

Public Document Pack



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Dear Councillor

The next meeting of the **PERSONNEL** Committee will be held at **6.30 pm** on **WEDNESDAY, 16 MARCH 2022** in the **Council Chamber**.

**** Please note, prior to committee, there will be the first of our twice-yearly meetings with UNISON starting at 6pm. This is an opportunity for our Branch Secretary to meet with you.****

I do hope you can be there.

Yours sincerely

M. H. Scott

CHIEF EXECUTIVE

AGENDA

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

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

4. **PUBLIC PARTICIPATION**
5. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

ITEMS FOR DECISION

None.

ITEMS FOR INFORMATION

None.

6. **EXCLUSION OF PRESS AND PUBLIC**

ITEMS FOR DECISION

7. **GENERAL STAFFING UPDATE** (Pages 7 - 12)
1
Report of Director of Resources enclosed.
8. **REPORT OF PAY REVIEW WORKING GROUP** (Pages 13 - 14)
1
Report of Head of HR enclosed.

ITEMS FOR INFORMATION

9. **ANALYSIS OF EXIT INTERVIEWS** (Pages 15 - 22)
1
Report of Director of Resources enclosed.
10. **UPDATE ON NATIONAL PAY NEGOTIATIONS** (Pages 23 - 24)
4
Report of Director of Resources enclosed.

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, Councillor Robert Thompson and Councillor Gaynor Hibbert.

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

Minutes of Personnel

Meeting Date: Wednesday, 12 January 2022, starting at 6.30 pm
Present: Councillor S Bibby (Chair)

Councillors:

D O'Rourke
D Peat

S Rainford
R Thompson

In attendance: Chief Executive and Head of Human Resources

552 APOLOGIES FOR ABSENCE

Apologies from the meeting were received from Councillors; S Atkinson, R Bennett, M Hindle and J Schumann.

553 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 27 October 2021 were approved as a correct record and signed by the Chairman.

554 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

There were no declarations of disclosable pecuniary, other registrable or non-registrable interests.

555 PUBLIC PARTICIPATION

There was no public participation.

556 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

557 PAY POLICY - STATEMENT

In accordance with the Localism Act 2011, the Director of Resources submitted a report reviewing the Council's Pay Policy Statement.

Members were reminded that to ensure transparency as to how pay and remuneration was set by the Council, it was a legal requirement for public sector organisations to publish their Pay Policy Statement on an annual basis.

The Pay Policy Statement sets out the existing approach to the remuneration of all posts within the Council. It specifies certain mandatory requirements that must be detailed within the policy. Members were informed that minor corrections would be made to the Statement before it is submitted for approval at the Council meeting on 1 March 2022.

*** RESOLVED THAT COMMITTEE

1. Received the report, and

2. Authorise the Chief Executive to submit the Pay Policy Statement for 2022/23 to the Full Council at its meeting on 1 March 2022 for approval.

558 FACILITIES AGREEMENT - ANNUAL REVIEW

Members were updated on the operation of the Union Facilities Agreement over the last 12 months.

559 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

560 GENERAL STAFFING - UPDATE

The Director of Resources submitted a report informing Members of general staffing matters since the last committee meeting. The report included information on appointments and resignations, internal movements, establishment changes, training, and retirements.

The report noted that:

- Three new staff had been appointed between 15 October 2021 and 15 December 2021.
- In the same period, there had been 13 leavers one of which was an optional retirement.

The Head of Human Resources informed members that CMT at their meeting on 12 January 2022 had approved IRRV (*Institute of Revenues Rating and Valuation*) qualification training for 4 staff from the Revenue and Benefits Teams.

Members expressed their appreciation of the excellent service the refuse collection teams had provided to the borough over the festive period.

RESOLVED THAT COMMITTEE:

1. Note and approve the decisions taken by the Chairman as outlined in the report;
2. Agree to write letters of thanks to the staff who have left the Council, where appropriate; and
3. Approve the reinstatement of post number C84 – Principal Communications Officer on the Establishment as a full-time post.

561 SALARY REVIEW - UPDATE

The Director of Resources submitted a report updating members on the implementation of the recent pay review.

Members were reminded that at the meeting of the 27 October 2021 Committee recommended a package of proposals to address recruitment and retention issues be submitted to the 9 November 2021 Policy and Finance Committee for approval.

Those proposals were duly approved at the meeting and latterly agreed with UNISON following a ballot of members and receipt of national approval.

Since then, work has been ongoing to process the changes to salaries and they will be implemented in the January pay.

Members were also reminded that the initial remit of the Pay Working Group was to look at pay in respect of staff who were employed on NJC conditions of service and did not consider the pay of those on Chief Officer conditions.

RESOLVED THAT COMMITTEE:

1. Receive the report, and
2. Reconvene the Pay Structure Working Group to review the pay of Chief Officers.

The meeting closed at 6.45 pm

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

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank