

# **CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Staffing Committee**  
held on Tuesday, 28th April, 2015 at Committee Suite 1,2 & 3, Westfields,  
Middlewich Road, Sandbach CW11 1HZ

## **PRESENT**

Councillor R Domleo (Chairman)  
Councillor H Murray (Vice-Chairman)

Councillors D Brown, J Jackson and B Moran

## **Officers**

Anita Bradley, Head of Legal and Monitoring Officer  
Bronwen MacArthur Williams, Corporate Health and Safety Manager  
Rosie Ottewill, Organisational Development Manager  
Dinah Robertson, HR Business Partner  
Rachel Graves, Democratic Services Officer

## **24 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors D Marren, B Murphy and D Newton.

## **25 DECLARATIONS OF INTEREST**

Councillor J Jackson declared that she was a member of GMB.

## **26 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the public present.

## **27 MINUTES OF PREVIOUS MEETING**

### **RESOLVED:**

That the minutes of the meeting held on 15 January 2015 be approved as a correct record.

## **28 HEALTH AND SAFETY UPDATE**

The Committee received a report which provided a general update on health and safety matters.

The Corporate Health and Safety Manager reported that 21 corporate health and safety course had been delivered during quarter 4, which had been attended by 224 members of staff.

The Service had carried out a number of visits and inspections during Quarter 4, which included visits to primary and secondary schools and Local Exhaust Ventilation tests as well as inspections at Hollins View, Carter House, Macon House, Heatherbrae and Cheyne Hall.

The Corporate Health and Safety Services had submitted a RoSPA Award portfolio in February 2015 and had recently been informed that the Council had been awarded its third consecutive Gold Award. The Committee congratulated the Service on their success.

The Quarter 4 accident and incident statistics showed a total of 629 accidents in the corporate core area, with 3 RIDDOR reportable accidents. A breakdown of and commentary on the statistics for January, February and March 2015 was detailed in the report.

**RESOLVED:**

That the report be noted.

**29 HR AND ORGANISATIONAL DEVELOPMENT UPDATE**

The Organisational Development Manager presented a report which provided a general update on human resources and organisational development issues.

Work on developing the Workforce strategy and plans to achieve the proposed outcomes was underway with an initial consultation being held with a range of key stakeholders. This had identified 6 interlocking themes – culture and values, organisational design, leadership and management, building capability and capacity, resourcing and talent, reward and recognition. A further update would be given at the next meeting of the Committee.

The Department of Communities and Local Government had issued the Local Government Transparency Code 2014 last year. The Code placed a requirement on all Councils to prepare and publish a range of factual data on which policy decisions were based and on which public services were assessed or generated in the course of public service delivery. The HR element of the code, which were consistent with the Pay Policy Statement and with the Statement of Accounts. Information would be shortly published on the Council's website and included Organisation Chart, Senior Salaries, Pay Multiples and Trade Union Facility Time.

The Shared Parental Leave regulations had come into force on 1 December 2015 and applied to children born or placed for adoption on or after 5 April 2015. A Shared Parental Leave Procedure had been developed, based on the regulation, ensuring that the Council met its statutory obligations.

The Council had made a commitment to adopt the Living Way for directly employed staff. An implementation plan as currently under development to achieve the Council's commitment and consultation with the Unions had started in March.

At the last meeting it was agreed to arrange a special meeting to discuss sickness absence. After discussion with the Chairman, it was agreed to defer holding a meeting to enable a review of a full years data and that this form the basis of a report to the July committee. It was noted that the average number of days lost per employee was 11.97 at the end of March 2015, which was slightly higher than in the previous year.

Two people had left the Council under voluntary redundancy terms in Quarter 4. A total of thirty staff had left under voluntary redundancy in the 2014/15 financial year.

With the introduction of the Care Act on 1 April 2015, Workforce Development had implemented a training programme for all social care staff. A staff launch event was held in January. This was followed by the development of training manuals and additional learning material, which was rolled out through the delivery of over 30 separate training session for staff and providers to access. A new e-learning package for the Care Act had also been launched.

The Council had introduced Higher Apprenticeships in Finance and Social Media and proposed to introduce Higher Apprenticeships in Legal Service and HR. With effect from 1 April 2015 all Apprentices would be in receipt of age appropriate minimum wage and it was hoped that this would attract high calibre young people on to the scheme.

The Education HR Consultancy Team had delivered six Accredited Safer Recruitment Training Courses to 111 delegates that included school staff and governors. The training was well received and two further courses were planned in May and June. In addition the Team had been commissioned to run 5 bespoke courses for clusters of schools for 65 delegates. The Team had also delivered 7 additional bespoke training courses covering a range of HR topics for individual and groups of schools, and also provided Recruitment and Selection Support for Senior Leadership posts within a number of schools and academies.

Details of the Headcount by Directorate were included in the report and it was noted that between April 2014 and March 2015 the overall headcount for Cheshire East employees reduced by 12% and the overall number of FTE employees decrease by 10% over the same period. Excluding TUPE staff the Cheshire East turnover between January and March 2015 was 2.4%, with 95 people leaving the Council. During Quarter 42% left through resignation, 8% retirement and 41% through TUPE transfers.

**RESOLVED:**

That the report be noted.

**30 DIRECTOR OF CHILDREN'S SERVICES**

The Committee received a report which detailed the interim arrangements to cover the statutory responsibilities for the Director of Children's Services.

Tony Crane, Director of Children Services would be leaving the Council on 1 May 2015 and arrangements were in place to appoint a permanent replacement. There would be a gap between his departure and the commencement of a replacement and it was therefore necessary to put in place interim arrangements.

The Chief Executive, in consultation with the Portfolio Holder for Safeguarding Children and Adults, had discussed the opportunity with Senior Managers within Children's Services and had offered the role to Nigel Moorhouse, Head of Early Intervention and Prevention, on an acting basis from 1 May 2015 until the commencement of a permanent replacement. The appointment would secure leadership continuity in respect of safeguarding children and young people and ensured that a focus was retained on the improvement agenda across the department.

**RESOLVED:**

That the interim arrangements to cover the statutory responsibilities of the Director of Children's Services be noted.

The meeting commenced at 2.00 pm and concluded at 2.40 pm

Councillor R M Domleo (Chairman)