

## Minutes of Personnel

Meeting Date: Wednesday, 22 March 2023, starting at 6.30 pm  
Present: Councillor S Bibby (Chair)

Councillors:

S Atkinson  
A Humpheys  
D Peat

S Rainford  
J Schumann

In attendance: Chief Executive and Head of HR

### 818 APOLOGIES FOR ABSENCE

Apologies from the meeting were received from Councillors R Bennett, D O'Rourke and R Thompson

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

The minutes of the meeting held on 18 January 2023 were approved as a correct record and signed by the Chair.

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

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

### 821 PUBLIC PARTICIPATION

There was no public participation.

### 822 UPDATE ON NATIONAL PAY CONSULTATIONS 2023/24

The Director of Resources submitted an information report advising Members of the latest position with the pay negotiations for 2023/24 for Council staff.

Members were informed that Unions representing the various groups are currently consulting with their members regarding the pay offers. UNISON has announced it will launch a ballot between mid-May and July for industrial action, whilst GMB and Unite members are being consulted on the basis of a recommendation that the offer be rejected.

Members were informed that the cost of the pay offer is £133,000 higher than the 5% overall provided for in our 2023/24 budgets.

The Council will keep Members up to date regarding any further developments regarding pay settlements for 2023/24

### 823 HR POLICY UPDATE

The Director of Resources submitted an information report providing Members with an update on the Council's HR policies.

Members were advised that the following policies/sections of policy are currently under review:

1. Sickness Policy.
2. Code of Conduct relating to Business Interests.
3. Disturbance Allowance.
4. Recruitment & Selection Policy - in line with revised recruitment system agreed as part of the Capital Bid.

Once the policies are in a format for sharing, these will be brought back to Personnel Committee for ratification.

Members were advised as to the Council policies and detailed their revision dates.

Members were informed that from horizon scanning, the significant policy changes that the Council will see over the next 18 months which will affect Council policies and practices are:

1. Changes to Retained EU Law policies
2. Family related policies
3. Disability and sickness

The Committee noted the contents of the report and are aware of the ongoing policy work.

824

#### INCREASE IN ESTABLISHMENT HOURS AT RIBBLESDALE POOL

The Head of Cultural and Leisure Services submitted a report requesting that Committee approve an increase in the establishment hours at Ribblesdale Pool to help reduce the reliance on casual staff for the core hours of the pool on weekdays.

It was noted that the amendment to the establishment will enable the pool to have greater certainty of lifeguard cover during the week and the increase in cost is negligible, it being met from the existing budget.

RESOLVED THAT COMMITTEE:

1. Agreed that the post of part time lifeguard be increased from 25 to 37 hours per week.
2. Agreed that the post is restricted to females only so as to maintain a balance of males and females.

825

#### MINUTES OF WORKING GROUPS

There were no minutes from working groups.

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#### REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

827 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the next item of business being exempt information under Paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972 the press and public be now excluded from the meeting.

828 SENIOR MANAGEMENT CHANGES

The Chief Executive submitted a report setting out recent staff changes in the senior management positions within the Council and asking the Committee to consider an amendment to the management structure.

Members were informed that the main issue that has arisen from the recent significant changes in senior management positions is the need for succession planning. Going forward it is intended that a report will be prepared for Personnel Committee on a workforce plan which will include succession planning.

Members were informed that one immediate change that will provide some continuity relates to the role of Chief Executive. The position would be much improved if within the Council's structure there was a formal Deputy Chief Executive. This could be achieved with the Council's Statutory Section 151 Officer, the Director of Resources becoming Deputy Chief Executive alongside the existing duties of the post.

RESOLVED THAT COMMITTEE:

1. Note the significant changes in senior management positions.
2. Agree to amend the Council's structure and add the role of Deputy Chief Executive to the Director of Resources post at the grade set out in the report.
3. Agree that a workforce plan be brought to a future meeting of this Committee.
4. Agree that a policy be put in place confirming that the Deputy Chief Executive is also the Statutory Section 151 Officer and to create a new job description for the Deputy Chief Executive role.

829 PAYMENT OF HONORARIA

The Chief Executive submitted a report to request that the Committee authorise payment of honoraria to staff who are covering duties of senior posts.

RESOLVED THAT COMMITTEE:

1. Agree to the honoraria payments to the three members of staff as set out in the report.
2. Agree to pay the accrued leave as set out in paragraph 3.5 of the report.

830 GENERAL STAFFING UPDATE

The Director of Resources submitted a report updating Members on general staffing matters that have taken place since the last meeting.

Amongst other information, the report noted that 7 new staff were appointed in the period between 16 January 2023 and 15 March 2023. There were 3 leavers in the same period. Letters of thanks will be sent to the staff who have left the Council, where appropriate.

831

#### ANALYSIS OF EXIT INTERVIEWS

The Director of Resources submitted a report to provide Members with information relating to staff who have left Ribble Valley Borough Council between 1 January 2022 and 31 December 2022 and to provide further information with regards to the Council's exit interviews forms.

The meeting closed at 7.12 pm

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