

Minutes of Personnel Committee

Meeting Date: Wednesday, 22 January 2014 starting at 6.30pm
Present: Councillor R J Elms (Chairman)

Councillors:

P Ainsworth	D T 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.

543 APOLOGIES

There were no apologies for absence from the meeting.

544 MINUTES

The minutes of the meeting held on 23 October 2013 were approved as a correct record and signed by the Chairman.

545 DECLARATIONS OF INTEREST

There were no declarations of interest.

546 PUBLIC PARTICIPATION

There were no items of public participation.

547 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on Outside Bodies.

548 PAY POLICY STATEMENT 2014/2015

The Head of HR presented her written review of the Council's Pay Policy Statement in accordance with the Localism Act 2011. She explained the requirements of the Localism Act with specific reference to pay accountability and the requirement to determine and publish an annual Pay Policy Statement. The purpose of the pay policy was to ensure transparency as to how pay and remuneration was set by the Council for all employees and particularly for the most senior level posts.

Following discussion, the Pay Policy Statement was approved for submission to Full Council.

RESOLVED: That the Pay Policy Statement for 2014/2015 be submitted for approval by Full Council at its meeting on 4 March 2014.

549 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.

550 UPDATE ON FIXED TERM CONTRACTS

Consideration was given to the written report of the Personnel Officer updating Members on the number of staff who were currently employed on temporary or fixed term contracts. She explained some of the reasons for using fixed term contracts and the difficulties in retaining staff towards the end of temporary contracts. It was noted that external funding was often not confirmed until very close to the expiry of contracts and reference was made to monies currently awaited to secure the renewal of four contracts due to expire at the end of March.

The Personnel Officer updated Members on some staff movements that had recently occurred.

RESOLVED: That the report be noted.

551 ANALYSIS OF EXIT INTERVIEWS

The Personnel Officer presented her written report providing Members with information relating to staff who had left the authority during 2013. She explained the background to the exit interview process and the use of the data collected. It was noted that some patterns had begun to emerge and that there was some correlation between retention and recruitment difficulties in more professional roles.

552 MEMBER AND STAFF TRAINING

Consideration was given to the written report of the Personnel Officer updating Members on training courses approved since the last meeting. She highlighted some of the events that had taken place and attention was drawn to the recent examination successes of a member of the audit team.

RESOLVED: That a letter of congratulations and encouragement be sent to the Audit Technician following recent examination success.

553 APPOINTMENTS AND RESIGNATIONS

Consideration was given to the written report of the Personnel Officer informing Members of appointments and resignations that had taken place since the last meeting. She updated Members on some of the more recent appointments with specific reference to posts where recruitment had previously been difficult. It was noted that two members of staff had recently retired.

Requests to reappoint were noted.

RESOLVED: That letters of thanks be sent to staff recently retired from the authority.

The meeting closed at 7.03pm.

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