



East
Northamptonshire
Council

Personnel Sub-Committee

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

Present:

Councillors

Roger Glithero JP (Chairman)
Jeremy Taylor (Vice-Chairman)
Glenn Harwood MBE

Katy Everitt
Glenn Hammons
Lisa Hyde
Aime Armstrong
James McLaughlin

Head of Resources and Organisational Development (KE)
Chief Finance Officer and Section 151 Officer (GH)
Head of Customer and Community Services (LJH)
Human Resources Manager (AA)
Democratic and Electoral Services Manager (JMCL)

		Action
1.0	<u>MINUTES</u>	
1.1	The minutes of the meeting held on 24 July 2012 were approved, subject to the inclusion of the apologies of Councillor Jeremy Taylor, and signed by the Chairman.	JMCL
2.0	<u>APOLOGIES</u>	
2.1	Apologies were received from Councillors Wendy Brackenbury and Stephen North. A further apology was received from David Oliver, Chief Executive.	
3.0	<u>DECLARATIONS OF INTEREST</u>	
3.1	Katy Everitt, Head of Organisational Development, and Lisa Hyde, Head of Customer and Community Services, declared an interest in agenda item 10 (Council Car Scheme Review) as they were recipients of the scheme. They left the meeting before the consideration of the item.	JMCL
	Lisa Hyde declared a further interest in agenda item 9 (Legal Shared Services) and left the meeting during consideration of the item.	
4.0	<u>QUESTIONS</u>	
4.1	There were no questions.	
5.0	<u>WORKFORCE STATISTICS</u>	
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.

7.0 DATES OF FUTURE MEETINGS

7.1 The Sub-Committee noted the dates of future meetings:

- Tuesday 16 October 2012 at 2.00pm
- Tuesday 27 November 2012 at 2.00pm
- Tuesday 29 January 2012 at 2.00pm
- Tuesday 19 March 2012 at 2.00pm

8.0 EXCLUSION OF PUBLIC

8.1 **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.

9.0 STAFF PROPOSAL 15 – LAND CHARGES SERVICE STRUCTURE

9.1 The sub-committee considered a report proposing a permanent staffing structure for the Land Charges Service. Members were provided with a detailed background of the changes to the legislative context in which land charges services are delivered. Reference was made to the existing staffing structure and a number of factors necessitating the proposal to establish all posts as permanent within that team.

RESOLVED:

- (1) That all posts within the Land Charges Service be made permanent.
- (2) That recruitment to the permanent post of Land Charges Manager commence in October 2012.

10.0 STAFF PROPOSAL 16 – COMMUNICATIONS SERVICE STRUCTURE

10.1 The sub-committee received a report detailing a proposal in respect of the Communications Service structure. Members were provided with the context of the changing landscape of local authority communications and the impact this would have on the service provided by the council in the future. Recognising that the communications strategy and direction of the service would be the subject of significant change in the coming years, members agreed to the interim proposal for the current post to be advertised as an internal secondment opportunity.

RESOLVED:

- (1) That the post of interim Communications Manager, with a revised job description, be internally advertised as a secondment for the period from October 2012 to March 2014.
- (2) That the permanent post of Communications Manager be revised to deliver the newly developed communication strategy, with recruitment to that post commencing from October 2013.

11.0 STAFF PROPOSAL 7a – LEGAL SHARED SERVICES

- 11.1 The Head of Resources and Organisational Development provided a verbal update in respect of the outcome of the staff consultation regarding the proposed Legal Shared Service with Northampton Borough Council.
- 11.2 It was noted that the Policy and Resources Committee had previously decided that the council would enter into a shared service arrangement with Northampton Borough Council in respect of legal services. Members were provided with detailed consultation feedback and independent employment law advice
- 11.3 Having considered all information in detail, the sub-committee considered that no new information had come to their attention which could cause them to doubt whether the legal shared service should proceed as previously determined by the Policy and Resources Committee. However, it was considered appropriate for further attempts to be made to resolve outstanding employee relations issues over a maximum period of four weeks from the commencement of the legal shared service on 1 October 2012. In addition, members requested that, if required, consideration be given to providing a trial period of up to four weeks for any new work pattern.

RESOLVED:

- (1) That the staff consultation responses be noted.
- (2) That the financial and personnel implications be noted.
- (3) That the sub-committee, while noting criticisms expressed by one member of staff, is satisfied that the matter has been handled correctly.
- (4) That the redundancy costs for the additional support for an officer within the existing structure be noted and agreed.
- (5) That any further personnel matters relating to the implementation of legal shared services be resolved as soon as possible and in line with timescales set out in 11.3 above.
- (6) That authority be delegated to the Chief Executive, in consultation with the Chairman of the Sub-Committee, to resolve any further personnel matters in respect of the implementation of Legal Shared Services.

12.0 COUNCIL CAR SCHEME REVIEW

12.1 The sub-committee received a report which recommended the winding up of the Council Car Scheme and the mechanism for achieving such a change. It was reported that consultation had taken place with affected staff and UNISON on the proposal to end the car scheme and comments from that consultation were submitted for members' consideration.

12.2 Having regard to the responses received and having reviewed the financial implications associated with the termination of the council car scheme, members were satisfied to recommend an extension to the variety of choices offered to staff who would no longer benefit from the scheme.

12.3 Members considered the advice provided in respect of a breach of contract with regard to one member of staff who was entitled to car under the scheme and determined to provide a short term lease, which could be funded from within existing budgets.

RESOLVED:

That a lease car be immediately secured to remedy the breach of contract detailed within the report.

RESOLVED TO RECOMMEND:

- (1) That the results of the consultation be noted and be taken into account when making the final decision.
- (2) That the proposal to implement the closure of the Council Car Scheme be agreed following the three choice model.
- (3) That the option of purchasing a car at a discounted rate be calculated from the value of the car on 8 April 2013.
- (4) That, in the event of no choice being made by individual staff affected by the closure of the Council Car Scheme, the lease agreement be terminated on 8 April 2013
- (5) That a robust annual review of the status of all Essential Car Users be undertaken annually by managers and the Chief Finance Officer.

Chairman