

## KENT COUNTY COUNCIL

---

### PERSONNEL COMMITTEE

MINUTES of a meeting of the Personnel Committee held at County Hall, Maidstone, Kent on Wednesday, 12 September 2007.

PRESENT:- Mr P B Carter (Chairman), Mr N J D Chard, Mrs T Dean (substitute for Mr G Rowe), Ms A Harrison, Mr A J King, Mr K Lynes, Mr J Muckle, (substitute for Mr T Birkett), Mrs P Stockell (substitute for Mr D Hirst).

IN ATTENDANCE: Mrs A Beer, Director of Personnel and Development and Mrs M Cooper, Democratic Services Manager.

### UNRESTRICTED ITEMS

**12. Minutes**  
*(Item A3)*

RESOLVED that the Minutes of the meeting held on 21 May 2007 are correctly recorded and that they be signed by the Chairman.

**13. Dates of meetings 2008**  
*(Item A4)*

RESOLVED that the following dates for 2008 be agreed:-

1 February at 2.30 pm

16 May at 2.30 pm

11 September at 10.30 am

**14. Children's Workforce Strategy**  
*(Item A5 – Report by Director of Personnel and Development)*

*(Mr R Semens, Personnel Manager, CFE, was in attendance for this item)*

(1) The report contained a three year high level strategy for the workforce which has been developed and approved by the Kent Children's Trust Board.

(2) The Committee's views were sought and suggested improvements for the next annual review which included the need for single accountability; the need for an appeal process; appointment panels to include service users or carers; and the need for a monitoring body to interface with customers and service deliverers.

(3) RESOLVED that the report be noted.

**15. Staff Numbers**  
*(Item A6 – Report by Director of Personnel and Development)*

(1) During discussion various suggestions were made to refine any future report including the addition of information regarding externally funded posts.

12 September 2007

(2) RESOLVED that:-

- (a) the report be noted; and
- (b) a report on staffing numbers be presented to the Committee annually during its September meeting.

**16. Interim Managers, Agency Staff and Contractors**

*(Item 7 - Report by Director of Personnel and Development)*

RESOLVED that:

- (a) the report be noted; and
- (b) a report be submitted to the next meeting of the Committee on the numbers of staff being re-employed following redundancy.

**17. Investors in People**

*(Item 8 - Report by Director of Personnel and Development)*

RESOLVED that:-

- (a) the report and development actions planned be noted; and
- (b) the Committee's thanks be passed to the internal assessors for all their hard work.

**18. Gender Equality, Kent Highways Services**

*(Item 9 - Report by Director of Personnel and Development)*

*(Katie Chantler, Workforce Development Officer was in attendance for this item)*

RESOLVED that:-

- (a) the report be noted;
- (b) Equality and Diversity training be made compulsory for all managers involved in recruitment panels;
- (c) an update report on the gender structure within KHS be submitted to the next meeting of the committee, and
- (d) at least one Member be trained in Equality and Diversity when appointed to serve on interview panels.

**19. Disciplinary and Grievance Activity**

*(Item 10 - Report by Director of Personnel and Development)*

RESOLVED that:-

- (a) the report be noted; and
- (b) future reports to include a gender breakdown on disciplinary and grievance activity.

12 September 2007

- 20. Respect and Dignity Policy Statement and Guidance & Kent Code of Conduct**  
*(Item 11 - Report by Director of Personnel and Development)*  
*(Nicola Lodemore, Personnel Policy Manager was in attendance for this item)*

RESOLVED that:

- (a) the Respect and Dignity at Work Policy Statement and Guidance be noted; and
- (b) the modernised Code of Conduct for officers be approved and submitted to the Selection Committee on 10 October for information.