

Minutes

Name of meeting	EMPLOYMENT COMMITTEE
Date and time	MONDAY, 13 JUNE 2011 COMMENCING AT 10.00 AM
Venue	COMMITTEE ROOM ONE, COUNTY HALL, NEWPORT, ISLE OF WIGHT
Present	Cllrs David Pugh (Chairman), George Brown, Dawn Cousins, Heather Humby, Roger Mazillius
Officers Present	Steve Beynon, Davina Fiore, April Ross, Claire Shand, Philip Snowdon, Anthony Thorn
Apologies	Cllr John Howe

1. [Minutes](#)

RESOLVED :

THAT the Minutes of the meeting held on [7 March 2011](#) be confirmed.

2. [Declarations of Interest](#)

Councillor David Pugh declared a personal and prejudicial interest in minute 7 as his partner was an employee of the council.

3. [Urgent Business](#)

The Chief Executive reported that an appointment had been made to the post of Chief Fire Officer. Steve Apter would take over this role from October 2011. The other applicant, Stuart May, had been appointed Deputy Chief Fire Officer.

4. [Extension of Contract – Director of Resources](#)

The Chief Executive briefly outlined the contents of the report.

Members requested that prior to commencing recruitment to a permanent post, that further work be carried out on the nature and shape of the Resources Directorate with a report to come to the next meeting of the committee.

The Chief Executive indicated that he had carried out some preliminary work and would be happy to bring a further report to the next Employment Committee.

RESOLVED :

THAT further work is done on the future nature and shape of the Resources Directorate with a report being brought back to the next Employment Committee.

5. Organisational Health Annual Report

The Head of Human Resources introduced the report which provided an update to members on progress against recommendations approved by the committee in September 2010, an analysis of information gathered for the year 2010/11 in comparison with 2008/9 and 2009/10, and detailed achievements secured, improvements required and recommended targets for 2011/12. As the nature of the organisation had changed since the performance indicators were agreed it was necessary to review them.

Members were advised as to which areas the majority of complaints about violence and aggression to staff came from, and what support was being offered to tackle this. The Head of Human Resources would provide committee members with a more detailed breakdown of this information. Supervision arrangements and appraisals were also discussed and it was explained that annual appraisals were a formal part of the regular appraisal meetings managers should be conducting with staff. The figures for staff receiving an annual performance appraisal were low as the process had been put on hold temporarily whilst restructures took place.

Members were informed about the common reasons for grievance and capability policies being invoked. Sickness absence figures were also discussed and members were reassured that although the action plan relating to sickness was still being prepared, directors were receiving the sickness data for staff within their directorates and were able to identify any trends and therefore parts of the action plan were already in effect. It was also clarified that the 2010/11 target for average days lost due to sickness should read '8.5'.

Members further requested information about staff who had been particularly commended. The recording of compliments and achievements was not consistent across the council but officers would look to bring a report forward containing this information.

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. Chief Officer Pay Policy

The Head of Human Resources reported that officers had been monitoring the Hutton review on chief officer pay and it was likely that the review would recommend that councils have a published policy on chief officer pay. The council were committed to transparency and so had chosen to move to a published policy in advance of any recommendation. The policy attached to the report was a first draft which if approved would then be subject to consultation with officers affected. The final policy would come back to the committee in September for endorsement.

Members were informed that the policy had been drafted taking into consideration the current budget situation and market forces. It was suggested that any publication of

officers pay should be accompanied by information such as the main responsibilities of the post and the qualifications, skills and aptitudes required. Officers agreed that this would be taken into account when the draft policy was finalised. It was also explained to members the options available to the council and to the affected staff should there be a failure to reach agreement on the terms of the new policy.

RESOLVED :

THAT the proposed chief officer pay policy as outlined in Appendix A be approved subject to any final amendment being delegated to the Leader and Chief Executive and it be recommended to proceed to consultation with affected staff, with the outcome reported for decision at a future meeting of the Employment Committee.

Councillor David Pugh left the meeting at this point and Councillor George Brown took the chair.

7. **Review of Terms and Conditions of Employment**

The Head of Human Resources set out the approach which had been taken to this review and reported that some changes had already been implemented in respect of mileage payments and professional subscriptions. The aim was to work towards a collective agreement with the recognised trade unions. Regular meetings were being held with the trade unions but if no collective agreement could be reached it would be necessary to issue a notice to terminate the contracts of all staff and re engage them on the new terms and conditions. Efforts were being made to minimise the effect on staff, particularly those who had already suffered some detriment.

Clarity was given regarding the Christmas closedown of some services and the extra statutory leave days in local government. The proposals for the rationalisation of annual leave were also discussed.

The options around sick pay were discussed and members were reminded of the issues for those who worked with young people or vulnerable adults who may not be allowed to work if unwell due to the potential effect on those client groups. It was agreed that robust line management and implementation of the Absence Management Policy, together with the improved data on sickness absence, would assist in driving down the sickness figures even further.

RESOLVED :

THAT the recommendations as given in the appendix to the report be approved and delegated authority be afforded to the Chief Executive in consultation with the Deputy Leader and Cabinet member for the Economy and the Environment to make the final decisions for implementation upon conclusion of the on-going discussions and negotiations with recognised trade unions.

CHAIRMAN