

## Minutes of Personnel Committee

Meeting Date: Wednesday, 21 March 2012 starting at 6.30pm  
Present: Councillor D T Smith (Chairman)

Councillors:

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

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

Also in attendance: Councillor S Bibby.

### 799 APOLOGIES

There were no apologies for absence from the meeting.

### 800 MINUTES

The minutes of the meeting held on 18 January 2012 were approved as a correct record and signed by the Chairman.

### 801 DECLARATIONS OF INTEREST

Councillor Yearing declared an interest in item 8 (flexible retirement) on the agenda.

### 802 PUBLIC PARTICIPATION

There was no public participation.

### 803 REFERENCE FROM OVERVIEW AND SCRUTINY COMMITTEE

Councillor Bibby presented a series of recommendations from Overview and Scrutiny Committee regarding Member training. Following discussion, the Chairman thanked Councillor Bibby for an excellent piece of work. It was noted that Member training was within the Terms of Reference of the Personnel Committee and would be taken forward by the Committee.

RESOLVED: That the Chairman and Head of HR meet to discuss ongoing work in Member development and include Councillor Bibby in discussions as appropriate.

### 804 ANNUAL TRAINING REPORT

The Personnel Officer presented her written report updating Members of annual training activity for the year 1 April 2011 to 31 March 2012. She highlighted key points and provided Members with comparison data against previous years and

against national figures. She also updated Members on some of the incentives being offered by external training organisations.

RESOLVED: That Committee note the report.

805 STAFF PROFILE

The Personnel Officer guided Members through her written report which provided a profile of staffing at Ribble Valley Borough Council with comparisons over the past five years. She explained some of the dynamics of the profile and highlighted the static nature of the majority of the data elements.

RESOLVED: That Committee note the report.

806 EXCLUSION OF PRESS AND PUBLIC

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

807 REQUEST FOR FLEXIBLE RETIREMENT

The Personnel Officer informed Members of a request for flexible retirement. She explained the background to age legislation, its effect on contracts of employment, and also changes to pension provision with the introduction of flexible retirement options. She confirmed there had been no cost to the authority in approving the flexible retirement request and that it had been a mutually beneficial arrangement for the Council and the employee.

RESOLVED: That Committee note the report.

808 MEMBER AND STAFF TRAINING

The Personnel Officer reported details of training courses approved since the last meeting. She also drew Members' attention to some of the discounts recently introduced by external training providers that had resulted in a cost effective solution to enforcement and loan worker training.

RESOLVED: That Committee note the report.

809 APPOINTMENTS AND RESIGNATIONS

Consideration was given to the written report of the Personnel Officer informing Members of appointments and resignations that had taken place since the last meeting. She provided information on new starters and those leaving the organisation. The requests to reappoint were explained, in particular the effect of internal appointments and the advertising of those posts that remained vacant.

RESOLVED: That

1. Committee note the report;
2. letters be sent to the five employees who had left or were leaving the authority thanking them for their service; and
3. approve the requests to reappoint as outlined in the report.

The meeting closed at 7.25pm.

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