

## Minutes of Personnel Committee

Meeting Date: Wednesday, 21 January 2015, starting at 6.30pm  
Present: Councillor R J Elms (Chairman)

Councillors:

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

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

### 512 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor P Ainsworth and a Personnel Officer.

### 513 MINUTES

The minutes of the meeting held on 22 October 2014 were approved as a correct record and signed by the Chairman.

### 514 DECLARATIONS OF INTEREST

The Chief Executive and the Head of HR declared an interest in respect of Agenda Item 11.

### 515 PUBLIC PARTICIPATION

There were no items of public participation.

### 516 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

### 517 PAY POLICY STATEMENT 2015/2016

The Head of HR presented a written report concerning the annual 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 its employees, particularly in respect of the most senior level posts. She explained that information regarding pension contributions had not been updated as we awaited confirmation from the Pension Service of the latest contribution rates. It was anticipated that this would be received prior to the Policy going to Full Council for final approval. She also highlighted the requirements under the Local Government Transparency Code 2014 in relation to the Pay Policy.

Following discussion the Pay Policy Statement was approved for submission to Full Council to final approval and adoption.

\*\*\* RESOLVED: That the Pay Policy Statement for 2015/2016 be submitted for approval and adoption by Full Council at its meeting on 3 March 2015. \*\*\*

518 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following items of business be exempt information under Category 1 of Schedule 12A of the Local Government Act 1972, the press and public be now excluded from the meeting.

519 ANALYSIS OF EXIT INTERVIEWS

The Personnel Officer presented a written report providing Members with information relating to staff who had left the Authority during 2014. She explained the background to the exit interview process and the use of the data collected. Members reviewed and discussed the comments made by staff who had left the Council and noted any suggestions for improvements.

RESOLVED: That the report be noted.

520 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 potential difficulties in retaining staff towards the end of such contracts. Overall however, the use of fixed term contracts was effective.

RESOLVED: That the report be noted.

521 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 during that period.

RESOLVED: That the report be noted.

522 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 and internal movement within the authority. It was noted that one member of staff had recently retired.

The requests to reappoint were noted.

RESOLVED: That a letter of thanks be sent to the Member of staff who had recently retired from the authority.

The Chief Executive and Head of HR declared an interest in Agenda Item 11 and left the meeting.

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#### NATIONAL PAY NEGOTIATIONS UPDATE

Consideration was given to the written report of the Chief Executive updating Members on the outcome of National Pay Negotiations. He reported that an agreement had been reached between the Employers and Unions on 14 November 2014. The agreement was for a 2.2% increase to be effective from 1 January 2015 and to cover the period 1 April 2014 to 31 March 2016.

In addition to the increase in pay scales, the agreement had also included a “one-off” non-consolidated payment for all posts up to spinal column point (scp) 49. The Chief Executive reported that Heads of Service and Chief Officers salary scales extended beyond scp 49 and so the Council had sought clarification as to whether the non-consolidated payment could be applied beyond that point. The Council had been advised that it was a matter for local determination and therefore the Chief Executive asked Members to consider whether they wished to apply the non-consolidated element to all posts beyond scp 49 in the authority.

**RESOLVED:** That the non-consolidated element of the National Pay Agreement for 2014-2016 be applied to all staff including Heads of Service and Chief Officers.

The meeting closed at 7.03pm.

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