



# EAST NORTHAMPTONSHIRE COUNCIL

## Personnel Sub-Committee

**Minutes of a meeting held on 21 July 2009 at 2.00 pm at East Northamptonshire House, Thrapston**

**Present:**

Councillors

Roger Glithero (**Chairman**)  
Wendy Brackenbury  
Sylvia Hughes

David Oliver

Katy Everitt

Keith Osborne

Chief Executive (CX)

Head of Organisational Development (KE)

Democratic Services Manager (KO)

**Action**

**1.0 MINUTES OF PREVIOUS MEETING**

- 1.1 The minutes of the meeting held on 9 June 2009 were approved and signed as a correct record.
- 1.2 The Sub-Committee noted that the membership of XChange (minute 7) had now been agreed.

**2.0 APOLOGIES FOR ABSENCE**

- 2.1 David Brackenbury and Andy Mercer sent apologies.

**3.0 DECLARATIONS OF INTEREST/QUESTIONS**

- 3.1 There were no declarations and no questions

**4.0 NEW ORGANISATIONAL DEVELOPMENT POLICIES – WORKPLACE DRUGS & ALCOHOL POLICY & PROCEDURE**

- 4.1 The Sub-Committee considered a draft policy and procedure on Workplace Drugs and Alcohol. It provided information on the following matters, amongst others-

- How people who work for the Council can get support with drugs and/or alcohol problems
- What will happen if people who work for the Council do not comply with the policy.
- What constitutes gross misconduct under the policy.

- 4.2 KE reported that there had been consultation with UNISON and the Council's Health Improvement Officer on the draft policy and procedure. Members noted

that paragraph 7.1 of the draft advocated a zero tolerance policy, and asked if staff generally had been asked for their views. It was suggested that the new consultation group XChange could be used for further consultation.

**RESOLVED:**

That further consultation be undertaken and a report be made to the next meeting.

**KE**

**5.0 APPROVAL OF RECRUITMENT TO VACANT POSTS**

5.1 The CX reported that the current recession had sharpened the need to review staffing whenever vacancies arose. Every vacancy which occurred was the subject of considerable discussion by the Strategic Management Team (SMT) on whether or not to recruit to the post. This linked to the work being undertaken by the Budget Review Group and SMT, where both members and Officers were working closely together.

5.2 In order to ensure the continuation of essential (and statutory) services, and to protect the Council's reputation, it would be necessary to authorise recruitment in certain circumstances. It was suggested that, in such cases, the endorsement of the Chairman and Vice-Chairman of the Sub-Committee be obtained.

**5.3 RESOLVED**

(1) That, in cases where the Strategic Management Team consider that it is necessary to recruit to a vacant post, the endorsement of the Chairman and Vice-Chairman of the Sub-Committee be obtained.

**CX/  
KE**

(2) That the Sub-Committee receive updates on vacant posts on a regular basis.

**6.0 DATE OF NEXT MEETING**

6.1 The Sub-Committee noted that a meeting had been earmarked for Tuesday 8 September 2009 and this date was provisionally agreed.

**KO**

**Chairman**