

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Committee**
held on Thursday, 24th October, 2019 at Committee Suite 1,2 & 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor C Bulman (Chairman)
Councillor Q Abel (Vice-Chairman)

Councillors J Clowes, L Jeuda, M Simon, A Stott and L Wardlaw

Officers in attendance

Kath O'Dwyer, Acting Chief Executive
Jane Burns, Executive Director Corporate Services
Sara Barker, Head of HR
Emma Morris, Interim Organisational Development Manager
Sara Duncalf, Acting HR Business Manager
Josie Griffiths, Head of Audit and Risk Management
Graham Coope, Senior Corporate Health and Safety Adviser
Naomi Clarkson, Employment Lawyer
Rachel Graves, Democratic Services Officer

7 APOLOGIES FOR ABSENCE

Apologies were received from Councillor D Flude.

8 DECLARATIONS OF INTEREST

No declaration of interests were made.

9 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

10 MINUTES OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the meetings held on 25 April 2019 and 28 June 2019
be confirmed as a correct record.

11 HR AND HEALTH & SAFETY UPDATE

The Committee considered a report which detailed key human resources,
organisational development and health and safety developments.

The report provided details on the senior management recruitment
campaign, review of HR Policies, Attendance Management, the Brighter

Futures (Culture) Programme, Health and Safety data and HR performance data.

The Committee sought clarification on the recruitment process for the Chief Executive and were informed that all applications received had been considered at the long listing meeting. The shortlisting meeting would be taking place next week to agree the applicants for final interviews by the Staffing Committee on 11 November 2019. The Staffing Committee's recommendation would be considered by Council on 12 December 2019. *(Kath O'Dwyer, Acting Chief Executive, declared an interest and left the room during this discussion.)*

Work on the HR Policy review was nearing completion with 11 further policies having been agreed with CLT, the Trade Unions and approved by the Portfolio Holder since April. The aim was to have all of the revised policies and procedures agreed and launched by the end of the year. Work had been undertaken to develop Centranet pages to launch and support the policies and procedures.

The Committee asked about the completion of exit interviews and were informed that an electronic exit interview form had been created, which would be in addition to the interview. The form would provide another opportunity for staff to share their views and experiences. The Committee requested that data on the completion of exit interviews and the electronic form be brought to a future meeting.

It was reported that at present the Council had 43 apprentices, with a further 25 expected to start in the New Year. The range of apprenticeships on offer had been widened but it was still proving difficult to encourage maintained schools to take on apprentices. The Committee asked for feedback on the numbers of apprentices who go onto gain full time employment with the Council.

RESOLVED: That

- 1 the report be noted;
- 2 data on exit interviews be brought to a future meeting; and
- 3 details of the number of apprentices gaining full time employment with the Council to be brought to a future meeting.

12 THE BIG CONVERSATION STAFF SURVEY

The Committee considered a report which provided a summary of the results of The Big Conversation Staff Survey.

The Council had commissioned Djs Employment Research to conduct an employee survey. The survey had been conducted between 1 and 26 July

2019. In total 2040 employees had completed the survey, which was a 55% response rate.

Appendix 1 to the report set out in infographic form a summary of survey results, which highlighted strengths and the areas of concern. The findings would be broken down into directorates and then service areas to enable action plans to be developed. Progress against these actions would be measured through the Brighter Future (Culture) Programme.

RESOLVED:

That the report be noted and the Committee monitor progress of the future actions plans.

The meeting commenced at 2.00 pm and concluded at 3.05 pm

Councillor C Bulman (Chairman)