

# Minutes

Name of meeting	<b>EMPLOYMENT COMMITTEE</b>
Date and time	<b>MONDAY, 5 SEPTEMBER 2011 COMMENCING AT 10.00 AM</b>
Venue	<b>COMMITTEE ROOM ONE, COUNTY HALL, NEWPORT, ISLE OF WIGHT</b>
Present	Cllrs David Pugh (Chairman), Reg Barry, George Brown, Edward Giles, Roger Mazillius
Other Cllrs Present	Cllr Vanessa Churchman
Officers Present	Mike Ackrill, Steve Beynon, Davina Fiore, April Ross, Claire Shand, Tony Wright
Apologies	Cllr John Howe, Cllr Dawn Cousins, Cllr Heather Humby

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8. [Minutes](#)

RESOLVED :

THAT the Minutes of the meeting held on [13 June 2011](#) be confirmed.

9. [Declarations of Interest](#)

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

10. [Urgent Business](#)

There was no urgent business.

11. [Accidents and Incidents](#)

The Head of Human Resources briefly outlined the contents of the report which included information requested by the committee at its previous meeting, namely more detailed information on accidents and incidents for the reporting period 2010/11.

The report showed an increase in the number of reported accidents/incidents, which was an expected occurrence as a result of raised awareness around the importance of such reporting.

The report gave no indication of specific patterns or trends which were of significant concern but did highlight a number of areas which would require on-going monitoring.

These included the incidents which occur in special educational needs schools, those against civil enforcement officers and front facing reception areas.

Members discussed the responsibility of the council towards schools and were advised that the council retained responsibility for health and safety in schools where it was the employer. In other schools health and safety was the responsibility of the governing body.

The role of the internal health and safety board was also discussed and members were advised about the reasons for its establishment and its terms of reference.

**RESOLVED :**

THAT members note the contents of the report.

12. **Absence Monitoring**

The Head of Human Resources introduced the report which provided data for the first quarter April – June 2011, as well as comparative data from the same quarter in 2010. It was noted that there was a slight increase in days lost compared to the same quarter the previous year. This was attributable however to an increase in the number of occurrences of sickness and working days lost within schools. There was a marked reduction in sickness absence excluding schools in comparison to the first quarter of 2010.

The most common reasons for absence of less than six weeks were reported as infections or stomach related illnesses. For absence of more than six weeks the most common reasons were mental ill health related illness and medical related treatment. Just over 80% of the staff group had no sickness absence at all.

There remained a trend of higher absence on a Monday and a Friday and members were informed that this had been followed up within Directorate Management Teams.

The absence monitoring action plan was appended to the report and set out the absence monitoring activities which were taking place at various levels of the council.

Members discussed pregnancy related absence and it was explained that pregnancy related illness would be included in the absence monitoring figures. Maternity leave was not included. Members requested a report detailing the cost to the council of maternity and paternity leave and long term sickness absence, to include a breakdown by directorate and with schools figures shown separately.

**RESOLVED :**

THAT the sickness absence data quarterly report be noted and the sickness absence monitoring action plan be ratified.

The committee then considered passing a resolution to exclude the public and press for the final agenda item.

RESOLVED :

THAT under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the final agenda item on the grounds that there was likely to be disclosure of exempt information as defined in paragraphs 1, 2 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.

**13. Resources Directorate**

The Chief Executive introduced the report and reminded members that the Strategic Director of Resources post was currently filled under a contract until February 2012.

The report gave options for a way forward from this position.

Following a discussion it was:

RESOLVED :

- a) THAT the proposed revised structure of the Resources Directorate as set out in the revised Appendix A be adopted, and the Chief Executive be delegated the authority to make further adjustments as required, in consultation with the Leader and the Cabinet Member for Resources. Any further adjustments should aim to contribute to the savings requirement set out in resolution (c) below.
- b) THAT the current interim arrangements for the Strategic Director of Resources be extended for a period of 18 months (subject to a procurement waiver being secured, and subject to the contractor agreeing to a 10% reduction in the overall annual cost of the contract) and advertisement for a substantive post appointment be left until after the 2013 local elections.
- c) THAT subject to the arrangements as set out in the resolution above being extended, the Strategic Director of Resources be required to achieve savings in staffing costs of at least £750,000 within his directorate in 2012/13, including the 10% reduction in the cost of his contract referred to in resolution (b) above.

CHAIRMAN