

ORGANISATION SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON 14 JUNE 2017

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ORGANISATION SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON 14 JUNE 2017

Present:

Councillor D Skinner	Chair
Councillor T Mansbridge	Vice-Chair
Councillor J Barry	Councillor L Robinson
“ A Dale	“ R Welton
“ B Ridgway	“ B Wright

Also Present

Steph Barker – Assistant Director – HR and Payroll (for Min No 75)
Sue Veerman – Overview and Scrutiny Manager
Sarah Cottam – Senior Governance Officer (Acting)

71 Apologies for Absence

No apologies for absence were submitted to the meeting.

72 Declarations of Interest

Members were requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

There were no interests declared at this meeting.

73 Minutes of Last Meeting

RESOLVED – That the Minutes of the meeting of the Organisation Scrutiny Committee held on 12 April 2017 be approved as a correct record and signed by the Chair.

74 Remit of Committee

The Overview and Scrutiny Manager set the scene for Members on the remit of the Organisation Scrutiny Committee. The Committee discussed its remit and noted its responsibilities for Scrutiny functions relating to :-

- Services;
 - * Audit;
 - * Communication and Consultation;
 - * Customer Services;
 - * Finance;
 - * Governance;
 - * Human Resources;

- * Legal;
- * Procurement;
- * Revenue and Benefits;
- * Scrutiny;
- * Strategy and Performance.

- Shared Services;
- Commissioning/Decommissioning Services;
- Self Regulation;
- Transformation Programme;
- Employees.

RESOLVED – That the Organisation Scrutiny Committee notes the update on the Remit of the Committee from the Overview and Scrutiny Manager.

(Overview and Scrutiny Manager)

75 Annual Report of Human Resources and Organisational Development 2016/17

The Committee considered the Annual Report of Human Resources and Organisational Development for 2016/17. The report updated the Organisation Scrutiny Committee on a range of employee related issues pertaining to the 2016/17 financial year. The Assistant Director – Human Resources and Payroll was in attendance to discuss any issues raised with members.

During the reporting period the Council had placed 105 adverts for job vacancies, some adverts requiring more than one new recruit. The Council had a mixed response to adverts with very limited response to some. The Council was currently exploring alternative methods of attracting candidates such as career days in schools and colleges, increased use of social media as well as continuing the partnership with Derbyshire County Council in relation to using their recruitment service.

During the reporting period the annual turnover (excluding temporary and fixed term leavers) was 15.2% (55 employees). The reason for staff leaving was:-

- Resignation (no reason stated) – 18 employees;
- New job – 16 employees;
- Retirement – 8 employees;
- Voluntary early release (with redundancy) – 5 employees;
- Dismissal – 3 employees;
- Personal – 2 employees;
- Ill health retirement – 1 employee;
- Death in Service – 1 employee;
- Changes to terms – 1 employee.

Of the leavers mentioned, 3.2% (5 employees) occupied joint posts. For these the reasons were:-

- Resignation (no reasons stated) – 2 employees;
- New job – 1 employee;
- Dismissal – 1 employee;
- Voluntary release (with redundancy) – 1 employee.

Exit questionnaires had been sent out routinely for the past 6 months or so but were rarely returned and therefore it was difficult to analyse what little information was recorded. Effort would be made to encourage leavers to complete forms or to have a one to one discussion with a member of HR prior to leaving to gather data as to why people chose to leave the Council.

The outturn figure for the reporting figure was 11.35 days per employee for sickness absence. This was a slight reduction from the previous year but was significantly higher than the target of 8.5 days per employee. The outturn figure for the joint officer group was 6.14 days per employee. The top 3 reasons for sickness were:-

- Stress/depression/mental health;
- Stomach/liver/kidney/digestion;
- Ops, post ops and other hospital treatment.

Over the reporting period there had been 3 disciplinary investigations undertaken resulting in 2 dismissals and 1 final written warning. There had been no formal grievances raised and there had been no complaints of bullying and harassment.

The Committee were also advised that there had been a number of health and wellbeing initiatives undertaken during the year such as the introduction of an Employees' Assistance Programme with AXA which offered 24/7 telephone and on-line support to employees covering a range of topics, including confidential telephone counselling.

Members discussed the information received and felt that it would be useful for the Assistant Director – HR and Payroll to provide a more in depth and concise breakdown of the sickness figures to included age, disability and any reasonable adjustments made.

With regards to the Administrative Arrangements and Joint Officers Scrutiny Review Action Plan, Members were happy with the satisfactory progress on the actions required and therefore signed off the Action Plan.

The Chair on behalf of the Committee thanked the Assistant Director – HR and Payroll for attending the meeting.

RESOLVED – That –

- (1) The Assistant Director – HR and Payroll provide a more in depth and concise breakdown of sickness figures including age, disability and any reasonable adjustments provided.
- (2) That the Administrative Arrangements and Joint Officers Scrutiny Review Action Plan be signed off.
(Assistant Director – HR & Payroll/Overview and Scrutiny Manager)

76 Selection of Scrutiny Review Topic

The Overview and Scrutiny Manager had made contact with a number of stakeholders, including Scrutiny Members and Officers, requesting ideas for potential review topics for 2017/18. Suggestions had also been submitted by SAMT. The Overview and Scrutiny Manager advised that any item in the remit of the Committee could be reviewed but also past topics could be revisited if members felt that this was necessary.

The following topics had been suggested:-

- Transformation Programme Development – this was monitored twice yearly on the current activity progress;
- How can the Strategic Alliance be more effective in delivering front line services;
- Simplyfying the Corporate Plan and enhancing the Performance Management Framework;
- Members of the Organisation Scrutiny Committee put forward possible review topics:-
 - A review of the job evaluation process and to look at options;
 - Apprenticeships;

The Committee discussed at length the review topics put forward and three preferred topics were shortlisted. These were:-

- How can the Strategic Alliance be more effective in delivering front line services;
- Apprenticeships;
- A review of the Job Evaluation Process.

It was agreed by all members of the Committee that a review be carried out of the job evaluation process at the Council. The Committee would look at how the job evaluation process is used and what model the Council uses.

Members wished to ascertain if the system was effective and the correct moderation and consistency was in place. Members also questioned if an appeals process was in place once a job was evaluated and how this operated.

The Committee agreed that the topic on Apprenticeships would be included in the Committee's work programme as a monitoring item and regular reports

would be brought to the Committee. The topic on 'How can the Strategic Alliance be more effective in delivering front line services' would be a back up topic to carry out following the current review.

The Overview and Scrutiny Manager advised the Committee that a scoping meeting would take place between the Chair and Vice-Chair of the Committee, other relevant members and the Lead Officer for the service to discuss the chosen topic and produce a draft project plan for the review. This would be brought back to Committee for approval.

RESOLVED – That the Organisation Scrutiny Committee would undertake a Scrutiny Review into the Job Evaluation process in the Council in 2017-2018. Following a scoping meeting between the Overview and Scrutiny Manager, the Chair and Vice-Chair of the Committee, other relevant members and the Lead Officer for that service, a draft project plan would be submitted to the Committee for approval.

(Overview & Scrutiny Manager)

77 Draft Work Programme

The Committee considered the draft Work Programme of the Organisation Scrutiny Committee for 2017/18, which set out the items which the Committee would consider over the forthcoming year. The Overview and Scrutiny Manager advised the Committee that any issues within the Committee's remit could be added to the Work Programme following consultation with the Chair. Any further suggestions should be forwarded to the Overview and Scrutiny Manager.

The Overview and Scrutiny Manager advised the Committee that the additional item agreed on Apprenticeships would be included in the Work Programme.

RESOLVED – That the Organisation Scrutiny Committee's draft Work Programme for 2017/18 be noted.

(Overview & Scrutiny Manager)

78 List of Key Decisions – Issue No 61

The Committee considered Issue No 61 of the List of Key Decisions which set out the major decisions being taken over the next few months.

RESOLVED – That the List of Key Decisions Issue No 61 be noted.

(Senior Governance Officer (Acting))

79 Additional Urgent Items

There were no additional urgent items to be considered at this meeting.

80 Date of Next Meeting

The next meeting of the Organisation Scrutiny Committee would take place on Wednesday 19 July 2017 at 3.00 pm in Chamber 1.

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