

# EMPLOYMENT COMMITTEE

Minutes of the meeting held on Tuesday 20 September 2005 at the Town Hall, Royal Leamington Spa at 4.30 pm.

**PRESENT:** Councillors Crowther (Chair), Mrs Bunker, Gifford, Hammon, Hatfield, Kundi and Tamlin.

## 432. DECLARATIONS OF INTEREST

There were no declarations of interest.

## 433. MINUTES

**RESOLVED** the minutes of the meeting held on 27 June 2005, having been printed and circulated were taken as read and signed by the Chair as a correct record.

## 434. CHANGE TO STAFFING ESTABLISHMENT – MEMBERS’ SERVICES

The Committee considered a report from Members’ Services which sought approval to amend the establishment of Members’ Services

The budget for 2005/2006 contained provision for the appointment of an additional Licensing Enforcement Officer principally to help with enforcing the requirements of the Licensing Act 2003. However, having considered in more detail the duties to be carried out by this post, it was felt that it could be established to assist the current Licensing Enforcement Officer rather than making an appointment at the same level.

When the provisions of the Licensing Act 2003 came into force in November, Members’ Services would be responsible for monitoring and enforcing legislation in respect of six hundred premises and one thousand personal licences.

In addition, the Regulatory Committee had asked for a number of new initiatives to be introduced with regard to hackney carriage and private hire driving licences.

It was important that the Council remained proactive in all its licensing administrative and enforcement duties. The Licensing Enforcement Officer had made arrangements with the Police to carry out regular joint enforcement operations mainly dealing with hackney carriage and private hire enforcement. Three such operations had already been carried out which were successful. These operations were carried out from early evening until 2 or 3 am. When the new legislation comes into force similar exercises would have to be carried out regularly on licensed premises.

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

As was expected, the large number of applications as a result of the Licensing Act 2003 were being received and should continue to be received until November. The Assistant would currently be responsible for some of the administrative work, and, leaving the Enforcement Officer with more time to carry out his enforcement duties. In due course, the Assistant would also undertake visits and inspections.

In view of the pressure created by the large volume of applications that were received, with the approval of the Corporate Management Team, it became necessary to proceed with filing the post prior to the establishment being amended. This was possible as funding for the appointment had already been agreed.

**RESOLVED** that staffing establishment of Members' Services be formally amended by the addition of the Assistant Licensing Enforcement Officer.

### **435. SUPPORTING PEOPLE SERVICES STAFFING STRUCTURE**

The Committee considered a report from Housing Services which sought approval for a proposed revision to the staffing structure of the Supporting People Services team within Housing Services.

Members approved a new staffing structure for this service area, which comprised of the sheltered housing teams and the Warwick Response (formerly CCMS) Control Centre and response staff, in March 2005.

The post of Warwick Response Manager was currently vacant. The last postholder resigned after a lengthy period of sick leave which required the post to be covered by the use of temporary, interim, staff.

Having evaluated how the service operated in the absence of the postholder it was now proposed not to recruit a direct replacement and instead implement the revised structure.

The Warwick Response Manager and Warwick Response Night Supervisor posts would be replaced by two Supervisors, one responsible for the Control Operators and Administrative Assistant and the other for the Response Officers. The postholders would be engaged on flexible contracts providing for the supervision of staff working day or night shifts.

**RESOLVED** the organisation chart set out in the Appendices of the report, as the basis of the establishment for the service from 1 October 2005, be approved.

**436. RESTRUCTURE OF HOUSING STRATEGY TO INCORPORATE ENVIRONMENTAL HEALTH (HOUSING)**

The Committee considered a report from the Strategic Director (Community Resources) which sought approval for a restructure of Housing Strategy following the transfer of Environmental Health (Housing) to the Community Resources Directorate in the restructure of Environmental Health.

The Environmental Health (Housing) team transferred to the Corporate Resources Directorate on 4 July. The rationale for this transfer was to join up all of the housing services into one team to allow a unified strategic focus to housing development. There was one Portfolio holder for Housing and the Council's Housing Strategy was expected to be a comprehensive document which encompassed all the developments for housing across all sectors.

The Housing Strategy Manager left at the end of May and the post was currently vacant. At present both the Divisional Environmental Health Officer and the vacant Housing Strategy Manager reported to the Strategic Director (Community Resources).

It was proposed that there be a Head of Housing Strategy with three teams

- Private Sector Housing
- Homelessness and Housing Advice
- Affordable Housing Development

Each of the three teams would continue as now delivering the day to day operational services in their area of expertise. It was not proposed to change the structure of the teams at this stage, as that would be for any new Head of Housing Strategy to review.

Each of the three managers would be assimilated into the appropriate team leader role, and the Head of Housing Strategy post would be externally advertised.

**RESOLVED** that the new structure be approved.

**437. EMPLOYMENT DATA MONITORING**

The Committee considered a report from Corporate Personnel Services which presented to Members the findings of an annual monitoring of the number and breakdown of people employed by Warwick District Council.

This report summarised the key findings from an analysis of the Council's workforce as at 1st April 2005.

Appendix A showed an analysis of the total people on the establishment by grade band, gender, ethnic groups, disability and working pattern, together with the percentage of people in each group living in the Warwick District area

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

(information taken from the 2001 Census). Appendix A also showed a five year comparison of the numbers employed.

Appendix B showed a separate breakdown of male only and female only staff.

Appendix C showed the breakdown of people employed in each Service Area, and, Appendix D showed the changes in number of established, filled and vacant posts for each Service Area over the previous year.

Appendix E gave a visual summary of the total workforce by grade band, gender, ethnic group, disability and working pattern.

Appendices F and G showed the best value performance indicators trend over time compared with the top quartile.

**RESOLVED** the contents of the report be noted and proposed action approved.

### **438. EQUAL OPPORTUNITIES RECRUITMENT MONITORING**

The Committee considered a report from Corporate Personnel Services which presented to Members the findings of the annual monitoring of the Council's Equal Opportunities Policy with regards to recruitment.

This report summarised the key findings from an analysis of job applications during the year 1 April 2004 - 31 March 2005.

Appendix A showed an analysis of the number and percentage of job applicants by gender, ethnic groups and disability, and also showed the percentage of people in each group living in the Warwick District area (information taken from the 2001 Census). Appendix B showed the same breakdown of shortlisted applicants, and Appendix C showed the breakdown of people appointed.

Appendix D showed a visual summary of the percentage of applicants, shortlisted and appointed persons by gender, ethnic group and disability.

Appendix E provided a picture of Equal Opportunities recruitment performance over five years.

**RESOLVED** the report be noted and proposed actions be approved.

### **439. MONITORING OF GRIEVANCE AND DISCIPLINARY CASES**

The Committee considered a report from Corporate Personnel Services which presented to Members the findings of the annual monitoring of the number of grievance and disciplinary cases within the Council.

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

This report summarised the key findings from an analysis of grievance and disciplinary cases during the year 1st April 2004 - 31st March 2005.

Appendix A showed the number of people from each Service Area/Directorate who took out a grievance/internal complaint/claim of harassment, the number of appeals against job evaluations made by the Hay Evaluation Panel and the number of disciplinary cases arising during the year. It also showed the results of these grievances, grading appeals and disciplinary cases.

Appendix B showed the same information broken down into the categories of gender, ethnic group, disability, grade banding and working pattern.

Appendix C showed a comparison with the number of cases recorded in 2003/04, which was the first year this data was collected.

The discrepancy in the total number of grading appeals heard during the year and the number shown in the category breakdown chart was due to two of the appeals being made by groups of staff undertaking the same role. The gender, ethnic group, disability, and working pattern split showed only the information for grading appeals made by individuals.

**RESOLVED** that the contents of the report are noted.

### **440. MONITORING OF STAFF LEAVING**

The Committee considered a report from Corporate Personnel Services which presented the findings of the annual monitoring of leavers from the Council.

The report summarised the key findings from an analysis of leavers during the year 1st April 2004 - 31st March 2005.

Appendix A showed an analysis of the number of people from each Service Area who left Warwick District Council during 2004/2005 broken down into length of service, gender, disability, grade banding and reason for leaving and compares this to the composition of the workforce as a whole (as at 1<sup>st</sup> April 2005).

Appendix B gave a visual summary of all leavers by the same categories.

Appendix C showed a comparison of numbers and percentage of leavers over the past five years.

Appendix D showed the best value performance indicators trend over time compared with the top quartile.

**RESOLVED** that the contents of the report are noted.

### **441. SICKNESS ABSENCE MONITORING**

The Committee considered a report from Corporate Personnel Services which presented the findings of the annual monitoring of sickness absence throughout the Council.

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

This report summarised the key findings from an analysis of sickness absence during the year 1st April 2004 - 31st March 2005.

Appendix A broke down by service areas the total number of working days lost due to sickness absence and showed the average number of working days lost per employee both with and without long-term sickness included in the calculations. It also showed a comparison with previous years. Please note: in line with BVPI monitoring requirements, from this year both the number of staff and number of sickness absence days lost are shown as full time equivalent (FTE).

Appendix B provided details of long-term sickness absence only.

Appendix C showed the reasons for sickness absence and compares this with the results of the West Midlands Local Government Association's survey for 2003/4.

Appendix D showed the size of each Service Area/Directorate as a percentage of the whole of WDC compared with the percentage of the total sickness absence for the year attributable to each unit.

Appendix E gave a five year comparison of both short and long-term sickness absence and a five year comparison of the number of long-term sickness cases.

Appendix F showed the national average sickness absence for the whole of the public and private sectors and presents the findings of the WMLGA regional survey for the year 2003/2004 (these figures are published one year in arrears).

Appendix G showed the BVPI trend over time compared with the top quartile.

### **RESOLVED** that:

- (1) the contents of the report be noted;
- (2) the proposed actions be approved; and
- (3) recognition be given to those employees with exemplarily attendance record.

#### **442. CORPORATE TRAINING AND PEOPLE SKILLS SCOREBOARD MONITORING**

The Committee considered a report from Corporate Personnel Services which presented the findings of an annual monitoring of the Council's corporate training activities. The report also showed a five year comparison of key WDC results in the People Skills Scoreboard, which was an annual survey of all training issues carried out by the West Midlands Local Government.

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

The report summarised the key findings from an analysis of corporate training during the year 1 April 2004 - 31 March 2005.

Appendix A showed the corporate training courses run during the year and the number of employees from each Service Area/Directorate attending each course. Appendix B showed the number attending each course broken down by gender, ethnic group, disability, grade band and work pattern and Appendix C showed a breakdown of delegates from each Service Area/Directorate by the same criteria.

Appendix D provided a visual summary of the total attendance at all corporate training courses during the year and Appendix E showed the size of each Service Area/Directorate as a percentage of the whole of WDC compared with the percentage of the total training days attended.

Appendix F showed a five year comparison of the average number of in-house training days attended per employee and the number of in-house training days attended by grade band and gender.

Appendix G gave a breakdown of the spending on corporate training courses showing the cost per Service Area/Directorate based on attendance. It also showed other training related spending broken down proportionally based on the average number of staff in each area during the period.

Appendices H and I referred to key findings from the People Skills Scoreboard. The survey included both in-house and external training. Appendix H showed a five year comparison in WDC's investment in training as a percentage of payroll costs, the average number of training days per Council employee and the percentage of WDC staff that received appraisals. Appendix I gave a five year comparison in the expenditure on training by category. Both Appendix H and I showed the average result of our Family Group. The information shown in this section was published one year in arrears and so referred to 2003/04.

**RESOLVED** that the contents of the report be noted and the proposed actions be approved.

### **443. PUBLIC AND PRESS**

**RESOLVED** that under section 100A of the Local Government Act 1972 the public and press be excluded from the meeting for the following items by reason of the likely disclosure of exempt information within paragraph 1 of the Schedule 12A 9 of the Local Government Act 1972.

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

### **444. EXTENSION OF CONTRACT**

The Committee considered a report the Strategic Director and Deputy Chief Executive which requested an extension of contract for the national graduate trainee.

#### **RESOLVED** that

- (1) the contract be extended from April 2006 for a period of one year with the potential to further extend to a date not exceeding April 2008 in order to ensure the projects are completed; and
- (2) the establishment be changed to reflect moving post W04/110 from Customer Information and Advice to Policy and Performance to take effect from April 2006.

### **445. FIXED TERM CONTRACTS**

The Committee considered a report from Corporate Personnel Services which provided information on existing fixed term employees.

**RESOLVED** that employees appointed prior to 27<sup>th</sup> June 2005 retain their existing conditions with the new conditions applying to those appointed on or after that date.

### **446. FUTURE FOR REGENESIS STAFF**

The Committee considered a report from the Strategic Director / Deputy Chief Executive which advised the Committee on the employment implications of the Forward Strategy for Regenesi and sought approval for the recommendations set out in Section 5 of the report.

#### **RESOLVED** that

- (1) formal notification be given to the remaining members of staff in Regenesi, no later than 30 September 2005, that their employment would terminate on the grounds of redundancy on the dates set out in paragraph 2.3 of the report;
- (2) if funding be received from Advantage West Midlands for the Althrove Street Innovation and Enterprise Centre (ASIEC) that the following posts be added to the establishment:
  - a) W02/300 AIEC Manager
  - b) W02/400 Admin/Financial Assistant



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

- (3) discussions continue with the Primary Care Trust to secure the transfer on a permanent basis of the following posts:

- a) Caretaker
- b) Receptionist.

and a transfer under TUPE regulations of the members of staff in post;

- (4) a loyalty bonus be given to the Business Development Co-ordinator, Community Involvement Worker and Projects Finance Officer equivalent to 3 months salary if they remained in post until the end of March 2006.

(The meeting ended at 5.56 pm)