

Minutes of Personnel Committee

Meeting Date: Wednesday, 4 September 2013 starting at 6.30pm
Present: Councillor D Taylor (Chairman)

Councillors:

S Bibby	N Walsh
S Brunskill	A Yearing
P Dowson	

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

247 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors P Ainsworth, R Elms and D Smith.

248 MINUTES

The minutes of the meeting held on 5 June 2013 were approved as a correct record and signed by the Chairman.

249 DECLARATIONS OF INTEREST

The Chief Executive declared an interest in item 11.

250 PUBLIC PARTICIPATION

There were no items of public participation.

251 REVIEW OF RECRUITMENT ADVERTISING

Consideration was given to the written report of the Personnel Officer informing Members of the recruitment advertising undertaken for the period 1 April 2012 to 31 March 2013. She explained the procedural changes that had taken place following the end of a joint procurement initiative with neighbouring authorities. It was noted that the low figure for 2011/12 was a reflection of the restructure that had been in progress during that period. Work was currently being undertaken to improve the on-line applications process.

RESOLVED: That the report be noted.

252 2012/2013 YEAR END PERFORMANCE INFORMATION

The Head of HR presented a written report providing details of the performance of the Human Resources Section against local performance indicators. It was confirmed that of the 18 local indicators, targets had been met in 72.2 of cases and 27.8% were close to target. A number of indicators had remained static and an explanation for this was provided. The Head of HR advised Members that the

absence management target for 2013/14 had been adjusted based on current indications, particularly in relation to long term sickness absence.

The Chief Executive asked Members to consider whether there were any areas of particular interest that they wished to include in future monitoring.

RESOLVED: That the report be noted.

253 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following item 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.

254 STAFF ESTABLISHMENT UPDATE

The Head of HR explained the content of the establishment list and reminded Members of the confidential nature of the document. It was noted that there had been a slight increase in staff numbers from the previous year and an explanation was provided.

RESOLVED: That the report be noted.

255 REQUEST FOR UNPAID LEAVE

The Head of HR presented the written report of the Head of Financial Services seeking approval for a request for unpaid leave submitted by a member of the finance team. She explained the background to the request and the effect of unpaid leave on the annual leave entitlement of the employee. Following due consideration, Members approved the request for 10 days unpaid leave.

RESOLVED: That Committee approve the request for 10 days unpaid leave within the 2013/2014 leave year for the Senior Accountant.

The Chief Executive left the meeting at 7.20pm having declared an interest in agenda item 11.

256 UPDATE ON NATIONAL PAY NEGOTIATIONS

The Head of HR updated Members on the latest developments in respect of this year's national pay negotiations which had resulted in a 1% pay increase. This had been processed in the August pay run and backdated to 1 April 2013. As part of the negotiations, it had also been agreed that spinal column 4 be removed from the Local Government NJC payscale. It was noted that the authority did not have any employees paid at scp4.

The Head of HR advised Members that pay for Chief Officers was negotiated separately and that the pay award was therefore not applicable to Chief Officers. Members were asked if they wished to consider applying the award to all staff,

including Chief Officers. Following due consideration Members agreed that the 1% increase should be awarded to all staff and backdated to 1 April 2013.

RESOLVED: That Committee approve 1% increase backdated to 1 April 2013 for all Council staff.

257 MEMBER AND STAFF TRAINING

Consideration was given to the written report of the Personnel Officer advising details of training courses approved since the last meeting. She highlighted some of the initiatives that had taken place and the additional skills that would be available to the authority as a result.

Attention was drawn to a recent request for qualification training from the Fraud Officer and following due consideration Members gave their support to this request.

RESOLVED: That

1. Committee approve the request for qualification training from the Fraud Officer; and
2. a letter of encouragement be sent to the Accounting Technician following completion of her latest examinations.

258 APPOINTMENTS AND RESIGNATIONS

The Personnel Officer guided Members through her written report showing appointments and resignations that had taken place since the last meeting. She highlighted some of the staff movements and explained the recruitment difficulties currently being experienced particularly in relation to professional posts.

A number of retirements and resignations were noted including the resignation of a Head of Service.

RESOLVED: That

1. Committee approve the request to reappoint as outlined in the report; and
2. letters of thanks be sent to staff retiring or leaving the authority where appropriate.

The meeting closed at 7.35pm.

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