

Minutes of Personnel Committee

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

Councillors:

P Ainsworth	S Hore
S Brunskill	D T Smith
P Dowson	D Taylor

In attendance: Chief Executive, Head of HR, HR Officer x 2.

356 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor G Geldard.

357 MINUTES

The minutes of the meeting held on 2 September 2015 were approved as a correct record and signed by the Chairman.

358 DECLARATIONS OF INTEREST

There were no declarations of interest.

359 PUBLIC PARTICIPATION

There were no items of public participation.

360 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

361 EQUALITIES ACT 2010 – WORKFORCE DATA

The Head of HR updated Members on the workforce data to be published to ensure compliance with the Equalities Act 2010. It was noted that this report would in future be presented to Members on an annual basis around October each year. The Head of HR explained some of the characteristics on which we were required to report and explained the dynamics of the figures and the implications for the authority.

RESOLVED: That the report be noted.

362 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.

363 APPOINTMENTS AND RESIGNATIONS

Consideration was given to the written report of the HR Officer informing Members of appointments and resignations that had taken place since the last meeting. She explained some of the difficulties currently being experienced with recruitment and reported on progress filling vacancies in the planning section.

RESOLVED: That the report be noted.

364 QUALIFICATION TRAINING

The HR Officer provided Members with information on staff undertaking training courses which would lead to a recognised qualification. She provided further detail on some of the key qualifications being undertaken and confirmed that staff undertaking such training were required to sign a training agreement. This agreement included arrangements to recoup monies if staff left the organisation within set timescales following qualification.

RESOLVED: That the report be noted.

365 NATIONAL PAY CONSULTATIONS

The Head of HR provided Members with feedback from the national pay consultation meeting held on 22 September 2015. The meeting had been attended by 30-40 representatives of local authorities in the North West. She highlighted some of the main issues discussed and the implications of various options being proposed. Roadshows were continuing but the next national negotiation meeting was expected to be held in November 2015. She confirmed that she would keep Members informed of any further developments.

RESOLVED: That the report be noted.

366 MEMBER AND STAFF TRAINING

Members considered the written report of the HR Officer which provided details of training courses approved since the last meeting. More detailed information was provided on some of the initiatives detailed in the appendix. Attention was drawn to the examination success of a Customer Service Advisor who had successfully completed a Level 2 National Vocational Qualification (NVQ) in Customer Services and Members asked that a letter be sent to congratulate her on her achievement.

RESOLVED: That the report be noted and a letter of congratulations be sent to the Customer Service Advisor following completion of her NVQ Level 2 in Customer Services.

The meeting closed at 7.10pm.

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