

Minutes of Personnel Committee

Meeting Date: Wednesday, 3 September 2014, starting at 6.30pm
Present: Councillor R J Elms (Chairman)

Councillors:

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

In attendance: Chief Executive, Head of HR, Personnel Officer x2.

211 APOLOGIES

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

Prior to commencement of the meeting proper a biannual meeting took place with UNISON.

212 MINUTES

The minutes of the meeting held on 28 May 2014 were approved as a correct record and signed by the Chairman.

213 DECLARATIONS OF INTEREST

There were no declarations of interest.

214 PUBLIC PARTICIPATION

There were no items of public participation.

215 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

216 LOCAL GOVERNMENT PENSION SCHEME

The Chief Executive explained recent changes to the Local Government Pension Scheme and the requirement for each scheme employer to review and revise their policies covering mandatory and discretionary elements of the scheme and publish a Statement of Policy.

The Chief Executive guided Members through each element of the Statement of Policy, providing specific examples to aid understanding of the more complex elements.

Members agreed that some areas were particularly complex and asked that guidance notes be created to assist payroll staff in the correct application of the discretionary functions.

RESOLVED: That the Statement of Policy on Pension Discretions be approved and that guidance notes be created for payroll staff in line with the Statement of Policy.

217 REVIEW OF RECRUITMENT ADVERTISING

Consideration was given to the written report of the Personnel Officer informing Members of recruitment advertising undertaken for the period 1 April 2013 to 31 March 2014.

She explained the breakdown of costs in relation to advertising and the rationale behind the choice of advertising media. It was noted that the cost of press advertising had been controlled by signpost advertising, and that on-line recruitment had been utilized in a focussed manner, with free advertising used wherever possible.

RESOLVED: That the report be noted.

218 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.

219 UPDATE ON PAY NEGOTIATIONS

The Head of HR reminded Members of the negotiations to date, and reported back industrial action had that had taken place on 10 July 2014. It was noted that the industrial action had caused disruption to the refuse collection service but all other services had operated as normal. Information had been posted on the Council's website and the Contact Centre had been briefed in order to keep the public informed. A further strike was expected in October and a reminder would be emailed to Members nearer the time.

RESOLVED: That the report be noted.

220 STAFF ESTABLISHMENT UPDATE

The Head of HR provided an annual update on the Council's Establishment. It was noted that the Establishment had remained relatively static over the past 5 years. The Head of HR explained that all vacancies were closely examined to identify whether a post was necessary and options explored regarding alternative ways of working prior to submitting a request to reappoint to a vacant post to the Corporate Management Team. The Establishment was the number of posts budgeted for, for the year.

RESOLVED: That the report be noted.

221 MEMBER AND STAFF TRAINING

Consideration was given to the written report of the Personnel Officer informing Members of training courses approved since the last meeting. She guided Members through the training initiatives contained within the Appendix, highlighting some of the issues that had triggered them.

RESOLVED: That the report be noted.

222 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 highlighted some of the main staff movements, in particular the retirement of a member of the Amenity Cleansing team at the end of September.

RESOLVED: That a letter of thanks be sent to the Amenity Cleaning Operative with best wishes for his retirement.

The meeting closed at 7.25pm.

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