



Minutes

Name of meeting	EMPLOYMENT COMMITTEE
Date and time	MONDAY, 17 JANUARY 2011 COMMENCING AT 3.30 PM
Venue	COMMITTEE ROOM ONE, COUNTY HALL, NEWPORT, ISLE OF WIGHT
Present	Cllrs David Pugh (Chairman), Dawn Cousins, Edward Giles, John Howe, Heather Humby, Roger Mazillius
Officers Present	Rosie Barnard, Steve Beynon, Davina Fiore, Claire Shand, Paul Thistlewood

18. Minutes

RESOLVED :

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

19. Declarations of Interest

Councillor David Pugh declared a personal interest in minute 20 as his girlfriend was an employee of the Council.

20. Report of the Head of Human Resources

(a) **Wellbeing and Attendance Management Arrangements**

The committee was advised of proposals to strengthen the existing workplace wellbeing and attendance management policy. Comparisons between the council's sickness absence and that of other authorities indicated that it was broadly average. There had been an increase in the level of sickness per employee from 8.10 days in 2008/09 to 9.88 days in 2009/10. The Head of Human Resources indicated that the latest figure for 2010/11 was 5.5 days with the peak period still to come. The target for 2010/11 was 8.5 days. Members discussed the target that should be set for 2011/12 and felt that this should be lower than that for 2010/11. 72% of staff had no sickness absence.

An outline of the proposed revised arrangements was given. Any reduction in the level of absence would result in increased productivity but this would not be actual cash savings. There would be a formal consultation process with trade unions. It was noted however that there

had been feedback from Time2Talk sessions with staff that sickness absence should be managed more effectively.

Additionally the committee noted the examples of the data that would be available to managers in dealing with absence. Members did ask for a breakdown of current absence, without figures for schools being included, to be circulated to them outside of the meeting.

RESOLVED :

- i. THAT the revised wellbeing and attendance management policy and procedures be approved to allow formal consultation with staff to commence.
- ii. THAT the target for sickness absence in 2011/12 be an average of 8 days.

(b) Review of Terms and Conditions of Employment

The committee considered details of a proposed review of terms and conditions of employment. This formed part of the council's cost reduction strategy. It had originally been intended to introduce a remuneration strategy but this had been overtaken by the impact of the comprehensive spending review.

The immediate objective within the review would involve allowances and working arrangements. This would involve moving away from national agreements. There was a need to ensure fairness and consistency in any local scheme and avoid any areas of discretion.

A business case would be required to ascertain the potential savings that could arise from implementing a review. If this identified that sufficient efficiencies would be forthcoming then formal consultation would be undertaken with the unions.

RESOLVED :

THAT the proposed review of terms and conditions of employment be approved and following the consultation process the final proposals be brought back to the committee for approval.

(c) Internal Audit Report 2010/11 Risk Management Arrangements for Equality and Diversity

The outcomes arising from an internal audit review on the risk management arrangements for equality and diversity were reported. This showed that there was substantial assurance that the council's arrangements were effective. Three recommendations were made where improvements could be made and these had been implemented.

RESOLVED :

THAT the report be noted and the achievement of substantial assurance be acknowledged as an outcome of the internal audit review.

21. Senior Management Structure

The Chairman indicated that it would be necessary to take part of the debate on this item in the exclusion of the public and press due to the names of individual officers being involved. The committee would however be able to debate the principles involved in the revised senior manager structure in public session.

The Chief Executive reported that following the approval by cabinet on 7 December 2010 he had undertaken a review of the council's wider management structure aimed at achieving overall savings of £7.25m by March 2012. The first stage had now been completed. Members were made aware of comments that had been received from chief officers as the result of consultations on these proposals. A number of these if accepted would amend the staffing structure that had been circulated with the report.

One change would be to include regulatory services within the Economy and Environment directorate under the Head of Planning. This impacted upon the role intended for Head of Commissioning for Community Support. The view that specialist posts needed recognition in the re-structuring would be reflected where appropriate.

The second stage would involve staff at POE level and above and this will be followed by the third stage incorporating staff at POA to POD level. Strategic Directors would be looking at their structures in the light of the available budgets.

The committee then considered passing a resolution to exclude the public and press for the remainder of this item of business.

RESOLVED :

THAT under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the remainder of this item of business on the grounds that there is likely to be disclosure of exempt information as defined in paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The committee discussed the filling of three posts within the revised senior management structure that would be open to competition. It was noted that the process for the joint appointment of a Director of Health was still to be clarified by Public Health England.

With regard to the appointment of a new Chief Fire Officer, due to the retirement of the present postholder, this would be done by a member panel.

Officers would clarify the process that could be adopted for the filling of this post.

Arising from discussions earlier in the meeting about the post of Head of Commissioning for Community Support consideration was given to the appointment process for this post. The approach would be dependent upon the range of duties that would be undertaken by that post.

RESOLVED:

- i. THAT authorisation is granted to recruit and dismiss in readiness for the implementation of the proposed revised senior management structure.
- ii. THAT officers be authorised to undertake an initial assessment of the proposed post of Head of Commissioning for Community Support to ascertain if any chief officer posts at risk meet the organisational change policy of assimilation where there is an 80% job match who could be applied and if appropriate an informal interview process be undertaken involving relevant members.
- iii. THAT following clarification of the appointment process for the post of Chief Fire Officer, officers be delegated to establish an Appointment Panel on a politically proportional basis.
- iv. THAT the Chief Executive publish a delegated decision for approval by the Cabinet Member for Finance, Governance and School Improvement which sets out the future chief officer structure of the council.

CHAIRMAN