



East  
Northamptonshire  
Council

## Personnel Sub-Committee

### Minutes of a meeting held on 25 April 2012 at East Northamptonshire House, Thrapston

#### Present:

Councillors

Roger Glithero (Chairman)  
Wendy Brackenbury  
Steven North

David Oliver  
Aime Armstrong  
Mike Deacon  
Katy Everitt

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

#### Action

#### 1.0 MINUTES

1.1 The minutes of the meeting held on 20 March 2012 were approved and signed by the Chairman.

#### 2.0 APOLOGIES

2.1 Councillor Jeremy Taylor sent his apologies.

#### 3.0 DECLARATIONS OF INTEREST

3.1 There were no declarations of interest

#### 4.0 QUESTIONS

4.1 There were no questions.

#### 5.0 XCHANGE

5.1 The minutes of the meeting of Xchange, held on 13 March 2012, were received. It was noted that a number of employees had raised issues relating to tax codes and HMRC and this situation was ongoing.

#### 6.0 PAY AND REWARD STRATEGY

KE

6.1 KE reported that the Pay and Reward Strategy would be produced inside the next twelve months, although there was a need to ensure production would be compatible with the existing work programme.

6.2 It was noted that there needed to be clear terms of reference for the work and it was suggested that a member of the sub-committee be invited to work with KE and AA to pull the terms of reference together. A further update report would be presented to the next meeting of the sub-committee

**7.0 REVIEW OF HR POLICIES AND PROCEDURES**

**KE**

7.1 KE reported that work is currently being undertaken in conjunction with the Policy Team to collate the present 35 policies and procedures into four larger policies containing subsections, which could then be reviewed.

7.2 It was noted that KE and AA would be meeting with the Policy Team on 26 April 2012 to discuss action.

7.3 This grouping of policies and procedures would identify any potential gaps, overlaps and inconsistencies which could then be amended to condense the overall size of the four policies.

7.4 It was further noted that an update report would be presented to the next meeting of the sub-committee.

**8.0 DATE OF NEXT MEETING**

8.1 The sub-committee noted that the next meeting had been scheduled for Tuesday 12 June 2012 at 2pm.

**9.0 EXCLUSION OF PUBLIC**

**9.1 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.

**10.0 OPTIONS FOR PROVISION OF FINANCE SUPPORT AND ADVICE**

10.1 The Chief Executive presented a report to the sub-committee which sought member recommendation on a long-term solution to provide ENC with adequate financial expertise and capacity, following the decision in March 2012 not to appoint any of the candidates for the Head of Finance role.

10.2 It was noted that the current interim S151 Officer, Glenn Hammons, had been appointed in the role for a 6 month period from 29 November 2011 and that the arrangement had so far been extremely successful.

10.3 Members of the sub-committee were provided with details of the two viable options going forward:

- Return to the previous model of a part-time S151 Officer plus a full-time Finance Manager
- To re-advertise the Head of Finance role in the hope of better quality candidates

- 10.4 Members expressed their desire to retain Glenn Hammons in the role of part-time S151 Officer and supported the concept of appointing a new Finance Manager, given the many financial risks that need to be managed over the coming year or two and the need for a permanent full-time finance resource. They also felt that, given the experience of trying to recruit to the Head of Finance post, there was no point re-advertising the position.
- 10.5 Members noted the financial implications of this option, which effectively reversed the saving that was made when the post of Head of Finance was created in November 2011. They also noted that these increased costs could be covered for the next 2 years by the savings due to the Finance Manager post being vacant for several months.
- 10.6 Members also stated their wish to play a role in the appointment process, although the post was below Head of Service level, due to the unique situation whereby the successful candidate could frequently assume the deputy S151 Officer role.
- 10.7 The sub-committee was made aware that the Pay Policy Statement did not include the £2,000 Special Responsibility Allowance for the Finance Manager. The policy would therefore need to be amended to reflect that.

10.8 **RESOLVED TO RECOMMEND:**

That the recommendations set out in the report be recommended to Council, subject to the involvement of two Personnel Sub-Committee members in the appointment process of the Finance Manager due to the unique nature of the role.

11.0 **STAFF PROPOSAL SP13**

- 11.1 MD presented the sub-committee with a report requesting the approval of a small scale restructure within a service area of the council. It was

11.2 **RESOLVED:**

To approve the recommendations as laid out in the officer report.

12.0 **STAFF PROPOSAL SP12 - UPDATE**

- 12.1 MD presented a report which provided an update to a proposal that had been before the Personnel Sub Committee in February 2012. It was

12.2 **RESOLVED:**

To approve the recommendations as laid out in the officer report.

**Chairman**