

**ORGANISATION SCRUTINY COMMITTEE**

**MINUTES OF SPECIAL MEETING HELD ON 9 DECEMBER 2015**

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## **ORGANISATION SCRUTINY COMMITTEE**

### **MINUTES OF SPECIAL MEETING HELD ON 9 DECEMBER 2015**

#### **Present:**

Councillor B Wright ..... Chair  
Councillor T Mansbridge ..... Vice-Chair  
Councillor B Ridgway ..... Councillor J Windle  
“ R Welton

#### **Also Present**

Sue Broadhead – Overview and Scrutiny Manager  
Sarah Cottam – Governance Officer

#### **446 Apologies for Absence**

Apologies for absence was received from Councillors A Dale and S Peters.

#### **447 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 declarations of interest at this meeting.

#### **448 Minutes of Last Meeting**

**RESOLVED** – That the Minutes of the meeting of the Organisation Scrutiny Committee held on 16 September 2015 were approved as a correct record and signed by the Chair.

#### **449 Scrutiny Review – Performance Related Pay**

The Committee considered any conclusions drawn from the recently circulated documentation on performance related pay. The Committee had wished to undertake a visit to another Council who had implemented a Performance Related Pay Scheme before considering whether to undertake interviews with internal stakeholders. However, this had not been possible and the Committee concluded that at present, the circumstances were not quite right for the Committee to continue with the review into performance related pay.

Members had received three sources of evidence on performance related pay.

- ACAS – Advisory Booklet: Appraisal Related Pay;
- Hay Group – Overview of Performance Related Pay Options – District of Harborough;
- London Borough of Hammersmith and Fulham Report on Options for a New Performance Related Pay Scheme for Senior Managers.

Following discussion of the issues it was agreed that the Overview and Scrutiny Manager would put together a briefing report which included all comments from Members. Members requested that the report include, that if a consultant was sourced by the Council to prepare a brief on performance related pay, the Organisation Scrutiny Committee were keen to input into terms of reference and briefing note for the consultant.

**RESOLVED –**

- (1) That the Overview and Scrutiny Manager put together a briefing report from the conclusions reached by the Committee on performance related pay.
- (2) The briefing report to include that if the Council decided to appoint a consultant in the future to assist the Council in considering implementing performance related pay within the Authority, the Organisation Scrutiny Committee wished to have input into the consultant's brief and terms of reference.

(Overview & Scrutiny Manager)

**450 Administrative Arrangements and Joint Officers Review**

The Committee considered the draft project plan and timetable for administrative arrangements for officers and joint officer posts review.

A number of joint officer posts and posts covered by administrative arrangements had been created over the past three years and it was thought timely to review how these arrangements were working. Views were sought from members on key issues included in the project plan on:-

- understanding what arrangements were in place and why they were introduced
- how well they were working
- their impact on services and whether they provided value for money
- impact on the workforce in terms of health and wellbeing and recruitment and retention.

A mix of concerns were being raised by stakeholders which included loss of service, health and well being of staff, recruitment and retention issues and different terms and conditions. The Committee felt that it would be useful to review how well the arrangements were working. In order to assist the Committee in examining the concerns raised the following data was requested from Human Resources:-

- Sickness absence figures;
- Numbers of staff leaving the Authority;
- Levels of overtime undertaken;
- Use of agency/consultants;
- Recruitment and retention information;
- Exit interview data;
- Appraisals.

This data would be examined at the next meeting on the 6 January 2016.

**RESOLVED –**

- (1) That Human Resources be requested to supply the Committee with data on sickness absence, numbers of staff leaving the Authority, levels of overtime undertaken, use of agency/consultants, Recruitment and Retention Information, exit interview data and appraisals to aid the Committee in the review.
- (2) That the review timetable be amended to include consideration of the data requested at its meeting on 6 January 2016.  
(Overview and Scrutiny Manager)

**451 Key Decision – Issue No 41**

The Committee considered Issue No 41 of the List of Key Decisions which set out the major decisions being taken over the next few months. Information had been requested from the Portfolio Member for Information Technology, E-Information and Asset Management on the position of the disposal of the freehold of land in respect of sites at Clay Cross.

The Committee requested an update on any progress made.

**RESOLVED –**

- (1) That the Organisation Scrutiny Committee request an update from the Member for Information Technology, E-Information and Asset Management on the position of the disposal of freehold land in respect of sites in Clay Cross.
- (2) That the List of Key Decisions – Issue No 41 be noted.  
(Overview and Scrutiny Manager  
Senior Governance Officer)

**452 Work Programme**

The Committee considered its Work Programme for 2015/2016 which set out the items that the Committee would consider over the forthcoming year.

Councillor R Welton to raised an item on the Whistleblowing Policy that the Council had in place. This Policy was due to be reviewed by Standards Committee in March 2016 and requested that the Organisation Scrutiny

Committee examine this within their remit. He wished to raise some concerns as he felt it was the right time to look at the Human Resources procedures that supported the policy to ensure their robustness.

The Committee agreed that the Whistleblowing Policy should be examined by the Organisation Scrutiny Committee in support of the Standards Committee Review and would be brought to the next meeting in January 2016. The Monitoring Officer would be invited to attend this meeting to provide advice.

**RESOLVED –**

- (1) That the Whistleblowing Policy be brought to the next meeting of the Organisation Scrutiny Committee on 6 January 2016 and the Work Programme be amended to include this.
- (2) That the Organisation Scrutiny Committee's Work Programme 2015/2016 be noted.

**453 Additional Urgent Item**

There were no additional urgent items to be raised at the meeting.

**454 Date of Next Meeting**

The next meeting of the Organisation Scrutiny Committee would take place on Wednesday 6 January 2016 at 3.00 pm.

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