

Minutes of the meeting of Cabinet Member (Strategic Finance and Resources)
held at 2.00 pm on 9th September 2013

Present:

Cabinet Members: Councillor Gannon

Employees (by Directorate):

Place: A. Walster

Resources: M. Chester, J. Crawley, S. Iannantuoni, and L. Knight

Apology: Councillor Sawdon (Shadow Cabinet Member)

Public business

17. Minutes

The minutes of the meeting of the meeting held on 29th July, 2013 were agreed and signed as a true record.

There were no matters arising.

18. Declarations of Interest

There were no declarations of interest.

19. Agency Workers and Interim Managers – Performance Report Quarter One (1st April to 30th June, 2013)

The Cabinet Member considered a report of the Executive Director, Resources regarding the use of agency workers procured through the Master Vendor Contract for the quarter 1 period, 1st April to 30th June, 2013. The report compared information for quarter 1 with that for quarter 4 of 2012/13 and considered Interim Manager spends for the same period.

The Master Vendor contract required all agency workers to be ordered through Reed Recruitment and came into force on 2nd May, 2011. Information supplied by Reed on agency spend gave detailed information on agency worker usage and spends. Overall there had been a reduction in spend of £70,000. The report highlighted the reasons for increased agency worker spend in the Children, Learning and Young People, City Services and Development and Chief Executive's Directorates during the first quarter of 2013/14.

RESOLVED that after due consideration of the report and matters raised at the meeting, the Cabinet Member:

(1) Require monitoring processes to continue for both agency workers and interim managers

(2) Ensure compliance with the corporate policy on the recruitment of temporary agency workers through the Master Vendor, Reed Recruitment, and interim managers through the Preferred Suppliers List

(3) Requests officers to continue to work towards reducing expenditure on the use of agency workers

(4) Approves that future orders are not accepted if no reason is given for the need for the agency worker.

20. Updating of Policy for ICT Equipment for Elected Members

The Cabinet Member considered a report of the Executive Director, Resources which sought approval for an updated policy for Information Communications Technology (ICT) equipment that the City Council provided to Members. A copy of the policy was set out at an appendix attached to the report. Approval was also sought to delegate future revisions of the policy to officers in consultation with the Cabinet Member.

The report set out options for adding the role of Deputy Cabinet to the list of Members who were entitled to additional ICT resources and amended the existing policy to allow all members to have a smart phone.

RESOLVED that after due consideration of the report and the matters raised at the meeting, the Cabinet Member:

(1) Approves Option 1, the revised policy for ITC equipment for Elected Members as set out in Appendix 1 to the report.

(2) Approves delegation of authority for future revisions of policy to officers, in consultation with the Cabinet Member (Strategic Finance and Resources).

21. Three Month (April – June, 2013) Cumulative Sickness Absence 2013/2014

The Cabinet Member considered a report of the Executive Director, Resources on the levels and reasons for sickness absence across the City Council for the three month period April to June, 2013 and detailing the actions being taken to manage absence and promote health at work. Information was provided for the Council and individual directorates.

The Cabinet Member noted a slight decrease in FTE (full time equivalent) average days lost from quarter one in 2013/14 compared to 2012/13, with a reduction from 2.19 days to 2.07 days. In considering the information on sickness absence by length of days, it was requested that details about the numbers of days lost when an employee was absent for just one day be included in future reports.

RESOLVED that, after due consideration of the report and the matters raised at the meeting, the Cabinet Member notes the report providing sickness absence data for the 3 month period of April to June, 2013 and accepts the actions taken to monitor and manage sickness.

22. Coventry City Council's Workforce Profile Report for 2012-2013

The Cabinet Member considered a report of the Executive Director, Resources detailing information on the Council's workforce profile for 2012/13. The report enabled the City Council to fulfil its responsibilities under the Equality Act 2010 as set out within the Council's Equality Strategy.

Summary core Council equality data indicated that just under half of the workforce was employed on a part time basis; 71.1 per cent of then workforce was female; black and minority ethnic representation was 16 per cent and the number of employees who had declared a disability was 5.9 per cent. Information was also set out on the workforce profile in the Council's maintained schools.

RESOLVED that, after due consideration of the report and the matters raised at the meeting, the Cabinet Member:

(i) Notes the workforce profile information for 2012/13 included in Appendix 1 to the report.

(ii) Notes the headline workforce analysis in maintained schools set out in Appendix 2 to the report.

23. Outstanding Issues

There were no outstanding issues to report.

24. Any Other Items of Public Business

There were no additional items of public business.

(Meeting closed at: 10.40 a.m.)