

Minutes of Personnel

Meeting Date: Wednesday, 17 March 2021, starting at 6.30 pm
Present: Councillor R Elms (Chair)

Councillors:

S Atkinson	M Hindle
R Bennett	D O'Rourke
D Berryman	S Rainford
S Bibby	J Schumann

In attendance: Chief Executive and Head of Human Resources

Also in attendance: Councillors S Hore and R Sherras

1041 APOLOGIES FOR ABSENCE

There were no apologies for absence.

1042 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 13 January 2021 were approved as a correct record and signed by the Chairman.

1043 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS (IF ANY)

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

1044 PUBLIC PARTICIPATION (IF ANY)

There was no public participation.

1045 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES (IF ANY)

There were no reports from representatives on outside bodies.

1046 RECRUITMENT REPORT

The Director of Resources submitted a report updating members on the Council's recruitment activity over the past 5 years.

The report highlighted an almost doubling of the number of applications in 2020/2021 compared to 2019/2020. It was noted that although the number of applications had increased, the number of shortlisted applicants had remained the same. This demonstrated that the quality of applications has reduced, with fewer candidates meeting the essential criteria for a given post.

The reported provided examples of the difficulty the Council has faced in recruiting staff at all levels and noted that there had been occasions where no appointment had been made or where offers had been made but then declined usually in relation to salary. The report also provided comparisons of pay scales across a range of sectors.

Members were reminded that it was over 10 years since the Council completed the Job Evaluation exercise and that the salary hierarchy had remained unchanged.

RESOLVED THAT COMMITTEE:

1. Note the report.
2. Ask the Chief Executive and CMT in conjunction with the Head of HR, to review the Council's current pay structure and submit a further report with options to address current and future recruitment issues.

1047 EXCLUSION OF PRESS AND PUBLIC

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

1048 PLANNING AND DEVELOPMENT PROPOSED STAFFING CHANGES

The Director of Economic Development and Planning submitted a report requesting Members to consider changes to staffing within the Economic Development and Planning Section.

The purpose of the changes would be to create a responsive service in light of changes which have occurred since the Economic Development and Planning Service was created in 2010, the introduction of the new Director, moving forward with the Council's new Local Plan, possible changes within the Planning White Paper, current vacancies and the COVID-19 pandemic.

Members were informed that the existing budget (subject to Job Evaluation) was sufficient to cover the replacement posts, that the secondment of one of the Principle Planning Officers had no financial implications and that the appointment to the vacant Planning Administration Assistant post (on a part-time basis) would have a cost saving.

Councillor Sherras was given permission to speak on this item and stressed how important it was for the Council to meet its regularity obligations especially as it related to the publication of a Local Plan.

RESOLVED THAT COMMITTEE:

1. Approve the replacement of the Regeneration Projects Officer with a Senior Economic Development Officer and the replacement of the Economic Development Officer with an Assistant Economic Development Officer (both posts would be subject to Job Evaluation).
2. Approve appointing to the vacant Planning Administration Assistant post for a 12-month fixed term basis to start in May 2021.
3. Note the secondment of the Principal Planning Officer to address the needs of the service.

1049 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, acting up payments and retirements.

RESOLVED THAT COMMITTEE:

Note and approve the decisions taken by CMT and the Chairman as outlined in the report.

1050

COVID-19 STAFFING UPDATE

The Chief Executive submitted a report to consider staffing issues arising from the COVID-19 pandemic.

Members were reminded of how the Council had responded to the COVID-19 pandemic by providing a range of support services including a Community Hub, Business Support Grants and Hardship Relief Payments as well as continuing to deliver Council services.

The report noted that provision of these services has had a significant impact on staff with some working long hours and unable to take annual leave.

RESOLVED THAT COMMITTEE:

1. Note the appointment of temporary staff to assist with responding with the Covid pandemic.
2. Agree to giving staff the option of being paid for the excess time they have accrued up to 6 March 2021.
3. Agree that up to 28 days annual leave can be carried forward and that staff be given the option of being paid for outstanding leave at 31 March in excess of 20 days.

1051

UPDATE ON NATIONAL PAY NEGOTIATIONS 2021/2022

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.

RESOLVED THAT COMMITTEE:

Note the Report.

1052

ANNUAL ANALYSIS OF EXIT INTERVIEWS

The Director of Resources provided a report with information relating to staff who left the Council's employment between 1 January 2020 and 31 December 2020. The report also provided an analysis of the Exit Interviews which take place when an employee leaves the Council.

The report highlighted a high level of retirements during the period.

RESOLVED THAT COMMITTEE:

Note the report.

The meeting closed at 7.37 pm

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