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## CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Committee**  
held on Thursday, 25th July, 2013 at Committee Suite 1,2 & 3, Westfields,  
Middlewich Road, Sandbach CW11 1HZ

### **PRESENT**

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

Councillors J Jackson, M Jones, D Marren, B Moran, B Murphy and D Newton

### **Union Representatives**

Craig Nicholson – UNISON  
Jonathan Shaw – UNISON  
Shawn Reed – GMB  
Anne-Marie McBlain – AEP

### **Officers**

Paul Bradshaw, Head of Organisational Development  
Julie Davies, Corporate Manager HR Strategy and OD  
Brian Reed, Head of Governance and Democratic Services  
Suzanne Antrobus, Corporate Solicitor  
Louise Reeves, Senior HR Officer (Strategy and Policy)  
Rachel Graves, Democratic Services Officer

### **13 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor D Brown.

### **14 DECLARATIONS OF INTEREST**

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

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

There were no members of the public present.

### **16 MINUTES OF PREVIOUS MEETING**

#### **RESOLVED:**

That the minutes of the meetings held on 11 January 2013 and 13 June 2013 be approved as a correct record.

## 17 HR UPDATE

The Head of Organisational Development, aided by the Head of Governance and Democratic Services presented a report which provided a general update on Human Resource issues, including Health and Safety, Organisational Development, HR Delivery and HR Policy & Reward.

The Corporate Health and Safety Health Team had been awarded a RoSPA Gold Award for Recognition. As a result of this award, all Council employees are able to display the gold logo on their email signatures.

In Quarter 4, a total of 1505 accidents and 164 incidents were entered onto PRIME, of which 35 were RIDDOR reportable to the Health and Safety Executive. The trends for the past two years and half years demonstrated that the accident reporting rates and number of RIDDOR reports had now stabilised.

A full employee survey was last carried out in 2009 and since then the Council had changed significantly. It was planned that an employee engagement survey would be launched on 1 November 2013 for non-school employees only. Working with research company Survey Solutions, the survey would explore seven key themes:

- Your job
- Managers and leaders
- Communications
- Development
- Wellbeing
- Change
- Our Council

It was expected that the survey results would be available in January 2014, which would include an overall measure of employee engagement alongside other indicators about change, communication, management and leadership and 'new deal' indicators. The results would be benchmarked internally and externally, using public and private sector norm groups.

A mini competition had been undertaken to call off a contract under the Government Procurement Scheme for an Employee Assistance Programme to be made available to all non school employees of the Council. Following an evaluation of the tenders a contract was to be awarded to Health Management Limited. The service would provide telephone access to appropriate qualified professionals for counselling, support, advice and information 24 hours per day, 7 days a week, 365 days a year.

In order to monitor and assess the success and effectiveness of the programme, a full range of data, information and statistics would be provided on a monthly basis. It was expected that the programme would be launched in August 2013.

**RESOLVED:**

That the HR Update report be noted.

**18 STAFFING COMMITTEE TERMS OF REFERENCE**

The Committee at its meeting on 24 May 2013 had agreed to review its Terms of Reference. It was reported that since that meeting a Notice of Motion had been submitted to Council on 18 July 2013, which read "The Council requests an immediate review of the Staffing Committee's terms of reference with a view to widening its remit to encompass matters that are normally entailed in the work of a Staffing Committee such as corporate culture, employee relations and communications, senior appointment, disciplinary matters and management structures." The Motion had been referred to the Constitution Committee for consideration.

Members discussed how best to take forward the review of the terms of reference. It was suggested the Chairman of Staffing Committee speak to the Chairman of the Constitution Committee to discuss how to deal with the review of the Terms of Reference.

**RESOLVED:** That

- (1) the oral update be received;
- (2) the Chairman of the Staffing Committee contact the Chairman of the Constitution Committee to discuss how to deal with reviewing the Staffing Committee's Terms of Reference.

**19 STAFFING SUB COMMITTEE MINUTES**

The Committee received the minutes of the Staffing Sub Committee.

The Staffing Sub Committee had been appointed in June 2012 to commission an investigation into the conduct of staff mentioned in the Internal Audit Report on the Lyme Green Waste Transfer Station, and to consider the findings of the investigation report including any disciplinary or other action.

The Staffing Sub Committee, at its meeting on 27 June 2013, had concluded that the work of the Sub Committee was complete and that all the minutes should be forwarded to the Staffing Committee as a complete record of its activities.

The Staffing Committee expressed their thanks to the members of the Sub Committee for their work during the course of the investigation.

**RESOLVED:**

That the minutes of the Staffing Sub Committee be received and noted.

**20 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:**

That the press and public be excluded from the meeting during the consideration of the following items pursuant to Section 100(A)4 of the Local Government Act 1972 as amended on the grounds that they involved the disclosure of exempt information as defined in Paragraph 1, 2 and 4 of Schedule 12A of the Local Government Act 1972 and public interest would not be served in publishing this information.

**21 ITEMS REQUESTED BY TRADE UNIONS**

The Trade Union representatives raised issues in relation to the following items:

- Management Restructure
- Outsourcing of Services

**22 STAFFING SUB COMMITTEE MINUTES**

**RESOLVED:**

That the minutes of the Staffing Sub Committee on 7 February 2013 be received and noted.

The meeting commenced at 2.00 pm and concluded at 3.30 pm

Councillor R M Domleo (Chairman)