

## Minutes of Personnel Committee

Meeting Date: Wednesday, 16 September 2020, starting at 6.30pm  
Present: Councillor S Bibby (Chairman)

Councillors:

S Atkinson	S Rainford
D Berryman	J Schumann
D O'Rourke	

In attendance: Chief Executive, Head of HR.

Not in attendance: Councillor M Hindle.

### 714 APOLOGIES

Apologies for absence from the meeting were submitted on behalf of Councillors R Bennett and R Elms.

### 715 MINUTES

The minutes of the meeting held on 15 January 2020 were approved as a correct record and signed by the Chairman.

### 716 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST

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

### 717 PUBLIC PARTICIPATION

There was no public participation.

### 718 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from Representatives on Outside Bodies.

### 719 UPDATE TO TERMS OF REFERENCE OF COMMITTEE

The Director of Resources submitted a report asking Members to approve an amendment to the Terms of Reference for Committee.

The Local Authority (Standing Order) (England) (Amendment) Regulations 2015 amended the previous legislation to change the statutory process for dismissing the Head of Paid Service, Monitoring Officer and Chief Finance Officer.

The JNC Conditions of Service Handbook for Chief Executives includes a Model Disciplinary Procedure and Guidance that recommends that in order for potential

disciplinary issues to be considered quickly, Councils should establish the following:

- An Investigating and Disciplinary Committee
- An Appeals Committee
- An Independent Panel
- An elected Member with the designated power to suspend the Chief Executive in an emergency

It was logical that should there be a need to take disciplinary action against the Chief Executive, such a Committee should be drawn from Members of this Committee.

RESOLVED: That

1. Members receive the report;
2. the following be added to the terms of reference of Personnel committee for approval at Annual Council:

‘To act as the investigating and disciplinary Committee in relation to the Chief Executive and Chief Officers’

‘To hear and determine matters of discipline in relation to the Chief Executive and Chief Officers including taking action up to and including dismissal. Where dismissal is the outcome in the relation to the Head of Paid Service, the Monitoring Officer and the Chief Financial (Section 151) Officer the Committee will recommend this to Full Council for final decision’;

3. the Constitution be updated accordingly when approval has been granted; and
4. the Chief Executive in conjunction with the Head of HR bring a report to the next meeting with proposals for the establishment of an Appeals Committee and Independent Panel in line with the JNC conditions of service for Chief Executives model disciplinary procedure and guidance.

720 COVID 19 – UPDATE

The Chief Executive and Head of HR gave a verbal update to Members on issues relating to staff since lockdown in March 2020.

The Council had faced enormous and unprecedented challenges in protecting staff, keeping services running and continuing to support residents. Key services had had to be prioritised.

A significant number of staff had worked from home for varying reasons with some staff being deployed to other areas of work where they could not carry out their normal duties.

A community hub had been created to help vulnerable residents. 4000 phone calls had been made to vulnerable residents, and a database of over 300 volunteers had been established throughout the Ribble Valley.

Following risk assessments most staff had returned to work by 20 July 2020.

The Chief Executive had kept staff informed of issues/developments with a weekly bulletin.

Members expressed their thanks to the Chief Executive and all staff who had ensured that services continued during the pandemic and for the support given to residents throughout the Ribble Valley via the community hub.

It was suggested a joint letter of thanks be written to staff from the Leader and Chair of Personnel Committee.

721 WORKFORCE PROFILE

The Director of Resources submitted a report for Committee's information updating Members on the workforce data to be published in compliance with the Equality Act 2010. Members were given a detailed analysis of figures.

RESOLVED: That the report be noted.

722 2019/2020 YEAR END PERFORMANCE INFORMATION

The Director of Resources submitted a report for Committee's information presenting the year end performance information for the HR section. Members were given detailed analysis of the figures.

RESOLVED: That the report be noted.

723 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That by virtue of the fact that the following items of business be exempt information under Category 1 of Schedule 12A of the Local Government Act 1972, the press and public be now excluded from the meeting.

724 GENERAL STAFFING UPDATE

The Director of Resources submitted a report informing Members of appointments and resignations that had taken place since the last meeting of Committee.

The report also included job title changes, internal movements, changes to the establishment - including the creation of a new post of part time Cleaner at the Depot and a review of the HGV and Municipal Vehicle Technician post which had been re-evaluated. That had resulted in a change to the job title to Senior HGV and Municipal Vehicle Technician and in an increase in the grade of the post from scale 5 to scale 6. In addition the report also included details of honorarium payments, retirements, and additional fixed term contracts. It was reported that the

Council had received funding for 3 new posts from Sport England as part of a Pennine Lancashire pilot scheme called Together an Active Future.

RESOLVED: That Committee

1. note and approve the decisions taken by CMT and the Chairman as outlined in the report; and
2. write letters of thanks to those staff retiring/leaving the authority where appropriate.

725 STAFF SURVEY RESULTS

The Director of Resources submitted a report outlining the results of the Employee Survey 2019. The analysis of the results had been considered by CMT and feedback was being sought from all staff with a view to developing an action plan that would be shared with Committee in due course.

RESOLVED: That the report be noted.

726 ANNUAL ABSENCE MANAGEMENT UPDATE

The Director of Resources submitted a report providing Members with the levels of sickness absence across the authority for 2019/20. The report gave a detailed breakdown of the absences.

Absence had increased in the last 12 months from an average of 10.15 days per employee in the year ended March 2019 to 11.5 days per employee in the year to 31 March 2020.

Members were advised that absence management remained a priority task in order to control absence and identify trends, and that the proactive approach towards management of absence, particularly with potential long term absences, had a significant impact on overall performance and thus diligence remained to ensure that this continued.

RESOLVED: That the report be noted.

727 STAFF ESTABLISHMENT UPDATE

The Director of Resources submitted a report updating Members on the full staffing establishment for the Council that included a list of those posts based either at the Council offices or one of the Council's other facilities which comprised the approved establishment for which specific budgetary provision is made.

RESOLVED: That the report be noted.

728 UPDATE ON NATIONAL PAY NEGOTIATIONS

The Director of Resources submitted a report updating Members on the latest position in respect of the national trade union pay claim for 2020 which had now resulted in a final offer of 2.75% being accepted. The pay deal also included an increase in the minimum annual leave entitlement from 21 to 22 days for employees with less than 5 years' service. A budget provision of 3% had been allowed by the Council so this final agreement fell within this provision.

RESOLVED: That the report be noted.

729 ANNUAL ANALYSIS OF EXIT INTERVIEWS

The Director of Resources submitted a report providing Members with information relating to staff who had left Ribble Valley Borough Council between 1 January 2019 and 31 December 2019.

As an aid to improve recruitment and retention strategies for the future, exit interviews were helpful in obtaining information about why an employee was leaving the authority and highlighted what the Council did well and areas for improvement. Information was shared with both CMT and the relevant Head of Service to ensure consideration was given to any points raised.

RESOLVED: That the report be noted.

The meeting closed at 7.18pm

If you have any queries on these minutes please contact Marshal Scott (414400).