

## Minutes of Personnel Committee

Meeting Date: Wednesday, 23 October 2013 starting at 6.30pm  
Present: Councillor R Elms (Chairman)

Councillors:

P Ainsworth	D Smith
S Bibby	D Taylor
S Brunskill	A Yearing
P Dowson	N C Walsh

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

### 389 APOLOGIES

There were no apologies for absence from the meeting.

### 390 MINUTES

The minutes of the meeting held on 4 September 2013 were approved as a correct record and signed by the Chairman.

### 391 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 392 PUBLIC PARTICIPATION

There were no items of public participation.

### 393 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on Outside Bodies.

### 394 STAFF SURVEY

Consideration was given to the report of the Head of HR, detailing an Action Plan that had been drawn up following the results of the employee survey. She reminded Members that meetings had been held with staff and Heads of Service to develop the content of the Action Plan. She also confirmed that staff meetings were still taking place based on agenda items being put forward by staff.

### 395 DRUG AND ALCOHOL POLICY

The Head of HR submitted a new Drug and Alcohol Policy for approval. She explained how the policy would sit alongside other policies in the Staff Handbook. It was noted that the policy had been through a lengthy consultation process with Unison and Corporate Management Team. The Council had taken the decision

not to introduce random testing at present but it was something that could be looked at in the future, and with due consultation with the union.

RESOLVED: That Committee approve the Drug and Alcohol Policy as detailed at Appendix 1 of the report.

396 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.

397 QUALIFICATION TRAINING

The Personnel Officer guided Members through her written report which provided information on staff currently undertaking training leading to a recognised qualification. She explained the funding mechanisms currently in place and the requirement of staff to repay fees in the event they leave the authority within certain timescales.

398 MEMBER AND STAFF TRAINING

Consideration was given to the written report of the Personnel Officer outlining staff and member training approved since the last meeting. She explained some of the different methods of training delivery and the operational aspects of some courses.

399 APPOINTMENTS AND RESIGNATIONS

Consideration was given to the written report of the Personnel Officer. She guided Members through appointments, resignations and other staffing changes that had taken place since the last meeting.

RESOLVED: That Committee write letters of thanks to those staff retiring or leaving the authority where appropriate.

400 VERBAL UPDATE ON PAY NEGOTIATIONS 2014/2015

The Head of HR updated Members with the latest news on pay negotiations for 2014/2015. She advised that nationally unions were looking for an increase of £1 per hour on each spinal column point. National assessment of the claim indicated that this would result in an estimated 8.5% increase on the pay bill.

The meeting closed at 7pm.

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