

## Minutes of Personnel Committee

Meeting Date: Wednesday, 12 September 2012, starting at 6.30pm  
Present: Councillor D Taylor (Chairman)

Councillors:

P Ainsworth	T Hill
S Brunskill	D T Smith
P Dowson	A Yearling

In attendance: Chief Executive, Head of HR, Personnel Officers x2.

### 295 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors R J Elms and B Hilton.

### 296 MINUTES

The minutes of the meeting held on 30 May 2012 were approved as a correct record and signed by the Chairman.

### 297 DECLARATIONS OF INTEREST

There were no declarations of interest.

### PUBLIC PARTICIPATION

There were no items of public participation.

### 298 REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

### 299 ANNUAL REVIEW OF RECRUITMENT ADVERTISING

Consideration was given to the written report of the Personnel Officer that provided an overview of recruitment advertising activity over the last year.

The Personnel Officer explained the background to the authority's recruitment advertising procedures. The authority no longer used an advertising agency to create adverts, this work was now carried out by the Personnel Section. It was noted that recruitment advertising had increased in the last six months and free media was used where possible to minimise costs. The Personnel Officer also informed Members of recruitment data that was being collated in line with the equalities legislation.

### 300 EQUALITIES ACT 2010 WORKFORCE DATA

The Head of HR provided a written report, updating Members on actions following the introduction of the Equalities Act and explained the duties of public

sector organisations that were mandatory under this legislation. She confirmed that there was a requirement to publish workforce profile data on the Council's website annually and that this was now in place. Members queried whether individuals had the option not to provide data and it was confirmed that individuals could choose not to provide the data.

301 LOCAL GOVERNMENT PENSION SCHEME (LGPS) PROPOSALS

Consideration was given to the written report of the Head of HR updating Members on proposed changes to the Local Government Pension Scheme. It was acknowledged that pensions were a major issue for employees as the pension scheme represented one of the key benefits of the overall remuneration package for Local Government employees.

She explained the key aspects of the new proposals in relation to the existing scheme and confirmed that staff had been informed of the changes via presentations and in the staff newsletter 'Backchat'. The Chief Executive was also due to deliver a further information session for staff during September.

It was also noted that workplace pension law was changing and that auto-enrolment in particular would increase the administrative burden of the pension scheme for the authority.

302 AMENDMENTS TO CODE OF CONDUCT FOR STAFF

Consideration was given to the written report of the Head of HR asking Members to approve amendments to the Code of Conduct for Staff. The Head of HR explained that the Code of Conduct was part of the Council's Constitution requested that two additional points be added to it relating to issues arising from equalities legislation, and to extend the Code of Conduct to include reference to electronic communications. The points would clarify "improper conduct" and "professional conduct" to ensure that staff were fully aware of the required standards of behaviour.

RESOLVED: That Members approve the amendments to Section 11 and Section 18 of the Code of Conduct for Staff as outlined in the report.

303 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following item 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.

304 ESTABLISHMENT UPDATE

The Head of HR presented a written report which detailed the latest staff establishment list. The Head of HR reminded Members of the confidential nature of the document.

The changes in staffing levels over the previous 5 years were noted.

305 REQUEST FOR UNPAID LEAVE

Members gave consideration to the written report of the Director of Community Services detailing a request from the Sports Development Officer for unpaid leave to pursue a teacher training qualification. The report explained the background to the request and the intended career plans of the officer. The qualification was to be self-funded by the individual. The request was for unpaid leave to enable attendance at University and to undertake practical work placements.

The report was discussed at length.

RESOLVED: That Committee

1. approve the request for unpaid leave during 2012/13 as outlined in the report; and
2. refuse the request for unpaid leave during 2013/14.

306 REQUEST FOR UNPAID LEAVE

Members gave consideration to the written report of the Director of Community Services detailing a request for unpaid leave to complete a sports coaching qualification from a swimming teacher at Ribblesdale Pool. The qualification was to be self-funded. The request was for unpaid leave to enable attendance at University on a day release basis.

The report was discussed at length.

RESOLVED: That Committee

1. approve the request for unpaid leave during 2012/13 as outlined in the report; and
2. review any request for a further period of unpaid leave during 2013/14 in twelve months.

307 TRAINING REPORT

Consideration was given to the written report of the Personnel Officer which detailed training courses that had been approved since the previous meeting. She updated Members on a new member of the Audit team, who would be undertaking an AAT (Association of Audit Technicians) Qualification. This would be a 2 year course and funding for the course had been secured via an apprenticeship scheme in partnership with Preston College.

Discussion took place regarding Member training and the Head of HR was asked to email Members to remind them of the procedures for approval and booking of training.

RESOLVED: That the Head of HR contact Members regarding approval and booking of training.

308

## APPOINTMENTS AND RESIGNATIONS

The Personnel Officer guided Members through her written report detailing appointments and resignations that had taken place since the previous meeting. She highlighted a number of revisions to job titles following the restructure and redeployment of staff to the Customer Service team.

It was noted that a member of the Cashiers Section had retired from the authority following a period of significant local government service.

A request for flexible retirement had been received from the Gallery and Information Centre Supervisor following her redeployment to a part-time role at the new facility. As there were no costs or other financial implications for the authority, approval had been granted by Councillor Elms on behalf of the Committee.

RESOLVED: That Committee

1. confirm approval for the request for flexible retirement from the part-time Gallery and Information Centre Supervisor;
2. send a letter of thanks to a recently retired member of the Cashiers Section; and
3. approve the request to reappoint as outlined in the report.

309

## STAFF SUSPENSION

The Chief Executive provided Members with a verbal update regarding recent staff suspensions at Salthill Depot and subsequent disciplinary hearings. He explained that a thorough investigation had taken place following which three members of staff had been subject to disciplinary sanctions with one being temporarily demoted and two being dismissed. One appeal had been received and this would be heard by the end of September. On conclusion of the appeal a full report would be submitted to Accounts and Audit Committee. The Chief Executive confirmed that a brief statement on the matter had been issued to staff and Councillors.

The meeting closed at 7.35pm.

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