

Minutes of Personnel Committee

Meeting Date: Wednesday, 6 September 2017 starting at 6.30pm
Present: Councillor S Atkinson (Chairman)

Councillors:

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| P Dobson | D T Smith |
| R Elms | D Taylor |
| S Hore | J White |
| A Knox | |

In attendance: Chief Executive, Head of HR.

201 APOLOGIES

An apology for absence from the meeting was submitted on behalf of Councillor P Ainsworth.

202 MINUTES

The minutes of the meeting held on 24 May 2017 were approved as a correct record and signed by the Chairman.

203 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

204 PUBLIC PARTICIPATION

There was no public participation.

205 REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor Atkinson reported verbally on attendance at a meeting of the North West Employers Organisation (NWEO), together with the Head of HR. He reported on the proposals regarding pay negotiations and implications for forthcoming years, as considered by the National Employers, and that there would be an impact on the Council as the National Living Wage was increased annually.

206 APPRENTICESHIP LEVY UPDATE

The Director of Resources submitted a report for Committee's information on the current position in relation to the Apprenticeship Levy. The Council was required to set up an account with the Digital Apprenticeship Service run by the Education and Skills Funding Agency, which can be used for apprenticeship training and assessment, but not for other costs relating to apprentices. It could also be used to upskill existing staff through the apprentice training system.

At present, the headcount of the Council did not meet the minimum figure of 250, at which point there was a target to employ an average of at least 2.3% of staff as new apprentice starts over the period 1 April 2017 to 31 March 2021.

CMT would continue to monitor the new apprenticeship scheme and keep Members informed of any implications for the Council.

RESOLVED: That the report be noted.

207 OVERVIEW OF RECRUITMENT POLICY

The Director of Resources submitted a report for Committee's information to remind Members of the policy and procedure for appointment of staff. Members were advised that each vacancy is reviewed carefully by CMT, that all appointments are made on merit, and that the process is monitored throughout to ensure transparency and equality.

Members considered whether more than one interview might be appropriate in relation to certain vacancies, and agreed the need to maintain a flexible, yet consistent process.

RESOLVED: That the report be noted.

208 2016/2017 YEAR END PERFORMANCE INFORMATION

The Director of Resources submitted a report for Committee's information, presenting the year end performance information for the Human Resources section. The Head of HR guided Members through the detailed analysis and explained the background to support certain changing trends.

RESOLVED: That the report be noted.

209 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.

210 APPOINTMENT OF DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT

The Chief Executive submitted a report for Committee to approve the job description, person specification, remuneration package and procedure for the appointment of the new post of Director of Planning and Economic Development. He drew Members' attention to the requirements of Standing Orders in relation to the appointment of Chief Officers, the responsibilities of the post and the terms and conditions of the post. Members were advised of the views of the Director and Heads of Service who will be affected by the creation of the new post, along with the observations of the union branch representative.

Members considered the proposed job description and person specification, which were agreed after amendment of the person specification.

RESOLVED: That Committee

1. considered the response to consultation from Unison and the staff directly affected;
2. agree the job description, amended person specification and remuneration package for the post of Director of Planning and Economic Development for submission to Policy and Finance Committee;
3. agree the recruitment process; and
4. ask Policy and Finance Committee to appoint a small Sub-Committee to oversee the selection of the new Director.

211 APPOINTMENTS AND RESIGNATIONS

The Director of Resources submitted a report advising Members of appointments and resignations that had taken place since the last meeting of the Committee, and the vacancies that had arisen and had been approved by CMT after consultation with Unison.

RESOLVED: That Committee

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

212 TRAINING REPORT

The Director of Resources presented a report for Committee's information detailing training courses approved since the last meeting, and highlighting the qualifications achieved by two officers.

RESOLVED: That the report be noted.

213 STAFF ESTABLISHMENT UPDATE

The Director of Resources submitted a report for Committee's information, updating Members on the full staffing establishment for the Council. The Head of HR reminded Members of the confidential nature of the document, which contained details of the individual posts, working hours and corresponding salaries. Members were advised of the review by CMT of each vacancy as and when it arose and that any changes to the establishment would be referred to Committee.

RESOLVED: That the report be noted.

The meeting closed at 7.26pm.

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