

Minutes of Personnel Committee

Meeting Date: Wednesday, 18 September 2019, starting at 6.30pm
Present: Councillor R Elms (Chairman)

Councillors:

S Atkinson	S Bibby
R Baxter	D O'Rourke
R Bennett	S Rainford
D Berryman	J Schumann

In attendance: Chief Executive and Head of HR.

227 APOLOGIES

There were no apologies for absence from the meeting.

228 MINUTES

The minutes of the meeting held on 12 June 2019 were approved as a correct record and signed by the Chairman.

229 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

230 PUBLIC PARTICIPATION

There was no public participation.

231 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

232 ACCIDENT POLICY

The Director of Resources submitted a report asking Members to approve a policy and procedure for the reporting and investigation of accidents and incidents for the authority. The Council's existing Accident Policy had recently been reviewed by the UNISON Branch Secretary and Head of HR. It had then been circulated to Members of the Council's Health and Safety Committee for consultation.

The Health and Safety Committee had met on 19 August 2019 and agreed the Policy as attached at Appendix A.

Committee discussed the Policy and requested that in future updates to existing policies were distributed with track changes for ease of comparison. An amendment to the recommendation was proposed to add a specific timeframe for reporting of accidents.

RESOLVED: That

1. Members receive the report;
2. Members approve the Policy and Procedure for the reporting an investigation of accidents and incidents; and
3. section 3.1 of the Policy be amended with “as soon as practicable” to “within 24 hours”.

233 POLITICALLY RESTRICTED POSTS

The Director of Resources submitted a report asking Members to approve a Politically Restricted Posts Policy for the authority. The Head of HR gave an overview of the Local Democracy, Economic Development and construction Act 2009 which required all Local Authorities to maintain a list of posts which were identified as politically restricted.

The Council last reviewed the list of politically restricted posts in 1990. Particular reference was given to “sensitive posts”.

Committee discussed the report, how postholders would be informed of their status, the appeals process and various other aspects of the Policy.

RESOLVED: That

1. Members receive the report; and
2. Members approve the Politically Restricted Posts Policy.

234 2018/19 YEAR END PERFORMANCE INFORMATION

The Director of Resources submitted a report for Committee’s information, presenting the year end performance information for the HR Section. Members were given detailed analysis of the figures.

RESOLVED: That the report be noted.

235 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. Members were given a detailed analysis of the figures.

RESOLVED: That the report be noted.

236 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following items of business by exempt information under Categories 1 and 4 of Schedule 12A of the Local Government Act 1972, the press and public be now excluded from the meeting.

237 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; and
2. write letters of thanks to those staff retiring/leaving the authority, where appropriate.

238 NATIONAL PAY NEGOTIATIONS

The Director of Resources submitted a report updating Members on the National Trade Union pay claim for 2020. The Head of HR gave details of the report and made particular reference to the Resources Section of the risk assessment. It was noted that the claim was for one year rather than a multiple year claim. Details of the claim from the Chief Executive Negotiating Body were also given.

Committee discussed various aspects of the report and raised queries relating to national pay bargaining, differences between Ribble Valley Borough Council and other Local Authorities and pension contributions.

RESOLVED: That the report be noted.

239 STAFF ESTABLISHMENT UPDATE

The Director of Resources submitted a report updating Members on the full staff establishment for the Council.

RESOLVED: That the report be noted.

240 TRAINING REPORT

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

RESOLVED: That the report be noted.

The meeting closed at 7.15pm.

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