

PERSONNEL COMMITTEE

6.00 P.M.

16TH OCTOBER 2012

PRESENT: Councillors Paul Gardner (Chairman), Shirley Burns, Jonathan Dixon, Billy Hill (substitute for Alycia James), Ceri Mumford (substitute for Melanie Forrest), Sylvia Rogerson and David Smith

Apologies for Absence:

Councillors Melanie Forrest and Alycia James (Vice Chair)

Officers in attendance:

Sarah Taylor	Head of Governance / Monitoring Officer
Suzanne Lodge	Head of Health and Housing
Stuart Hampson	Human Resources Manager
Nick Howard	Environmental Health Manager
Peter Baines	Senior Democratic Support Officer

In the absence of Councillor Gardner, Councillor Burns was elected to chair the meeting. Councillor Gardner arrived to take over chairing duties at minute number 11

7 MINUTES

The minutes of the previous meeting were agreed as a correct record.

8 DECLARATIONS OF INTEREST

There were no declarations of interest.

9 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

The Chairman advised that there was one item of urgent business, regarding Complaints Handling Arrangements, which had been authorised as a decision was required prior to the next meeting of the Committee (Minute 13 refers).

It was agreed to consider this as the last item of business on the agenda.

10 REVITALISING CORPORATE HEALTH & SAFETY

The Head of Health and Housing introduced a report on a recent review of corporate health and safety.

The review incorporated the views of the Safety Officer, Service Heads, meetings with key corporate functions, and an examination of corporate safety in other local authorities. It was noted that the findings would be progressed through a corporate safety strategy and action plan, and that the council's Safety Policy would be completed shortly for consideration at Management Team and Personnel Committee.

During the course of debate, councillors discussed the merits of member representation on the council's safety committee. It was noted that whilst a degree of scrutiny and oversight would be beneficial, it was not necessarily appropriate to play a role in the operational aspects of the safety committee.

An amendment to the recommendation was moved by Councillor Smith and seconded by Councillor Hill:

“That Personnel Committee should seek to appoint an elected member to the council’s Safety Committee”

Six members voted in favour, one voted against, and the amendment was carried.

Following the amendment, there was agreement that the Chairman would meet with the Head of Health and Housing, Environmental Health Manager, and Human Resources Manager to discuss how the amendment could be incorporated into the new health and safety structures.

Resolved:

- (1) That the report be noted;
- (2) That Personnel Committee should seek to appoint an elected member to the council’s Safety Committee;
- (3) That the Chairman of Personnel Committee would meet with the Head of Health and Housing, Environmental Health Manager, and Human Resources Manager to discuss how the views expressed above could be factored into the council’s new health and safety arrangements.

11 EXCLUSION OF THE PRESS AND PUBLIC

Resolved:

That in accordance with Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they could involve the possible disclosure of exempt information as defined in Paragraphs 1 and 2 of Schedule 12A of that Act.

12 REQUEST FOR EARLY RETIREMENT (Page 4)

The Committee considered a request for early retirement.

Resolved:

The resolution is set out in a minute exempt from publication.

13 ITEM OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN: COMPLAINTS HANDLING ARRANGEMENTS (Page 5)

In accordance with Section 100B (4) of the Local Government Act 1972, the Chairman agreed to consider this report as an item of urgent business, as there was a need to consider the matter before the next scheduled meeting of the committee.

Resolved:

The resolution is set out in a minute exempt from publication.

Chairman

(The meeting ended at 6.45 p.m.)

**Any queries regarding these Minutes, please contact
Peter Baines, Democratic Services, telephone 01524 582074 or e-mail
pbaines@lancaster.gov.uk**

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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