



Personnel Sub-Committee

Minutes of a meeting held on 7 June 2011 at 2.00 pm at East Northamptonshire House, Thrapston

Present:

Councillors

Roger Glithero (Chairman)

Wendy Brackenbury
Philip Hardcastle
Steven North

Sharn Matthews
Katy Everitt
Aime Armstrong
Rachel Reeds

Executive Director (SM)
Head of Resources and Organisational Development (KE)
Human Resources Manager (AA)
Member Services Officer (RR)

Action

1.0 ELECTION OF CHAIRMAN

1.1 RESOLVED:

That Cllr Roger Glithero be elected chairman of the Personnel Sub-Committee.

2.0 MINUTES

2.1 The minutes of the meeting held on 22 March 2011 were approved and signed by the chairman. Members noted that an initial attempt to recruit apprentices had been unsuccessful. The Corporate Management Team had agreed to wait until the end of June to recruit and would ensure the posts were advertised locally.

3.0 APOLOGIES

3.1 Cllr Jeremy Taylor sent his apologies.

4.0 ELECTION OF VICE-CHAIRMAN

4.1 RESOLVED:

That Cllr Philip Hardcastle be elected vice-chairman of the Personnel Sub-Committee.

5.0 DECLARATIONS OF INTEREST/QUESTIONS

5.1 There were no declarations of interest or questions.

6.0 XCHANGE

- 6.1 Members received and noted the minutes of the Xchange Group meeting held on 12 April 2011.

7.0 WORKFORCE STATISTICS

- 7.1 The sub-committee reviewed data about staff sickness, turnover and the number of staff employed. It noted that sickness levels were below the public and private sector averages. It also noted that a slightly higher level of staff turnover than in the past was being used as an opportunity to review posts as they became vacant. ICT Services' higher staff turnover was related to a higher level of fixed-term contracts and the two annual student internships.

8.0 VACANT POSTS UPDATE

- 8.1 The sub-committee received a report on posts deleted from the establishment, vacant posts and hours not being filled and budget savings. The sub-committee agreed alterations to the format of the report to distinguish between vacant posts; hours being held on the establishment and budget savings.

9.0 POLICY REVIEW

- 9.1 A draft programme of review of personnel policies was submitted for consideration.

RESOLVED:

- (1) That all Human Resources/Organisational Development policies in the wrong format be put in the new format.
- (2) That new review dates, as set out in the programme attached at pages – to – of these minutes, be approved.
- (3) That once a policy has been reviewed, the next review date be set at 3-5 years (depending on the policy) and the new date be added to the review programme.
- (4) That the review programme be prioritised in relation to legislative changes.
- (5) That, as part of the review, officers consider which policies could be merged.

(Reason – To ensure that the policies are accurate, up to date and presented in the corporate style.)

10. ORGANISATIONAL DEVELOPMENT ANNUAL REPORT

- 10.1 The sub-committee received the Organisational Development Annual Report which gave an overview of staffing issues that had come up during 2010/11 including staff numbers and turnover, sickness, training and appraisals, and cost savings.

11.0 EXCLUSION OF PUBLIC AND PRESS

11.1 RESOLVED:

That the public and press be excluded from the meeting during consideration of the following items of business because exempt information, as defined under paragraph 2 of part 1 of schedule 12A of the Local Government Act 1972, may be disclosed.

12.0 STAFF PROPOSALS

12.1 Proposal SP2

RESOLVED:

- (1) That one voluntary redundancy be made (SP2).
- (2) That approval be given to the recruitment of a temporary part-time personnel administrator to cover maternity leave (1 August – 31 December 2011).
- (3) That approval be given to the removal of the part-time executive PA post that reported to the Executive Director (ML) and the 2 days per week personnel administrator post from the establishment.

12.2 Proposal SP6

RESOLVED:

That the request for reduced hours under the Pensions Discretion Policy and Procedure be approved with effect from 1 October 2011.

12.3 Proposal SP5

RESOLVED:

- (1) That shared service arrangements be explored for the areas discussed in SP5.
- (2) That consultation about the possible shared services commence with UNISON and potentially affected employees at the appropriate time.

Chairman



Personnel Sub-Committee

Minutes of a meeting held on 2 August 2011 at 2.00 pm at East Northamptonshire House, Thrapston

Present:

Councillors

Roger Glithero (Chairman)
Steven North
Jeremy Taylor

Aime Armstrong
Rachel Reeds

Human Resources Manager (AA)
Member Services Officer (RR)

Action

1.0 MINUTES

1.1 The minutes of the meeting held on 7 June 2011 were approved and signed by the chairman.

2.0 APOLOGIES

2.1 Katy Everitt, Head of Resources and Organisational Development, Councillor Wendy Brackenbury and Councillor Philip Hardcastle sent their apologies.

3.0 DECLARATIONS OF INTEREST/QUESTIONS

3.1 There were no declarations of interest or questions.

4.0 XCHANGE

4.1 Members received and noted the minutes of the Xchange Group meeting held on 5 July 2011.

5.0 WORKFORCE STATISTICS

5.1 The sub-committee reviewed data about staff sickness, turnover and the number of staff employed. It noted that total sickness levels continued on a downward trend and the number of full time equivalent staff had dropped due to some requests for reductions in hours.

6.0 VACANT POSTS UPDATE

6.1 The sub-committee received a report on posts deleted from the establishment, vacant posts and hours not being filled and budget savings. Members preferred the improved format for presenting the information.

7.0 ABSENCE MANAGEMENT POLICY

- 7.1 The sub-committee considered the final draft of a new policy for absence management. The initial draft policy had been revised and re-written as a result of consultation with staff, UNISON and Xchange. The sub-committee approved of the clear and systematic style of the policy. Members were assured that managers would be trained on how to translate the policy into day to day management and the process would be monitored and reviewed regularly.

RESOLVED:

That the Absence Management Policy as attached at pages – to – be adopted.

8.0 EXCLUSION OF PUBLIC AND PRESS

- 8.1 **RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following items of business because exempt information, as defined under paragraph 2 of part 1 of schedule 12A of the Local Government Act 1972, may be disclosed.

9.0 STAFF PROPOSALS

- 9.1 **Proposal SP7a**

RESOLVED:

That a pilot shared legal service with NBC commence as soon as possible with a view to a formal shared legal service starting from 1 April 2012 (subject to a further report to the Personnel Sub-Committee detailing the outcome of the pilot agreement and details of the formal shared legal service).

- 9.2 **Proposal SP8**

RESOLVED:

That formal consultation about possible changes, and how they impact on staff, can start immediately following the meeting.

10.0 CHANGE TO DATE OF NEXT MEETING

- 10.1 **RESOLVED:**

That the meetings scheduled for 6 September and 27 October be replaced with a meeting on 27 September.

Chairman