

KENT COUNTY COUNCIL

PERSONNEL COMMITTEE

MINUTES of a meeting of the Personnel Committee held in the Wantsum Room, Sessions House, County Hall, Maidstone on Wednesday, 12 May 2010.

PRESENT: Mr P B Carter (Chairman), Mrs T Dean (Substitute for Mr T Prater), Mr R W Gough (Vice-Chairman), Mr D A Hirst, Mr A J King, MBE, Mr K G Lynes, Mr J D Simmonds and Mrs J Whittle.

IN ATTENDANCE: Mrs A Beer (Director of Personnel & Development), Mr G Wild (Director of Law and Governance) and Mr G Mills (Democratic Services Manager (Executive)).

UNRESTRICTED ITEMS

A. COMMITTEE BUSINESS

1. Minutes - 27 January 2010

(Item A3)

(1) The minutes of the meeting held on 27 January 2010 were agreed as a true record and signed by the Chairman.

(2) Mrs Dean referred to paragraph 10 of the minutes of the last meeting (Performance Management of Senior Managers) and it was agreed that there would be a report on the reward element of the appraisal process for Chief Officers to the September meeting of the Committee.

2. Children, Families & Education, Structures

(Item A4 – report by Mr Rob Semens, Directorate Personnel Manager for Children, Families and Children Directorate)

(1) A report to the County Council at its meeting June 2009 set out broad proposals for change, and a specific proposal for a new CFE Senior Management Team, was agreed. The process for the wider re-structure of the CFE Directorate, is now underway with formal consultation having commenced on 23 February 2010 with the aim of having the new staffing structure in place by 1 September 2010. Changing staffing structures is only the starting point in the transformation of services, and the CFE Change Programme includes a number of other actions and strategies as identified in the report.

(2) During the course of discussion members of the Committee raised some points of detail to which Mr Semens responded accordingly.

(3) **Resolved** that the purpose and impact of the proposed CFE re-structure, the challenges presented and the HR strategies to address these be noted together with the re-structure process and the important change programme beyond.

3. Interim Managers Report

(Item A5 - report by Mr Roger Gough, Cabinet Member for Corporate Support Services and Performance Management and Mrs Amanda Beer, Director of Personnel and Development)

Resolved that the report be noted and that this information will in future be included in the Annual Profile Report.

4. Annual Workforce Profile Report

(Item A6 -report by Mr Roger Gough Cabinet Member for Corporate Support Services and Performance Management and Mrs Amanda Beer, Director of Personnel and Development)

(1) This report updated the Committee of staffing levels as at 31 March 2010. The report included comparative staffing information from previous years together with information on the demographics and diversity of the County Council's current workforce.

(2) During the course of discussion members asked for future reports to present information in such a way so as to enable year on year comparisons to be made more easily and to show trends on a directorate by directorate basis.

(2) **Resolved** that the contents of the report be noted and that future reports are to include information with year on year figures and directorate by directorate.

5. Career Break Scheme - 'Timeout'

(Item A7- report by Mr Roger Gough Cabinet Member for Corporate Support Services and Performance Management and Mrs Amanda Beer, Director of Personnel and Development) (Nicola Lodemore was present for this item)

(1) This report outlined changes to the existing Career Break Scheme which forms part of the Council's Total Reward Package. The report recommended some changes which would further enhance the Scheme thus enabling the Council to offer better recruitment and retention offers, particularly to younger employees.

(2) **Resolved:**

(i) that agreement be given to the redesign of 'The Time Out' scheme, as outlined in the report;

(ii) the reduction in time permitted from up to 5 years to up to 1 year endorsed;

(iii) the basis of return be guaranteed so long as the employee returns on the agreed date;

(iv) that the terms of existing career break agreements will be honoured; and ,

- (v) A further review of the Scheme is to be undertaken in 12 months time

6. Discretionary Payments

(Item A8 - report by Mr Roger Gough Cabinet Member for Corporate Support Services and Performance Management and Mrs Amanda Beer, Director of Personnel and Development)

(1) The County Council has a policy whereby there is a discretion over the level of payments made in areas where there is a particular difficulty in both attracting and retaining staff. This report provided an update on how the policy had operated over the past financial year.

(2) **Resolved** that the report be noted and the continuation of the scheme be endorsed

7. Apprenticeship Programme

(Item A9 – report by Mr Roger Gough Cabinet Member for Corporate Support Services and Performance Management and Mrs Amanda Beer, Director of Personnel and Development)

(1) This report informed the Committee of the County Council's significant contribution to the Kent wide aspiration on the number of apprenticeships to be created. The report also made reference to the support provided to partners to employ apprentices. During the course of discussion it was agreed future reports would contain information on the performance of those on the Scheme.

(2) **Resolved** that the significant achievements of the Apprenticeship Scheme to date be noted, together with the proposals for the future.

8. Disciplinary and Grievance

(Item A10 - report by Mr Roger Gough, Cabinet Member for Corporate Support Services and Performance Management and Mrs Amanda Beer, Director of Personnel and Development)

Resolved that the annual report on employee relations activity be noted and that of recent appeal hearings.

EXEMPT ITEMS

The following are unrestricted minutes of matters which were exempt under paragraph 1 of Part 1 of Schedule 12A of Section 100A of the Local Government Act 1972

9. Proposed Extension to Contract

(Item B1 – report by Mr Graham Gibbens – Cabinet Member for Adult Social Services and Mr Oliver Mills – Managing Director – KASS)

(1) The Committee had previously agreed to an appointment being made to the post of Transforming Social Care Lead Officer within the Kent Adult Social Services

Directorate, on a time limited basis up to 20 September 2010. For the reasons set out in the report the Committee was asked to consider extending the contract to 31 March 2011.

(2) **Resolved** that for the reasons set out in the report, the contract for the Transforming Social Care Lead Officer be extended to 31 March 2011

10. Director of Commercial Services - Interim

(Item B2 – report by Mr Roger Gough, Cabinet Member for Corporate Support Services Amanda Beer, Director of Personnel and Development)

(1) The Director of Commercial Services will be retiring with effect from 30 July 2010. As a review is to be conducted as to the most appropriate way to structure Commercial Services for the future, it is not possible at this time to determine the job description of the role which would be required. The report therefore recommended that the current Business Systems Development Manager be appointed to the post of Interim Director of Commercial Services on terms and conditions detailed in the report until such time as the review had been completed and an appointment made to any senior level role required following the review.

(2) **Resolved** that the interim arrangements for Commercial Services described in the report be agreed.

11. Employment Contract for Group Managing

(Item B3 - report by Mr I Carter, Leader of Kent County Council and Amanda Beer, Director of Personnel and Development)

(1) This report followed the decision of the Council to appoint Katherine Kerswell as Group Managing Director and provided details of the contractual arrangements for the appointment.

(2) **Resolved** the Committee unanimously agreed to approve the contract of employment for Katherine Kerswell as detailed in the Committee report.

Signed

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