

**MINUTES OF A MEETING OF THE EMPLOYMENT AND APPEALS COMMITTEE
HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS,
POWYS ON FRIDAY, 2 DECEMBER 2016**

PRESENT

County Councillor J M Williams (Chair)

County Councillors G W Ratcliffe, K M Roberts-Jones and T J Van-Rees

1.	APOLOGIES	EAC17- 2016
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Apologies for absence were received from County Councillors PJ Ashton, JC Holmes, DC Jones, PE Lewis, JG Morris and JG Shearer.

There was disappointment at the low level of attendance and the Chair was asked to write to members of the Committee to urge them to attend the next meeting.

2.	MINUTES	EAC18- 2016
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The Chair was authorised to sign the minutes of the last meeting held on 7th October 2016 as a correct record.

3.	DECLARATIONS OF INTEREST	EAC19- 2016
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There were no declarations of interest reported.

4.	PRESENTATION ON WORKFORCE DATA	EAC20- 2016
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The Committee received the workforce planning report including details on staffing levels, annual turnover, recruitment, the pay bill, personal development reviews and travel costs as of 31st October 2016. The Joint Director Workforce and Organisation Development explained that as services reduced staffing levels it was essential that they had access to this information so they could plan services within the finance available and keep track of costs such as the amount of agency staff employed.

The information would be provided monthly to the Chief Executive's Management Team and Members agreed that it would be useful for the Committee to receive this information at the quarterly meetings. The Joint Director reported that Management Team had agreed to introduce a scrutiny process when vacancies arose questioning whether posts needed to be filled, if it required someone with qualifications, whether it could be filled by an apprentice or redeployed member of staff.

The Joint Director Workforce and Organisation Development agreed to provide the following reports for the meeting in February 2017:

Recruiting & Retaining Our Own Talent and Skills (RROOTS) project

Details of the agency staff employed and the length of time they were employed.
 Information on recruitment including details on areas of the county where it is difficult to recruit to
 Level of usage of the video conference equipment.

5.	PRESENTATION ON SICKNESS ABSENCE	EAC21- 2016
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The Committee received details of sickness absence levels. Levels had fallen from 9.1 days per employee per year in 2012/13 to 7.4 days in 2014/15. Levels for 2015/16 were at 9.3 but it was believed that there was an element of double counting in these figures as staff moved between services during restructuring. The Committee was also shown the new online staff information system for managers to help them manage staff absences. This showed that 7.13% of staff had taken sick leave in November which the Committee thought was very high. Officers confirmed that the HR team was working closely with managers to help them manage sickness levels. The Committee asked for an update every six months.

The Committee noted the importance of knowing the establishment of each service so that they were able to build in head room to cover sickness and annual leave.

6.	PRESENTATION ON CASE LOAD DATA	EAC22- 2016
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The Committee was advised that the caseload of appeals and grievance hearings was well down on previous levels. The Committee repeated its call for updates on whether the recommendations made by Appeals and Grievance Panels were subsequently actioned.

7.	EXEMPT ITEMS	EAC23- 2016
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RESOLVED to exclude the public for the following item of business on the grounds that there would be disclosure to them of exempt information under category 1 of The Local Authorities (Access to Information) (Variation) (Wales) Order 2007).

8.	APPOINTMENT OF HEAD OF SERVICE	EAC24- 2016
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The Strategic Director Place set out the reasons for his recommendation that the Leisure and Recreation Service Manager be appointed to the post of Head of Leisure and Recreation and answered questions from the Committee.

RESOLVED	Reason for Decision:
1. That the current post holder of Leisure and Recreation Service Manager be confirmed in the role of Head of Leisure and Recreation on HS3 SCP 14.	As set out in the report.

2. Delete the post of Leisure and Recreation Service Manager from the structure.	
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The Committee asked for a report on the span of control and management tree for the Council for the meeting in February 2017.

County Councillor J M Williams (Chair)