

Minutes of Personnel Committee

Meeting Date: Wednesday, 31 August 2016 starting at 6.30pm
Present: Councillor R J Elms (Chairman)

Councillors:

P Ainsworth	G Geldard
S Brunskill	D T Smith
P Dowson	D Taylor

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

176 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor A Knox.

177 MINUTES

The minutes of the meeting held on 25 May 2016 were approved as a correct record and signed by the Chairman.

178 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

There were no pecuniary and non-pecuniary declarations of interest.

179 PUBLIC PARTICIPATION

There was no public participation.

180 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

181 APPRENTICESHIP LEVY

The Head of HR updated Members on changes and requirements surrounding National Apprenticeships, the Apprenticeship Levy and related Public Sector targets. She explained national and local apprenticeship targets and outlined the potential financial implications for the Council.

RESOLVED: That the report be noted.

182 2015/2016 YEAR END PERFORMANCE INFORMATION

The Head of HR presented the 2015/2016 Year End Performance Information for the HR section. She explained the dynamics within the data and guided Members through the detailed analysis.

RESOLVED: That the report be noted.

183 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.

184 REVIEW OF RECRUITMENT ADVERTISING

The HR Officer presented a written report informing Members of recruitment advertising undertaken for the period 1 April 2015 to 31 March 2016. She explained the Council's methods of advertising and provided details of where monies had been spent. She confirmed that free media was used wherever possible to minimise expenditure. She also highlighted the increase in online applications over recent years.

RESOLVED: That the report be noted.

185 APPOINTMENTS AND RESIGNATIONS

The HR Officer presented her written report informing Members of appointments and resignations that had taken place since the last meeting. She provided further information on some of the key movements and highlighted changes to the Establishment list.

RESOLVED: That Committee

1. note and approve the decisions taken by CMT as outlined in the report;
2. write letters of thanks to those staff retiring/leaving the authority where appropriate; and
3. approve the Establishment changes as detailed in section 4 of the report.

186 STAFF ESTABLISHMENT UPDATE

The Head of HR provided Members with an update on the full staffing Establishment for the Council. Members were reminded of the confidential nature of the document which contained details of individual posts, working hours and corresponding salaries. It was noted that amendments to the Establishment were approved by CMT and confirmation of changes detailed in the regular Appointments and Resignations report to the Committee.

RESOLVED: That the report be noted.

187 MEMBER AND STAFF TRAINING

The HR Officer provided a written report outlining details of training courses approved since the last meeting. She highlighted two applications for qualification training that had been approved by CMT. Members were also verbally advised of two members of staff who had successfully completed formal qualifications.

RESOLVED: That letters of congratulations be sent to the two members of staff who had completed formal qualifications.

The meeting closed at 7pm.

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