

## Minutes of Personnel Committee

Meeting Date: Wednesday, 19 March 2014  
Present: Councillor R J Elms (Chairman)

Councillors:

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

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

### 645 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor A Yearling and a Personnel Officer.

### 646 MINUTES

The minutes of the meeting held on 22 January 2014 were approved as a correct record and signed by the Chairman.

### 647 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 648 PUBLIC PARTICIPATION

There were no items of public participation.

### 649 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

### 650 ANNUAL TRAINING REPORT

The Personnel Officer presented her written report updating Members on annual training activity for the year 1 April 2013 to 31 March 2014. It was noted that there had been a large increase in Member training during the period. The Personnel Officer explained that improved monitoring measures had been put in place which had resulted in more accurate reporting and capture of Member training activity.

It was noted that the Council continued to take advantage of free training offered by neighbouring authorities and promoted in-house training to improve workforce skills and maximise the effectiveness of training and development across the Council.

RESOLVED: That the report be noted.

651 STAFF PROFILE

Consideration was given to the written report of the Personnel Officer providing Members with a profile of staffing at Ribble Valley Borough Council. Figures were provided for the last 6 years ie 2009 to 2014 for comparison purposes.

Members discussed the analyses in the report and the effects of changes to legislation and the ageing workforce which both had an impact on staffing levels.

A Member profile was also provided for information purposes.

RESOLVED: That the report be noted.

652 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.

653 REQUEST FOR UNPAID LEAVE

The Head of HR presented the written report of the Director of Resources seeking approval for a period of unpaid leave requested by a member of staff. The background to the request was explained to Members and it was confirmed that CMT had considered the request and supported it.

The Chief Executive pointed out that adjustments would be made to the employee's annual leave entitlement in accordance with the Council's policy on unpaid leave and also that both employer and employee superannuation costs would need to be met by the employee.

Following lengthy discussion Members agreed to approve the request.

RESOLVED: That Members approve a request for up to 3 months unpaid leave from a member of staff.

654 ILL HEALTH EARLY RETIREMENT

Consideration was given to the written report of the Personnel Officer that updated Members on the circumstances relating to the long-term absence of a member of the Community Services Staff and his early retirement on ill health grounds.

She explained the process that had been undertaken in reaching the decision for ill health retirement in line with the requirements of the pension scheme. She explained to Members the different tiers available for ill health retirement dependent on the severity of an individual's illness. It was noted that the employee had been certified as having no reasonable prospect of obtaining gainful employment before age 65 and therefore had been approved for ill health retirement by an independent Occupational Health Physician in accordance with the rules of the Local Government Pension Scheme.

Following discussion Members agreed that ill-health retirement was appropriate in the circumstances.

RESOLVED: That the report be noted.

#### 655 MEMBER AND STAFF TRAINING

Consideration was given to the written report of the Personnel Officer providing details of training courses approved since the last meeting. She highlighted some of the training events that had taken place and particular attention was drawn to the success of an Accounting Technician who had been awarded a national prize by the Chartered Institute of Public Finance and Accountancy (CIPFA). The employee had been invited to attend CIPFA Headquarters in London where she would be awarded with a prize for the best performance nationally in the Financial Management exam.

RESOLVED: That a letter of congratulations be sent to the Accounting Technician and that she be invited to the next meeting of Personnel Committee to show her prize.

#### 656 APPOINTMENTS AND RESIGNATIONS

The Personnel Officer presented a written report informing Members of appointments and resignations that had taken place since the last meeting. She reminded Members that all vacancies had been through consultation with Unison and approved by CMT.

She provided detailed information on two new starters to the authority and also the background to employees who were leaving the authority. It was noted that the Foreman at Salthill Depot was due to retire at the end of March after 27 years of service.

The Personnel Officer also summarised the requests to reappoint.

RESOLVED: That a letter of thanks be sent to the employee retiring from the authority on behalf of Members of the Committee.

The meeting closed at 7.20pm.

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