

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Committee**
held on Thursday, 27th October, 2016 at Committee Suite 1,2 & 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor B Moran (Chairman)

Councillors D Brown, JP Findlow (Sub for Cllr R Bailey), S Hogben (sub for Cllr D Flude), J Jackson, M Parsons and L Smetham (Sub for Cllr D Marren)

Officers

Sara Barker, Head of Strategic HR

Rosie Ottewill, Organisational Development Manager

Sally Gold, Legal Services

Rachel Graves, Democratic Services Officer

22 APOLOGIES FOR ABSENCE

Apologies were received from Councillor R Bailey, D Flude and D Marren.

23 DECLARATIONS OF INTEREST

No declarations were made.

24 PUBLIC SPEAKING TIME/OPEN SESSION

No members of the public were present.

25 MINUTES OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the meetings held on 5 July 2016, 25 July 2016 and 16 August 2016 be confirmed as a correct record.

26 PEOPLE PLAN 2016-2017 - UPDATE REPORT

The Committee considered a report on the progress with the Council's People Plan 2016/17.

The report provided details on the progress against the main priorities for each HR service area in the People Plan, and on HR Performance Data for Quarter 2 which included headcount and employee turnover, voluntary redundancy and working days lost to sickness absence.

The report also provided a summary of the number of accidents and incidents in Quarter 1 and Quarter 2 and details of the RIDDOR reportable accidents.

It was agreed that the employee turnover table should include an additional column to show the number of leavers excluding those who TUPE transferred to ASDVs, which would show a truer picture of staff turnover.

It was also queried if the ASDVs turnover figures were reported to the Cheshire East Residents First Board. The Head of Strategic HR agreed to look into this.

The Staff Survey had been completed with an overall response rate of 59%. The key findings had been reported to Councillors and Senior Managers and as a follow up, Corporate and Service level action plans were being developed to deal with the issues identified as needing improvement.

RESOLVED: That

- 1 the report be noted;
- 2 the employee turnover table be amended to include an additional column to show the number of leavers excluding those who TUPE transfer to ASDVs; and
- 3 The Head of Strategic HR to clarify if the ASDVs turnover figures were reported to the Cheshire East Residents First Board.

27 STAFFING COMMITTEE WORKING GROUPS

(a) Absence/Attendance Management Working Group

An update was given on the Member and Officer Working Group, which had been established to review absence and attendance management.

The Working Group had looked at data reporting, the management of short and long term absence, reporting of sickness data within the Council and was looking at good practice from other organisations.

An audit of the Attendance Management Procedure had been carried out by Internal Audit and the final report was expected shortly.

The outcome of the review would feed into the review of policy and procedures and a report would be submitted to Staffing Committee.

(b) Reassurance Working Group

It was reported that the Reassurance Working Group had been established to provide assurance that the wellbeing of the staff and

Members of Cheshire East Council was aligned to best practice and organisational values.

An audit of the Council's HR policies and procedures had been carried out by NW Employers, which had shown that they were compliant and the changes suggested related to minor changes and references due to legislations changes. These changes would be considered by the Policy Review Group before consultation with the Trade Unions and approval by Staffing Committee.

The results of the staff survey in relation to Fairness, Respect and Negative Behaviours section had been positive and work had been commissioned on these issues in the form of Focus Groups with staff from those areas within the Council where there had been a lower response to the Staff Survey and in areas where staff had responded regarding bullying at work.

(c) Pension Discretions and Exit Payments Working Group

The Working Group had been established to consider the issues of pension discretions and exit payments.

The work on pension discretions had been completed with the Staffing Committee approving the changes at its meeting in July.

The Group continued to explore the options and considerations in terms of the Council's Voluntary Redundancy terms and use of Settlement Agreements in the light of the recent outcome of the Government consultation on Exit Payments.

28 DIRECTOR OF PUBLIC HEALTH RECRUITMENT

The Chairman updated the Committee on the recruitment of the Director of Public Health.

The job advert had been published with a closing date of 11 November for applications. It was proposed that the long and short listing of candidates be held on 1 December 2016. The interviews would be carried out over two days with the Advisory Appointment Committee meeting on 7 December and Staffing Committee on 8 December 2016.

The meeting commenced at 2.05 pm and concluded at 3.40 pm

Councillor B Moran (Chairman)