

## Minutes of Personnel Committee

Meeting Date: Wednesday, 23 January 2013 starting at 6.30pm  
Present: Councillor R Elms (Chairman)

Councillors:

P Ainsworth	D T Smith
S Brunskill	D Taylor
P Dowson	A Yearing
B Hilton	

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

### 588 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor T Hill.

### 589 MINUTES

The minutes of the meeting held on 21 November 2012 were approved as a correct record and signed by the Chairman.

### 590 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 591 PUBLIC PARTICIPATION

There were no items of public participation

### 592 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on Outside Bodies.

### 593 UPDATE ON PAY POLICY

Consideration was given to the written report of the Head of HR which provided a review of the Council's Pay Policy Statement in accordance with the Localism Act 2011. Members were reminded of the reason for the policy, also that it had to be reviewed annually and approved by Full Council prior to publication on the Council's website. Members' attention was drawn to the changes that had been made to update the financial calculations within the statement.

**RESOLVED:** That Committee recommend the revised Pay Policy Statement 2013 for approval by Full Council on 5 March 2013.

594 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.

595 REQUEST FOR FLEXIBLE RETIREMENT

The Chief Executive explained the retirement criteria of the Local Government Pension Scheme and the background to the introduction of the option for flexible retirement. It was noted that the Council's interest should be the primary consideration when assessing applications for flexible retirement. The Chief Executive then outlined details of the application for flexible retirement received from the Countryside Officer. Members acknowledged that the Countryside Officer was a unique role to the authority and that the current postholder had considerable knowledge that had been built up over many years.. Following consideration and discussion of the proposals contained in the report, it was agreed that the early retirement policy should be reviewed to update and clarify the procedure for flexible retirement.

RESOLVED: That Committee

1. approve the request for flexible retirement as detailed in the report with effect from 1 August 2013, subject to the recruitment of a suitable job share partner or apprentice; and
2. request the Head of HR to review the early retirement policy to update and clarify the procedure for flexible retirement.

596 HONORARIUM

The Chief Executive presented a request for payment of an honorarium to the Amenity Cleansing Manager. He explained the background to events at Salthill Depot in 2012 which had resulted in three key members of staff being suspended at short notice. The Amenity Cleansing Manager had taken over the management of the refuse section allowing for continuance of the function without any detriment to the service. The Chief Executive explained that the financial reward was a way to recognise the Amenity Cleansing Manager's actions and thank him for his support.

RESOLVED: That Committee approve the payment of an honorarium as detailed in the report.

597 UPDATE ON FIXED TERM CONTRACTS

The Personnel Officer updated Members on the number of employees currently working on fixed term contracts, which included funded posts, projects posts and cover for maternity leave. Members raised queries regarding specific grants and funding streams, the usage of which was explained by the Chief Executive.

598 ANNUAL ANALYSIS OF EXIT INTERVIEWS

Consideration was given the written report of the Personnel Officer which provided information relating to staff who had left the authority during 2012. The Personnel Officer advised Members that the staff turnover figure had been estimated at the time the report was prepared and confirmed the actual turnover figure was 9.31%. Members discussed some of the positive and negative reasons for leaving and noted the impact of current financial constraints.

599 TRAINING REPORT

The Personnel Officer presented a written report updating Members on training courses approved since the last meeting. It was noted that a good response had been received from Members as a result of revised collation procedures. Attention was drawn to the request for post entry training from the Refuse Manager to enable the authority to fulfil their legal obligations at the waste transfer station, also a new request for qualification training from the Principal Surveyor.

RESOLVED: That Committee approve post entry qualification training for the Refuse Manager and Principal Surveyor, as outlined in the report.

600 APPOINTMENTS AND RESIGNATIONS

The Personnel Officer guided Members through the appointments and resignations that had taken place since the last meeting. Members were updated on the current position in respect of the Electrical Services Engineer who remained in hospital. Current recruitment difficulties were explained and details of the measures being used to encourage more applicants outlined.

RESOLVED: That

1. Committee approve the request to reappoint as outlined in the report;
2. a letter be sent to the Electrical Services Engineer with Members best wishes; and
3. letters be sent to the Gallery and Information Centre Supervisor and Planning Technical Admin Assistant thanking them for their service.

The meeting closed at 7.18pm

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