

## Minutes of Personnel Committee

Meeting Date: Tuesday, 12 June 2019, starting at 6.00pm  
Present: Councillor R Elms (Chairman)

Councillors:

R Baxter	D O'Rourke
S Bibby	S Rainford
M Hindle	J Schumann

In attendance: Chief Executive and Head of HR.

Also in attendance: Councillors T Austin, B Buller, S Fletcher, A Knox and S O'Rourke.

### 65 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors R Bennett and D Berryman.

### 66 MINUTES

The minutes of the meeting held on 20 March 2019 were approved as a correct record and signed by the Chairman.

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

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

### 68 PUBLIC PARTICIPATION

There was no public participation.

### 69 BRIEFING ON THE WORK OF THE PERSONNEL COMMITTEE

The Chief Executive informed Committee of the arrangements for the Personnel Committee including details as to Lead Officer, Committee Clerk and Officers that would normally attend the Committee, rules about how the Committee is conducted and information about declarations of interest. He also explained the colour coding of the agenda and reminded Members that Part 2 items are confidential matters and papers should be disposed of properly.

Terms of Reference for the Committee were circulated for Members' information and a brief explanation of Declarations of Pecuniary and Non-Pecuniary Interest was given.

The Head of HR gave a résumé of the service areas covered under her remit.

### 70 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 2018 to March 2019.

The report noted that Heads of Service had now successfully completed the Institution of Occupational Safety and Health (IOSH), "Managing Safely" training and have an understanding of everyone's safety and health responsibilities in the workplace. 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 2019/20. Members acknowledged the comprehensive nature of the report.

RESOLVED: That the report be noted.

71 REPRESENTATIVES ON OUTSIDE BODIES 2019/2020

The Chief Executive submitted a report informing Committee of the Outside Bodies that were under the remit of the Personnel Committee and their membership.

RESOLVED: That the report be noted.

72 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following items of business be Exempt Information under Categories 1 and 7 of Schedule 12A of the Local Government Act 1972, the press and public be now excluded from the meeting.

73 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.

RESOLVED: That Committee:

1. note and approve the decisions taken by CMT as outlined in the report;
2. write letters of thanks to those staff retiring/leaving the authority, where appropriate;
3. approve the addition of two new posts of Part-Time Leisure Attendant to the Council's establishment.
4. agree the Job Description and Person Specification for the post of Part-Time Leisure Attendant; and
5. agree for the post to be evaluated prior to recruitment being undertaken.

74 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 9.35 days per employee in the year ended 31 March 2018 to 10.15 days per employee (unaudited) in the year to 31 March 2019.

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.

75 TRAINING REPORT

The Director of Resources submitted a report for Members' information on training courses approved since the last meeting. Attention was drawn to the total of 20 training events approved since the last meeting, totalling 54.5 days of training.

RESOLVED: That the report be noted.

The meeting closed at 7pm.

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