

## Minutes of Personnel Committee

Meeting Date: Wednesday, 24 May 2017, starting at 6.30pm  
Present: Councillor S Atkinson (Chairman)

Councillors:

P Ainsworth                      G Mirfin  
P Dowson                         D T Smith  
S Hore

In attendance: Director of Resources, Head of HR, HR Officer.

Councillor S Brunskill and A Knox were not in attendance.

Also in attendance: Councillor K Hind.

Before the meeting, all present stood for 1 minute's silence in memory of the victims of the Manchester bombing.

### 36 APOLOGIES

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

### 37 MINUTES

The minutes of the meeting held on 22 March 2017 were approved as a correct record and signed by the Chairman.

### 38 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

### 39 PUBLIC PARTICIPATION

There was no public participation.

### 40 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

### 41 INTRODUCTION TO PERSONNEL COMMITTEE

The Head of HR gave a verbal report to Members, outlining the key areas covered by the HR Section and advising Members of the general policies, procedures and terms and conditions for staff within the authority.

RESOLVED: That the verbal report be noted.

### 42 ANNUAL OVERVIEW OF HEALTH AND SAFETY

The Director of Resources submitted a report created by the Health and Safety Advisor that reviewed the management of health and safety by the Council during the period April 2016 to March 2017. The report identified significant

hazards to the Council and provided a summary of achievements during the year in relation to health and safety issues.

General statistics for the Council for the year were presented, along with targets for 2017/2018. Members noted the findings of the staff survey in 2015 and subsequent Safety Climate survey. Members considered repetition of the Safety Climate survey.

RESOLVED: That the report be noted.

#### 43 GENDER PAY GAP REPORTING

The Director of Resources submitted a report informing Members of new statutory requirements for gender pay gap reporting, and the implications for the Council. New regulations required public authorities to publish gender pay gap data, assessed across the authority, if the authority had 250 or more employees on 31 March of a given year.

The Head of HR explained the data that needed to be published, where applicable. She further explained that, as at 30 March 2017, the Council headcount was 237 and that therefore no current report was required.

There was discussion about the practicality of preparation of the data as an exercise, which the Head of HR agreed to investigate and report back to Committee.

RESOLVED: That the report be noted.

#### 44 MEMBER TRAINING UPDATE

The Director of Resources submitted a report updating Members on Member Training activity in the last financial year and requesting consideration of a Member Training Programme for 2017/2018. The Head of HR presented information on the current and previous approaches to Member Training and sought Committee's views on the approach to be taken in the future. Members considered the benefit of Committee related training and the resources that might be required for implementation of a training programme.

RESOLVED: That an Annual Member Training Programme be developed.

#### 45 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.

#### 46 ANNUAL ABSENCE MANAGEMENT REVIEW

The Director of Resources submitted the annual absence management review. The HR Officer guided Members through the statistical analysis of sickness throughout the authority, together with comparisons against local and national figures. It was highlighted that the average number of days lost due to sickness for the year ended 31 March 2017 was 7.45 days which was an improvement on the previous year's figure of 8.8 days.

A discussion took place regarding target setting with regard to overall sickness levels. It was pleasing to note that overall the number of days lost to sickness in 2016/2017 fell by 251 days. By category the largest fall in sickness was for stress with a reduction of 118 days.

RESOLVED: That the report be noted.

47 STAFF TURNOVER

The Director of Resources submitted a report for committee's information on staff turnover at the Council for the period 1 April 2016 to 31 March 2017. It was noted that the level of staff turnover was slightly reduced from previous years. The Head of HR explained the monitoring and assessment processes, which analysed information from leaving interviews.

RESOLVED: That the report be noted.

48 TRAINING REPORT

The Director of Resources submitted a report for Committee's information on training courses approved since the last meeting. The HR Officer drew attention to a range of training events including first aid and stress management. It was noted that a member of the Benefits Section had completed Level 4, AAT Qualification successfully, and Members asked that a letter be sent offering their congratulations.

RESOLVED: That

1. a letter be sent to the member of the Benefits Section offering congratulations on successful completion of the Level 4, AAT Qualification; and
2. the report be noted.

49 APPOINTMENTS AND RESIGNATIONS

The Director of Resources presented a report informing Members of appointments and resignations that had taken place since the last meeting. The Head of HR explained the process involved. Attention was drawn to personnel changes, including a member of the Revenues Section who had recently retired after 33½ years with the Council.

RESOLVED: That Committee

1. note and approve the decisions taken by CMT as outlined in the report; and
2. approve the issue of letters of thanks to those staff retiring/leaving the authority where appropriate.

The meeting closed at 8.05pm

If you have any queries on these minutes please contact Jane Pearson (414430).