

Minutes of Personnel Committee

Meeting Date: Wednesday, 12 September 2018 starting at 6.30pm
Present: Councillor I Brown (Chairman)

Councillors:

P Ainsworth A Knox
P Dobson J White
T Hill

In attendance: Chief Executive, Head of HR.

Also in attendance: Councillors S Atkinson and D Smith.

237

APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors R Elms, S Hore and D Taylor.

238

MINUTES

The minutes of the meeting held on 13 June 2018 were approved as a correct record and signed by the Chairman.

239

DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

240

PUBLIC PARTICIPATION

There was no public participation.

241

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

242

REVISITING MEMBER/OFFICER PROTOCOL

The Chief Executive submitted a report for Members to take a further look at the Member/Officer Protocol. One of the recommendations of the Peer Challenge review was that the Council should revisit the Member/Officer Protocol as an opportunity to make suggestions as to how the Protocol could be strengthened or improved.

RESOLVED: That Committee make no changes to the Member/Officer Protocol at this time.

243 QUALIFICATION TRAINING – REIMBURSEMENT OF FEES

As requested at the last meeting the Director of Resources submitted a report setting out the Council's policy on reimbursement of training and examination fees where a member of staff leaves the authority within two years of completion of training or fails to complete their studies. Currently, staff were required to repay 75% of fees on leaving within 12 months of obtaining a qualification and 50% on leaving within two years.

Members considered the current policy and how the Council may endeavour to achieve a proper return on investment.

RESOLVED: That the training policy be amended to seek repayment of 100% of course fees (including examination fees) on a member of staff leaving within one year of obtaining a qualification and 75% of course fees (including examination fees) on leaving within two year of obtaining a qualification.

244 2017/2018 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. Members were given detailed analysis of the figures.

RESOLVED: That the report be noted.

245 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.

246 REQUEST TO EXTEND FLEXIBLE RETIREMENT

The Director of Resources submitted a report asking Members to consider requests from two members of staff for an extension of their flexible retirement arrangements.

The Committee considered the individual circumstances of the requests, the interests of the Council and the overall provisions in respect of flexible retirement. Committee also discussed the desirability of a clear policy for determination of future applications, including, in particular, requirement for the duration of any period of flexible retirement to be agreed.

RESOLVED: That

1. the flexible retirement arrangements for each member of staff be extended for 12 months from 1 April 2019, working the same hours per week as under the existing arrangements;
2. Committee review the existing Early Retirement Policy at a future meeting.

247 TRANSITION TO NEW NJC PAY SPINE 2019

The Director of Resources submitted a report informing Members of plans to implement the new pay spine on 1 April 2019. Members considered the new pay scale agreed between the National Employers and the unions, together with advice from the National Joint Council for Local Government Services and representations from Unison on implementation.

RESOLVED: That

1. staff be assimilated to the new pay spine on 1 April 2019 and increments be applied subsequently;
2. all new spinal column points in the new pay spine be active and incorporated into the new grades;
3. there be a report to Policy and Finance Committee on 25 September 2018 to accept the implementation of the new pay spine and associated change to staffing budgets;
4. following an equality impact assessment of implementation, the annual pay policy statement incorporating the new pay spine be submitted to Full Council in January 2019 for approval;
5. letters be issued to all staff in February 2019 informing them of their new grade; and
6. transition to the new pay spine be fully implemented on 1 April 2019.

248 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.

249 STAFF ESTABLISHMENT UPDATE

The Director of Resources submitted a report updating Members on the full staff establishment for the Council.

RESOLVED: That the report be noted.

250 TRAINING REPORT

The Director of Resources presented a report for Committee's information detailing training courses approved since the last meeting.

RESOLVED: That the report be noted.

The meeting closed at 7.15pm.

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