



Minutes

Name of meeting	EMPLOYMENT COMMITTEE
Date and time	MONDAY, 13 SEPTEMBER 2010 COMMENCING AT 10.00 AM
Venue	COMMITTEE ROOM ONE, COUNTY HALL, NEWPORT, ISLE OF WIGHT
Present	Cllrs David Pugh (Chairman), Dawn Cousins, Edward Giles, John Howe, Roger Mazillius
Officers Present	Rosie Barnard, Steve Beynon, Davina Fiore, April Ross, Claire Shand, Anthony Thorn
Apologies	Cllr Heather Humby

10. **Minutes**

RESOLVED:

THAT the Minutes of the meeting held on [7 June 2010](#) be confirmed.

11. **Declarations of Interest**

There were no declarations received at this stage.

12. **Urgent Business**

There were no items of urgent business.

13. **Reports of the Head of Human Resources**

(a) Single Equality Scheme

The Head of Human Resources introduced the scheme and outlined the Council's legal duty to have equality schemes in place. The scheme had been produced in partnership with the Isle of Wight NHS and it set out common principles and outcomes. Action plans would be prepared following the adoption of the scheme.

A discussion took place regarding the budgetary implications of compliance with the legislation and the impact of the scheme on existing council policies and any future decision to reshape the workforce.

It was understood that the scheme was being approved by the Isle of Wight NHS in parallel with the council. Separate action plans would be produced by each organisation following the adoption of the scheme and the Employment Committee would be involved in monitoring the work against the actions plans.

RESOLVED:

THAT the Single Equality Scheme be approved.

(b) People Strategy

The Head of Human Resources introduced the strategy and took the committee through the six key themes contained within the strategy.

It was explained that although this was not a joint document with the Isle of Wight NHS, the aim was to work towards a joint approach with them over time. Outcomes would be measured through the annual Organisational Health report.

It was suggested that the vision be amended to include a reference to elected members and their role in working with officers to realise the objectives contained within the strategy.

RESOLVED:

THAT the People Strategy be approved, with any final amendments being delegated to the Cabinet Member with responsibility for Human Resources in conjunction with the Director of Corporate Services.

(c) Organisational Health Annual Report

The Head of Human Resources introduced the report which was designed to provide an overview of the measures used to monitor people management performance and an analysis of the data and information gathered. It also included a list of specific recommendations for consideration by the Committee.

Sickness absence figures were discussed and it was reported that targeted action on long term sickness had worked well, and general sickness absence was now being analysed. The percentage of staff who had taken no time off sick would be added to future reports.

It was explained that the percentage of employees aged 50 or over was to inform workforce planning as employees in this age group had the potential to leave the organisation in a short amount of time.

RESOLVED:

THAT the Organisational Health Annual Report be endorsed, with any final amendments being delegated to the Cabinet Member with responsibility for Human Resources in conjunction with the Director of Corporate Services, such endorsement to include the report's associated recommendations set out below:

- To secure continued improvements in staff survey results by the delivery of the approved staff survey action plan in accordance with established timescales and which are monitored by the new Senior Management Group on a monthly basis.
- To continue driving down employee relations case load by:
 - The establishment of a service level agreement with the shared service centre that sets out required service delivery standards by 31st December 2010.
 - Continued in-house delivery of management education workshops for managers in the handling of formal procedures to be completed by 31st March 2011.
 - The Establishment of a pool of trained mediators that can be called upon to assist with the dealing of grievances to avoid them entering into formal procedures by 31st March 2011.
- To continue targeting a reduction in sickness absence levels to an average of 8 days by 31st March 2011 with a specific focus on tackling short term/repeated absence levels by:
 - The review and implementation of the council's attendance management policy and procedures for managers by 31st December 2010.
 - The introduction of revised arrangements for managers to conduct staff well being audits by 31st March 2011.
 - The review the occupational health service contract to allow tighter contract management of required service standards and advice in sickness absence cases by 31st December 2010.
 - Stringent monitoring of sickness absence data by managers at each mini service board and service board meeting to identify and tackle absence concerns, supported by pro-active reporting and provision of advice and guidance by HR advisors in the handling of absence cases.
- To continue investing in learning and development for staff but ensuring that available resources remain directed towards the delivery of corporate priorities and statutory training requirements whilst also seeking a minimum 10% reduction in spend by March 2012.
- To attain a 90% completion rate of performance reviews for staff and seek to gain a 2% improvement in the quality of performance reviews as reported by staff in the next annual staff survey.

- To conduct internal monitoring of performance against the Equality Improvement Framework through the Diversity Board to measure compliance with legal obligations.
- To continue seeking a reduction in the number of reported accidents and incidents through the on-going delivery of planned improvements by:
 - Completing the health and safety policy revision by March 2012
 - Continued delivery of the rolling programme of management education in health and safety responsibilities and the training of staff in safe working practices
 - Delivery of the agreed premise auditing programme for the period 2010/11
- To refocus the organisational development strategy to the changing needs of organisational change by 31st December 2010 to take into account the emerging opportunities and demands from public sector reform and continuing financial pressures in the economic downturn.
- The approval by the Employment Committee of a recruitment and retention strategy by 31st December 2010 that sets out the necessary action to be taken to address known shortfalls in workforce planning.
- The approval by the Employment Committee of a remuneration strategy by 31st December 2010 that sets out the necessary action to ensure continued compliance with statutory requirements and which assures a fair and consistent approach to pay.

CHAIRMAN