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28 January 2009

S U M M O N S

MEETING: Personnel Sub Board
DATE: 5 February 2009
TIME: 6.00pm
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Catherine McDonald

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE BOARD

Councillor Chegwyn (Chairman)
Councillor Smith (Vice Chairman)

Councillor Carter
Councillor Hook

Councillor Wright

The Mayor (Councillor Kimber) (ex officio)

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

In the event of the fire alarm (continuous ringing sound) sounding, please leave the room immediately.

Proceed downstairs by way of the main stairs or as directed by GBC staff, following any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Members are requested to note that if any member wishes to speak at the Sub Board meeting then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

AGENDA

PART A ITEMS

1. APOLOGIES FOR NON-ATTENDANCE

2. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.

3. MINUTES

To confirm the Minutes of the Sub Board meeting held on 3 September 2008 (copy attached)

4. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Sub Board is required to receive a deputation(s) on a matter which is before the meeting of the Sub Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Tuesday, 3 February 2009. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

5. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Sub Board is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Sub Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Tuesday, 3 February 2009).

6. LONG SERVICE AWARDS

To seek the Sub Board's approval for an update to the Long Service Award Scheme.

PART II
Contact Officer:
Kathy Inch
Ext 5224

7. PAY REVIEW – 2008/9 AND 2009/10

To advise the Sub-Board of developments in respect of the pay negotiations for 2008, and of the claim for 2009.

PART II
Contact Officer:
Kathy Inch
Ext 5224

8. REVIEW INTERVIEWS – CHIEF EXECUTIVE AND BOROUGH TREASURER

In accordance with National Conditions of Service for Chief Executives of Local Authorities, there should be an annual performance appraisal, conducted by senior representatives of the Council. Personnel Sub-Board have authority to appoint a Review Sub-Group for this purpose.

PART II
Contact Officer:
Kathy Inch
Ext 5224

Personnel Sub Board
5 February 2009

9. ANY OTHER ITEMS

-which the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency.

10. EXCLUSION OF PUBLIC

To consider the following motion:

That in relation to the following items the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items there would be disclosure to them of exempt information within Paragraphs 1, 2, 3 & 4 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out.

PART B ITEMS
FOLLOWING THE EXCLUSION OF PRESS AND PUBLIC

Item No.	Item	Paragraph no. of Part I of Schedule 12A of the Act	
11.	REVIEW OF DEVELOPMENT SERVICES UNIT	Paragraphs 2 and 3 Reason: The report contains information relating to members of staff.	PART II Contact Officer: Mike Jeffery Ext 5459
12.	EARLY RETIREMENTS	Paragraphs 1, 2, 3 and 4 Reason: The report contains information relating to members of staff.	PART II Contact Officer: Peter Wilson Ext 5301

AGENDA ITEM NO. 6

Board/Committee:	Personnel Sub-Board
Date of Meeting:	5 th February 2009
Title:	Long Service Awards
Author:	Head of Personnel
Status:	FOR DECISION

Purpose

To seek the Sub-Board's approval for an update to the Long Service Award Scheme.

Recommendation

That the Sub-Board approve the adoption of the revised Long Service Award Scheme attached as Appendix B, to be effective from 1st January 2008.

1 Background

- 1.1 The Council's long service award scheme has been in existence for over 15 years, and was last reviewed and updated by Personnel Sub-Board in 2002. A copy of the current scheme is attached as Appendix A.
- 1.2 It is important in any organisation to have both experience and new ideas - turnover is necessary, as is the retention of valuable expertise and experience. The Council's turnover is generally in keeping with the average for the public sector, although it has risen in the past year consequent on redundancies and retirements.
- 1.3 The long service award scheme is an important means of demonstrating the organisation's recognition of the commitment and experience of long-serving employees and encouraging their loyalty.

2 Report

- 2.1 The Scheme is kept under review to ensure that it adequately recognises long service and is valued by prospective recipients, thus meeting its business purpose of encouraging loyalty and rewarding experience with the Council.
- 2.2 The revision of the scheme in 2002 involved the addition of an engraved medallion for those leaving voluntarily, whereas previously recognition on leaving was solely for retirement or redundancy.

- 2.3 The figures are kept under review, and were last increased in 2006.
- 2.4 The Local Joint Staff Committee considered a revision to the scheme at their meeting in September 2008, but recommended after discussion that further consideration be given to the awards made.
- 2.5 In consequence, a revised scheme was produced in consultation with UNISON, which is attached as Appendix B. This was discussed by Local Joint Staff Committee at their meeting on 14th January 2009, and recommended for adoption.
- 2.6 It is considered that the enhanced scheme will increase its value as an appropriate means of encouraging the loyalty of staff, and rewarding their service and experience with the Council.
- 2.7 In view of the deferral of consideration of this item, the awards have not yet been made for 2008. It is proposed that the long service awards for staff who achieved the different levels of service detailed in the scheme during 2008 be made in February/March. The awards will then be made at the end of each year as has previously been the case.

3 Risk Assessment

- 3.1 The use of a long service award scheme assists the Council in retention of valuable expertise and experience, also aiding succession planning by enabling the passing on of knowledge gained.

4 Legal Implications

- 4.1 Regulation 32 of the Employment Equality (Age) Regulations 2006 provides that pay and benefits such as long service awards (for service beyond 5 years) can be provided if it reasonably appears to the employer that the use of length of service to determine the benefit fulfils a business need, e.g. by encouraging loyalty or rewarding the experience of some or all workers.
- 4.2 The Council's long service award scheme meets these criteria.

5 Financial Implications

- 5.1 There is a corporate budget for long service awards, which is assessed each year having regard to the likely retirements, and those who will reach the various stages of service.
- 5.2 A review of in-employment gifts over past years indicates an average of approximately 14 awards each year for 15 years, 4 for 25 years, and 1 for 35 years – the numbers do, of course, fluctuate year by year.

5.3 The increase in annual costs for the proposed revision, using the average figures in paragraph 5.2, would be approximately £2,500, taking into account the increase in the monetary award, the addition of recognition of service at 20 and 30 years, the gifts and engraving.

5.4 The cost can be met from current budgets.

6 Conclusion

6.1 The long service award scheme is an important means of rewarding experience, aiding retention, encouraging loyalty and aiding succession planning.

6.2 It is recommended that the scheme be updated to enhance its value, as detailed in Appendix B, and that awards at the enhanced rates be made for those staff achieving the various levels of service from the year 2008.

Financial Services comments:	See Section 5 of report
Legal Services comments:	Contained within the report.
Service Improvement Plan implications:	
Corporate Plan:	Pursuit of Excellence – motivated staff delivering quality services
Risk Assessment:	Paragraph 3
Background papers:	
Appendices/Enclosures:	Appendix A – Current Long Service Award Scheme Appendix B – Proposed Long Service Award Scheme
Report author/Lead Officer:	Kathy Inch

LONG SERVICE – RECOGNITION

The Council recognises the value of long service and rewards such service in the following ways. In each case, the service may be continuous or accumulated.

A. Whilst in the employment of the Council:

1. Fifteen Years' Service

Employees who have completed a total of 15 years' service with Gosport Borough Council will be awarded a badge, together with a gift voucher in the sum of £35.

2. Twenty-Five Years' Service

Employees who have completed a total of 25 years' service with Gosport Borough Council will be awarded a certificate, together with a gift voucher in the sum of £60.

3. Thirty-Five Years' Service

Employees who have completed a total of 35 years' service with Gosport Borough Council will be awarded a Borough shield, together with a gift voucher in the sum of £85.

B. On leaving or retiring:

1. Leaving after Twenty Years' (or more) Service

Employees who voluntarily leave the Council's employ having completed a minimum of 20 years' service shall receive an engraved medallion.

2. Retirement or Redundancy after Twenty Years' (or more) Service

Employees who, at the time of their retirement (or redundancy) from Gosport Borough Council, have completed a minimum of 20 years' service with the Council, shall receive an engraved medallion and a gift of their choice to the value of £12 for each completed year of service.

The amount of the gifts will be kept under review.

Updated Pers Sub Cttee 18.7.01/Pers Sub Board 25.9.02. Sums updated 2.06.

APPENDIX B**LONG SERVICE – RECOGNITION**

The Council recognises the value of loyalty, hard work and commitment from long serving employees, and rewards such service in the following ways. In each case, the service may be continuous or accumulated.

A. Whilst in the employment of the Council:**1. Fifteen Years' Service**

Employees who have completed a total of 15 years' service with Gosport Borough Council will be awarded gift vouchers in the sum of £50 together with a Borough badge.

2. Twenty Years' Service

Employees who have completed a total of 20 years' service with Gosport Borough Council will be awarded gift vouchers in the sum of £75 together with a Borough pen.

3. Twenty-Five Years' Service

Employees who have completed a total of 25 years' service with Gosport Borough Council will be awarded gift vouchers in the sum of £100 together with a china mug with the Borough crest. In addition, they will be permitted – on a “one-off” basis – one week's leave to be taken during the year in which the 25 years' service is attained. This week's leave may not be carried forward, other than in very exceptional circumstances with the approval of the Service Unit Manager.

4. Thirty Years' Service

Employees who have completed a total of 30 years' service with Gosport Borough Council will be awarded gift vouchers in the sum of £150 together with an engraved Borough shield. In addition, they will be permitted – on a “one-off” basis – one week's leave to be taken during the year in which the 30 years' service is attained. This week's leave may not be carried forward, other than in very exceptional circumstances with the approval of the Service Unit Manager.

5. Thirty-Five Years' Service

Employees who have completed a total of 35 years' service with Gosport Borough Council will be awarded gift vouchers in the sum of £200 together with a crystal glass with engraved plaque. In addition, they will be permitted – on a “one-off” basis – one week's leave to be taken during the year in which the 35 years' service is attained. This week's leave may not be carried forward, other than in very exceptional circumstances with the approval of the Service Unit Manager.

B. On leaving or retiring:**1. Leaving after Twenty Years' (or more) Service**

Employees who voluntarily leave the Council's employ having completed a minimum of 20 years' service shall receive an engraved medallion.

2. Retirement or Redundancy after Twenty Years' (or more) Service

Employees who, at the time of their retirement (or redundancy) from Gosport Borough Council, have completed a minimum of 20 years' service with the Council, shall receive an engraved medallion and a gift of their choice to the value of £12 for each completed year of service.

The amount of the gifts will be kept under review, taking into account inflation.

Staff may select the provider for long service gift vouchers from: High Street stores voucher (covering 70 retail outlets including 10 located in Gosport), Marks & Spencer, or John Lewis.

AGENDA ITEM NO. 7

Board/Committee:	Personnel Sub-Board
Date of Meeting:	5 th February 2009
Title:	Pay Review – 2008/9 and 2009/10
Author:	Head of Personnel
Status:	FOR NOTING

Purpose

To advise the Sub-Board of developments in respect of the pay negotiations for 2008, and of the claim for 2009.

Recommendation

That the Sub-Board note the information.

1 Background

- 1.1 A report was last made to the September meeting of the Sub-Board, advising Members of UNISON's claim for a 6% increase from April 2008, with a substantial increase at the lowest rate with a view to making progress towards a minimum hourly rate of £6.75, and the de-coupling of terms and conditions elements from the 2008 claim for a pay increase, i.e. negotiating separately about such issues.
- 1.2 Following negotiations, the employers made a final offer of 2.45%, which was rejected and followed by strike action. The matter is still not resolved, being currently subject to arbitration, but in the meantime, because of the significant delay, it was agreed nationally that the 2.45% should be paid to staff (in November) backdated to 1st April 2008.
- 1.3 The pay claim for 2009/10 has now been submitted by the Trade Unions. There are therefore two claims to be settled – the 2008/9 claim which has gone to arbitration, and the new 2009/10 claim.

2 Report

- 2.1 The terms of reference for the arbitration process in respect of the 2008/9 pay claim were only recently agreed as follows:

“The arbitration board is asked to consider the arguments put forward by both sides and resolve the 2008/9 pay dispute.
The arbitration board shall take into account annual levels of affordability for all local authorities within the context of the 2008-11

CSR period settlements and the impact of the changing economic circumstances since April 2008.”

2.2 The claim for 2009/10 is as follows:

“To improve real pay levels, the Trade Union Side seeks a one-year, across the board pay increase of at least the level of retail price inflation, with additional increases for the lower paid.

The Trade Union Side’s 2009/10 pay claim is for one year only and distinct from any other negotiations over the Green Book. We would like negotiations to take place in an expedient manner and for settlement to be reached by 01 April 2009.”

2.3 The national Joint Secretaries met recently, when the Trade Union side formally tabled their pay claim. The national employers informed the unions that they would not be making a formal response to the claim until both the arbitration process and regional pay briefings were concluded, which would be the end of March at the earliest.

3 Legal Implications

3.1 We incorporate national agreements into the contracts of employment of our staff, and are consulted by the national employers when they respond to claims. Once the 2008/9 and 2009/10 claims are settled, they will be applied.

4 Financial Implications

4.1 The Council’s budget provided for an estimated settlement increase of 2.5% for 2008/9. For 2009/10, a figure of 2.5% has again been included in the budget.

5 Conclusion

5.1 National pay negotiations for 2008/9 have not yet been settled, being currently subject to arbitration, but an award of 2.45% has been applied in the meantime, this being the employers’ final offer.

5.2 The pay claim for 2009/10 has now been submitted, the claim being for at least RPI with additional increases for the lower paid.

Financial Services comments:	None
Legal Services comments:	None for the purposes of this report
Service Improvement Plan implications:	
Corporate Plan:	
Risk Assessment:	Not applicable
Background papers:	
Appendices/Enclosures:	
Report author/Lead Officer:	Kathy Inch

Agenda item no. 8

Board/Committee:	PERSONNEL SUB-BOARD
Date of meeting:	5th FEBRUARY 2009
Title:	REVIEW INTERVIEWS – CHIEF EXECUTIVE AND BOROUGH TREASURER
Author:	HEAD OF PERSONNEL
Status:	FOR DECISION

Purpose

In accordance with National Conditions of Service for Chief Executives of Local Authorities, there should be an annual performance appraisal, conducted by senior representatives of the Council. Personnel Sub-Board have authority to appoint a Review Sub-Group for this purpose.

Recommendation

That the Sub-Board appoint a Review Sub-Group to conduct a personal review interview with the Chief Executive and with the Borough Treasurer.

1. Background

- 1.1** National Conditions of Service for Chief Executives of Local Authorities provide for an annual performance appraisal for the setting of both general and specific objectives for the year ahead, and review of performance in achieving previously set objectives. The focus of the process should also be on clarifying what the Chief Executive is expected to achieve and identifying any continuing personal development needs to maintain a high level of performance.
- 1.2** The setting of objectives should be by consensus between the Chief Executive and senior representatives of the Council appointed for the purpose.
- 1.3** There is no requirement for such formal interviews for Directors, whose performance is reviewed by the Chief Executive. However, the practice of carrying out informal interviews for Directors has been welcomed by both Members and the Officers themselves for a number of years.
- 1.4** The Chief Executive's performance was last reviewed on 11th March 2008 by a Sub-Group consisting of Councillors C. Carter, P. Chegwyn and D. Wright. The Sub-Group interviewed the Borough Treasurer and Deputy Chief Executive on 27th February 2008.

2. Report

- 2.1** The Borough Treasurer's informal meeting with Members would normally be arranged after his formal review with the Chief Executive.
- 2.2** The Chief Executive's personal review interview would then normally take place following Members' meeting with the Director.
- 2.3** The Action Plan previously agreed with the Chief Executive, together with any submissions he may wish to make, will be used as the basis for the interview, which will be arranged as soon as possible once a Panel has been nominated.

3. Risk assessment

- 3.1** It is important that annual reviews are carried out so that the Chief Executive and Borough Treasurer are aware of what is required of them, and have any training or development needs identified, with resources made available to meet such needs.
- 3.2** Failure to carry out an annual appraisal of the Chief Executive's performance is a breach of the conditions of service for that officer.

4. Conclusion

- 4.1** The annual appraisal interviews for the Chief Executive and Director are now due.
- 4.2** The Sub-Board are invited to nominate senior representatives to undertake those interviews.

Financial implications:	
Legal implications:	None
Service Improvement Plan implications:	The appraisal interviews enable S.I.P. to be discussed and assessed
Corporate Plan:	Actions agreed should be directly related to the Corporate Plan
Risk Assessment:	Paragraph 3
Background papers:	National Conditions of Service for Chief Executives of Local Authorities
Appendices/Enclosures:	
Report author/Lead Officer:	Kathy Inch