

**MINUTES OF A MEETING OF THE
PERSONNEL BOARD
HELD ON 5 JULY 2016 FROM 6.00 PM TO 6.50 PM**

Committee Members Present

Councillors: Stuart Munro (Chairman), Alistair Auty (Vice-Chairman), Prue Bray, Pauline Jorgensen, Charles Margetts and Barrie Patman

Officers Present

Madeleine Shopland, Principal Democratic Services Officer
Andy Couldrick, Chief Executive
Sarah Swindley, Service Manager, Human Resources
Heather Thwaites, Director of Environment

1. APOLOGIES

An apology for absence was submitted from Councillor Pauline Helliard-Symons.

2. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Board held on 4 November 2015 were confirmed as a correct record and signed by the Chairman.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made.

4. PUBLIC QUESTION TIME

There were no public questions.

5. MEMBER QUESTION TIME

There were no Member questions.

6. UPDATES TO EMPLOYMENT RELATED POLICIES

The Board considered updates to employment related policies.

6.1 Pay Policy Statement 2016

The Board considered the Pay Policy Statement 2016.

During the discussion of this item the following points were made:

- Under the Localism Act 2011, the Council was required to prepare and publish a pay policy statement for 2016-17.
- While there had been no change to Senior Management pay, the gap was narrowing, despite the average salary increasing.
- Members were reminded of the pay increase and annual increments.

RESOLVED: That the draft Pay Policy Statement for 2016 be agreed and recommended to Council for approval.

6.2 Amendments to the Organisational Change Policy

The Board discussed the Organisational Change Policy.

During the discussion of this item the following points were made:

- Members were informed that the philosophy behind the policy was changing. Roles in the 21st century Council would put greater emphasis on the behaviour and interpersonal skills required to provide residents with a customer focused and enabled service. The Organisational Change Policy had been amended with this in mind.
- Proposed changes included:
 - The removal of the 'Placement Programme' and its replacement with the concept of a 'Redeployment Pool';
 - The opportunity for both the employee and the Council to mutually agree an extended trial period;
 - Inclusion of updated custom and practice;
 - Greater clarity of what the consultation period was for.
- Councillor Margetts commented that there would be a big cultural change and asked how staff at risk of redundancy would be assessed for other roles. Sarah Swindley commented that this would be consulted on but consideration was being given to setting up assessment centres.
- Councillor Bray stated that as the organisation would look very different in future there was likely to be less assimilation into other roles. She asked how staff would be supported. Members were informed that the Learning and Development Team were running Shaping your Future workshops to help staff. Coaching was being offered to senior managers.
- Councillor Bray asked what percentage of the workforce was over 55 and what percentage of the workforce had worked at the Council less than two years. Sarah Swindley indicated that 32% of the workforce was aged 50-59 and 10% of the workforce aged 60 and over. 26% of the workforce had worked at the Council less than two years.
- In response to a Member question Sarah Swindley indicated that three staff engagement events on the 21st Century Council concept had been run so far and that more were planned.

RESOLVED: That the amendments to the Organisational Change Policy be approved.

6.3 Amendments to the Consultation Policy

The Board was informed of amendments to the Consultation Policy.

During the discussion of this item the following points were made:

- The policy had been refreshed to provide better clarity regarding roles and responsibilities.
- The terms of reference had been amended. The minutes of the Corporate Works Council would now be sent to the Member with responsibility for Human Resources. It was suggested that where it stated that these minutes would also be sent to the Leader of the Liberal Democrat Group, that this be amended to read 'Leader of the Opposition.'
- The amended policy provided greater clarity with regards to what would be consulted on i.e. when there was a material change to a policy or terms and conditions.
- Schools HR had been added as a management representative on the Schools Workforce and Health & Safety Committee.
- Councillor Jorgensen asked whether any part of the policy was in excess of the Council's legal obligations and was informed that it was not.

RESOLVED: That the amendments to the Consultation Policy be approved.

7. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A of the Act as appropriate.

8. SHAPING THE COUNCIL OF THE FUTURE

The Board received an exempt update on the ongoing work being undertaken with regards to the shaping of the Council of the future, from the Chief Executive and the Director of Environment.

RESOLVED: That the ongoing work with regard to shaping the Council of the future be noted.