

**PERSONNEL SUB COMMITTEE
31 MARCH 1999**

Present: Councillors Sargeant (Chairman), Mrs Ballin, Beadsley, Blatchford, Grayson, Mrs Keene, Mills, and Simonds, Wheaton

Apologies for Absence: Councillors Harrison and Ward

29. Substitute Members

The Sub-Committee noted the attendance of the following substitute Members under Standing Order 38:

Councillor Mrs Ballin for Councillor Ward
Councillor Simonds for Councillor Harrison

30. Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 12 January 1999 be confirmed as a correct record and signed by the Chairman.

31. Local Joint Committee – 16 March 1999

RESOLVED that the minutes of the meeting of the Local Joint Committee held on 16 March 1999 be received and noted.

32. Management of Sickness Absence (Item 1)

The Sub-Committee considered a report inviting it to approve a policy and procedural document on the management of sickness absence. The document set out best practice guidelines for dealing with both long and short term sickness absence. It had been approved by the Corporate Management Team and the subject of consultation with the Local Joint Committee.

The officers answered a number of questions on the policy and indicated that no further comments had been received from UNISON since the meeting of the Local Joint Committee.

RESOLVED that the policy and procedures on the management of sickness absence as set out in the report and accompanying document "Managing Sickness Absence" be approved

33. Employee Appraisal and Development Scheme (Item 2)

The Sub-Committee considered a further report on proposals for an employee appraisal scheme for all non-Director posts, which it was intended to introduce from

April 1999. The scheme had been developed since the previous meeting of the Sub-Committee on the basis of the following key objectives:

- To provide a clear link between the organisation's and the individual's action plans/work programmes;
- To develop employees' skills, knowledge and experience to enhance current and future service delivery; and,
- To provide a focus for the organisation's training and development plan.

The officers answered a number of questions, confirming that the scheme would eventually apply to all non-schools based staff. With regard to the training workshops for managers and supervisors designed to provide practical experience of dealing with appraising and helping employees identify development needs, the Sub-Committee was advised that it was considered inappropriate to make this compulsory for all managers as many had already undertaken such training elsewhere, if not within this Council. Instead, it was considered more appropriate for managers to identify, as part of the appraisal process, other managers under their supervision who they believed required such training.

RESOLVED that the final arrangements for the Employee Appraisal and Development Scheme and the timetable for its implementation as set out in the report be approved.

34. **Items for Information**

The following information item was received and noted:

- Consultation on Pay & Conditions Negotiations 1999

The Director of Corporate Services reported that since the report had been written, the Council had learned that the Employers had made a 3% offer which the trades unions were now considering and which it was hoped would be accepted. He added that 3% was the figure for which the Council had budgeted.

The meeting commenced at 7:35 pm
and concluded at 7:45 p.m.

CHAIRMAN