

## Minutes of Personnel Committee

Meeting Date: Wednesday, 25 October 2017, starting at 6.30pm  
Present: Councillor S Atkinson (Chairman)

Councillors:

P Ainsworth                      D Taylor  
R Elms                              J White  
A Knox

In attendance: Chief Executive and Head of HR.

### 357 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors P Dobson and S Hore.

Not in attendance: Councillor D Smith.

### 358 MINUTES

The minutes of the meeting held on 6 September 2017 were approved as a correct record and signed by the Chairman.

### 359 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

### 360 PUBLIC PARTICIPATION

There was no public participation.

### 361 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

### 362 STAFF SURVEY

The Director of Resources submitted a report on the outcome of the voluntary Employee Survey carried out in 2017. The Head of HR explained the background and history to the survey. The analysis of the results had highlighted areas where there had been improvement, no change or a downward trend. Where trends had been detected which identified possible areas of concern, a request had been submitted to the independent survey company (who had analysed the responses) to carry out a more detailed analysis of the results, which may then involve further investigation of those areas. The outcome of any further information gathering would be the preparation of an action plan, based on improvements that could be made.

She reported that staff were being made aware of the outcome of the survey.

Members discussed the methodology of the survey, and the possible impact on response rate of it having been held in the summer months.

RESOLVED: That Committee note the report.

363 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.

364 APPOINTMENTS AND RESIGNATIONS

The Director of Resources submitted a report on the appointments and resignations that had taken place since the last meeting. The Head of HR outlined certain staff changes and highlighted changes to the establishment that had been agreed at CMT.

RESOLVED: That Committee

1. note and approve the decisions taken by CMT as outlined in the report; and
2. write letters of thanks to those staff who were retiring/leaving the authority, where appropriate.

365 UPDATE ON THE APPOINTMENT OF DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT

The Chief Executive submitted a report updating Members on progress with regard to the appointment to the new post of Director of Planning and Economic Development.

Policy and Finance Committee had approved the Job Description, Person Specification, remuneration package and recruitment procedure for the new post, and had appointed a Sub-Committee to oversee the selection process. The Sub-Committee had met and approved the timescale and procedure for the appointment.

The Head of HR advised Members of the advertisements which had already been placed and which were to be placed and the projected cost of such advertising.

RESOLVED: That Committee approve the actions taken by the Policy and Finance Sub-Committee in respect to the recruitment of a Director of Planning and Economic Development.

366 TRAINING REPORT

The Director of Resources submitted a report for Committee's information, detailing training courses approved and undertaken since the last meeting, and highlighted the qualification training being commenced by certain members of staff.

The Head of HR drew attention to the work experience opportunities which had been offered to students throughout 2017.

She also presented Members with a set of proposals for generic Member development training on a number of topics relating to the Council's services.

RESOLVED: That the report be noted.

The meeting closed at 7.10pm

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