



Committee: PERSONNEL COMMITTEE

Date: MONDAY, 8TH JULY 2019

Venue: LANCASTER TOWN HALL

Time: 6.10 P.M.

A G E N D A

1. **Apologies for absence**

2. **Appointment of Vice-Chair**

To appoint a Vice-Chair for the duration of the 2019/20 municipal year.

3. **Minutes** (Pages 1 - 2)

Minutes of meeting held on 12th March 2019 (attached).

4. **Declarations of Interest**

To receive declarations by Councillors of interests in respect of items on this Agenda.

Councillors are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 9 and in the interests of clarity and transparency, Councillors should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, Councillors are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

5. **Items of Urgent Business authorised by the Chair**

6. **Exclusion of the Press and Public**

The Committee is recommended to pass the following recommendation in relation to the following items:-

"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, 2 and 4 of Schedule 12A of that Act."

Members are reminded that, whilst the following items have been marked as exempt, it is for the Committee itself to decide whether or not to consider each of them in private or in public. In making the decision, Members should consider the relevant paragraph of Schedule 12A of the Local Government Act 1972, and also whether the public interest in maintaining the exemption outweighs the public interest in disclosing the information. In considering their discretion Members should also be mindful of the advice of Council Officers.

7. Staffing Initiatives

Report of the HR Project Manager.

8. Update on Job Evaluation

Verbal report of the HR Project Manager.

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Oliver Robinson (Chair), Phillip Black, Adrian Duggan, Jake Goodwin, Janice Hanson, Caroline Jackson and Cary Matthews

(ii) Substitute Membership

Councillors Stephe Barber (Substitute), Roger Dennison (Substitute), Debbie Jenkins (Substitute), Mandy King (Substitute), Faye Penny (Substitute) and Joanna Young (Substitute)

(iii) Queries regarding this Agenda

Please contact Stephen Metcalfe, Democratic Services - telephone 01524 582073, or e-mail sjmetcalfe@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Democratic Support, telephone 582170, or alternatively email democraticsupport@lancaster.gov.uk.

KIERAN KEANE,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

Published on Friday, 28th June 2019.

PERSONNEL COMMITTEE

6.10 P.M.

12TH MARCH 2019

PRESENT:- Councillors Ronnie Kershaw (Chairman), Eileen Blamire, Claire Cozler, Caroline Jackson, Susan Sykes and Phillipa Williamson

Apologies for Absence

Councillor Margaret Pattison

Officers in attendance:-

Dave Rigby

HR Project Manager

Stephen Metcalfe

Principal Democratic Support Officer

67 MINUTES

The Minutes of the meeting held on 24th January 2019 was signed by the Chairman as a correct record.

68 DECLARATIONS OF INTEREST

There were no declarations of interest.

69 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

There were no items of urgent business.

70 RESTRUCTURE PROPOSALS: DIRECTORATE FOR COMMUNITIES AND THE ENVIRONMENT

The HR Projects Manager submitted a report that enabled the Committee to note the content of the Cabinet report outlining the proposals for restructure in the Directorate for Communities and the Environment, and also to note the impact on the objectives for the Director and Deputy Director in relation to this. Members had been provided with a copy of the City Council's policy that contained details of decision making regarding minor changes to the City Council's establishment that would be determined by the Chief Executive under the scheme of delegation. It was noted that minor changes were considered to be changes to the establishment which would affect less than 20 employees.

It was moved by Councillor Susan Sykes, seconded by Councillor Claire Cozler and resolved as follows.

Resolved:

That Personnel Committee:

- (1) Notes the content of the Cabinet report relating to the restructure of the Directorate for Communities and the Environment, and
- (2) Note the impact on the specific objective for the Director and Deputy Director.

71 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor Phillippa Williamson, seconded by Councillor Susan Sykes and resolved as follows.

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 item of business on the grounds that it could involve the possible disclosure of exempt information as defined in paragraph 4 of Schedule 12A of that Act.

72 STAFFING INITIATIVES

The HR Projects Manager submitted a report that enabled the Committee to consider and agree a number a number of staffing initiatives, whilst still maintaining high levels of service delivery.

The Committee requested a progress report in 3 months time and a review of those initiatives being taken forward after 12 months.

It was moved by Councillor Phillippa Williamson, seconded by Councillor Susan Sykes and resolved as follows.

Resolved:

That the initiatives, as set out within the report, be approved in principal, subject to consultation with Trade Union colleagues, and any cost related decisions being approved by Cabinet.

At this point the press and public were re-admitted to the meeting.

73 UPDATE ON JOB EVALUATION

The HR Projects Manager provided a verbal update at the meeting.

Resolved:

That the verbal update be noted.

Chairman

(The meeting ended at 7.10 p.m.)

**Any queries regarding these Minutes, please contact
Stephen Metcalfe, Democratic Services - telephone 01524 582073, or e-mail
sjmetcalfe@lancaster.gov.uk**