

Minutes of Personnel Committee

Meeting Date: Wednesday, 28 May 2014 starting at 6.30pm
Present: Councillor R J Elms (Chairman)

Councillors:

S Bibby	D Taylor
S Brunskill	N C Walsh
P Dowson	A Yearing

In attendance: Chief Executive, Personnel Officer x 2.

24 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors P Ainsworth, D T Smith and the Head of HR.

25 MINUTES

The minutes of the meeting held on 19 March 2014 were approved as a correct record and signed by the Chairman.

26 DECLARATIONS OF INTEREST

There were no declarations of interest.

27 PUBLIC PARTICIPATION

There were no items of public participation.

28 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on Outside Bodies.

29 STAFF TURNOVER

Consideration was given to the written report of the Personnel Officer detailing information on staff turnover for the financial year 2013/2014. She explained the formula used to calculate staff turnover and guided Members through comparisons against previous years and against national data. It was noted that there had been a significant increase in staff turnover during the period and that the reasons for leaving would continue to be monitored through exit interviews that were offered to all staff leaving the authority.

RESOLVED: That the report be noted.

30 ANNUAL HEALTH AND SAFETY

The Personnel Officer presented the written report of the Health and Safety Advisor providing Members with a review of the management of Health and

Safety by the Council during the period April 2013 to March 2014. It was noted that a new policy had been introduced for the reporting and investigation of accidents and incidents. This would ensure more rigorous investigation and appropriate risk control. Members were briefed on a recent visit by the Health and Safety Executive to Salthill Depot, which had resulted in no interventions being necessary.

RESOLVED: That the report be noted.

31 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.

32 REQUEST FOR FLEXIBLE RETIREMENT

Consideration was given to a request for flexible retirement from a member of the Chief Executive's department. The Chief Executive outlined the policy for flexible retirement and the potential impact of the retirement on the members of the department and service delivery. Following discussion Members agreed to support the request.

RESOLVED: That Committee approve the request for flexible retirement submitted by a member of the Chief Executive's department.

33 REVIEW OF ICT TEAM STAFFING

The Chief Executive presented a written report submitted by the Director of Resources asking Members to review a number of options in order to resolve staffing and recruitment problems within the ICT Section that had been experienced since October 2013. He explained a number of major projects and developments requiring attention and credit was paid to the dedication of the ICT team in keeping current systems running. Following discussion Members agreed to support option 3 as detailed in the report.

RESOLVED: That Committee

1. approve the removal of the Senior ICT Systems Officer post from the Council's establishment;
2. approve the renaming of posts as detailed in the report;
3. approve the addition of the post of ICT Support Officer and ICT Modern Apprentice to the establishment; and
4. approve the re-grading of the existing posts as shown at paragraph 6.12 of the report subject to Job Evaluation.

34 APPOINTMENTS AND RESIGNATIONS

The Personnel Officer presented her written report informing Members of any appointments and resignations that had taken place since the last meeting. She updated Members on recent leavers and some of their reasons for leaving. The retirement of the Senior Accountant was noted.

RESOLVED: That a letter of thanks be sent to the member of staff retiring from the authority.

35 UPDATE ON NATIONAL PAY NEGOTIATIONS

The Chief Executive provided an update on the latest developments in respect of this year's national pay negotiations. He explained the latest offer, which had been rejected by the Unions. It was noted that the Unions were in the process of balloting members and an anticipated strike date of 10 July was noted in the event that UNISON members voted in favour of strike action. Preparations were in place to ensure continuity of services.

RESOLVED: That the report be noted.

36 ANNUAL ABSENCE MANAGEMENT UPDATE

Consideration was given to the written report of the Personnel Officer providing an update on levels of sickness across the authority. She guided Members through the analysis and explained some of the dynamics within the figures. The reasons for absence were discussed together with mechanisms that were in place to identify and manage areas of concern.

RESOLVED: That the report be noted.

37 ANNUAL REVIEW OF HOME WORKING

Consideration was given to the written report of the Head of HR updating Members on the home working scheme for the authority. It was noted that there had been an increase in home working from the previous year but explanations for this were provided.

RESOLVED: That the report be noted.

38 MEMBER AND STAFF TRAINING

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

RESOLVED: That the report be noted.

The meeting closed at 7.30pm.

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