

Time began: 3.01pm  
Time ended: 3.57pm

**Personnel Committee  
18 March 2015**

Present Councillor Redfern (Chair),  
Councillors Barker, Carr, Hezelgrave, Hickson,  
MacDonald and Tittley

**50/14 Apologies**

There were no apologies.

**51/14 Late items to be introduced by the Chair**

There were no late items.

**52/14 Declarations of Interest**

There were none.

**53/14 Minutes of the meeting held on 24 February  
2015**

The minutes of the meeting held on 24 February 2015 were agreed as a correct record and signed by the Chair.

**54/14 Information Governance Toolkit – Local  
Authority Requirements**

The Committee received a report of the Assistant Director of Public Health on Information Governance Toolkit – Local Authority Requirements.

It was reported that all bodies, including local authorities, processing the personal confidential data of citizens accessing health and adult social care services must complete and publish Information Governance (IG) Toolkit assessments.

It was further reported that to achieve the required 'Level 2' status, Derby City Council was required to meet and provide evidence across a range of requirements.

Members noted that to achieve those requirements of the Council it was proposed that:

- a generic IG clause be added to the Council Employment Contract;
- the organisational expectations of staff in relation to IG be incorporated within the staff induction programme; and

- completion of the induction programme and subsequent IG training be monitored and recorded at individual staff level.

It was reported that the proposed clause was presented and approved at the Conditions of Service Working Party on the 9th January 2015.

**Resolved:**

- 1. to approve the proposals set out in 1.5; and**
- 2. to approve the inclusion of the data protection and confidentiality clause (as set out in 1.6) in all Derby City Council employment contracts.**

## 55/14 Hay Group Presentation

The Committee received a report of the Director of legal and Democratic Services and the Interim Director of HR. The report and a presentation were presented by representatives from Hay Group. Trade Union representatives from GMB, Unite and Unison were also in attendance.

It was reported that the Personnel Committee were informed on 24 February 2015 that the Job Evaluation tender had been awarded to Hay Group, following the tender process for phases 1 – 3 of the tender specification.

Members asked about Hay Groups experience of dealing with blue collar/manual job evaluation. It was reported that Hay Group had 50 years experience with various organisations around the world.

Members asked how Hay Group would be providing the Council with updates and progress reports. It was reported that Hay Group would meet with the Chief Executive every two weeks, to identify any problems and required countermeasures. It was further reported that regular reports would be taken to the Pay and Reward Strategy Board and then the Personnel Committee.

Members asked how long Hay Group had been working with local authorities. It was reported that Hay Group had been working with local authorities since the Single Status agreement was reached in 1997.

Members of the Personnel Committee were briefed on Hay Groups job evaluation methodology. This methodology included:

1. Know-how
2. Problem solving
3. Accountability
4. Additional work elements

Members discussed Job Information Questionnaires (JIQ) and asked how the scores arising from their completion were evaluated. It was reported that a

panel would review the scores and quality assure. It was further reported that sore-thumbng exercises were also undertaken to check for consistency.

Trade Union representatives were also invited to ask questions.

Members asked that a copy of the presentation be circulated to Members of the Personnel Committee and Trade Union representatives.

**Resolved:**

- 1. to note the Hay Group presentation; and**
- 2. to request that the presentation be circulated to Members of the Personnel Committee and Trade Union representatives.**

MINUTES END