

PERSONNEL COMMITTEE

20th October 2010

Present: Mr D Ellis (Chair)
Messrs JA Brinsden, ML Evans, HM George, R Howells, M James,
PJ Morgan and EA Sangster.

(NPA Offices, Llanion Park, Pembroke Dock: 1.00pm – 1.20pm)

1. Apologies

Apologies for absence were received from Mrs F Lanc and Councillor WL Raymond

2. Minutes

The minutes of the meetings held on the 24th June 2009, 29th July 2009, 7th October 2009, 14th October 2009, 9th December 2009, 15th January 2010, 16th March 2010 and 23rd June 2010 were presented for confirmation and signature.

It was **RESOLVED** that the minutes of the meetings held on the 24th June 2009, 29th July 2009, 7th October 2009, 14th October 2009, 9th December 2009, 15th January 2010, 16th March 2010 and 23rd June 2010 be confirmed and signed.

3. Employee Forum - Report of meeting

The report of the meeting of the Employee Forum held on the 15th September 2010 was presented to Members for consideration

It was **RESOLVED** that the minutes of the meeting of the Employee Forum held on 15th September 2010 be received.

4. Revised Employee Probationary Procedure

The Personnel Manager reported that the Authority's current procedure had been in place since May 2000 and a review was therefore timely. She explained that the revised procedure contained no real policy change, but it had been reviewed to improve its ease of use.

Members questioned whether the disciplinary process applied during the probationary period and the Personnel Manager replied that it did not, as the probationary procedure required problems to be sorted out more quickly ie within the six month period. They also asked whether new employees were being given fixed term contracts, to allow greater flexibility in the current economic climate, however it was noted that there had been few recent appointments, and where posts had been filled, this had been on a temporary basis with staff from within the Authority.



It was **RESOLVED** that the revised employee probationary procedure be approved as effective for new appointments made from 20th October 2010.

5. **Health and Safety Annual Report 2009 – 10 Update**

The Committee was reminded that the first annual health and safety report had been produced in 2006, with updates following annually. The report before them contained an evaluation of achievement 2009 - 10 in relation to the targets; performance data for 2008 – 09 including trends in reported accidents and incidents and sickness absence statistics; Targets for 2010 – 11; and a longer term vision with some indication of progress against targets. It was noted that it had been decided to postpone the staff survey, which was due in 2010, due to the significant changes in senior management which had recently taken place.

The Personnel Manager reported that trends in accidents/incidents remained steady, but it was hoped that vehicle incidents would reduce following driver training sessions. With regard to sickness absence, most absences were due to colds, etc and that while the number of days lost through stress was relatively high, this was limited to a small number of people. Work would continue to try to support staff to help reduce illness.

Finally, appended to the report was a review of the current structure of the Authority's Health and Safety Group which had been considered by the Senior Management Team. It was noted that in future the Chief Executive would be attending meetings of the Group.

Members asked a number of questions on the 2009-10 targets set out in the report and how these had been achieved as well as regarding long term sickness absence and how staff were supported.

It was **RESOLVED** that the 2010 Annual report be endorsed.

