



Personnel Sub-Committee

Minutes of a meeting held on 27 September 2011 at 2.00 pm at East Northamptonshire House, Thrapston

Present:

Councillors

Roger Glithero (Chairman)
Wendy Brackenbury
Steven North
Jeremy Taylor

David Oliver
Sharn Matthews
Trevor Watson
Katy Everitt
Aime Armstrong

Chief Executive (DO)
Executive Director (SM)
Head of Planning Services (TGW)
Head of Resources and Organisational Development (KE)
Human Resources Manager (AA)

Minute Taker:

Sharon Prior

Executive Support Officer (SP)

Action

1.0 CHANGE IN THE ORDER OF PROCEEDINGS

- 1.1. The Chairman had received a request to consider agenda item 11 (Staff proposal SP9) at the beginning of the meeting, to allow officers to attend another meeting, and it was **agreed** that agenda item 11 would be considered after the Declarations of Interest.

2.0 MINUTES

- 2.1 The minutes of the meeting held on 2 August 2011 were approved and signed by the Chairman.

3.0 APOLOGIES

- 3.1 Councillor Philip Hardcastle sent his apologies.

4.0 DECLARATIONS OF INTEREST/QUESTIONS

- 4.1 There were no declarations of interest or questions.

5.0. EXCLUSION OF PUBLIC AND PRESS

5.1. RESOLVED:

That the public and press be excluded from the meeting during

consideration of the following item 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.

6.0. STAFF PROPOSAL

6.1. Staff Proposal SP9

RESOLVED:

- (1)** That formal consultation about possible changes, and how they impact on staff, can start as soon as is appropriate after this meeting. **KE**
[Reason: to enable the re-focusing of resources on corporate plan outcomes as soon as possible]
- (2)** That the temporary additional post of Principal Development Control Officer be added to the council's organisational structure for a period of 18 months and be filled for an initial six months with immediate effect. **KE/TW**
[Reason: to provide resources to meet a temporary increase in workloads and respond to opportunities to increase employment in the area]
- (3)** That the fixed term post of Planning Policy Officer be added to the council's organisational structure until April 2014. **KE/TW**
[Reason: to enable progress on the Four Towns Plan]
- (4)** That, subject to additional funding being approved, the post of Planning Policy Officer and 2nd Senior Planning Policy Officer be filled on a fixed term contract basis until April 2014. **KE/TW**
[Reason: to enable progress on the Four Towns Plan]

SM and TGW then left the meeting.

The meeting then considered several items in the open part of the meeting and agreed that, should members of the public arrive, they should be admitted to the meeting.

7.0. WORKFORCE STATISTICS

- 7.1 The sub-committee reviewed data about staff sickness, turnover and the number of staff employed.

8.0. VACANT POSTS UPDATE

- 8.1 The sub-committee received a report on:-

- Vacant posts
- Posts temporarily vacant
- Budget savings, and
- Empty posts/hours still on establishment but with no budget.

The Sub-Committee noted the reduction in the salary budget of approximately 4% from 2009/10 to 2011/12.

9.0 POLICIES & PROCEDURES

9.1 The sub-committee considered the final drafts of the following policies/procedures:-

- (a) Maternity and Paternity Leave Policy and Procedure
- (b) Home Working Policy
- (c) Work experience and interns Policy and Procedure.

9.2 The Maternity and Paternity Leave Policy and Procedure reflected changes to maternity and paternity leave introduced by the Work and Families Act 2006 and additional paternity leave and pay for fathers of babies born on or after 3 April 2011. The Home Working Policy presented practical advice to managers when considering an element of home working in their team. The third document set out the steps the council would take to manage work experience placements and voluntary workers.

9.3 **RESOLVED:**

AA

That the following policies and procedures, as submitted, be adopted:

- Maternity and Paternity Leave Policy and Procedure
- Home Working Policy
- Work experience and interns Policy and Procedure.

(The policies can be viewed on EUNICE under Key Documents/Personnel Policies)

10.0 PROCESS FOR VACANT POSTS

10.1 KE reported on the process for vacant posts, and whether Members felt the process was still relevant.

10.2 It was

RESOLVED:

KE

That the current process for approval of vacant posts remain.

11.0 DATE OF NEXT MEETING

11.1 The sub-committee noted that the next meeting had been scheduled for Tuesday 29 November 2011 at 2pm.

12.0 EXCLUSION OF PUBLIC AND PRESS

12.1 **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.

13.0 STAFF PROPOSALS

13.1 Proposal SP8

RESOLVED:

That, with effect from 31 December 2011 -:

- (a) the posts of Visiting Officer (2 full-time equivalent posts, currently occupied by 3 people) be made redundant, effective from 31 December 2011, and **KE**
- (b) any residual visits be transferred to the Empty Property Officer.

13.2. Proposal SP3

RESOLVED:

That approval be given to the following actions:-

KE

- (a) recruitment to new Democratic Services and Elections Manager post
- (b) recruitment to new Elections Officer post
- (c) redundancy of Elections Manager post.

13.3. Proposal SP10

KE reported that this proposal would not need to be pursued further, as the postholder had obtained employment with another authority.

RESOLVED:

That this proposal be not be pursued.

Chairman