

Minutes of Personnel Committee

Meeting Date: Wednesday, 10 June 2015 starting at 6.30pm
Present: Councillor R J Elms (Chairman)

Councillors:

P Ainsworth	A Knox
S Brunskill	D T Smith
G Geldard	D Taylor
S Hore	

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

47 APOLOGIES

There were no apologies for absence from the meeting.

48 MINUTES

The minutes of the meeting held on 18 March 2015 were approved as a correct record and signed by the Chairman.

49 DECLARATIONS OF INTEREST

There were no declarations of interest.

50 PUBLIC PARTICIPATION

There were no items of public participation.

51 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on Outside Bodies.

52 OVERVIEW OF HR

The Head of HR gave a verbal report to Members explaining the terms and reference of the Committee and the key areas covered by the HR section.

RESOLVED: That the report be noted.

53 STAFF SURVEY

The Head of HR presented a written report on the outcomes of the 2015 Employee Survey. She explained the background and history to the survey and outlined key themes covered. Members reviewed the actions and progress made following the last survey in 2012 and gave consideration to data provided in a summary of the analysis of the results of the 2015 survey. The analysis highlighted improvements that had been made in a number of key areas since the last survey. The Head of HR then explained how the results would be

communicated to staff in the coming months and how a new action plan would be created.

RESOLVED: That the report be noted.

54 STAFF TURNOVER

The HR Officer presented a written report providing details of staff turnover for the period 1 April 2014 to 31 March 2015. She explained the background to the analysis and highlighted the key trends.

RESOLVED: That the report be noted.

55 HEALTH AND SAFETY

The Head of HR presented a report created by the Health and Safety Officer that reviewed the management of health and safety by the Council during the year April 2014 to March 2015. She explained the corporate approach to health and safety and the work of the Health and Safety Committee. The report highlighted the health and safety risks identified, work undertaken and resulting achievements. It was noted that the HSE had visited the waste transfer station at Salthill Depot as part of their national programme of inspections and no concerns had been identified. The report also outlined key targets for the forthcoming year.

RESOLVED: That the report be noted.

56 EQUALITIES ACT 2010 – WORKFORCE DATA

The Head of HR updated Members on workforce data to be published in compliance with the Equalities Act 2010. She explained the protected characteristics that fell within the Act that must be included in the collation of data across all aspects of the workforce and HR disciplines. The data would be published on the Council's website in accordance with the specific duties as outlined in the Equalities Act 2010.

RESOLVED: That the report be noted.

57 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following items of business by exempt information under Category 1 of Schedule 12A of the Local Government Act 1972, the press and public be now excluded from the meeting.

58 APPOINTMENTS AND RESIGNATIONS

The HR Officer informed Members of appointments and resignations that had taken place since the last meeting. Attention was drawn to two recent retirements following lengthy service to the authority. She updated Members on recent recruitment difficulties encountered for a number of posts. The Head of HR advised Members that a post of part time Committee Services and Complaints

Officer had been created following the retirement of the Community Development Officer and asked for approval to add the post to the Council's Establishment list. The substantive Community Development Officer role would be reviewed by CMT following consideration by the Head of Regeneration and Housing.

RESOLVED: That

1. the post of part time Committee Services and Complaints Officer be added to the Establishment; and
2. the Community Development Officer post be reviewed by CMT following consideration by the Head of Regeneration and Housing.

59 ANNUAL ABSENCE MANAGEMENT REVIEW

Consideration was given to the written report of the HR Officer providing an update on levels of sickness absence across the authority for the period 1 April 2014 to 31 March 2015. She explained the systems and processes in place to manage short and long term absence. It was noted that long term absence had a significant impact on absence figures and assured Members that such absences were managed robustly by Heads of Service and the HR team.

RESOLVED: That the report be noted.

60 MEMBER AND STAFF TRAINING

Consideration was given to the written report of the HR Officer providing details of training courses approved since the last meeting. The Head of HR provided additional information on two members of staff who had been selected to participate in the District Council Network (DCN) staff development programme.

RESOLVED: That the report be noted.

61 ANNUAL REVIEW OF HOMEWORKING

The Head of HR presented a written report updating Members on the Homeworking scheme for the authority. She explained the circumstances where home working may be considered and the monitoring processes in place.

RESOLVED: That the report be noted.

The meeting closed at 7.40pm.

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