

Time began: 6.01pm  
Time ended: 6.22pm

**Personnel Committee  
24 July 2013**

Present Councillor Roberts (Chair),  
Councillors Ashburner, Carr, Jackson, S Khan, MacDonald

**7/13 Apologies**

Apologies for absence were received from Councillors Barker, Jennings and Redfern

**8/13 Late items to be introduced by the Chair**

There were none.

**9/13 Declarations of Interest**

There were none.

**10/13 Minutes of the meeting held on 8 May 2013**

The minutes were agreed as a correct record and signed by the Chair.

**11/13 Grievance and Collective Grievance Policy**

A report of the Strategic Director of Resources was presented by the Director of Human Resources and Business Support. The report detailed changes to the policy relating to the reinstatement of employee appeals before members and amendments to the hearing of collective grievances. It was explained that collective grievances and individual grievances would be treated in the same way.

It was reported that the policy review had arisen following a request from the trade unions, and that they had been consulted on the new draft policy.

**Resolved to approve the new Grievance and Collective Grievance Policy.**

**12/13 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.**

### **13/13      Voluntary Redundancy and Returners**

A report of the Strategic Director of Resources was presented by the Director of Human Resources and Business Support. The report identified two individuals who had left the council on voluntary redundancy on 31 December 2012 and subsequently re-employed on 16 February 2013. It was reported that the role to which they had both been re-employed was in a relief capacity.

**Resolved to note the report.**

### **14/13      Organisational Restructuring Proposals**

A report of the Strategic Director of Resources was considered. The report detailed how a review of the council's service had found that frontline social care workers were spending vast amounts of time undertaking their own administrative tasks. It was reported that the Munro report, published following the death of Baby 'P', had recommended frontline social care workers should spend more direct contact time with their clients.

It was proposed that 26 new Casework Support Officer posts be created, at least 19 of which would be filled from the existing social care locality support clerk/typist posts, which would subsequently be deleted. It was further proposed that the remaining seven posts be ring-fenced for other support officers to apply.

**Resolved to approve**

- **the creation of 26 Casework Support Officers;**
- **that at least 19 of the new posts be filled from existing social care locality support Clerk/Typist posts, which would then be deleted; and**
- **that the remaining seven new posts be ring-fenced in the first instance for other support officers to apply.**

The Strategic Director of Resources left the room prior to consideration of item 15/13.

### **15/13      Allocation of Duties and Responsibilities of Deputy Chief Executive**

A report of the Chief Executive proposed changes to the existing practice of rotating Deputy Chief Executive duties and the establishment of permanent arrangements.

**Resolved to agree the permanent arrangements and process pertaining to those arrangements, as set out in the confidential report.**

The Chair requested that, under Rule CP72 of the Council Constitution, his opposition to the resolution be recorded in the minutes.

MINUTES END