

**PERSONNEL COMMITTEE**

**Friday, 18th January, 2013**

**2.00pm**

Wantsum Room, Sessions House, County Hall,  
Maidstone







## AGENDA

### PERSONNEL COMMITTEE

Friday, 18th January, 2013, at 2.00pm  
Wantsum Room, Sessions House, County  
Hall, Maidstone  
Wantsum Room, Sessions  
House, County Hall, Maidstone

Ask for: **Geoff Mills**  
Telephone **01622 694289**,  
**geoff.mills@kent.gov.uk**

Tea/Coffee will be available 15 minutes before the start of the meeting **outside the meeting room**

#### Membership (8)

- Conservative (6): Mr P B Carter (Chairman), Mr R W Gough (Vice-Chairman), Mr M C Dance, Mr D A Hirst, Mr P J Homewood, Mr A J King, MBE and Mr J D Simmonds
- Liberal Democrat (1): Mr T Prater
- Labour (1) Mr G Cowan

#### **UNRESTRICTED ITEMS**

*(During these items the meeting is likely to be open to the public)*

1. Substitutes
2. Declarations of Interests by Members in items on the Agenda for this meeting.
3. Minutes (Pages 1 - 4)

#### **Motion to Exclude the Press and Public**

That under Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 4 of Part 1 of Schedule 12A of the Act.

#### **EXEMPT ITEMS**

(During these items the meeting is likely NOT to be open to the public)

4. Terms and Conditions Review Update (Pages 5 - 16)
5. Pay Bargaining Outcomes (Pages 17 - 22)

Peter Sass  
Head of Democratic Services  
(01622) 694002

**Thursday, 17 January 2013**

*Please note that any background documents referred to in the accompanying papers may be inspected by arrangement with the officer responsible for preparing the relevant report.*

## KENT COUNTY COUNCIL

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### PERSONNEL COMMITTEE

MINUTES of a meeting of the Personnel Committee held in the Wantsum Room on Thursday, 29 November 2012.

PRESENT: Mr P B Carter (Chairman), Ms S J Carey (substitute for Mr J Simmonds), Mr M C Dance, Mr D A Hirst, Mr P J Homewood, Mr A J King, MBE and Mr T Prater.

IN ATTENDANCE: Mrs A Beer (Corporate Director of Human Resources), Mr G Wild (Director of Governance and Law), Mr G Mills (Democratic Services Manager) and Mrs A Hunter (Principal Democratic Services Officer).

### UNRESTRICTED ITEMS

#### **27. Minutes of Meeting held on 17 September 2012** *(Item 3)*

- (1) The minutes of the meeting held on 17 September 2012 were agreed as a correct record and signed by the Chairman.
- (2) Mrs Beer said that the update on the GradsKent Programme and the Apprenticeship Scheme referred to in minute 22 (3)(c) had been deferred to the next meeting of this Committee on 18 January 2013 to take account of work that was currently underway.

#### **28. Pension Update - Local Government Pension Scheme Changes and Auto Enrolment Transitional Delay**

*(Item 4) Report by Mr Roger Gough – Cabinet Member for Business Strategy, Performance and Health Reform and Mrs Amanda Beer – Corporate Director of Human Resources. (Mr Colin Miller – Reward Manager was present for this item)*

- (1) Mr Miller introduced the report which outlined the background to this matter. The Policy & Resources Cabinet Committee had considered this matter at its meeting on 27 September 2012 and supported the taking of a decision by the Leader to implement Auto Enrolment into the LGPS from April 2014.
- (2) **RESOLVED** to note the contents of the report together with the decision taken by the Leader that transitional arrangements are made for the implementation of Auto Enrolment into Kent's LGPS and Teachers' Pension Scheme.

### **29. Organisational Design Principles - Spans and Layers**

*(Item 5) Report by Mr Roger Gough – Cabinet Member for Business Strategy, Performance and Health Reform and Mrs Amanda Beer – Corporate Director of Human Resources. (Mr P Royel – Head of Employment Strategy was present for this item)*

- (1) Mr Royel introduced the report which provided a summary of the progress made on the implementation of the organisational design principles specified in Bold Steps for Kent and the stated intention of achieving no more than six levels of management from Corporate Director to front line service delivery. The model being utilised to help achieve this is Decision Making Accountability (DMA).
- (2) **RESOLVED** to note the report and the progress made on implementing the design principle using the DMA model.

### **30. Update to May 2012 Annual Workforce Profile**

*(Item 6) Report by Mr Roger Gough – Cabinet Member for Business Strategy, Performance and Health Reform and Mrs Amanda Beer – Corporate Director of Human Resources. (Mrs Teresa McCarthy-Strategic Business Information Manager was present for this item)*

- (1) Mrs McCarthy introduced the report which provided a mid-year update to the Annual Workforce Profile report presented to the Personnel Committee in May 2012. The report paid specific attention to the continuing reduction in the staffing numbers in the first half of 2012-13, together with details of changes in the demographics of the workforce during the period, trends within the year and intra year movements.
- (2) **RESOLVED** to note the update to KCC's staffing profile and the in-year trends presented in the report.

### **31. Change to Council's Constitution - Personnel Management Rules**

*(Item 7) Report by Mr Roger Gough – Cabinet Member for Business Strategy, Performance and Health Reform and Mrs Amanda Beer – Corporate Director of Human Resources. (Mr Paul Wickenden – Democratic Services Transition Manager was present for this item)*

- (1) Mr Wickenden introduced the report which reflected proposed changes to the Personnel Management Rules as set out in Appendix 2 of Part 6 of the Constitution that will be submitted to the County Council for approval on 13 December 2012.
- (2) **RESOLVED** to endorse the proposed changes to the Personnel Management Rules which will be reported to the County Council for approval at its meeting on 13 December 2012.

### **32. Presentation from Challenger Group (Verbal)**

*(Item 8) Verbal report by Mrs Amanda Beer – Corporate Director of Human Resources*

Mrs Beer gave an update on the recent work of the Challenger group and in particular its consideration of employee engagement and corporate communications. She said that a staff recognition and award scheme had already been launched and, in conjunction with the corporate communications team a campaign based on the Challenger group findings and staff focus groups to develop employee engagement and enhance corporate communications would be launched in January 2013.

### **33. Date of Next Meeting**

*(Item 9)*

The Committee noted that the next meeting of the Personnel Committee would take place at 2pm on Friday, 18 January 2013 at Sessions House, County Hall and not 25 January as had previously been notified.

### **34. MOTION TO EXCLUDE THE PRESS AND PUBLIC**

*(Item 10)*

**RESOLVED** that under Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 and 4 of Part 1 of Schedule 12A of the Act.

### **(Exempt Items (Open Access to Minutes))**

### **35. Terms and Conditions Review**

*(Item 10) Report by Mr Roger Gough – Cabinet Member for Business Strategy, Performance and Health Reform and Mrs Amanda Beer – Corporate Director of Human Resources. (Mr Colin Miller – Reward Manager was present for this item)*

- (1) Mr Miller introduced the report which said a survey had been undertaken to establish the views of staff about the employment package that KCC offered. The outcomes of the survey were intended to help select the best approach to deliver the required savings from terms and conditions and to do so in a way that worked for both employees and the County Council.
- (2) **RESOLVED**
  - (a) To agree the scope for the consultation as set out in the report.
  - (b) To consider the outcomes of the consultation for decision at the next meeting of the Personnel Committee in January 2013.

### **36. Change to Keep Succeeding - Head of Internal Audit**

*(Item 11) Report by Mr John Simmonds- Cabinet Member for Finance and Business Support and Mr Andy Wood- Corporate Director of Finance and Procurement*

- (1) The Committee was asked for approval to extend the interim appointment to the Head of Internal Audit post up to 22 August 2013.
- (2) **RESOLVED** to agree an extension of up to six months, to 22 August 2013, to the Head of Internal Audit's interim appointment.





By virtue of paragraph(s) 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Agenda Item 4

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By virtue of paragraph(s) 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Agenda Item 5

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