

## Minutes of Personnel Committee

Meeting Date: Wednesday, 30 May 2012, starting at 6.30pm  
Present: Councillor R Elms (Chairman)

Councillors:

P Ainsworth	D T Smith
P Dowson	D Taylor
B Hilton	

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

### 41 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors T Hill, A Yearling and the Chief Executive.

### 42 MINUTES

The minutes of the Special Personnel Committee meeting held on 1 March 2012 were approved as a correct record and signed by the Chairman.

The minutes of the Committee held on 21 March 2012 were approved as a correct record and signed by the Chairman.

Councillor Hilton raised a query regarding a reference from Overview and Scrutiny Committee referred to in minute 803. The Head of HR agreed to follow up on this point.

### 43 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 44 PUBLIC PARTICIPATION

There was no public participation.

### 45 REFERENCE FROM OTHER COMMITTEES

No references from other Committees.

### 46 ANNUAL HEALTH AND SAFETY REPORT

The Head of HR presented a written report from the Health and Safety Advisor which provided a review of the health and safety performance of the Council for the period April 2011 to March 2012. Members were pleased with the progress that had been made, particularly the improved Corporate approach to health and safety. It was noted that the Chief Executive and a Member Champion actively participated in the Health and Safety Group which met on a regular basis.

A number of achievements were highlighted which included improved and safer systems of work, staff training and the availability of guidance on the intranet. Attention was drawn to the activities of the Health and Safety Executive, in particular their focus on waste management following a number of fatalities in other authorities across the country. An inspection visit was expected in the near future. The targets going forward in 2013 were explained and Members thanked the Health and Safety Advisor for a very comprehensive report.

47 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.

48 ANNUAL UPDATE ON ABSENCE MANAGEMENT

The Personnel Officer presented her written report which provided Members with an update on sickness absence across the authority. She explained the absence management processes currently in place and the impact of these on sickness absence figures. It was noted that overall absence and associated costs had reduced from the previous year. Members were guided through the various graphs and tables in the report which provided more detailed analysis of absence figures with comparisons being drawn against national figures and those submitted by other northwest authorities. Members thanked the Personnel Officer for a very informative report.

49 ANNUAL STAFF TURNOVER

Consideration was given to the written report of the Personnel Officer which provided information on staff turnover. She explained the formula for calculating turnover and guided Members through the analysis. It was noted that more data was being captured as a result of the Equality Act which put the Authority in a better position to identify any trends or anomalies.

50 ANNUAL REVIEW OF HOME WORKING

The Head of HR reminded Members of the background to the Home Working Policy and explained some of the reasons staff would need to work from home. The health and safety implications of home working were discussed together with the potential detriment to work/life balance. It was noted that home working was being kept to a minimum by Heads of Service.

51 HONORARIUM

The Head of HR presented a request for payment of an honorarium to the Pollution Control Officer. She explained the background to honoraria payments and the particular circumstances relevant to this request.

RESOLVED: That Committee approve that the payment of an honorarium of £1,900 to the Pollution Control Officer.

52 UPDATE ON NATIONAL PAY NEGOTIATIONS

The Head of HR updated Members on the latest developments in relation to the national pay negotiations. She explained the Local Government negotiation machinery and Members were reminded of previous road shows which she had attended. It was noted that, whilst there was a balance to achieve between paying increased salaries and securing jobs there was a risk that Local Government may fall behind market rates when the economic situation improved and that the Council could experience recruitment and retention difficulties as a result.

53 TRAINING REPORT

The Personnel Officer guided Members through her written report detailing training courses that had approved since the last meeting. She highlighted a number of training initiatives and alternative delivery methods which would deliver a cost saving to the authority.

54 APPOINTMENTS AND RESIGNATIONS

Consideration was given to the written report of the Personnel Officer which informed Members of appointments and resignations that had taken place since the last meeting. Particular reference was made to two members of the Finance Section who had recently left the Authority and Members agreed that letters of thanks should be sent following their long service.

RESOLVED: That

1. letters of thanks be sent to the Cashier and Accounting Technician; and
2. approve the request to reappoint as outlined in the report.

The meeting closed at 7.43pm.

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