

Minutes of Personnel Committee

Meeting Date: Wednesday, 7 September 2011, starting at 6.30pm
Present: Councillor D T Smith (Chairman)

Councillors:

S Brunskill	B Hilton
P Dowson	D Taylor
R J Elms	A Yearing
T Hill	

In attendance: Councillor S Bibby, Chief Executive, Head of HR and Personnel Officers x2.

313 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor P Ainsworth.

314 MINUTES

The minutes of the meeting held on 1 June 2011 were approved as a correct record and signed by the Chairman.

315 DECLARATIONS OF INTEREST

There were no declarations of interest.

316 REFERENCES FROM OVERVIEW AND SCRUTINY 21 JUNE 2011

Councillor Bibby had submitted a Scoping document for a study into staff training and development and team building. She outlined the objectives and purpose of the document which were based on the Investors in People standard and explained her previous experience in this area. Following discussion Members agreed that systems were in place to cover the main elements but acknowledged that there was always scope for improvement.

The Head of HR felt it would be beneficial to work with Councillor Bibby to review working practices and identify potential areas for improvement. Members confirmed that Committee had discussed the Investors in People accreditation on a number of occasions and would continue to use the framework as the basis of training and development activities but would not pursue formal assessment.

RESOLVED: That the Head of HR contact Councillor Bibby to review staff training and development with a report back to Personnel Committee in due course.

317 ANNUAL REVIEW OF RECRUITMENT ADVERTISING

The Personnel Officer guided Members through her written report informing Members of recruitment advertising undertaken for the period 1 April 2010 to

31 March 2011. She explained that the Authority had been part of the Lancashire Local Authority Procurement Group but that the authority had taken the decision not to continue when this contract had expired. Members agreed this has proved a wise decision during the current recruitment freeze.

The Personnel Officer explained the media available for advertising and the associated costs. She made Members aware that opportunities for free advertising, particularly in electronic format, were exploited wherever possible. Members were updated on the detailed information now required on job applicants following the introduction of the new Equality Act. It was noted that the same procedure was necessary irrespective of whether a vacancy was permanent, temporary or casual. Following review of the appendices to the report, the Chairman acknowledged the amount of time-consuming work involved in collating the data and thanked the Personnel team for their endeavours.

RESOLVED: That the report be noted.

318 EQUALITIES ACT 2010 – WORKFORCE DATA

The Head of HR explained that, following her previous reports about the requirements of the new Equality Act, the workforce data contained in the report would be published on the Council's website. She also highlighted some of the statistical data that would aid workforce planning. It was acknowledged that the authority was unable to influence some areas of the profile, particularly where it was governed by legislation but that the data did provide a clear understanding of the makeup of the current workforce.

RESOLVED: That Committee receive the report.

319 STAFF ESTABLISHMENT

The Head of HR explained the purpose of the establishment list and reminded Members of the confidentiality of the document. She explained the information included in the report and the operation of the pay scales. Members were provided with a copy of the current pay rates which had remained unchanged since 2009, due to a freeze on local government pay.

RESOLVED: That Committee receive the report.

320 MEMBER AND STAFF TRAINING

The Personnel Officer presented her written report detailing staff and Member training approved since the last meeting. It was noted that some free training had been accessed for employees aged 16-24 years, also that a tranche of in-house training had commenced to remind staff of emergency evacuation procedures. All Members were reminded to advise Personnel section of any training courses attended in order that the information can be included in future reports and so that we have full and accurate records of member training.

Attention was drawn to a number of examination successes and the Chairman asked that letters of congratulations be sent to those members of staff detailed in the report.

RESOLVED: That

1. Committee receive the report; and
2. that letters be sent to members of staff achieving examination success.

321 APPOINTMENTS AND RESIGNATIONS

Consideration was given to the written report of the Personnel Officer which informed Members of any appointments and resignations that had taken place since the last meeting.

It was noted that there had been no new appointments but attention was drawn to a number of employees who had recently retired. These included two compulsory retirements ahead of new legislation and two voluntary retirements.

Members conveyed their sadness at the news of the death of a member of the Building Control Section. The Personnel Officer confirmed that letters of condolence had been sent to his family and that a number of colleagues had been able to attend this funeral.

RESOLVED: That Committee

1. receive the report;
2. letters be sent to the four members of staff who had retired thanking them for their service; and
3. approve the request to reappoint as outlined in the report.

The meeting closed at 7.28pm.

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