

By: Deputy Leader of the Council
Director of Personnel & Development

To: Personnel Committee - 30 January 2009

Subject: Personnel Committee Reporting and Monitoring

Classification: Unrestricted

SUMMARY: This paper records the current regular monitoring undertaken by Personnel Committee and invites the Committee to confirm these are appropriate and sufficient.

1. Introduction

- 1.1 A paper was submitted to Personnel Committee in February 2008 confirming the role of the Committee as defined in the Constitution and outlining the regular reports received. The paper is attached as Appendix A.
- 1.2 This resulted in agreement on the content the Committee required for its update on staffing information.

2. Monitoring of staffing information

- 2.1 The first of these comprehensive reports was submitted to Personnel Committee in May 2008. The report contained details of
 - Current staffing levels (FTE and headcount)
 - Changes in staffing levels since September 2003
 - Reasons for changes in staffing levels
 - Age profile
 - Sickness levels
 - Staff by salary
 - Turnover and reasons for leaving
 - Diversity trained panelists
 - Headcount by equality strand

It also noted that work was in progress to report on vacancies in a consistent and systematic way.

- 2.2 The report was noted and the Committee requested the following additional level of detail:
 - Reasons for absence shown by Directorate
 - Details of recruitment panels without diversity trained members
 - Further breakdown of externally funded posts with details of KCC's employment position if funding is withdrawn

2.3 It is proposed that a paper showing the staffing position as at 31st March 2009 is brought to the Personnel Committee in May this year. The report will include all the information listed above in paragraphs 1.3 and 1.4. It has been suggested that the report on the use of agency staff and interim managers is integrated into this paper in future.

2.4 This detailed paper on aspects of KCC staffing would then be reported to Personnel Committee on an annual basis at the May Committee.

3. Other regular reports

The following reports are also brought regularly to the Committee:

- Disciplinary and Grievance activity (6 monthly)
- Uptake of career's leave (annual)
- Market premia payments (annual)
- Apprenticeship programme (annual)
- Pay bargaining outcomes (annual)
- Report on cases where the Council has exercised its discretion on payment of enhancement to pension (annual)

4. RECOMMENDATION

Personnel Committee is asked to:

- i) confirm that the report on staffing information intended for the next meeting of the committee contains all the information required, as outlined in paragraph 2 above
- ii) confirm that the other regular reports outlined in paragraph 3 are still required
- iii) agree and specify any further regular reports required

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