

Item 10 (a)



Personnel Sub-Committee

**Minutes of a meeting held on 31 January 2012 at 2.00 pm
at East Northamptonshire House, Thrapston**

Present:

Councillors

Roger Glithero (Chairman)
Philip Hardcastle
Steven North

David Oliver
Aime Armstrong
Keith Osborne

Chief Executive (DO)
Human Resources Manager (AA)
Democratic Services Officer (KO)

Action

1.0 MINUTES

1.1 The minutes of the meeting held on 19 December 2011 were approved and signed by the Chairman.

2.0 APOLOGIES

3.1 Councillors Wendy Brackenbury and Jeremy Taylor sent their apologies.

3.0 DECLARATIONS OF INTEREST

3.1 David Oliver, Chief Executive declared a personal and prejudicial interest in item 8 (Council Car Scheme) as he was a recipient of the scheme. At the request of the Chairman, he remained in the meeting during the discussion and voting on this item. **KO**

4.0 QUESTIONS

4.1 There were no questions.

5.0 WORKFORCE STATISTICS

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

6.0 VACANT POSTS UPDATE

6.1 The sub-committee received a report on:-

(a) Vacant posts

(b) New posts created on the establishment

- (c) Posts temporarily vacant
- (d) Budget savings, and
- (e) Empty posts/hours still on establishment but with no budget.

6.2 It was suggested that all but six of the posts listed under (e) above be retained on the establishment. Recommendations were also presented on the lists for (b) and (c). It was

RESOLVED:

- (1) That posts 02/40, 02/563, 02/562(b) and 02/061 be removed from the establishment from 1 April 2012. **AA**
- (2) That all posts temporarily vacant be removed from the list from 1 April 2012 where appointments have been made. **AA**
- (3) That posts 02/044, 02/025, Administrator in ICT, 03/563, 02/552 and 02/000 be deleted from the establishment forthwith. **AA**
- (4) That, in future, the information to the sub-committee be presented in an enlarged format. **KO**

7.0 XCHANGE

7.1 The minutes of the meeting of Xchange - held on 5 January 2011 - were received. The Chairman again thanked the staff for their co-operation during the current economic situation and reiterated the need for the council to continue to support staff.

8.0 COUNCIL CAR SCHEME - REVIEW SCOPE

8.1 Further to minute 7.4 of the meeting on 29 November 2011, AA reported that the review group set up to undertake the review of the council's car scheme had met on 19 December 2011 and recommended that -

- the aims of the review should be:
 1. To ensure that the scheme is fit for purpose now and for the future.
 2. To reduce the costs of the scheme.
 3. To ensure that the scheme is seen to be fair.
- the purpose of the scheme should be should be "a cost effective way of supporting staff to undertake their roles and responsibilities"
- the current objectives (use as a recruitment tool and part of the overall remuneration package for CMT) should be reviewed and alternatives considered
- the criteria for being an essential car user should be re-examined to ensure that the right roles are included (apart from CMT the only other staff eligible to join the scheme are essential users).

8.2 Members received a list of the tasks to be undertaken as part of the **AA**

review, attached as Appendix A to these minutes at pages 4 and 5, and information on the position regarding leased cars in other local authorities was tabled at the meeting. An update report would be submitted to the next meeting of the sub-committee. There would be meaningful consultation with the staff before then, and members recognised that the issue could be potentially unsettling for staff.

- 8.3 The sub-committee endorsed the approach being taken by the working group and **agreed** that the moratorium on ordering new cars should continue but that the affected staff should receive a note from the Chairman, on behalf of the sub-committee, explaining the position and especially the timetable for the review. **AA**

9.0 HEAD OF PLANNING SERVICES VACANCY

- 9.1 The Chief Executive reported that Trevor Watson, Head of Planning Services, had given his notice for the end of March, He outlined the four options that had been considered for the future of the post.

- 9.2 After careful consideration of these options by the Chief Executive and Executive Director, and consultation with the Leader of the Council and Chairman of the sub-committee, it had been decided to fill the post on a short term basis. Interviews would take place in the week beginning 5 March 2012, with the Chairman and Vice Chairman of the Development Control and Planning Committees being given the opportunity to meet the shortlisted candidates over lunch.

- 9.3 The sub-committee noted the report.

10.0 DATE OF NEXT MEETING

- 10.1 The sub-committee noted that the next meeting had been scheduled for Tuesday 20 March 2012 at 2pm. It was suggested that the interviews for the Head of Finance take place on the same day to enable a recommendation on the appointment to be made, as required by the constitution, to a special council meeting soon after.

Chairman

Appendix to Item 8

Project Name:	Car Scheme Review	Date:	31 Jan 2012
Project Owner:	Personnel Sub Committee (PSC)	Version No:	V1
Review Group:	Cllr Wendy Brackenbury, Cllr Jeremy Taylor, Aime Armstrong (HR Manager)	Approval:	TBC

Status	Activities / Milestones	Comments/Updates	Start Date	End Date
G	Affected staff informed that there may be a review.	Affected staff = car scheme beneficiaries and essential car users (potential beneficiaries).		
G	Decision to undertake a review.	Review group appointed.		29.11.11
G	Affected staff informed that there will be a review.			01.12.11
G	4 pending car orders put on hold.	Staff told.	23.11.11	01.12.11
G	Review group meet to discuss way forward.			19.12.11
	PSC Agree scope of the review.	Paper submitted to be considered.		31.01.12
	Undertake an Equality Impact Assessment.			31.01.12
	Analyse mileage data.	No. of miles and no. of visits per person per month.	01.01.12	
	Research what other Councils are doing.	Started.	01.01.12	
	Consult with affected staff.		01.02.12	30.04.12
	Consult with UNISON and X-change.			30.04.12
	Consult with CMT.		01.02.12	30.04.12
	Research options.	Including salary sacrifice schemes, true leases, entitlement levels, choices of car, car pool.	01.02.12	31.05.12
	Update paper for PSC	To be drafted by 24.02.12	TBC	20.03.12
	Analyse options.	Implications, costs and implementation of the different options.	01.04.12	31.05.12
	Options paper written.	Date will depend on PSC schedule for 12/13	TBC	TBC

Status	Activities / Milestones	Comments/Updates	Start Date	End Date
	PSC to review options paper and recommend a course of action.	Date will depend on PSC schedule for 12/13	TBC	June 2012 PSC
	P&R to review PSC recommendation.	Date will depend on P&R schedule for 12/13	TBC	July 2012 P&R
	Implementation of decision.	Not needed if scheme stays the same. Timetable will depend on option chosen.	01.08.12	31.03.13 Or earlier

Key

R	Red = behind schedule
A	Amber = in progress
G	Green = completed