

Minutes of Personnel Committee

Meeting Date: Wednesday, 23 March 2016, starting at 6.30pm
Present: Councillor D Taylor (Chairman)

Councillors:

P Ainsworth	A Knox
P Dowson	D T Smith
S Hore	

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

642 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillor R J Elms.

643 MINUTES

The minutes of the meeting held on 20 January 2016 were approved as a correct record and signed by the Chairman.

644 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

645 PUBLIC PARTICIPATION

There were no items of public participation.

646 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

647 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.

648 ESTABLISHMENT CHANGES IN THE REGENERATION AND HOUSING SECTION

The Chief Executive presented a written report asking Members to approve changes to the establishment in respect of posts in the Regeneration and Housing Section. He explained recent staff movements and the rationale behind the amalgamation of some elements from previously funded posts which had resulted in the requirement for a revised Partnership Officer post. He advised Members of the financial implications of the proposals and the effect on budgets.

RESOLVED: That Committee

1. approve a change to the establishment in respect of the grade for the part-time Housing Officer post from Scale 5 to Scale 4; and
2. approve the addition of a new post of full-time Partnership Officer at Scale SO1 to the establishment subject to Policy and Finance Committee approval for the subsequent increase in budget.

649 ANNUAL STAFF PROFILE

The HR Officer presented a written report providing Members with a profile of staffing at Ribble Valley Borough Council. She advised that 8 years of historical data had been provided to show comparisons. She highlighted some points within the data contained in Appendix A and it was noted that the profile of the Council remained largely unchanged.

RESOLVED: That the report be noted.

650 ANNUAL ANALYSIS OF STAFF TRAINING

Consideration was given to the written report of the HR Officer reporting details of training courses approved since the last meeting. She highlighted some of the training initiatives detailed in the Appendix and provided further explanation on some of those initiatives. It was noted that the part-time Taxi Enforcement Officer had passed a BTEC in Basic Vehicle Inspection.

RESOLVED: That a letter of congratulations be sent to the part-time Taxi Enforcement Officer on achieving his qualification.

651 NATIONAL PAY NEGOTIATIONS UPDATE

The Head of HR updated Members on the latest position in respect of national pay negotiations for 2016 via her written report. She reminded Members that the unions had recently balloted members on the proposals. She confirmed that UNISON and UNITE had rejected the Employers' pay offer but that the GMB had accepted the offer on behalf of their members. She confirmed that the Chief Officer pay offer had been accepted but the Chief Executive offer was still out for consultation.

RESOLVED: That the report be noted.

652 TRAINING REPORT

Consideration was given to the written report of the HR Officer updating Members on annual training activity for the year 1 April 2015 to 31 March 2016. She guided Members through the analysis in the report and provided an explanation to some of the figures contained within that analysis.

RESOLVED: that the report be noted.

653 APPOINTMENTS AND RESIGNATIONS

Consideration was given to the written report of the HR Officer informing Members of any appointments and resignations that had taken place since the last meeting. She updated Members on some of the recent recruitments and highlighted a number of staff due to retire in the coming weeks.

RESOLVED: That Committee

1. note the report and approve the decisions taken by CMT as outlined in the report; and
2. approve the establishment changes as detailed in Section 4 of the report.

The meeting closed at 7pm.

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