

**MINUTES OF A MEETING OF THE EMPLOYMENT AND APPEALS COMMITTEE  
HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS,  
POWYS ON WEDNESDAY, 17 JULY 2019**

**PRESENT**

County Councillor J M Williams (Chair)

County Councillors G Breeze, D R Jones, F H Jump, P E Lewis, P C Pritchard,  
K M Roberts-Jones, L Roberts and J Williams

**1. APOLOGIES**

Apologies for absence were received from County Councillors N Morrison and G W Ratcliffe.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest reported.

**3. MINUTES**

The Chair was authorised to sign the minutes of the meetings held on 5<sup>th</sup> October 2018, 5<sup>th</sup> November 2018 and 16<sup>th</sup> May 2019 as correct records.

**4. SUB-COMMITTEE MINUTES**

The Chair was authorised to sign the minutes of the following Sub-Committees as correct records:

|                    |                            |
|--------------------|----------------------------|
| 21st November 2018 | Shortlisting Sub-Committee |
| 11th December 2018 | Appointments Sub-Committee |
| 10th January 2019  | Shortlisting Sub-Committee |
| 14th January 2019  | Shortlisting Sub-Committee |
| 15th January 2019  | Shortlisting Sub-Committee |
| 21st January 2019  | Shortlisting Sub-Committee |
| 4th February 2019  | Appointments Sub-Committee |
| 5th February 2019  | Appointments Sub-Committee |
| 6th February 2019  | Appointments Sub-Committee |
| 3rd April 2019     | Shortlisting Sub-Committee |
| 15th April 2019    | Appointments Sub-Committee |

**5. ASPIRATIONS FOR THE WORKFORCE**

The Head of Workforce and OD presented his work plan. He explained that for the Council to best deliver its transformation programme it needed to ensure it had highly engaged employees who were clear about how they contribute to the Vision2025, the Council and their service's priorities and plans.

The work plan was based on the following pillars:

- Developing organisational agility
- Developing our approach to leadership and management
- Culture and engagement
- Developing our capability and capacity
- Improving and transforming the Council
- Developing further our health and wellbeing offer

The plan was supported by a Workforce Board comprising representatives from all service areas and the trade unions. In addition, workshops had been held with staff around the county and quarterly staff surveys will help to track staff morale.

Members discussed the role of managers in ensuring that staff were engaged and the Head of Workforce and OD explained that managers would be equipped with the skills to manage staff more effectively and to make better use of performance management. Those who did not will need to be held to account for their performance. Members asked for an update at the next meeting on the percentage of staff appraisals being completed.

|           |                                |
|-----------|--------------------------------|
| <b>6.</b> | <b>SICKNESS ABSENCE UPDATE</b> |
|-----------|--------------------------------|

The Committee received details of the sickness absence rates for the Council. The statistics for 2018/19 was 9.16 average days lost per FTE. This was an improvement on the previous year with a reduction of 0.19 days lost per FTE, which represented a 2.03% improvement. Powys had the third lowest sickness absence rate per FTE for the previous financial year and was in the top quartile for the 2 preceding years, when comparing against all other Welsh Local Authorities.

The Committee asked for a further report to the next meeting giving a breakdown of long-term and short-term sickness and identifying any service that needed to be looked at in more detail.

|           |                                       |
|-----------|---------------------------------------|
| <b>7.</b> | <b>EMPLOYMENT AND CASE LAW UPDATE</b> |
|-----------|---------------------------------------|

The Professional Lead – Legal gave an update on a number of recent employment law cases.

|           |                                   |
|-----------|-----------------------------------|
| <b>8.</b> | <b>OCCUPATIONAL HEALTH TENDER</b> |
|-----------|-----------------------------------|

The Committee was advised that tenders had been invited for the occupational health service for the council. The Head of Workforce and OD also advised that the counselling service for staff will be moving to an employee assistance programme, which will include a staffed 24/7 helpline which acted as a triage service referring staff on for either phone or face to face counselling sessions as

required. He confirmed that the service would be publicised and said he would look into making it available to councillors.

**County Councillor J M Williams (Chair)**