

## Minutes of Personnel

Meeting Date: Wednesday, 25 October 2023, starting at 6.30 pm  
Present: Councillor R Elms (Chair)

Councillors:

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

In attendance: Chief Executive

Also in attendance: Councillors R Ray and R Walsh.

### 401 APOLOGIES FOR ABSENCE

Apologies from the meeting were received from Councillor S Farmer.

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

The minutes of the meeting held on 30 August 2023 were approved as a correct record and signed by the Chairman.

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

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

### 404 PUBLIC PARTICIPATION

There was no public participation.

### 405 SAFEGUARDING POLICY

The Director of Resources & Deputy Chief Executive submitted a report to request that Committee approve the Council's revised Safeguarding Policy.

The Council's Safeguarding Children's and Vulnerable Adults Policy had been in place for a number of years. Recent amendments to legislation had led to a number of changes being required to the policy, together with other changes such as contact numbers. The opportunity had also been taken to make the policy easier to read, this followed discussions at the District Safeguarding group, where district leads had discussed current issues and best practice.

The policy would continue to be included in the staff handbook along with an accompanying booklet to help staff understand how they could help with the Council's duty in respect of safeguarding, which was seen as everyone's responsibility.

UNISON had been consulted in regards to the new policy, and staff would be made aware of the new policy in a number of ways. Staff e-learning and training would also be revised. A briefing would also be arranged for Councillors, along with access to the staff e-training package.

The revised policy was included in the report for Members consideration. Members supported the policy and it was asked that an addition be made to the start of the 'Taking Action' flowchart on page 11 of the policy, to state 'Is there a serious and immediate threat to a family/child/young person.'

RESOLVED THAT COMMITTEE:

1. Approve the revised Safeguarding Policy as attached to the report with an addition to 'Taking Action' flowchart so that it states 'family/child/young person' at each stage.
2. Approve that the Safeguarding Policy is used to revise the staff handbook.
3. Approve the arrangement of a series of briefings for staff and Councillors.

406 MINUTES OF WORKING GROUPS

There were no minutes from working groups.

407 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

There were no reports from representatives on outside bodies.

408 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.

409 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.

410 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 2 new staff had been appointed between 16 August 2023 and 15 October 2023 and that there had been 5 leavers in the same period. The report also noted that a member of staff had completed Qualification training, and there had been 2 unreported work experience placements during the previous reporting period which had been arranged at short notice. Letters of thanks were to be sent to the staff who have left the Council, where appropriate.

The meeting closed at 6.48 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).