



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