

Minutes of Personnel Committee

Meeting Date: Wednesday, 7 November 2018 starting at 6.30pm
Present: Councillor R J Elms (Chairman)

Councillors:

I Brown
P Dobson
T Hill
D Taylor

In attendance: Director of Resources, Head of HR.

Also in attendance: Councillor S Knox.

411 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors S Hore, A Knox, J White and the Chief Executive.

412 NOT IN ATTENDANCE

Councillor P Ainsworth.

413 MINUTES

The minutes of the meeting held on 12 September 2018 were approved as a correct record and signed by the Chairman.

414 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

415 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

416 FLU VACCINATIONS

The Director of Resources submitted a report for Committee's information advising Members of the initiation of a trial flu vaccination scheme for staff. Members of staff who signed up for the scheme would receive an e-voucher that could be used at various local pharmacies registered with the provider of the scheme. The cost to the Council for each vaccination was £7.95, an agreed 'corporate rate' approximately £4 less than the standard charge.

Flu related absence would be monitored over the winter to assess whether it could be established that there was any correlation between vaccination and related absence.

RESOLVED: That the report be noted.

417 HUMAN RESOURCES CAPACITY

The Director of Resources submitted a report informing Committee of current workloads within the HR section. Members were advised of the staffing levels in the section, the extensive and growing workloads, and the wide variety of types of work being carried out. The range of duties, and their complexity, was continuing to increase, due to the need to apply the Council's procedures to the wide range of issues that arose against a background of increasing regulations. Although approach had been given for recruitment of a modern apprentice in 2016, with a view to providing support for the administrative work of the section, no appointment had been made due to a poor and unsuitable response to recruitment advertising. It was currently considered that need for extra resources was at HR officer level.

RESOLVED: That

1. Committee note the report; and
2. the Head of HR be requested to report back to Committee on options to address the shortfall in capacity.

418 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.

419 ANNUAL TRAINING PLAN

The Director of Resources submitted a report asking Members to approve annual training plans for the authority. The Head of HR outlined the range of training provided by the Council to Members and staff. Each Head of Service had an individual budget for training staff in their department. The Head of HR was responsible for a corporate budget to support generic training provision across the Council. Training needs for Members were also set out, which highlighted the particular need in 2019 for training and support for Members following the election of the new Council in May 2019.

RESOLVED: That Committee

1. receive the report; and
2. approve the Organisational Development Plan 2018/2019 for the authority as submitted in Appendix A to the report.

420 APPOINTMENTS AND RESIGNATIONS

The Director of Resources submitted a report advising Members of appointments and resignations that had taken place since the last meeting of the Committee, and the vacancies that had arisen and been approved by CMT. Committee noted a change to the establishment in relation to the creation of a permanent post of Warden, following the decision of Health and Housing Committee to continue the provision of emergency accommodation at the Joiners Arms on a permanent basis.

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.

421 TRAINING REPORT

The Director of Resources submitted a report informing Committee of the training courses approved since the last meeting, including details of current qualification training being undertaken, and work experience placements with the Council that had been undertaken and arranged.

RESOLVED: That the report be noted.

The meeting closed at 6.55pm.

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