

## Minutes of Personnel Committee

Meeting Date: Wednesday, 13 June 2018 at 6.30pm  
Present: Councillor R J Elms (Chairman)

Councillors:

P Ainsworth	S Hore
I Brown	A Knox
P Dobson	D Taylor

In attendance: Chief Executive, Head of HR and Head of Cultural and Leisure Services.

### 70 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors D Smith and J White.

### 71 MINUTES

The minutes of the meeting held on 14 March 2018 were approved as a correct record and signed by the Chairman.

The Chief Executive updated Members on Minute 668 and advised Committee that an appointment had been made to the Director of Economic Development and Planning post and the new Director would be commencing work at the Council on 6 August 2018.

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

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

### 73 PUBLIC PARTICIPATION

There was no public participation.

### 74 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

### 75 WORKFORCE PROFILE

The Director of Resources submitted a report for Committee's information, updating Members on workforce data to be published in compliance with the Equality Act 2010.

Committee considered the Workforce Profile report as at the 31 March 2018, which provided detailed statistics in relation to the recruitment process, the

current workforce, recent staff having left the Council and other issues arising out of employment procedures.

RESOLVED: That the report be noted.

76 STAFF TURNOVER

The Director of Resources submitted a report for Committee's information on staff turnover at the Council for the period 1 April 2017 to 31 March 2018.

It was noted that the level of staff turnover had increased compared to the previous year. An analysis was provided of the reasons for staff leaving and comparison with other authorities in Lancashire.

Members' attention was also drawn to a publication produced by the New Local Government Network in association with the Local Government Association, titled "Outside the Box", which considered the future workforce in Local Government, including reasons given and motivations stated for people to work in Local Government.

RESOLVED: That the report be noted.

77 ANNUAL HEALTH AND SAFETY UPDATE

The Director of Resources submitted a report prepared by the Health and Safety Advisor, which reviewed the management of health and safety by the Council during the period April 2017 to March 2018.

The report identified significant hazards to the Council and provided a summary of achievements during the year in relation to health and safety issues. General statistics for the Council for the year were presented along with targets for 2018/19. Members acknowledged the comprehensive nature of the report.

RESOLVED: That the report be noted.

78 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.

79 REQUEST FOR ESTABLISHMENT CHANGE IN PLANNING SECTION

The Director of Community Services submitted a report seeking approval for a change to the Establishment in relation to the part time Pre-Planning Advice Officer post in the Planning (Development Management) Section. Members were advised of the importance of this role, and requirement for an experienced Planning Officer who was not involved in the determination of applications to fulfil the duties.

Re-appointment to the part time post had not been successful and it was considered that an increase in hours from 22.5 hour per week to 37 hours per week was desirable so as to attract appropriate candidates and to provide a better service to customers.

Committee was advised that provision could be made to meet the additional cost of a full time post.

RESOLVED: That Committee

1. approve a change to the Establishment in respect of the hours for the part time Pre-Planning Advice Officer post from 22.5 hours to 37 hours; and

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#### REQUEST FOR POST ENTRY QUALIFICATION TRAINING

The Director of Resources submitted a report, seeking Members' approval for post entry qualification training for an Assistant Planning Officer and for the Administrative Assistant to the Housing Section.

Members were advised of the conditions applicable to such training, including arrangements for refund of training fees by officers leaving the authority within 2 years of obtaining the qualification, or on premature termination of studies.

The proposals had been considered by CMT, who supported the requests.

RESOLVED: That Committee

1. approve the decision of CMT to support the request for post entry qualification training from the Assistant Planning Officer and subject to the conditions outlined in the report;
2. approve the decision of CMT to support the request for post entry qualification training from the Administrative Assistant in the Housing Section and subject to the conditions outlined in the report.

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#### APPOINTMENTS AND RESIGNATIONS

The Director of Resources submitted a report informing Members of appointments and resignations that had taken place since the last meeting of the Committee.

Attention was drawn to the appointment process, including review of posts which became vacant by the Head of Service and CMT. Members were advised of a general reduction in the number of applicants for vacancies, which might be a reflection of the general employment market.

Members were also advised of the advertising process, including increased use of social media.

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 retiring/leaving the authority, where appropriate.

82 SAFEGUARDING AUDIT

The Director of Resources submitted a report for Committee's information, asking Members to note details of a recent Safeguarding Audit carried out by the Council. Members were advised that a district council had a limited range of services where safeguarding issues for children or vulnerable adults might be encountered.

Lancashire Safeguarding Children's Board had co-ordinated the distribution and analysis of an audit across Councils and other agencies in Lancashire, so as to take a health check on how safeguarding was being addressed and also to help with the way in which it was dealt with in the county.

A copy of the Council's submission was provided to Members.

Committee was informed that training would be provided to Members and staff.

RESOLVED: That the report be noted.

83 ANNUAL ABSENCE MANAGEMENT REVIEW

The Director of Resources submitted the Annual Absence Management Review, updating Members on levels of sickness absence across the authority. A statistical analysis of sickness throughout the authority, together with comparison against other councils in Lancashire was provided to Members.

Absence had increased in the last 12 months from an average 7.45 days per employee in the year ended 31 March 2017 to 9.35 days per employee (unaudited) in the year to 31 March 2018.

Members were advised that the number of long-term absences can disproportionately affect the figures as the Council had a small workforce and were also advised on the procedures in place to manage both short term and long term absence.

RESOLVED: That the report be noted.

84 UPDATE ON NATIONAL PAY NEGOTIATIONS

The Director of Resources submitted a report for Committee's information on the outcome of the National Pay Negotiations for 2018. The Unions which comprise the National Joint Council for Local Government Services had voted on the offer

from the National Employers and accepted the final offer put forward. Details of the impact on salary of the various spinal column posts were provided.

A settlement had also been announced for Chief Executives and a decision for Chief Officers (ie Directors) was anticipated imminently.

RESOLVED: That the report be noted.

85 STAFF SURVEY UPDATE

The Director of Resources submitted a report for Committee's information on the actions taken following the employee survey carried out in 2017. This had incorporated a further, detailed survey on key themes that had been identified and CMT had approved an action plan based on the responses, identifying the issues and the actions to be taken.

Members considered the plan, including the emphasis on supporting training and discussed the benefits and cost involved in post qualification training, including a suitable period to require reimbursement of fees. Members were advised that this could be considered at a future meeting, including consideration as to whether there should be any distinction if a member of staff left to take up work in the private sector.

RESOLVED: That the report be noted.

86 TRAINING REPORT

The Director of Resources submitted a report for Members' information on training courses approved since the last meeting. Attention was drawn to a member of staff who had successfully completed his HGV Category C Licence, enabling him to provide driver cover as required.

The Head of HR also reported on her attendance at a recent Armed Forces event, promoting recruitment of ex-service personnel.

RESOLVED: That

1. a letter be sent to the member of staff who had completed his HGV Category C Licence, offering congratulations; and
2. that the report be noted.

The meeting closed at 7.08pm.

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