

Minutes of Personnel Committee

Meeting Date: Wednesday, 15 January 2020, starting at 6.30pm
Present: Councillor R Elms (Chairman)

Councillors:

S Atkinson	D O'Rourke
D Berryman	S Rainford
S Bibby	J Schumann

In attendance: Chief Executive and Head of HR.

Not in attendance: Councillor R Bennett.

Also in attendance: Councillors B Buller and A Knox.

486 APOLOGIES

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

487 MINUTES

The minutes of the meeting held on 6 November 2019 were approved as a correct record and signed by the Chairman.

488 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

489 PUBLIC PARTICIPATION

There was no public participation.

490 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

491 PAY POLICY STATEMENT 2020/21

The Director of Resources submitted a report to review the Council's Pay Policy Statement in accordance with the Localism Act 2011. The Head of HR reminded Members that it was a legal requirement for 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.

Councillors were informed that the purpose of the Pay Policy is to ensure there is transparency as to how pay and remuneration is set by the Council, for all of its employees and particularly for its most senior level posts.

Particular reference was made to updates to pension contributions and call-out allowances. The Head of HR also reminded the Committee that the 2020/21 Pay

Award was still outstanding and once settled would change the salary figures presented in the Pay Policy Statement.

RESOLVED: That Committee

1. receive the report;

2. recommend the Pay Policy Statement for 2020/21 for approval by Full Council at its meeting on 3 March 2020.

492 ANNUAL REVIEW OF UNION FACILITIES AGREEMENT

The Director of Resources submitted a report to update Members on the operation of the Union Facilities Agreement over the last 12 months. The Head of HR explained that the Department for Communities and Local Government had issued a revised transparency code in October 2014 which specified the open data local authorities must produce. 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.

The time spent by the officer who held the position of UNISON Branch Secretary on union duties for the period 1 January 2019 to 31 December 2019 equated to approximately 17 days. In addition the Head of HR advised Members that some monies were being reclaimed from Unison Regional Office for the time spent on regional duties by the Branch Secretary.

RESOLVED: That the report be noted.

493 LANCASHIRE APPRENTICESHIP ACTION PLAN

The Director of Resources submitted a report to update Members on our support for a Lancashire Apprenticeship Action Plan. The Lancashire Leaders had been asked to make nominations for officers to support the implementation of a Lancashire Apprenticeship Action Plan and the Chief Executive had asked the Head of HR to act as the Council's representative at any meetings pertaining to the plan.

The Head of HR updated Committee on two subsequent meetings of the Apprenticeship Action Group which she had attended. She confirmed that the Council had signed up to the Lancashire Skills Pledge and gave details outlining the pledge and the specific areas the Council would support.

RESOLVED: That the report be noted.

494 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.

495 APPOINTMENTS AND RESIGNATIONS

The Director of Resources submitted a report informing Members of appointments and resignations that had taken place since the last meeting of the Committee.

RESOLVED: That Committee

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

496 ESTABLISHMENT CHANGES

The Chief Executive submitted a report to consider changes to the current establishment in the Chief Executive's department. He reminded Members that the Council had a fixed staffing establishment which set out each post, job number and grade of the posts and hours worked. The establishment was only varied after consideration of reports by Personnel Committee.

The Chief Executive proposed changes to the Establishment:

- In line with other Heads of Service post, return the Head of Legal and Democratic Services to full-time following retirement of the postholder.
- Re-designate the Pest Control Officer post to Pest Control/Dog Warden; there would be no additional cost for this change.
- Return the post of Principal Building Surveyor to full-time.

An amendment was proposed to 5.2 to delegate the Chief Executive to make temporary appointments to the Building Inspection service, if necessary.

RESOLVED: That Committee

- 1 agree to the following changes to the Establishment:
 - The post of Head of Legal and Democratic Services to be full-time.
 - The Pest Control Officer's post to be re-designated Pest Control / Dog Warden.
 - The post of Principal Building Surveyor to be full-time.
- 2 agree that the Chief Executive be delegated to make temporary appointments to the Building Inspection service should this prove necessary.

497 TRAINING REPORT

The Director of Resources submitted a report for Members' information on training courses approved since the last meeting.

RESOLVED: That the report be noted.

The meeting closed at 7.07pm

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