report.

### **16. FINANCE STAFFING REVIEW**

The Committee supported the proposed re-structure in Finance.

### **17. FLEXIBLE RETIREMENT CASE**

The Committee approved the request to reduce the working hours of the person concerned, to take effect from 1 December 2012.

(The meeting ended at 5.35 pm)