

# **KENNET DISTRICT COUNCIL**

## **HUMAN RESOURCES COMMITTEE**

Minutes of the meeting of the Human Resources Committee held on Thursday  
13<sup>th</sup> September 2007 at 2.15pm in Room 2, Browfort, Devizes

**PRESENT:** Councillor Mrs N G Rawlins – Chairman

Councillor D Campbell  
Councillor Mrs P Dow  
Councillor C P G Hoddinott  
Councillor P Veasey

Councillor A P J Duck  
Councillor P Evans  
Councillor Mrs P Winchcombe

### **APOLOGIES:**

Councillor Mrs J Triggs

### **Part 1**

#### **Items considered while the meeting was open to the public**

#### **27. MINUTES**

The minutes of the meeting held on the 21st of June 2007 were confirmed as a correct record and signed by the Chairman.

#### **28. DISCLOSURES OF INTEREST**

The Head of Democratic Services declared an interest in minute number 36 following and left the meeting during discussion and voting on this item.

#### **29. EQUALITIES MONITORING**

The Head of Human Resources reported on the results of the annual equal opportunities monitoring of the Council's workforce.

The committee was reminded that there had been major changes in recent years with Acts on the three main strands of race, gender and disability placing a general duty on all public authorities to promote equality and requiring them to eliminate discrimination, to promote equality of opportunity, and promote good relations between people of different groups.

Members attention was drawn to the various tables set out as appendices to the report.

**RESOLVED** that the committee note the contents of the report.

**30. AMENDMENT TO DISCIPLINARY PROCEDURE**

Members were informed that the Council's disciplinary procedure only delegated authority to dismiss staff down to Service Manager level. A number of changes to the structure of the management of the council in the previous 12 months, including the creation of a new Directorate, meant that all such decision-making has had to be taken by the Director himself leading in some cases to delays in setting up hearings.

After discussions with the Director concerned the Head of Human Resources had decided to request the Human Resources Committee to amend the procedure to permit the three Heads of Service with the majority of staff in that Directorate to impose sanctions following formal disciplinary hearings up to and including dismissal. Their current permissions only allowed them to apply sanctions up to final written warnings.

**RESOLVED** that the amendment to the Council's disciplinary procedure set out in paragraph 4 of the report of the Head of Human Resources be adopted.

**31. TRAINING FUNDING**

The Head of Human Resources presented a report detailing the additional training requirements for the Council consequent upon local government reorganisation and as included in the revised revenue programme set out in the report to the Council on the 4th of September 2007.

The council had agreed that it wished to ensure that staff were well placed in the new unitary structure, whatever that may look like, and had the necessary skills to undertake new and changed roles.

The main areas towards which the training would be targeted would firstly be ensuring that staff had the capacity to manage and maintain services through the changes. With this in mind it was intended to run some change management courses for senior and middle managers who were most directly affected with an anticipated likely cost of £6,000 to £7,000. Secondly ensuring that staff who were currently on courses that would continue beyond the life of the Kennet District Council were freed from the worry of financing the end of their studies if that was necessary. The estimated cost of this was likely to be around £30,000.

**RESOLVED** that the Human Resources Committee note the content of the report and approve the areas of training investment in the Council's staff.

### **32. MINIMUM SERVICE LEVELS IN HUMAN RESOURCES**

The committee was reminded that at its meeting held on the 4th of September 2007 the Council had agreed that reports should be prepared setting out the minimum service levels that could be achieved by the Council's various departments in the period of change towards a unitary authority.

The report of the Head of Human Resources set out the minimum service levels deemed to be acceptable for the human resources team and also identified the additional challenges faced by the team, partly as a result of local government reorganisation within Wiltshire. The human resources team would still be required to continue its normal functions and while some issues could be reduced there would be significant additional duties placed upon it as a result of the reorganisation and these would probably continue until well after the vesting day.

**RESOLVED** that the Human Resources Committee agree to the recruitment of additional support for the human resources team as set out in paragraph 7 of the report with costs to be contained within the overall staffing budget of the Chief Executive's Department.

### **33. THE LOCAL GOVERNMENT ACT 1972 - SECTION 100(A)(4)**

**RESOLVED** that in accordance with the provisions of section 100(A)(4) of the Local Government Act 1972, the public be excluded for the following items of business on the grounds that they involve the disclosure exempt information as defined in paragraph 2 of schedule 12 A to the Act.

#### **Part 2**

**items considered while the meeting was closed to the public**

### **34. ANNUAL TRAINING REPORT**

The Head of Human Resources submitted a report outlining the council's training strategy, this year's examination successes and giving a breakdown of in-house training that had taken place in the last twelve months. It also reported on the monitoring of training for equalities purposes.

**RESOLVED:**

**THAT**

1) the committee receive and note the report on the training and development programme being proposed, and

2) commend the staff who have achieved their qualifications in the past academic year.

**35. RELOCATION EXTENSION**

The Head of Human Resources submitted a report seeking authority from the committee to extend the time permitted for a member of staff to take advantage of the Council's relocation scheme by 6 months beyond the normal 12 months allowed for a move.

**RESOLVED** that the Human Resources Committee approve the extension of the relocation agreement to the 19th October 2007 for the employee concerned.

**36. MANAGEMENT STRUCTURE CHANGES AND CONSEQUENT GRADE CHANGES**

The report submitted by Management Team sought the approval of the committee to minor organisational changes to take effect on the retirement of the present Director of Resources and to seek agreement to a number of consequential or outstanding grade changes.

**RESOLVED** that the recommendations set out in paragraph 7.1 of the report be approved and adopted.

**37. CURRENT NEGOTIATIONS**

The Head of Human Resources gave a short verbal update to the committee on the current pay negotiations and the position of the pay and grading review.

Chairman  
22nd of November 2007