

## Minutes of Personnel Committee

Meeting Date: Wednesday, 2 September 2015 starting at 6.30pm  
Present: Councillor R J Elms (Chairman)

Councillors:

S Brunskill	A Knox
P Dowson	D T Smith
G Geldard	D Taylor
S Hore	

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

### 209 APOLOGIES

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

### 210 MINUTES

The minutes of the meeting held on 10 June 2015 were approved as a correct record and signed by the Chairman.

### 211 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 212 PUBLIC PARTICIPATION

There was no public participation.

### 213 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

### 214 GRIEVANCE PROCEDURE

The Head of HR updated Members on revisions to the Council's grievance procedure. The policy was in line with ACAS guidelines and clarified the process to be followed. The procedure formed part of the contractual terms and conditions of employment and was included in the Staff Handbook. Employees had been advised of the revised policy via Backchat, the Intranet and staff briefings, with paper copies available on request.

RESOLVED: That the report be noted.

### 215 2014/2015 YEAR END PERFORMANCE INFORMATION

The Head of HR explained the headline figures detailed in the report and provided explanation and further detail to support the changing trends.

RESOLVED: That the report be noted.

216 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.

217 CHANGES TO THE ESTABLISHMENT – PLANNING RESTRUCTURE

Consideration was given to the written report of the Head of HR asking Members to approve the planning services restructure and the resulting changes to the establishment. This report had been referred to Personnel Committee by the Planning and Development Committee following their approval of the restructure. It was noted that the restructure would result in increased cost which would be referred to Policy and Finance Committee for consideration.

RESOLVED: That Committee approve the planning restructure with the result that the following posts be removed from the establishment:

Technical Administration Assistant  
Planning Administration Officer  
Administration Officer

and the following posts be added to the establishment in their place:

Senior Administration Officer  
Planning Administration Officer x 2

218 HUMAN RESOURCES CAPACITY

Consideration was given to the written report of the Head of HR asking Members to approve an increase in staffing in the HR section. Following discussion of the available options, Members agreed to create a two year Modern Apprentice post and create an additional post of HR Assistant post to be taken up by the apprentice at the end of the apprenticeship subject to satisfactory performance, achievement of a relevant qualification and budget considerations in 2017/2018.

RESOLVED: That Committee:

1. increase the establishment by the addition of a two year HR Modern Apprentice post; and
2. create an additional establishment post of HR Assistant to be filled by the HR Modern Apprentice at the end of the two year training programme subject to satisfactory performance and budget considerations in 2017/2018.

219 NATIONAL PAY CONSULTATIONS

The Chief Executive explained the background to the National Trade Union Pay Claim for 2016/2017. The purpose of the report was to formulate a response to

be submitted by the Head of HR at a forthcoming regional pay consultation meeting. He explained the negotiable and non-negotiable elements of local government terms and conditions, the differences between National Minimum Wage and Living Wage, and the financial impact of the Union proposals.

RESOLVED: That the Head of HR submit the following response to the Trade Union Pay Claim for 2016/2017 at a regional pay consultation meeting on 22 September 2015:

That the Council would support a pay increase of up to 1.5% with a degree of bottom loading to move closer to the Living Wage and retain the right to negotiate locally on Green Book Part 2 terms and conditions.

## 220 APPOINTMENTS AND RESIGNATIONS

The HR Officer guided Members through a written report confirming appointments and resignations that had taken place since the last meeting and highlighted progress on current recruitment activity.

RESOLVED: That the report be noted.

## 221 REVIEW OF RECRUITMENT ADVERTISING

Consideration was given to the written report of the HR Officer informing Members of recruitment advertising undertaken for the period 1 April 2014 to 31 March 2015. She explained the range of advertising media being used and recent links to university websites to increase exposure and cast a wider net for recruitment activity.

RESOLVED: That the report be noted.

## 222 STAFF ESTABLISHMENT UPDATE

The Head of HR presented her written report updating Members on the full staffing establishment for the Council. It was highlighted that there had been minimal changes to the number of posts on the establishment in recent years.

RESOLVED: That the report be noted.

## 223 MEMBER AND STAFF TRAINING

Consideration was given to the written report of the HR Officer detailing training courses approved since the last meeting. Members were updated on recent requests for qualification training, which had been supported by CMT.

RESOLVED: That the report be noted.

## 224 EMPLOYMENT TRIBUNAL CLAIMS

The Head of HR updated Members on the costs to the Council following the settlement of two employment tribunal claims lodged against the Council. She

explained the processes involved and the decisions made following consideration of financial risks to the authority.

RESOLVED: That the report be noted.

The meeting closed at 7.35pm.

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