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Ribble Valley
Borough Council

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Dear Councillor

The next meeting of the **PERSONNEL** will be held at **6.30 pm** on **WEDNESDAY, 27 OCTOBER 2021** in the Council Chamber, 13 Church Street, Clitheroe, BB7 2RA.

I do hope you can be there.

Yours sincerely

M. H. Scott

CHIEF EXECUTIVE

AGENDA

1. **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 6)
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTERESTS**

Members are reminded of their responsibility to declare any pecuniary or non-pecuniary interest in respect of matters contained in the agenda.

4. **PUBLIC PARTICIPATION**

ITEMS FOR DECISION

ITEMS FOR INFORMATION

5. **MINUTES OF THE PAY STRUCTURE WORKING GROUP - 16 SEPTEMBER 2021** (Pages 7 - 8)
6. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**
7. **EXCLUSION OF PRESS AND PUBLIC**

ITEMS FOR DECISION

8. **PROPOSAL ON PAY AND CONDITIONS** (Pages 9 - 30)
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9. **GENERAL STAFFING UPDATE** (Pages 31 - 38)

ITEMS FOR INFORMATION

10. UPDATE ON PAY NEGOTIATIONS
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(Pages 39 - 40)

Electronic agendas sent to members of Personnel – Councillor Susan Bibby (Chair), Councillor Stephen Atkinson, Councillor Richard Bennett, Councillor Mark Hindle, Councillor Donna O'Rourke, Councillor David Peat (Vice-Chair), Councillor Sarah Rainford, Councillor Jennifer (Jenni) Schumann and Councillor Robert Thompson.

Contact: Democratic Services on 01200 414408 or committee.services@ribblevalley.gov.uk

Public Document Pack Agenda Item 1

Minutes of Personnel

Meeting Date: Wednesday, 1 September 2021, starting at 6.30 pm

Present: Councillor S Bibby (Chair)

Councillors:

S Atkinson

D O'Rourke

R Bennett

D Peat

M Hindle

J Schumann

In attendance: Chief Executive and Head of Human Resources

Also in attendance: Councillor S Fletcher

228 APOLOGIES FOR ABSENCE

Apologies for absence for the meeting were received from Councillors S Rainford and R Thompson.

229 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9 June 2021 were approved as a correct record and signed by the Chairman.

230 DECLARATIONS OF PECUNIARY AND NON PECUNIARY INTERESTS

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

231 PUBLIC PARTICIPATION (IF ANY)

There was no public participation.

232 WORKFORCE PROFILE - UPDATE

The Director of Resources submitted a report updating Members on the workforce data that it is required to publish in compliance with the Equality Act 2010.

The report noted that members may wish to consider any positive action that could be taken to increase representation from under-represented groups or to identify any challenges posed by the Council's current workforce demographic.

Members noted that for future reports it would be useful to have year-on-year data comparisons.

233 YEAR END 2020/2021 - PERFORMANCE REPORT

The Director of Resources submitted a report providing members with details of the Council's performance in 2020/2021 against a range of local performance indicators.

Members commented that the range of agreed indicators and targets could be adjusted to reflect how the Council currently operate and recommended that for any indicators where a target was not required data did not need to be collected.

234 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

235 EXCLUSION OF PRESS AND PUBLIC

That by virtue of the next items of business being exempt information under Paragraphs 1 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

236 GENERAL STAFFING - UPDATE

The report noted that:

- Two new staff were appointed between 25 May 2021 and 31 July 2021.
- In the same period, (25 May 2021 and 31 July 2021) there were ten leavers, two of which were optional retirements.
- There were currently 35 vacancies across all Council departments (including casual and temporary posts).
- Twelve posts were currently live, that is, advertised and interview dates scheduled.
- Three pool posts were pending, subject to ongoing discussions regarding contractual changes.
- Four posts were on hold.
- The remainder of vacant posts were under consideration by Heads of Service and were awaiting further action.

The report also updated members on, new starters, leavers, internal movements, changes to the establishment, retirements, other staffing matters and training.

RESOLVED THAT COMMITTEE:

1. Noted and approved the decisions taken by CMT and the Chairman as outlined in the report.
2. Agreed to write letters of thanks to the staff who have had left the Council, where appropriate.

237 STAFF ESTABLISHMENT - UPDATE

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

Members were reminded that the staffing establishment included those posts based either at the Council offices or one of the Council's other facilities.

The report noted that the Establishment List is a confidential document which is only held by the Chief Executive, Directors and HR and is a key document in controlling the Council's overall budgets and expenditure.

238 NATIONAL PAY NEGOTIATIONS - UPDATE

The Director of Resources submitted a report updating members on the latest position in respect of the National Trade Union Pay Claim for 2021/2022.

Members were reminded that a pay claim for 2021/22 had been submitted by the NJC of the Trade Union side in February 2021.

The report noted that the claim was for:

- A substantial increase with a minimum of 10% on all spinal column points.
- The introduction of a homeworking allowance for all staff who are working from home.
- A national minimum agreement on homeworking policies for all Councils.
- A reduction in the working week to 35 hours with no loss of pay, and a reduction to 34 hours a week in London.
- Part time staff to be given a choice of a pro rata reduction or retaining the same hours and being paid a higher percentage of FTE.
- A minimum of 25 days annual leave plus public holidays and statutory days for all starting employees plus an extra day holiday on all other holiday rates that depend on service.
- An agreement on a best practice national programme of mental health support for all local authorities and school staff.
- A joint review of job descriptions, routes for career developments and pay banding for school support staff, and completion of the outstanding work of the joint term-time only review group.
- A joint review of the provisions in the Green Book for maternity/paternity/shared parental/adoption leave.

Members were informed that the Employers had responded to the Unions' claim with a one year offer of:

- An increase of 1.5% on all NJC pay points at scp 1 and above.
- Completion of outstanding work of the joint Term-Time only review group Plus a proposal that the NJC begin exploratory discussions on other elements of the Trade Unions' claim.

The above offer had been rejected by the Unions and the National Employers had made a final offer in July 2021 of:

- An increase of 2.75% on NJC pay point 1 and 1.75% on all NJC pay points at 2 and above with effect from 1 April 2021.
- Completion of the outstanding work of the joint Term-Time only review group.

In addition, they indicated that they would hope to begin discussions on the non-pay elements of their initial offer.

Members were informed that the Unions were now holding consultation ballots on the final offer with their members.

The meeting closed at 7.05 pm

If you have any queries on these minutes please contact the committee clerk, Mike Hill mike.hill@ribblevalley.gov.uk.

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Minutes of Pay Structure Working Group

Meeting Date: Thursday, 16 September 2021, starting at 4.00 pm

Present: Councillor S Bibby (Chair)

Councillors:

R Thompson

D Peat

In attendance: Chief Executive and Head of Human Resources

1 PRE-MEETING DISCUSSION WITH THE BRANCH SECRETARY OF UNISON

The Chairman welcomed the Unison Branch Secretary to the meeting.

She introduced herself and read out a range of issues and concerns that her members had brought to her attention. After answering several questions, she was thanked for her input to the Working Group and left the meeting.

2 APOLOGIES FOR ABSENCE

Apologies were received from Councillor S Atkinson.

3 MINUTES OF MEETING HELD 22/07/21

The minutes of the meeting held on 22/07/21 were approved as a correct record.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 UPDATE ON ACTIONS FROM THE PREVIOUS MEETING

Please see Items 6 and 7 below.

6 IMPROVING STAFF RECRUITMENT/RETENTION AND SALARY BENCHMARKING - REPORT

The Head of Human Resources talked members through her report which covered:

- Benchmarking with other local authorities in the area. (Appendix A).
- Recruitment data. (Appendix B).
- Responses to the Internal Audit Manager post. (Appendix C).
- Output from discussions with a Director of the Northwest Employers Organisation.

The body of the report set out options for improving staff recruitment in the short, medium and long term.

7 ANALYSIS OF INFORMATION SUBMITTED TO MEMBERS WITH CORRESPONDING IMPLICATIONS FOR THE COUNCIL - REPORT

The report by the Chief Executive was issued to members at the meeting.

The Chief Executive talked members through several scenarios for increasing recruitment and retention and asked members to consider them.

For those members not at the meeting the Chief Executive said that he would share the report with them.

8 ANY OTHER BUSINESS

There were no other items of business.

9 NEXT STEPS AND ACTIONS

1. The Unison Branch Secretary to share the list of issues and concerns that Unison members had brought to her attention, with all members of the Working Group.
2. The Chief Executive to share his report with members who were not present at the meeting.

10 DATE AND TIME OF THE NEXT MEETING

No date was given for the next meeting of this Working Group, although it was noted that any recommendations of the Working Group would need to be approved by the Personnel Committee, the next schedule meeting of which is 27 October 2021.

The meeting closed at 5.45 pm

If you have any queries on these minutes please contact the committee clerk, Mike Hill .

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