

Minutes of Personnel

Meeting Date: Wednesday, 30 August 2023, starting at 6.30 pm
Present: Councillor R Elms (Chair)

Councillors:

S Farmer	R Corney
S Bibby	L Jameson
D O'Rourke	K Barnsley
S Hore	D Birtwhistle

In attendance: Chief Executive and Head of Human Resources

221 APOLOGIES FOR ABSENCE

There were no apologies for absence.

222 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 7 June 2023 were approved as a correct record and signed by the Chairman.

223 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

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

224 PUBLIC PARTICIPATION

There was no public participation.

225 WORKFORCE PROFILE 2023

The Director of Resources & Deputy Chief Executive submitted a report updating members on the Workforce Profile 2023 which was published annually in compliance with the Equality Act 2010.

The report listed the protected characteristics that it was unlawful to discriminate against under the Equality Act and explained the duties that those subject to the equality duty must have due regards to. The latest Workforce Profile Report as at 31 March 2023 was included in the report, and had been published on the Council's website in accordance with the requirements of the specific duty. The data provided a comprehensive overview of the current workforce and was useful for workforce planning as well as meeting the requirements of the Equality Act 2010.

226 MINUTES OF WORKING GROUPS

There were no minutes from Working Groups.

227 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

228 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.

229 PAYMENT OF HONORARIA

The Chief Executive submitted a report that Committee consider a payment of honorarium to a member of staff who had covered the duties of a more senior post.

The factors and financial implications to be considered when assessing the application were set out in the report.

RESOLVED THAT COMMITTEE:

Approve the Honorarium payment to the member of staff as set out in the report.

230 APPROVAL OF POST GRADUATE COURSE

The Chief Executive submitted a report for Committee to authorise the support to fund a part-time (2 year) post-graduate Royal Town Planning Institute (RTPI) Accredited Planning Degree for a member of staff in the Economic Development and Planning (EDP) section of the Council.

The member of staff had the relevant under-graduate qualification to be eligible for the course which was the best route to securing RTPI Chartered Membership which the Council valued, and supporting the individual's development would encourage employee retention.

The study options and workload impact had been assessed and were detailed in the report.

RESOLVED THAT COMMITTEE:

Authorise RVBC to support and fund a member of staff to undertake a part-time (2 year) post-graduate Royal Town Planning Institute (RTPI) Accredited Planning degree, with the chosen study option based on availability for September 2023 intake.

231 GENERAL STAFFING UPDATE

The Director of Resources & Deputy Chief Executive 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 9 new staff had been appointed between 16 May 2023 and 15 August 2023 and that there had been 7 leavers in the same period. The report also noted that a member of staff had completed Qualification training, and there had been 13 work experience placements during the reporting period. Letters of thanks were to be sent to the staff who have left the Council, where appropriate.

There was discussion at the meeting around posts for which the Council struggles to recruit. The Council's Head of Human Resources confirmed that the new e-recruitment system project was ongoing and was planned to be live from 1 April 2024.

The meeting closed at 6.56 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait rebecca.tait@ribblevalley.gov.uk.