

## Minutes of Personnel Committee

Meeting Date: Wednesday, 18 March 2015 starting at 6.30pm  
Present: Councillor D Taylor (Chairman)

Councillors:

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

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

### 653 APOLOGIES

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

### 654 MINUTES

The minutes of the meeting held on 21 January 2015 were approved as a correct record and signed by the Chairman.

### 655 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 656 PUBLIC PARTICIPATION

There was no public participation.

### 657 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor Brunskill provided a verbal report on a safeguarding initiative on behalf of the Children's Trust.

### 658 ANNUAL TRAINING REPORT

The Personnel Officer presented her written report updating Members on annual training activity for the year 1 April 2014 to 31 March 2015. She guided Members through comparisons against national figures and those relating to the Council's performance against previous years.

RESOLVED: That the report be noted

### 659 STAFF PROFILE

The Head of HR guided Members through the written report providing Members with a profile of staffing at Ribble Valley Borough Council. It was noted that the profile had remained largely static during recent years.

RESOLVED: That the report be noted.

660 EXCLUSION OF PRESS AND PUBLIC

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

661 MEMBER AND STAFF TRAINING

The Personnel Officer presented her written report providing details of training courses approved since the last meeting. She updated Members on a recent decision to grant approval to a new appointee in Internal Audit to undertake an AAT qualification as a condition of appointment to a training post. The Head HR provided details of a District Council Network Staff Development programme. The programme involved attendance at four conferences during the year plus a mentoring scheme and the opportunity to share knowledge and skills via networking. Each District Council nationally had been entitled to apply for one place. The Head of HR confirmed that three applications had been submitted and she was hopeful that at least one of those applications would be successful. The programme itself was free but travelling expenses would have to be covered by the Council. This was affordable within existing budgets.

RESOLVED: That the report be noted.

662 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 which had taken place since production of the report. It was also noted that four members of staff were due to retire in the next few weeks, two of which had a combined length of service of 95 years with the Council.

RESOLVED: That letters of thanks be sent to the members of staff who were due to retire from the authority.

The meeting closed at 7.10pm.

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