

## Minutes of Personnel Committee

Meeting Date: Wednesday, 23 March 2011 starting at 6.30pm  
Present: Councillor D T Smith (Chairman)

Councillors:

P Ainsworth	T Hill
S Brunskill	B Hilton
R J Elms	I Sayers

In attendance: Head of HR, Personnel Officer x 2.

### 748 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors A Knox, A Yearling and the Chief Executive.

### 749 MINUTES

The minutes of the meeting held on 19 January 2011 were approved as a correct record and signed by the Chairman.

### 750 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 751 PUBLIC PARTICIPATION

There was no public participation.

The Chairman opened the meeting by thanking Committee Members for their contributions to Committee meetings over the past year.

### 752 TRAINING REPORT

The Personnel Officer presented her written report which detailed training events that had been approved since the last meeting. Particular reference was made to a second batch of driver training that had taken place which would ensure the Council's drivers achieved the Driver Certificate of Professional Competence by 2014. Attention was drawn to two training initiatives within the Community Services directorate which had potential to generate income for the Council through provision of training to third party organisations and external partners. Members of the Personnel team had recently attended Mental Health training which would assist the organisation, managers and individuals in highlighting potential issues and providing support where necessary. Councillor Brunskill updated Members on a training event she had attended at Wyre.

RESOLVED: That Committee note the report.

753 ANNUAL TRAINING REPORT

The Personnel Officer guided Members through her written report which provided an update on annual training activity. It was noted that more training was being provided for less cost and that in-house training was an important contributor. Members discussed the change in dynamics across the different directorates and noted the increase in training in Community Services. The Personnel Officer drew attention to qualification training and it was noted that a number of staff had completed their qualifications during the year and that several more would qualify during the next few months.

RESOLVED: That Committee note the report.

754 NORTH WEST MEMBER CHARTER

The Chairman provided Members with a potted history of the North West Member Charter, following which Members discussed the initiative at length. It was acknowledged that many Members were in full or part time employment and that there should be no compulsion to attend training events. Members felt that participation should not be for the sole aim of gaining a 'badge' of recognition but agreed that going through the process would provide a valuable assessment of processes and produce a gap analysis to identify future training needs. Members felt this was the correct pathway and that the initiative should be driven by the Personnel Committee, although a commitment from all party leaders would also be critical to success. Councillor T Hill was willing to be Member Champion for the initiative.

RESOLVED: That Committee

1. sign up to the North West Member Development Charter on behalf of the Council; and
2. a small group of representatives from Personnel Committee meet with the Head of HR and Administration Officer to progress the charter.

755 STAFF PROFILE

The Personnel Officer guided Members through her written report which detailed the Council's staff profile. It was noted that whilst head count showed a downward trend, analysis of full versus part time working, gender and age showed little variance over the last four years. The Personnel Officer reminded Members that the BVPI figures for the current year were to January only as end of year figures would not be available until the end of March.

RESOLVED: That Committee note the report.

756 APPOINTMENTS AND RESIGNATIONS

The Personnel Officer provided a written report informing Members of any appointments and resignations since the last meeting. She confirmed there had

been no appointments due to the current recruitment freeze, but advised Members that casual lifeguards were being recruited at the pool to cover the forthcoming maternity leave of a member of staff. She confirmed that although six people had left the authority, since the last meeting, four of those had been fixed term contracts which had expired. Members were advised of the retirement of the Director of Development Services at the end of March and the Chairman asked that a letter be sent on behalf of Members to thank him for his 25½ years service.

RESOLVED: That

1. Committee note the report; and
2. a letter of thanks be sent to the Director of Development Services following his retirement after 25 years service.

The Chairman closed the meeting by thanking the Head of HR, the Personnel Officers and the Personnel Administrator for their excellent hard work during the year.

The meeting closed at 7.10pm.

If you have any queries on these minutes please contact Julie Smith (414409).