

Minutes of Personnel Committee

Meeting Date: Wednesday, 25 May 2016 starting at 6.30pm
Present: Councillor R J Elms (Chairman)

Councillors:

P Ainsworth	A Knox
S Brunskill	D T Smith
P Dowson	D Taylor
S Hore	

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

31 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of an HR Officer.

32 MINUTES

The minutes of the meeting held on 23 March 2016 were approved as a correct record and signed by the Chairman.

33 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

34 PUBLIC PARTICIPATION

There were no items of public participation.

35 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

36 HEALTH AND SAFETY CLIMATE SURVEY 2016

Consideration was given to the written report of the Principal Policy and Performance Officer following completion of the Council's Health and Safety Climate Survey 2016. The Head of HR guided Members through the survey results, conclusions and action plan. She confirmed the survey would be undertaken on a regular basis with a similar frequency to that of the normal staff survey.

RESOLVED: That the report be noted.

37 ANNUAL HEALTH AND SAFETY UPDATE

The Head of HR presented the Annual Health and Safety update on behalf of the Health and Safety Advisor. The report presented a review of the management of

health and safety during the period April 2015 to March 2016. The report identified key hazards relevant to the Council and a summary of achievements was of particular interest to Members, together with information relating to ongoing targets.

RESOLVED: That the report be noted.

38 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.

39 ANNUAL ABSENCE MANAGEMENT REVIEW

Consideration was given to the Annual Absence Management Review presented by the HR Officer. Members were guided through the statistical analysis of sickness throughout the authority, together with comparisons against local and national figures.

RESOLVED: That the report be noted.

40 STAFF TURNOVER

Consideration was given to the written report of the HR Officer updating Members on staff turnover during the period 1 April 2015 to 31 March 2016. It was noted that the level of staff turnover was virtually unchanged from the previous year as were the reasons for staff leaving.

RESOLVED: That the report be noted.

41 ANNUAL REVIEW OF HOME WORKING

The Head of HR presented her written report updating Members on home working that had been carried out in the last 12 months. She explained the background to the Home Working Scheme and gave examples of the reasons employees may need to work from home. Following discussion Members requested further investigation of figures detailed in the report.

RESOLVED: That the report be noted.

42 UPDATE ON NATIONAL PAY NEGOTIATIONS

Consideration was given to the written report of the Head of HR updating Members on the latest position in respect of national pay negotiations for 2016. The Head of HR advised Members that she had recently received notification that agreement had now been reached between national employers and the trade unions. The nature of the agreement was likely to bring some challenges going forward due to 'bottom loading' of the pay award which would start to erode differentials between pay scales.

RESOLVED: That the report be noted.

43 MEMBER AND STAFF TRAINING

Consideration was given to the written report of the HR Officer updating Members on training courses approved since the last meeting. She drew attention to a number of significant training events within the appendix. It was also noted that a member of the Refuse section had recently completed an HGV Category C licence and Members asked that a letter be sent offering their congratulations.

RESOLVED: That a letter be sent to the member of the refuse team offering congratulations on passing their HGV Category C licence.

44 APPOINTMENTS AND RESIGNATIONS

The HR Officer presented a written report informing Members of appointments and resignations that had taken place since the last meeting. Attention was drawn to changes to the Establishment and other personnel changes.

RESOLVED: That Committee

1. 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 7.40pm.

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