

EMPLOYMENT AND APPOINTMENTS COMMITTEE

Tuesday, 26 January 2010

<u>Present:</u>	Councillor	IO Coates (Chair)	
	Councillors	S Quinn P Davies	T Harney
<u>Deputies</u>	Councillors	S Taylor (for L Rennie) L Rowlands (for J Green)	

64 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Committee were requested to declare whether they had an interest, either personal or prejudicial, in any item on the agenda and, if so, to declare it and state the nature of such interest.

Councillor Rowlands declared a personal interest in minute 66 (Wirral Lifelong Learning and Family Learning Staffing) by virtue of his wife's employment in the Children and Young People's Department.

65 MINUTES

The Committee was requested to receive the minutes of the meeting held on 24 November, 2009.

Resolved – That the minutes of the meeting held on 24 November, 2009, be approved as a correct record.

66 WIRRAL LIFELONG LEARNING AND FAMILY LEARNING STAFFING

The Director of Children's Services submitted a report which sought the Committee's approval to extend the following existing time limited externally funded posts, to deliver administration and support services for the Lifelong and Family Learning Service:

2 x Admin Officers, Band E (£16,991-£18,937)
1 x Centre Administrator, Band D (£15,895-£16,663)
1 x Admin Assistant, Band C (£14,891-£15,570)
2 x Mentor, Band G (£22,001-£25,220)

For three of the posts funding, from the LSC Adult Learning and Employability Skills funding grant, was available until July 2010. These posts were:

1 x Admin Officer Management Information, Band E
1 x Centre Administrator, Band D
1 x Admin Assistant, Band C

For the three other posts, funding was available until December 2010 from the Wirral JOBS ESF/LSC grant, these were:

- 1 x Admin Officer, Band E
- 1 x Mentor, Band G
- 1 x Employability Support Mentor Band G

Resolved – That this Committee approves the extension of the following externally funded posts until July 2010:

- 1 x Admin Officer, Management Information, Band E**
- 1 x Centre Administrator, Band D**
- 1 x Admin Assistant, Band C**

And the following posts until December 2010:

- 1 x Admin Officer, Band E**
- 2 x Mentor, Band G**

67 **WORKFORCE MONITORING QUARTER 2 REPORT**

The Director of Law, HR and Asset Management submitted a report which gave a summary of the monitoring and analysis of the Council's workforce for Quarter 2 (July to September 2009) and the proposed outcomes and actions to be taken as a result. The summary report, appendix A, fulfilled the Council's specific employment duties in relation to employment for race, gender and disability.

The Council currently had approximately 70% of employee data in relation to the newer equality strands (transgender, sexual orientation and religion or belief) and intended to achieve 99.99% by the end of Quarter 4 (31 March, 2010). The ability to record the newer strands was not in place for Quarters 1 and 2 but would be in place for Quarters 3 and 4. The Quarterly Summary report would then be amended to include the newer strands and age profiles where deemed appropriate.

Chris Hyams, Head of HR and Organisational Development, responded to Members' comments and gave a brief outline of the trends revealed by the statistics in the appendix. She confirmed that future reports would include timescales for the 'Outcomes and Actions' and she would also be happy to bring a report to a future meeting on grievances and the issues employees were feeling aggrieved by. A new HR/Payroll system was being procured which would help with better reporting processes.

Resolved – That Committee notes that the requirement for the Authority to comply with specific employment duties and report upon them has been fulfilled.

68 **APPEALS SUB-COMMITTEE MINUTES**

The minutes of the Appeals Sub-Committee meeting held on 17 December, 2009 were submitted for information.

Councillor Rowlands asked for details of why the appeal was upheld, at which point the Committee –

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

Chris Hyams, Head of HR and Organisational Development, then responded and outlined some of the issues raised in the appeal hearing.

Resolved – That the minutes be noted

69 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

(See minute 68 above).

70 EARLY VOLUNTARY RETIREMENT - ASSISTANT DIRECTORS (TRAFFIC MANAGEMENT) AND (HIGHWAY MAINTENANCE)

The Director of Technical Services submitted a report which sought the Committee's approval for the release of two members of his staff under the Council's Early Voluntary Retirement scheme by reason of the efficient exercise of its function.

He gave details of the replacement posts which would be subject to a job evaluation review and explained the reasons why they would initially be advertised internally.

Resolved – That the Early Voluntary Retirement of the Assistant Director (Traffic Management) and Assistant Director (Highway Maintenance) within the Technical Services Department, be approved.

71 ALLEGATIONS AGAINST EMPLOYEES

The Director of Law, HR and Asset Management provided details of allegations of serious or gross misconduct made against employees and advised of the action taken in each case.

Resolved – That the report be noted.