

## Minutes of Personnel Committee

Meeting Date: Wednesday, 18 January 2012 starting at 6.30pm  
Present: Councillor D T Smith (Chairman)

Councillors:

S Brunskill	B Hilton
P Dowson	D Taylor
R Elms	A Yearling
T Hill	

In attendance: Chief Executive, Head of HR and Personnel Officer x 2.

### 638 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor P Ainsworth.

### 639 MINUTES

The minutes of the meeting held on 16 November 2011 were approved as a correct record and signed by the Chairman.

The Chairman requested an update on recent industrial action. The Head of HR confirmed that 60% of Union membership had taken action and that peaceful picketing had taken place. The strike had been well publicised and successfully managed with staff pulling together to avoid disruption to services and there had been no major issues on the day.

### 640 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 641 PUBLIC PARTICIPATION

There was no public participation.

### 642 REFERENCES FROM OVERVIEW AND SCRUTINY COMMITTEE

Whilst there were no references from Overview and Scrutiny Committee, the Head of HR explained the relationship between Overview and Scrutiny and Service Committees.

### 643 LOCALISM ACT 2011 – PAY POLICY STATEMENT

The Head of HR updated Members on the Localism Act, which came into effect in November 2011 and gave an overview of the implications for the authority. She had attended a North West Employers Organisation meeting on 17 January 2012, which had been attended by representatives from 25 authorities. The

meeting had discussed ways of dealing with the requirements of the Act with the priority being the preparation of a Pay Policy statement that had to be published on the Council's website by 31 March 2012.

The Head of HR circulated a draft framework Pay Policy statement that would be used as a template and explained some of the intricacies of the information to be included in the document and how this would link into other policies. Following discussion, it was noted that the Pay Policy statement and any future amendments to it would require approval of Full Council prior to publication. Due to time constraints, it would be necessary to call a special meeting of the Personnel Committee to approve the document prior to submission to Full Council.

RESOLVED: That

1. Committee note the report;
2. a Pay Policy statement be produced for submission for Full Council for approval; and
3. a special meeting of the Personnel Committee be arranged to recommend a Pay Policy statement to Full Council.

644 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following items of business be an Exempt Information Under Category 1 of Schedule 12A of the Local Government Act 1972, the press and public be now excluded from the meeting.

645 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES – VERBAL REPORT OF CHAIRMAN RE LOCAL GOVERNMENT NATIONAL PAY NEGOTIATIONS ROADSHOW

The Chairman reported on his attendance at a meeting in Manchester with the Head of HR. This had been one of a number of meetings held around the country as part of the Local Government National Pay Negotiations Roadshow with 15 authorities being represented at the event. The meeting had been held against a backdrop of a 3.1% pay increase in the public sector; a government offer of £250 to the lowest paid employers which had not been implemented; disputes over some elements of terms and conditions; and the possibility of a third year with no national pay increase. The chairman reported that whilst the trade unions were keen to see a pay increase, representatives reported that the five previous meetings had recommended an across the board pay freeze. The Chairman felt that although some councils had budgeted for a 1% pay increase, the meeting had been led by some larger authorities who had not budgeted for any pay increase in their financial plans.

RESOLVED: That Committee receive the verbal report.

646 RESTRUCTURE – STAFF ESTABLISHMENT UPDATE

The Head of HR provided an updated copy of the full Establishment for the Council and reminded Members of the confidentiality of the document. She highlighted that staff numbers had decreased with some posts being deleted from the Establishment as a result of the restructure exercise. She confirmed that as a result of the restructure, four employees had been given notice of being 'at risk' of redundancy. One member of staff had chosen to retire and another was currently undertaking a trial period following redeployment to another section. A job matching process was underway to assist attempts to redeploy the remaining two employees.

RESOLVED: That Committee note the report.

647 UPDATE ON FIXED TERM CONTRACTS

The Personnel Officer updated Members on the number of staff currently employed on temporary or fixed term contracts. Members discussed some funding issues, particularly relating to Healthy Lifestyles posts and the impact of funds being transferred from the PCT control to Lancashire County Council.

RESOLVED: That Committee note the report.

648 ANALYSIS OF EXIT INTERVIEWS

The Personnel Officer presented her written report providing Members with information relating to staff leaving the Council during 2011. She explained the benefits of holding exit interviews and the valuable information this provided. She confirmed that analysis of the data had produced the expected results with no unexpected trends arising. It was recognised that there was a good deal of time expended on data collection but it was important to have a detailed understanding of the Council's leaver profile.

RESOLVED: That Committee note the report.

649 MEMBER AND STAFF TRAINING

Consideration was given to the written report of the Personnel Officer which detailed training approved since the last meeting. Attention was drawn to a number of training initiatives at Salthill Depot to highlight safe working practices and improve overall drive competence.

RESOLVED: That Committee note the report.

650 APPOINTMENTS AND RESIGNATIONS

The Personnel Officer advised Members that, although no appointments had been made at the time of preparing the report, two appointments had since been

confirmed. These were the Environmental Health Officer (Health and Safety) and the part time Pre-Planning Advice Officer.

The Personnel Officer confirmed that the Leisurecard Officer had chosen to take retirement following her post being identified as redundant and her 25 years of local government service was acknowledged. In addition, the Billing Officer had taken voluntary retirement following 21 years of service.

It was noted that there had been no suitably qualified applicants for the post of part time Environmental Health Officer (Pollution) and this post would be re-advertised.

RESOLVED: That

1. Committee note the report; and
2. that letters be sent to the Leisurecard Officer and the Billing Assistant acknowledging their long service.

The meeting closed at 7.20pm.

If you have any queries on these minutes please contact Marshal Scott (414400).