

By: Director of Personnel & Development
To: Personnel Committee
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 KCC's constitution defines the role of the Personnel Committee as follows:

"This committee is chaired by the Leader of the Council or his nominee and is responsible for:

- (a) recommending to the Council a candidate for appointment as Chief Executive
- (b) appointing Managing Directors and the senior managers who report direct to them and determining their terms and conditions and those of the Chief Executive
- (c) designating individual officers as Monitoring Officer and Chief Finance Officer
- (d) recommending to the Council the designation of individual officers as Returning Officer and statutory proper officers
- (e) agreeing changes to grievance, disciplinary and incapability procedures for employees and advising the Leader and Cabinet on changes to the other terms and conditions of employees
- (f) agreeing changes to the delegations to officers under the Personnel Management Rules
- (g) through ad hoc Sub-Committees of Members (Panels), hearing and dealing with the final stage of unresolved grievances from Chief and Senior Officers and appeals by such officers against dismissal, transfer or downgrading.

1.2 In the last two years the Committee has considered a number of changes to Terms and Conditions of employment and received updates on policies and practices which impact on our staff, and therefore potentially on the service delivery. In order to monitor the impact and effectiveness of these changes, Personnel Committee receives a number of regular and ad hoc reports.

2 Regular Reports and Updates

2.1 The Personnel Committee receives, or has asked to receive, the following regular reports:

Report	Frequency	Purpose
Discipline and Grievance activity	6 monthly	To monitor the level of activity across KCC, note the number of Employment Tribunal cases, monitor the outcomes of process to ensure fairness and equity and monitor the effectiveness of the decision by members to delegate hearing disciplinary appeals to officers
Use of interim and agency staff and consultants	6 monthly	To monitor the level of use of temporary people across KCC with reference to the number of staff on payroll. To monitor the number of people who receive remuneration from the Authority having left employment with a financial package.
Staff numbers and diversity information	6 monthly	To monitor trends in the make up of KCC's workforce.
Uptake of family leave provision	Annual	To assess effectiveness and cost of revised family leave provision
Market premia payments	Annual	To note the use made and effectiveness of the newly introduced discretion to pay a market premium in some circumstances
Apprenticeship programme	Annual	To assess KCC's contribution to the Kent wide aspiration on the number of apprenticeships contained in Towards 2010
Pay bargaining outcomes	Annual (February)	To agree a recommendation to full council on the level of pay settlement

3. Other key topics

3.1 In addition to the regular reports outlined above, Personnel Committee reports tend to cover the following key topics:

- Information and updates on strategic personnel and development initiatives including Strategy for Staff, strategic workforce plan, talent management, recruitment of young people, reward strategy.
- Changes to Personnel Policies
- Senior management appointments, terms and conditions changes and exits
- Changes to Kent scheme terms and conditions
- Major improvements to business process and systems (e.g. Oracle developments, integration of personnel administration and payroll)
- Major external recognition and awards such as Investors in People, Two ticks, Stonewall Best Employers Index.
- Outcomes of significant reviews such as Equal pay audits.

4. Recommendation

4.1 Personnel Committee is invited to note the regular reports currently scheduled for the Committee and the key topics which inform other reports and confirm that this meets requirements.

Amanda Beer
Director of Personnel and Development