

NORTH DORSET DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD IN THE COUNCIL CHAMBER, NORDON, SALISBURY ROAD, BLANDFORD FORUM, ON MONDAY, 25 JUNE 2007 AT 1.30 PM

Present: Cllr P Webb (Chairman)
Cllr B G Cooper
Cllr Mrs S Hunt
Cllr R E Moyle
Cllr Lt Col M Oliver
Cllr C Tomlinson

Officers:

Samantha Armstrong	Human Resources Adviser
Bobbie Bragg	Senior Personnel Adviser
Roger Frost	Food, Safety & Licensing Team Leader
Stephen Hill	General Manager, Development and Resources
Diane Hinton	Human Resources Adviser
Jo Lamb-White	Workforce Development Plan Projects Officer

Apologies: Cllr J E Tanner.

1. DECLARATIONS OF INTEREST

No declarations of interest were made by members.

2. MINUTES

The minutes of the meeting of the Committee held on 10 January 2007 were confirmed as a correct record and signed by the Chairman.

3. INTRODUCTION OF THE HUMAN RESOURCES TEAM

The Senior Personnel Adviser introduced the Human Resources Team and outlined the work undertaken by the officers. She explained the five major areas the team covered as follows:

- Leadership
- Organisational Development
- Recruitment and Retention
- Skills and Capacity Building
- Pay and Rewards

The General Manager, Development and Resources highlighted that the key role for the Personnel Team was to deliver the personnel aspects of the People Strategy Improvement Project, including providing support and advice to the Senior Management Team and Team Leaders on personnel issues.

The Senior Personnel Adviser stressed the importance of the Personnel Committee in implementing policies and procedures effectively. She outlined the process for bringing policies to the Committee, which included extensive consultation. Once consultation had been undertaken externally with organisations, such as South West Provincial Employers, the policy was then presented to the Senior Management Team who would make the recommendation to bring the policy forward to this Committee. Once approved the Team Leaders were informed and the policy put on the intranet.

Members of the Committee would be supplied with a file outlining the proposed schedule for the new policies which the Committee would be asked to consider.

4. MARKET FORCES SUPPLEMENT POLICY

Members noted that the initial Market Forces Supplement policy had been agreed in September 2006. They were now being asked to consider an enhanced version of it.

The General Manager advised that the policy was an important factor in establishing the Pay and Grading structure and relating it to the local employment market. The Policy allowed flexibility to attract staff to posts where there were skills shortages at any particular time.

The Senior Personnel Adviser highlighted that all market forces supplements would be reviewed annually and would be part of the employee's pay but not part of their salary for the purposes of mortgage calculations etc. It was stressed that clear evidence of recruitment or retention problems with a particular post had to be evidenced in order for this policy to be implemented.

Members noted that a contingency fund of £70,000 had been put aside during the Job Evaluation process to cover any market forces supplements that were agreed. To date approximately £20,000 had been allocated for supplements and this covered six or seven posts.

In the light of the impact the withdrawal of a supplement would have on an employee, the Chairman asked that the wording of 7(i) of the Policy be amended to state "Employees will receive a minimum of 6 months notice if the market supplement is being withdrawn. Where possible 12 months notice of withdrawal will be given. Employees will be given the reasons for the withdrawal"

Resolved

That the revised Market Forces Supplement Policy and Procedure be approved, subject to the amendment outlined above.

5. DRAFT WORKFORCE DEVELOPMENT STRATEGY AND DEVELOPMENT PLAN

The Workforce Development Plan Projects Officer introduced the Strategy and Development Plan. She outlined to the Committee that the main objectives were to recruit, retain and develop the right people with the right skills at the

right time. The Strategy and the Plan were to be used as tools for managers to help them achieve this objective and set out the people thread between the various plans and strategies. The Local Government and Pay Strategy set out five key priorities which the Workforce Development Strategy hoped to achieve, these were:

- Organisational Development
- Leadership
- Developing Skills and Capability of Staff
- Resourcing, Recruitment and Retention
- Pay and Rewards

She stated that the aim of the Strategy and Plan was to build a skilled workforce through assessment and training, especially in the context of a changing environment and community needs.

The next step in the process would be to talk to individual teams about the Strategy and to establish a project group made up of Team Leaders and other officers to define the actions and continue the development of this document.

Members raised a number of minor drafting errors in the report, which officers undertook to correct.

In response to a concern raised by Councillor Cooper that the audit of skills in 2009/10 seemed to be at too late a stage in the process, the General Manager undertook to review this prior to the publication of the Plan.

The Chairman thanked the Workforce Development Plan Projects Officer for a very valuable piece of work and recommended to the Committee that the strategy be adopted.

Resolved

That the Draft Work Force Development Strategy and Development Plan be approved, subject to changes being made in relation to the comments and amendments made by the Committee.

6. SMOKE FREE ENVIRONMENT POLICY

The Food, Safety & Licensing Team Leader outlined to members the background to the Smoke Free Environment Policy. He highlighted that a policy already existed but this had been reviewed and strengthened. He also pointed out that it was part of the role of the Environmental Health Team to enforce the new legislation in other work premises.

The Team Leader outlined that, whilst there were enforcement powers available to the Council, education was considered to be key. It was not envisaged that there would be major problems with implementation but, if any emerged, the policy would be reviewed by the Health and Safety Committee in six months and they could be addressed.

Resolved

That the Smoke Free Environment Policy be approved.

7. FUTURE COMMITTEE DATES

The Committee agreed that the meetings of the Personnel Committee be scheduled on a quarterly basis and held on a Monday afternoon at 2.00pm. If required ad-hoc meetings would be arranged.

Resolved

That the future dates for the Committee be arranged by the Senior Personnel Officer in consultation with the Democratic Services Officer (Committees) and that members be advised as soon as practicable.

The meeting ended at 3.15 pm

CHAIRMAN