

Minutes of Personnel Committee

Meeting Date: Wednesday, 18 January 2017, starting at 6.30pm
Present: Councillor R J Elms (Chairman)

Councillors:

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| S Brunskill | S Hore |
| P Dowson | D T Smith |
| G Geldard | D Taylor |

In attendance: Chief Executive, Head of HR, Head of Cultural and Leisure Services (Agenda item 6 Safeguarding Policy), HR Officer x 2.

463 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors P Ainsworth and A Knox.

464 MINUTES

The minutes of the meeting held on 19 October 2016 were approved as a correct record and signed by the Chairman.

465 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

466 PUBLIC PARTICIPATION

There was no public participation.

467 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

468 SAFEGUARDING POLICY

Consideration was given to the written report of the Head of Cultural and Leisure Services asking Members to approve updates to the Council's Safeguarding Children Policy. He advised Members that an abbreviated version was available for staff via the Staff Handbook and this would be updated if the revised Policy was approved.

He explained the relevance of the Policy to Council employees and provided some examples where Safeguarding Policies had been used in other authorities. Members discussed the importance of raising awareness and it was noted that information would be included in the next issue of Ribble Valley News.

RESOLVED: That

1. the revised Safeguarding Children Policy as per Appendix A of the report be approved;

2. the revised Policy be updated in the Staff Handbook; and
3. a series of briefings/training awareness sessions be arranged for staff and Councillors

469 PAY POLICY STATEMENT 2017/18

Consideration was given to the written report of the Head of HR, the purpose of which was to review the Council's Pay Policy Statement in accordance with the Localism Act 2011.

She reminded Members that it was a legal requirement for all public sector organisations to publish their Pay Policy Statement on an annual basis to ensure transparency as to how pay and remuneration was set by the Council. It was noted that different types of remuneration were included eg pensions and that, amongst other items, the Council was required to show differentials between the lowest and highest paid employees.

*** RESOLVED: That the revised Pay Policy Statement for 2017/18 be recommended for approval by Full Council at its meeting on 28 February 2017. ***

470 ANNUAL REVIEW OF UNION FACILITIES AGREEMENT

The Head of HR presented her written report updating Members on the operation of the Union Facilities Agreement over the last 6 months. She explained that the Department for Communities and Local Government (DCLG) had issued a revised transparency code in October 2014 which specified the open data Local Authorities must publish. One category of data was specifically concerned with time spent on union duties. The Council had created a Union Facilities Agreement to monitor such time, which was working well.

In addition the Head of HR advised Members that some monies were being reclaimed from Unison Regional Office for time spent on regional duties by the Branch Secretary.

RESOLVED: That the report be noted.

471 EXCLUSION OF PRESS AND PUBLIC

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

472 PAYMENT OF HONORARIA

Consideration was given to the written report of the Chief Executive requesting that Committee authorise payment of honoraria to three members of staff who had carried out extra duties arising from the absence of a more senior member of staff within the Chief Executive's Department. The Chief Executive explained the background to the staff absence and the implications for the remainder of staff within the team. He explained some of the extra responsibilities that had been undertaken and confirmed the honoraria would recognise the assistance they had given to the Council.

RESOLVED: That Committee agree honoraria payments to three members of staff within the Chief Executive's Department as set out in the report.

473 APPOINTMENTS AND RESIGNATIONS

The HR Officer presented her written report informing Members of any appointments and resignations that had taken place since the last meeting. She guided Members through some of the key appointments and explained some changes to the Establishment.

Attention was drawn to two members of staff who were retiring from the organisation; one of whom had 43.5 years of service.

RESOLVED: That Committee

1. note and approve the decisions taken by CMT as outlined in the report;
2. write letters of thanks to the two members of staff retiring from the authority; and
3. approve the Establishment changes as detailed in Section 4 of the report.

474 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 the authority between 1 January 2016 and 31 December 2016. She explained the intentions of the exit interview process and how the information was obtained and then disseminated to Heads of Service/Managers.

She confirmed that exit interviews were undertaken for all staff leaving the authority with the exception of anyone who had been dismissed. She confirmed that the Council's staff turnover rate remained lower than the national average.

RESOLVED: That the report be noted.

475 UPDATE ON FIXED TERM CONTRACTS

The HR Officer presented her written report updating Members on the number of staff who were currently employed on temporary or fixed term contracts. She explained the reasons for the operation of fixed term contracts, in particular apprenticeships and externally funded posts.

She explained the employment status of those employed on temporary or fixed term contracts and the implications of extending such contracts beyond two years.

RESOLVED: That the report be noted.

476 MEMBER AND STAFF TRAINING

Consideration was given to the written report of the HR Officer reporting details of training courses approved since the last meeting. She explained the

qualification training being undertaken by some members of staff and precautions taken to safeguard the Council's investment.

The examination success of the IT Apprentice was noted.

RESOLVED: That a letter of congratulations be sent to the IT Apprentice on completion of his qualification.

The meeting closed at 7.15pm.

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