

## Minutes of Personnel Committee

Meeting Date: Wednesday, 20 March 2013 starting at 6.30pm  
Present: Councillor R Elms (Chairman)

Councillors:

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

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

### 714 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of the Chief Executive.

### 715 MINUTES

The minutes of the meeting held on 23 January 2013 were approved as a correct record and signed by the Chairman.

### 716 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 717 PUBLIC PARTICIPATION

There was no public participation.

### 718 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on Outside Bodies.

### 719 AMENDMENT TO EARLY RETIREMENT POLICY

The Head of HR presented a written report asking Members to agree an amendment to the Council's Early Retirement Policy, in respect of flexible retirement.

RESOLVED: Approve the Early Retirement Policy as set out in Appendix 1 of the report.

### 720 ANNUAL STAFF PROFILE

The Personnel Officer provided Members with her written report on the staff profile at Ribble Valley Borough Council. She explained some of the changes within the different categories of analysis and provided background to the various dynamics.

RESOLVED: That the report be noted.

721 ANNUAL ANALYSIS STAFF TRAINING

Consideration was given to the written report of the Personnel Officer which updated Members on annual training activity. She highlighted some of the courses/seminars etc and provided further details to explain the training activity of the authority.

Members asked whether the Member Charter was still active and the Head of HR confirmed that NWEO were still keen to progress this. Member training had increased which would go a long way towards the Charter. It was noted that Members felt attendance at some training organised for Members by Council officers had been disappointing.

722 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.

723 UPDATE ON NATIONAL PAY NEGOTIATIONS

The Head of HR updated Members on the latest developments in respect of this year's national pay negotiations. She advised Members that a pay freeze had been in place since 2009 and reminded them of previous consultation meetings she had attended.

The Head of HR explained that two options had been submitted to the Trade Unions but both had been turned down. The Unions would be balloting Members regarding potential industrial action with further updates to be provided in due course.

RESOLVED: That the report be noted.

724 TRAINING REPORT

Consideration was given to the written report of the Personnel Officer which provided details of training course approved since the last meeting.

She confirmed that approval had been given to part fund an accountancy qualification and also that training contracts had been issued to two members of the grounds maintenance team to safeguard the authority's investment due to the significant cost of training they were to undertake.

RESOLVED: That the report be noted.

725 APPOINTMENTS AND RESIGNATIONS

Consideration was given to the written report of the Personnel Officer. She highlighted a number of staff changes, particularly some of the staff leaving the authority. She explained the requests to reappoint and the reasons the posts had become vacant.

RESOLVED: That

1. Committee approve the request to reappoint as outlined in the report;
2. letters be sent to the Sports Development Officer, Assistant Senior Cashier and the Toilet Cleaner thanking them for their service.

The meeting closed at 7pm.

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