
Employment Panel

Report of the meeting held on 23rd November 2005

Matters for Information

9. APPRAISALS AND PERFORMANCE PAY

The Panel has reviewed the changes to the appraisal scheme and the linkages to performance pay which were agreed in November 2004.

Having regard to the results of the performance development reviews undertaken earlier this year and some problems brought to light by changes to the scoring bands, the Panel has -

- ◆ agreed that with effect from 2006 and in subsequent years, annual appraisals should be undertaken in May of each year; and
- ◆ amended the scoring mechanism to avoid employees scoring a higher or lower overall score than the results of their individual key performance areas.

The amendments have been the subject of discussion with Employees' Side representatives.

10. CONTROL OF LEGIONELLA

Having regard to the adoption of a policy by the Safety Advisory Group in respect of the control of legionella bacteria in water systems the Panel has considered management arrangements to mitigate the risk to the Council.

Arising from the desirability of appointing a nominated person to assume corporate responsibility for the delivery of the policy and an opportunity to establish centralised arrangements for the recording, monitoring and reviewing of other aspects of the management of the Council's premises, the Panel has agreed to make permanent the post of Facilities & Access Manager (OP 150) on local salary Grade 8. The Panel has also appointed this postholder as the nominated person for the control of legionella.

11. REQUESTS TO FILL VACANT POSTS

Having considered the circumstances applicable to vacancies in the relevant Directorates for a -

- ◆ Senior Housing Advice Officer;
- ◆ Development Plans Manager;
- ◆ Director of Commerce & Technology; and
- ◆ Personal Assistant to the Chief Executive

the Panel has authorised the Head of Personnel Services to commence recruitment in each case.

12. **RESTRUCTURING – FINANCIAL SERVICES**

Arising from a request by a member of staff, the Panel has approved the offer of early retirement to the current Accountancy Manager.

Following a subsequent review of the Council's Financial Services Division the Panel has approved a new staffing structure for the Division which will result in an overall financial saving to the Council and the delivery of services in a more efficient manner.

Having regard to the resultant extra workload to be undertaken by the Audit Manager & Financial Resources Manager under the new structure and the lack of opportunity to recompense them by means of accelerated increments, the Panel has approved a one-off honorarium to be paid to both postholders.

13. **PATHFINDER HOUSE RECEPTION**

As a consequence of a reduction of the workload in Pathfinder House reception following the transfer of switchboard duties to the Council's Call Centre, the Panel has agreed to delete one post of receptionist (CN046) in the Administration Division. The Panel has approved a redundancy package to be awarded to the employee affected, subject to Cabinet being able to approve the necessary funding.

14. **RETIREMENT OF PERSONNEL - ACKNOWLEDGEMENTS**

The Panel has placed on record its recognition of, and gratitude for, the excellent contributions made by the following employees during their employment in the local government service and conveyed its best wishes to them for a long and happy retirement.

Name	Local Government Service
Mr A D Ward	36 years
Mr F W Semon	32 years
Mr G Dolan	31 years
Ms A Fergusson	18 years

J W Davies
Chairman