



Minutes

Name of meeting	EMPLOYMENT COMMITTEE
Date and time	MONDAY, 11 JUNE 2012 COMMENCING AT 10.00 AM
Venue	COUNCIL CHAMBER, COUNTY HALL, NEWPORT, ISLE OF WIGHT
Present	Cllrs David Pugh (Chairman), George Brown, Edward Giles, John Howe, Heather Humby, Stuart Hutchinson
Officers Present	Steve Beynon, Davina Fiore, April Ross, Claire Shand

1. [Minutes](#)

RESOLVED :

THAT the Minutes of the meeting held on [5 March 2012](#) be confirmed.

2. [Declarations of Interest](#)

Councillor Pugh declared a personal interest as his wife was an employee of the Council.

3. [Urgent Business](#)

There was no urgent business.

4. [Sickness Absence Monitoring](#)

The Head of Human Resources introduced the report which provided members with an overview of the year end analysis for sickness absence and made recommendations as to the target reduction figures for the period 1 April 2012 to 31 March 2013.

It was noted that absence due to mental ill-health was the largest category of sickness for both council and maintained school staff. The Head of Human Resources explained that the figures covered the broad category of mental ill-health, not just stress. However, the reporting system had now been refined so that in future it would be possible to drill down and examine the reasons for absence in more detail. It was also explained that where stress was cited as a factor in an absence this triggered a

referral to Occupational Health. Wellbeing audits were being carried out in schools and sections of the council which assisted managers and head teachers to identify the causes of any workplace issues and deal with them.

The recommended targets were explained and after discussion it was agreed that the target for staff in maintained schools should be the same as the target for all other council employees.

RESOLVED :

THAT the contents of the report be noted and the adoption of the targets for reduction in sickness absence of 7.5 days for council employees and maintained schools staff for the reporting period 1 April 2012 to 31 March 2013 be endorsed.

5. **Organisational Health Annual Report**

The Head of Human Resources outlined the contents of the report which provided an overview of the year end analysis of performance against organisational health indicators and made recommendations as to areas for on-going improvements.

Although the Committee saw this report on an annual basis the data was reviewed by officers more frequently.

A summary of the progress made to date was given which included the implementation of the new terms and conditions and meeting the public sector statutory duties set out in section 38 of the new Localism Act.

Caseloads for Human Resources staff continued to be high and although there was no formal benchmarking in place officers were exploring the possibility of a regional group being set up to carry out this activity.

It was also confirmed that the council's targets for Equality and Diversity screening did take into account the Island's demographic.

RESOLVED :

THAT the organisational health annual report and the associated performance targets where stipulated as set out in Appendix A to the report be endorsed.

6. **Pay Structure and Job Evaluation**

The Head of Human Resources updated the committee on the progress of the pay structure and job evaluation scheme.

HAY had been chosen as the provider and meetings between HAY and Directors were scheduled. Staff were also being trained in the implementation of the scheme.

The target of keeping any changes within the current pay envelope was welcomed but it was felt that this may be challenging. Members were informed that jobs would be assessed against each other internally as well as against the local job market and this should mitigate against any great variation from the current pay envelope.

RESOLVED :

THAT the proposed pay structure and job evaluation project be noted and progress reports be received at future meetings.

7. [Chief Executive and Strategic Director Performance Objectives 2012/13](#)

The Chief Executive introduced the report and explained that following changes to the staffing structure the previous year the Personal Development Review process was being re-energised starting with the most senior tier of the organisation.

Whilst previous reports of this nature had been confidential, in order aid transparency these objectives were being made available to all.

The objectives applicable to all directors were outlined and the importance of celebrating achievements to balance against the high expectations of staff was noted.

The measurement of residents' perceptions of the council and the council's relationship with the media were discussed and members were reminded of the need to cross reference directors objectives with the quarterly performance reports presented to Cabinet.

RESOLVED :

THAT the performance objectives proposed for the chief executive and the strategic directors as set out in Appendix 1 to the report be approved.

CHAIRMAN