

## Minutes of Personnel

Meeting Date: Wednesday, 31 August 2022, starting at 6.30 pm  
Present: Councillor S Bibby (Chair)

Councillors:

S Atkinson	D Peat
R Bennett	S Rainford
A Humpheys	J Schumann
D O'Rourke	R Thompson

In attendance: Chief Executive and Director of Resources

Also in attendance: Councillor S O'Rourke

### 239 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 240 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 8 June 2022 were approved as a correct record and signed by the Chairman.

### 241 DECLARATIONS OF DISCLOSABLE PECUNIARY, OTHER REGISTRABLE AND NON REGISTRABLE INTERESTS

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

### 242 PUBLIC PARTICIPATION

There was no public participation.

### 243 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

### 244 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

### 245 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.

### 246 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 8 new staff had been appointed between 16 May 2022 and 15 August 2022 and that there had been 10 leavers in the same period. It was highlighted at the meeting that work experience placements had recommenced, after the postponement of all placements during the Covid-19 pandemic. The report confirmed that 10 work experience placements had been offered to students ranging from Year 10 to Under Graduates, between the period of 16 May and 15 August 2022, and of these 8 had been completed.

There was discussion at the meeting around the reasons for staff leaving the Council's employment and it was explained that although some staff do leave to join other local authorities this Council has benefitted from new staff joining us from other authorities. It was confirmed a report is submitted to this Committee which sets out a summary of all exit interviews.

RESOLVED THAT COMMITTEE:

1. Noted and approved the decisions taken by CMT and the Chairman as outlined in the report, and
2. Approved the writing of letters of thanks to the staff who have left the Council, where appropriate.
3. Supported the request for 2 years mentoring for a Building Surveyor in order to obtain Royal Institute of Chartered Surveyors membership.

247

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 list included posts based both at the Council offices or one of the Council's other facilities and comprised the approved establishment for which budgetary provision was made.

The report noted that the Establishment List is a key document in controlling the Council's overall budgets and expenditure.

248

UPDATE ON NATIONAL PAY CONSULTATIONS 2022/23

The Director of Resources submitted a report updating members on the latest position in respect of the National Pay negotiations for 2022/23.

Members were reminded that a pay claim for 2022/23 had been submitted by the Joint Trade Union Side (Unite, Unison and GMB) on 6 June 2022.

The report noted that the claim was for:

- A substantial increase with a minimum of £2,000, or the current rate of RPI (whichever was greater) all pay points.
- COVID-19 recognition payment
- A national minimum agreement on homeworking policies for all councils and the introduction of a homeworking allowance
- An urgent review of all mileage rate currently applying
- A review and update of NJC terms for family leave and pay
- A review of term-time only contracts and consideration of retainers
- A reduction in the working week (without loss of pay) to 35 hours (34 in London)

- One additional day of annual leave

The report confirmed the National Employers response and summarised the one year offer of:

- With effect from 1 April 2022, an increase of £1,925 on all NJC pay points 1 and above
- With effect from 1 April 2022, an increase of 4.04 per cent on all allowances (as listed in the 2021 NJC pay agreement circular dated 28 February 2022)
- With effect from 1 April 2023, an increase of one day to all employees' annual leave entitlement
- With effect from 1 April 2023, the deletion of pay point 1 from the NJC pay spine.

Members were informed that NJC Unions are now considering the offer and consulting with their members.

The Director of Resources explained that the base budgets for 2022/23 had included an allowance for pay increases of 2% plus 1% held in a contingency. The cost of the pay offer was around £500k which was £290k over the amount provided for.

The meeting closed at 6.57 pm

If you have any queries on these minutes please contact the committee clerk, Rebecca Tait [rebecca.tait@ribblevalley.gov.uk](mailto:rebecca.tait@ribblevalley.gov.uk).