



Personnel Sub-Committee

Minutes of a meeting held on 20 March 2012 at East Northamptonshire House, Thrapston

Present:

Councillors

Roger Glithero (Chairman)
Wendy Brackenbury
Steven North

David Oliver
Aime Armstrong
Mike Deacon
Katy Everitt
Keith Osborne

Chief Executive (DO)
Human Resources Manager (AA)
Head of Environmental Services
Head of Resources and Organisational Development (KE)
Democratic Services Officer (KO)

Action

1.0 WELCOME TO JAMES McLAUGHLIN

1.1 The Chairman welcomed James McLaughlin, Democratic and Elections Services Manager Designate, who would commence his duties on 8 May 2012.

1.2 He would succeed Keith Osborne, who would be retiring on 22 April 2012.

2.0 MINUTES

2.1 The minutes of the meeting held on 31 January 2012 were approved and signed by the Chairman.

3.0 APOLOGIES

3.1 Councillors Philip Hardcastle and Jeremy Taylor sent their apologies.

4.0 DECLARATIONS OF INTEREST

4.1 David Oliver, Chief Executive, Katy Everitt, Head of Organisational Development, and Mike Deacon, Head of Environmental Services declared a personal and prejudicial interest in items 8 and 12 (Council Car Scheme) as they were recipients of the scheme. They remained in the meeting during the discussion and voting on item 8 but left the meeting before the consideration of item 12. **KO**

5.0 QUESTIONS

5.1 There were no questions.

6.0 HEAD OF SERVICE APPOINTMENTS

(a) Head of Finance

6.1 The CX reported that the Sub-Committee, having interviewed four candidates earlier in the day, had decided not to recommend an appointment. A report would be submitted to the next meeting of the Sub-Committee to outline the options and the personnel resources available.

(b) Head of Planning Services

6.2 Further to minute 9.0 of the last meeting, KE reported that candidates had been interviewed on 16 March and it had been decided to offer the position to Elizabeth Wilson, who had accepted the position, and would commence her duties at the beginning of April.

7.0 WORKFORCE STATISTICS

7.1 The sub-committee reviewed data about staff sickness, turnover and the number of staff employed. It was noted that there could be a saving in the salary budget in 2012-13 in relation to the safety officer.

8.0 VACANT POSTS UPDATE

8.1 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.

9.0 COUNCIL CAR SCHEME - UPDATE

9.1 Further to minute 8.0 of the last meeting, AA submitted a report on the work undertaken so far on the car scheme review. The report covered:-

- mileage data
- the issues influencing changes to car provision in local authorities
- changes to schemes
- realistic alternatives and broad overview of the options available.

9.2 Members received, considered and noted representations from Councillor Tony Boto. The Sub-Committee -

- agreed that options relating to electric cars should not be pursued, and
- recognised that a salary comparison exercise would need to be carried out.

10.0 **POLICIES**

(a) **Pay Policy**

10.1 KE reported that sections 38-43 of the Localism Act 2011 required the council to publish annual Pay Policy Statements containing information about:

- the remuneration of its most senior employees which the Act defined as the Head of Paid Service (Chief Executive), the Monitoring Officer, the Chief Officers (Directors), and the Deputy Chief Officers (managers who reported directly to a Chief Officer)
- the remuneration of its lowest-paid employees
- the relationship between the remuneration of the most senior employees and that of other employees.

The Sub-Committee considered a Pay Policy Statement for 2012/13.

10.2 It was recommended that three actions be undertaken during 2012/13:-

- (a) develop a Pay and Reward Strategy
- (b) review Returning Officer fees, and
- (c) undertake an equal pay audit.

to demonstrate a commitment to open and transparent pay and benefits.

The Pay and Reward Strategy was required to ensure how the Council paid and rewarded its employees, and :

- remained competitive in the current employment market
- was free from discrimination
- motivates employees
- was able to recruit and retain knowledgeable and skilled employees who have the behaviours required by the Council.
- was open, transparent and easily understood
- was stored in one location.

Returning Officer fees had not been reviewed since 1992. The last equal pay audit had been undertaken in 2007, as part of the Single Status Pay Agreement.

10.3 Members asked that a further sentence be added to paragraph 14.3 to make it clear that, until the outcome of the review of the car scheme had been determined, staff recruited for any of the posts falling within the scheme would not be able to access it.

10.4 **RESOLVED TO RECOMMEND:**

That the Pay Policy Statement (as submitted and amended at the meeting) be submitted to an Extraordinary Meeting of the Council at 7pm on Wednesday 28 March 2012.

It was further

RESOLVED:

That the following be undertaken in 2012/13 -

- Pay and Reward Strategy
- Equal pay audit.
- A review of the Council's Returning Officer fees

(Reason: to ensure the Localism Act is complied with and ensure the Council's pay and benefit package is transparent, accessible, competitive and ensures employees remain motivated)

(b) References Policy

10.5 AA submitted a draft References Policy, designed to achieve legal, fair and helpful references for staff. It was

RESOLVED:

That the References Policy, as submitted to the meeting, be approved.

11.0 DATE OF NEXT MEETING

11.1 AA asked that a further meeting be arranged before the next scheduled meeting on 12 June 2012. It was agreed that the further meeting be held on Wednesday 25 April 2012 at 10am. **AA/JM**

12.0 EXCLUSION OF PUBLIC

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 paragraphs 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

13.0 STAFF PROPOSAL SP12

13.1 The sub-committee considered proposals for a small scale restructure within a service area of the council. It was noted that consultation on the proposals would be required, but members took the view that the request for voluntary redundancy - as referred to in the report) should be accepted.

13.2 It was recognised that, following the consultation, the sub-committee would formally make the appropriate decisions.

RESOLVED:

That a consultation process be undertaken with those employees affected by the proposed changes and a further report be made to the sub-committee at the end of the consultation period. **MD/AA**

14.0 **STAFF PROPOSAL SP11**

14.1 The Sub-Committee received and noted the complex employee engagement and employment law implications relating to the review of staff leased cars.

Chairman