

Minutes of Personnel Committee

Meeting Date: Wednesday, 20 January 2016, starting at 6.30pm
Present: Councillor R J Elms (Chairman)

Councillors:

S Brunskill	D T Smith
P Dowson	D Taylor
A Knox	

In attendance: Chief Executive, Head of HR, and HR Officer x2.

516 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors P Ainsworth, G Geldard and S Hore.

Prior to the meeting the Chairman advised Members of the recent death of Councillor Ted Boden. The Head of HR gave a brief overview of Councillor Boden's service to the Ribble Valley, in particular his Chairmanship of Personnel Committee, following which one minute's silence was held as a mark of respect.

517 MINUTES

The minutes of the meeting held on 21 October 2015 were approved as a correct record and signed by the Chairman.

518 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

There were no pecuniary and non-pecuniary declarations of interest.

519 PUBLIC PARTICIPATION

There were no items of public participation.

520 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

521 PAY POLICY STATEMENT 2016

A review of the Council's Pay Policy Statement was presented to Members by the Head of HR. She reminded Members of the legal requirement to publish a Pay Policy Statement on the Council's website by 1 April each year. It was noted that there were no significant changes, however details were still awaited regarding changes to pension contributions and this information was expected prior to the 1 April deadline.

*** RESOLVED: That Committee recommend the revised Pay Policy Statement for 2016 for approval by Full Council at its meeting on 1 March 2016. ***

522 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.

523 APPRENTICESHIP RECRUITMENT

Consideration was given to the written report of the Head of HR updating Members on action taken in respect of apprenticeship recruitment. It was noted that recruitment initiatives had been disappointing with no appointments being made to two apprenticeships within the Resources department. Following a review of service needs, CMT had agreed temporary solutions which would be regularly reviewed.

RESOLVED: That Committee approve the decisions of CMT as detailed in the report.

524 REQUEST FOR FLEXIBLE RETIREMENT

The Chief Executive presented a written report asking Members to consider requests for flexible retirement from two employees within the Building Control section. He explained the flexible retirement criteria within the pension scheme and confirmed that both members of staff met that criteria. Following discussion Members approved the requests with effect from 1 April 2016.

RESOLVED: That Committee approve the request for flexible retirement submitted by two members of the Building Control Section to commence on 1 April 2016.

525 ANALYSIS OF EXIT INTERVIEWS

Consideration was given to the written report of the HR Officer, providing Members with information relating to staff who had left Ribble Valley Borough Council between 1 January 2015 and 31 December 2015. The HR Officer explained the exit interview process and highlighted some of the comments from employees leaving the authority. Additional information was provided in response to Members' questions.

RESOLVED: That Committee note the report.

526 UPDATE ON NATIONAL PAY NEGOTIATIONS

The Head of HR updated Members on the latest position in respect of national pay negotiations for 2016. It was noted that National Employers had tabled a final offer in December 2015. A response was awaited from the trade unions with early indications suggesting two of the three major unions would be recommending that their members reject the offer. It was felt unlikely that the pay negotiations would be completed prior to the implementation of the National Living Wage on 1 April 2016. It was noted that a Chief Officer pay offer was currently being negotiated but that no offer had been made in respect of Chief Executives' pay.

RESOLVED: That Committee note the report.

527 UPDATE ON FIXED TERM CONTRACTS

The HR Officer updated Members on the number of staff who were currently employed on temporary or Fixed Term contracts. She explained the reasons for the Council operating Fixed Term contracts and guided Members through the posts detailed in the Appendix.

RESOLVED: That Committee note the report.

528 PUBLIC SECTOR EXIT PAYMENT RECOVERY REGULATIONS

Consideration was given to the written report of the Head of HR asking Members if they wished to contribute to consultation on the Public Sector Exit Payment Recovery Regulations. Following discussion Members agreed to support the proposals as detailed in the consultation document.

RESOLVED: That Committee support the proposals as outlined in the consultation document.

529 MEMBER AND STAFF TRAINING

The HR Officer reported details of training courses approved since the last meeting. More detailed information was provided on some of the initiatives detailed in the Appendix.

RESOLVED: That Committee note the report.

530 APPOINTMENTS AND RESIGNATIONS

Consideration was given to the written report of the HR Officer informing Members of appointments and resignations that had taken place since the last meeting.

Attention was drawn to the retirement of the Head of Environmental Health Services who had spent his entire career in Environmental Health within Local Government.

RESOLVED: That Committee

1. approve the decisions taken by CMT as outlined in the report;
2. write a letter of thanks to the Head of Environmental Services upon his retirement; and
3. approve the Establishment changes as detailed in Section 4 of the report.

The meeting closed at 7.40pm.

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