

## Minutes of Personnel Committee

Meeting Date: Wednesday, 16 January 2019 starting at 6.30pm  
Present: Councillor R J Elms (Chairman)

Councillors:

P Dobson	D Taylor
S Hore	J White
G Mirfin	

In attendance: Chief Executive, Head of HR.

### 558 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors P Ainsworth, P Elms and A Knox.

### 559 MINUTES

The minutes of the meeting held on 7 November 2018 were approved as a correct record and signed by the Chairman.

The Head of HR gave an update with regard to Minute 417 Human Resources Capacity and informed Committee that at the moment this issue was being analysed carefully and following a report to the Corporate Management Team, a report would be submitted to the next meeting of this Committee. She also informed Members that following a recent appeal hearing staff at the Depot had been reminded of the procedure for booking holidays and reporting sickness absence.

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

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

### 561 PUBLIC PARTICIPATION

There was no public participation.

### 562 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

### 563 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. In particular it specified certain mandatory requirements that must be detailed within the policy. The Head of HR highlighted the new pay structure which had been updated nationally; and the fact that as the Council employed under 250 staff there was currently no requirement to publish information with regard to the gender pay gap.

RESOLVED: That Committee

1. receive the report; and

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2. recommend the Pay Policy Statement for 2019/2020 for approval by Full Council at its meeting on 5 March 2019.

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#### 564 ANNUAL REVIEW OF UNION FACILITIES AGREEMENT

The Director of Resources submitted a report for Committee's information 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 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.

The time spent by the officer on union duties for the period 1 January 2018 to 31 December 2018 equated to approximately 22.5 days.

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.

#### 565 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.

#### 566 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 three members of staff who had retired from the authority after more than 20 years' service each.

Members discussed the number of movements currently taking place in the Council and a discussion ensued around recruitment and retention and the difficulties currently being experienced in filling vacant posts. The Head of HR reported that benchmarking data showed the Council was falling behind other Councils in relation to its pay and remuneration of staff.

RESOLVED: That Committee

1. note and approve the decisions taken by Corporate Management Team as outlined in the report;
2. write letters of thanks to those staff retiring from the authority where appropriate; and
3. request the Chief Executive to submit a report on remuneration benchmarking data and recruitment difficulties to the next meeting of this Committee and to a future meeting of Policy and Finance Committee.

567 ILL HEALTH RETIREMENT

The Director of Resources submitted a report for Committee's information on the circumstances relating to the early retirement on ill health grounds of a member of staff. She informed Committee that ill health retirement had been approved in line with the Council's procedures.

RESOLVED: That the report be noted.

568 TRAINING REPORT

The Director of Resources submitted a report for Committee's information on the training courses approved since the last meeting.

A discussion ensued with regard to training for new members of the Council after the elections in May.

RESOLVED: That Committee ask the Chief Executive to submit a potential outline of a programme of induction/training for new members of the Council to the next meeting of this Committee.

The meeting closed at 6.57pm.

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