

## Minutes of Personnel Committee

Meeting Date: Tuesday, 30 January 2018 at 5.00pm  
Present: Councillor S Atkinson (Chairman)

Councillors:

P Ainsworth	A Knox
P Dobson	D T Smith
R Elms	D Taylor
S Hore	J White

In attendance: Chief Executive, Head of HR.

Also in attendance: Councillor K Hind.

### 551 APOLOGIES

There were no apologies for absence from the meeting.

### 552 MINUTES

The minutes of the meeting held on 25 October 2017 were approved as a correct record and signed by the Chairman.

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

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

### 554 PUBLIC PARTICIPATION

There was no public participation.

### 555 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

### 556 PAY POLICY UPDATE

The Director of Resources submitted a report, the purpose of which was to review the Council's Pay Policy Statement in accordance with the Localism Act 2011.

The Head of HR reminded Members that it was a legal requirement for public sector organisations to publish their Pay Policy Statement on an annual basis to ensure transparency as to how pay and remuneration was set by the Council. It was noted that different types of remuneration were included eg pensions and that, amongst other items, the Council was required to show differentials between the highest and lowest paid employees.

RESOLVED: That Committee

1. receive the report; and

\*\*\*

2. recommend the Pay Policy Statement for 2018 for approval by Full Council at its meeting on 6 March 2018.

\*\*\*

#### 557 HEALTH AND SAFETY CLIMATE SURVEY

The Director of Resources submitted a report on the outcome of the re-run of the Health and Safety Climate Survey for Depot staff. The 2015/16 Health and Safety – Safety Climate Survey, which had been conducted across the whole authority, had identified a positive safety climate in most areas, but it had also identified 7 areas at the Depot where improvements could be made to achieve an overall positive safety culture. Members had therefore requested a re-run of the survey at the Depot to be conducted in 2017, to see if the safety climate at the Depot had improved.

Full details of the survey methodology, the findings of the survey and the areas for improvement, were explained to Members.

RESOLVED: That Committee

1. note the report;
2. ask the Health and Safety Committee to consider the findings of the survey and develop a detailed Action Plan to improve and monitor the health and safety climate at the depot.

#### 558 ANNUAL REVIEW OF UNION FACILITIES AGREEMENT

The Director of Resources presented a report for Committee's information updating Members on the operation of the Union Facilities Agreement over the last 12 months. The Head of HR explained that the Department for Communities and Local Government (DCLG) had issued a revised transparency code in October 2014 which specified the open data Local Authorities must produce. One category of data was specifically concerned with time spent on Union duties. The Council had created a Union Facilities Agreement to monitor such time, which was working well.

In addition, the Head of HR advised Members that some monies were being reclaimed from Unison Regional Office for the time spent on regional duties by the Branch Secretary.

RESOLVED: That the report be noted.

#### 559 FLEXIBLE WORKING OVERVIEW

The Director of Resources submitted a report for Committee's information on the various policies in operation within the Council that support flexible working. This was prepared in response to a perception in the Peer Challenge feedback that there was a rigid approach to flexible working within the authority.

Members had the opportunity to consider the Flexible Working Hours Scheme, the Job Share Policy, the Right to Request Flexible Working, the Application Form for Requesting a Contractual Change and the Homeworking Scheme.

It was considered that these policies were appropriate in view of the size of the authority, allowing flexibility for staff without compromising service delivery.

RESOLVED: That the report be noted.

560 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.

561 APPOINTMENTS AND RESIGNATIONS

The Director of Resources submitted a report for Committee to consider with regard to appointments and resignations that had taken place since the last meeting.

The Head of HR drew attention to one member of staff who was retiring from the authority after 31 years of service.

RESOLVED: That Committee

1. note and approve the decisions taken by Corporate Management Team as outlined in the report;
2. write a letter of thanks to the member of staff retiring from the authority.

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

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

Members were informed of the advertisement process and the outcome of the interviews conducted in December 2017. At the end of the interview process, the Sub-Committee of Policy and Finance Committee made the decision not to appoint.

Members considered an amended Job Description and Person Specification, proposed for incorporation in re-advertisement of the post. The Head of HR advised Members of the projected timescale for the recruitment process.

RESOLVED: That Committee

1. approve the actions taken by the Policy and Finance Sub-Committee in respect of the recruitment of a Director of Planning and Economic Development;
2. recommend the changes to the Job Description and Person Specification to Policy and Finance Committee for approval.

563 UPDATE ON NATIONAL PAY NEGOTIATIONS

The Director of Resources submitted a report, updating Members on the latest position in respect of National Pay Negotiations for 2018. An offer had been made by the National Employers for Local Government Services for a period from 1 April 2018 to 31 March 2020. This would incorporate the introduction of a new pay spine in 2019.

The Unions had been consulted on the offer, and consultation with their members was to take place.

RESOLVED: That the report be noted.

564 ANALYSIS OF EXIT INTERVIEWS

The Director of Resources submitted a report, providing Members with information relating to staff who had left the authority between 1 January 2017 and 31 December 2017. The Head of HR explained the intentions of the exit interview process and how the information is obtained and then disseminated to Heads of Service and CMT.

The Head of HR explained that almost all staff leaving the authority did so voluntarily, either taking up a new appointment or on retirement.

RESOLVED: That the report be noted.

565 UPDATE ON FIXED TERM CONTRACTS

The Director of Resources submitted a report, updating Members on the number of staff who were currently employed on temporary or fixed term contracts. The Head of HR explained the reasons for the operation of fixed term contracts, in particular apprenticeships and externally funded posts. She explained the employment status of those employed on temporary or fixed term contracts and the implications of extending such contracts beyond 2 years.

RESOLVED: That the report be noted.

566 TRAINING REPORT

The Director of Resources submitted a report, providing details of training courses approved since the last meeting. The Head of HR explained the qualifications and training being undertaken by some members of staff and precautions to safeguard the Council's investment.

The examination success of the Sports Development Officer was noted.

RESOLVED: That a letter of congratulations be sent to the Sports Development Officer on completion of his qualification.

The meeting closed at 5.52pm.

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