

PERSONNEL COMMITTEE**MINUTES OF THE MEETING HELD ON
12 DECEMBER 2008**

Councillors: Paul Bryant (P), Adrian Edwards (AP), Tony Linden (arrived 2.15pm), Quentin Webb (P), Keith Lock (P), Andrew Rowles (SP)

Officers: Robert O' Reilly (Head of Human Resources), Jane Milone (HR Manager - HR Policy and Strategy) and Moira Fraser (Democratic Services Manager)

PART I**7. APOLOGIES.**

An apology for inability to attend the meeting was received on behalf of Adrian Edwards. Councillor Andrew Rowles substituted for Councillor Edwards.

8. MINUTES.

The Minutes of the meeting held on 2nd October 2008 were approved as a true and correct record and signed by the Chairman.

9. DECLARATIONS OF INTEREST.

There were no declarations of interest received.

10. ORGANISATIONAL CHANGE POLICY.

Robert O' Reilly and Jane Milone introduced a report (Agenda Item 4) which sought approval for the implementation of a new policy and procedure for organisational change.

Robert explained that this policy constituted a major change to HR policy and was therefore being brought before the Personnel Committee for approval. There were a number of disparate procedures in place in the Management Guidance Notes produced in 1999. These procedures had been superseded by legislative changes and it was therefore thought appropriate to consolidate the procedures into a single document to ensure organisational change was properly managed. It was imperative that any organisational change allowed the organisation to evolve as it required while operating within the legislative framework.

The revised policy was based on current legislation and also took account of any learning points that had arisen out of recent organisational change within the Council.

HR had consulted with the Trade Unions, a Management Consultation Group, HR, Corporate Board and Management Board on the policy. The main differences in the revised policy were:

- Provisional placements;
- Not deleting posts too early in the change process;
- Enhancing job matching;
- Highlighting the need for HR involvement in any service undergoing change;
- Different options for delivering change within a service;
- And highlighting to employees that they could not be forced to take a pay cut.

Jane explained that Officers would be notified of the changes to policy via Reporter. Training sessions were being arranged for HR Officers to ensure that they would be

able to support services through the change process. In addition joint training sessions would take place with the Trade Union Representatives to enhance understanding of the new procedures. Training would also be undertaken with Managers.

RESOLVED that: the Policy and Procedure for Organisational Change was approved to be implemented from January 2009.

11. DATE OF NEXT MEETING

Members noted that Personnel Committee meetings had been arranged for the 30 January 2009 at 2.00pm in the Members’ Boardroom and the 20 March 2009 at 2.00pm in the Members’ Boardroom.

(The meeting commenced at 2.00pm closed at 2.40pm)

CHAIRMAN

Date of Signature: