

Time began: 10.30 am
Time ended: 11.50am

Personnel Committee 16 June 2016

Present Councillor Raju (Chair)
 Councillors Barker, Carr, Froggatt, Grimadell, S Khan

Officers present Liz Moore – Strategic HR Manager
 Claire Benjamin – HR Advisor
 Craig Riggs – Pay and Reward
 Simon Hann – OD Advisor
 Janie Berry (part)
 Jackie Waring – Democratic Services Officer

01/16 Introductions

Introductions were made and Councillor Raju welcomed the new Committee members

02/16 Apologies

Apologies for absence were received from Councillor Turner

03/16 Late Items to be Introduced by the Chair

There were no late items.

04/16 Declarations of Interest

There were no declarations of interest.

05/16 Minutes of the Meeting held on 14 April 2016

The minutes of the meetings held on 14 April 2016 were confirmed as a correct record.

06/16 Equality Impact Assessment

The Committee considered a report of the Director of Governance and Monitoring Officer providing them with an update on the Pay and Reward Equalities Impact Assessment (EIA). The report summarised the most recent presentation on the EIA relating to the changes to terms and conditions prepared and shared with the Trade Unions in April and discussed at a meeting with the Trade Unions in early May.

Discussion was held as to why it was found that the majority of TAs were female and this was reflected in the Equalities review. It was also confirmed that due to

mitigation, grading review and review of hours TAs are not suffering a reduction in pay. The Committee asked for further details to be brought to the next meeting.

Resolved:

- 1. To note the report and attached appendices**
- 2. To receive further details on grading and working hours review which affected TAs and employees on grades lower than SCP11**

07/16 Exclusion of Press and Public

Resolved that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following item on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 4 of Part 1 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighed the public interest in disclosing this information.

08/16 Pay and Reward Project

The committee considered a report of the Director of Governance and Monitoring Officer on the Pay and Reward Project.

Resolved to note the report.

09/16 Human Resources and Organisational Development Restructuring Update

The Committee considered a joint report of the Director of Governance and Monitoring Officer and Director of Strategic Services and Organisational Development to update them on the restructure of the new Human Resources and Organisational Development structure and the appointments down to Team Leader posts. The Director of Governance and Monitoring Officer attended the meeting to brief the Committee in more detail.

The Committee were informed that although HR had been split into two departments HR Team and Organisational Development Team they still held regular linked meetings. It was hoped that the new structure staff would feel valued again and new job descriptions had been written with an internal recruitment process for new posts which had been created, this was an approach that would be adopted for all vacancies in the future as it was proved that a generic recruitment process did not work for such a variety of work. It was also confirmed that now the pay and reward project was drawing to an end (March 2017) these matters had also been absorbed into the Council policy so it becomes normal HR work area.

It was confirmed that 30 members of staff across the HR team had been trained with Hay evaluation and training processes and that the role of a HR advisor would be evolving going forward, empowering them further. Discussion was held around the

close working relationship with Legal staff and it was confirmed that Charlotte Hutton would be working closely with Liz Moore, in a pro-active approach, and as an advisor to HR.

Simon Hann briefed the Committee on duties covered by the Organisational Development Team

It was confirmed that Finance had been consulted in the restructure process, however, it had left very little in the budget.

MINUTES END