

Minutes of Personnel Committee

Meeting Date: Wednesday, 5 June 2013 starting at 6.30pm
Present: Councillor R Elms (Chairman)

Councillors:

P Ainsworth	D T Smith
S Bibby	D Taylor
S Brunskill	N Walsh
P Dowson	

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

72 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor A Yearling.

73 MINUTES

The minutes of the meeting held on 20 March 2013 were approved as a correct record and signed by the Chairman.

74 DECLARATIONS OF INTEREST

There were no declarations of interest.

75 PUBLIC PARTICIPATION

There were no items of public participation.

76 REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on Outside Bodies.

77 EMPLOYEE SATISFACTION SURVEY

Consideration was given to the written report of the Principal Policy and Performance Officer, which was presented by the Head of HR. The Head of HR reminded Members that the staff survey was undertaken every two years and that this had been the fourth survey. She highlighted the key issues explored in the survey. She explained the key themes which had been analysed across the directorates and the Council as a whole. Summary results had been presented to CMT and departmental discussions had taken place to engage with staff and look at the analysis in more detail. Discussions had also taken place with Heads of Service. An action plan would now be developed from those discussions. The Head of HR also advised Members that a residents' perception survey had

78 recently taken place which showed high customer satisfaction levels with Council services. This positive result would be communicated to staff.
HEALTH AND SAFETY

The Head of HR presented the written report of the Health and Safety Advisor which provided a review of the health and safety performance of the Council over the past year. She highlighted a number of key issues that had been addressed, particularly in high risk areas such as occupational road risk and the production of a drivers handbook. It was noted that significant hazards had been identified and appropriate action taken to minimise risk to office based and mobile staff. Statistics were provided on accidents, incidents and near misses. High risk areas had been identified in relation to staff and members of the public. It was also noted that work station assessments were still available to staff where appropriate.

79 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.

80 REFERENCES FROM COMMITTEE – CHANGES TO COLLECTION OF PAPER AND CARD SERVICES – STAFFING IMPLICATIONS

The Chief Executive explained the background to the collection of paper and card throughout the borough which had been provided by an external contractor in collaboration with Lancashire County Council. Following a review of the service, Community Services Committee had approved the development of an in-house collection service. Under TUPE (Transfer of Undertakings [Protection of Employment]) Regulations it would be necessary to transfer staff currently carrying out this service. It was expected that five posts would transfer to the Council and that these posts would become permanent posts on the establishment. The Chief Executive explained the main differences in terms and conditions between Ribble Valley Borough Council and the contractor staff who would be subject to TUPE. He explained the legal implications of TUPE, including financial aspects such as pensions.

The Head of HR explained that the contractor had issued a pay increase in recent weeks and provided Members with revised costings. Differences in working hours were discussed but it was anticipated that no conflict would arise between the different working arrangements.

RESOLVED: That Committee

1. approve the addition of five posts on to the Council's staff establishment;
2. instruct the Head of Engineering Services to create new job descriptions for the post and for these to be evaluated in accordance with the Council's existing job evaluation procedures; and

3. recognise that TUPE regulations may apply and that the appropriate actions be taken by the Corporate Management Team and Head of HR to effectively manage the Council's risk liabilities of staff transfer.

81 NORTH WEST EMPLOYERS ORGANISATION INTELLIGENCE SURVEY

The Head of HR outlined the role the of North West Employers Organisation as representatives of Councils in the North West at national negotiations. In addition, they provided advice and support to organisations. The report detailed the latest intelligence on pay and conditions across the region.

82 ANNUAL ABSENCE MANAGEMENT UPDATE

Consideration was given to the written report of the Personnel Officer providing Members with an update on levels of absence across the authority. She explained the quarterly analysis process and the effect of regular monitoring on the overall results. Members were guided through the analysis and comparisons were drawn with local and national statistics. Reasons for absence and the effect of long term absence were discussed together with details of training initiatives and activities to promote healthy lifestyles.

83 STAFF TURNOVER

Consideration was given to the written report of the Personnel Officer outlining staff turnover for the period 1 April 2012 to 31 March 2013. It was noted that turnover had reduced to single figures for the first time and that the turnover analysis split by directorate was as expected, reflecting the numbers of staff within those areas. The main reasons for leaving continued to be for career progression and improved rates of pay. Attention was drawn to the impact of the Equality Act which had resulted in more detailed monitoring of staff turnover in order to identify trends.

84 ANNUAL REVIEW OF HOME WORKING

The Head of HR reminded Members of the Council's Home Working Policy and circumstances when staff might need to work at home. There was currently one permanent arrangement in place with the remainder of the home working being undertaken on an ad hoc basis. The figures remained at a low level but would continue to be monitored. The Head of HR confirmed that any request for home working had to be approved by the relevant Head of Service and that potential impact on service levels was taken into account before approved as granted.

85 MEMBER AND STAFF TRAINING

Consideration was given to the written report of the Personnel Officer which detailed training courses approved since the last meeting. Members were guided through the highlights of the training scheduled provided in the appendix.

APPOINTMENTS AND RESIGNATIONS

The Personnel Officer updated Members on recent appointments and resignations that had taken place since the last meeting. Attention was drawn to a member of staff who was leaving the authority after 29 and a half years' service.

RESOLVED: That

1. Committee approve the requests to reappoint as outlined in the report; and
2. a letter be sent to the Workshop Manager thanking him for his service.

Councillor N Walsh left the meeting at 7.15pm.

Councillors D Taylor and S Brunskill left the meeting at 7.30pm.

The meeting closed at 7.37pm.

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