



East
Northamptonshire
Council

Personnel Sub-Committee

Minutes of a meeting held on 27 November 2012 at East Northamptonshire House, Thrapston

Present:

Councillors

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

Sharn Matthews	Executive Director (SM)
Katy Everitt	Head of Resources and Organisational Development (KE)
Aime Armstrong	Human Resources Manager (AA)

Action

1.0 MINUTES

1.1 The minutes of the meeting held on 25 September 2012 were approved and signed by the Chairman.

2.0 APOLOGIES

2.1 Apologies for absence were received from Councillor Steven North, David Oliver (Chief Executive) and Rob Back (Head of Planning Services) (RB)

3.0 DECLARATIONS OF INTEREST

3.1 Councillors Wendy Brackenbury, Roger Glitheroe, Glenn Harwood and Jeremy Taylor declared a non-disclosable pecuniary interest in the Agenda item Changes to Tax Treatment of Members' ICT Allowances

4.0 QUESTIONS

4.1 There were no questions submitted under procedure rule 10.3.

5.0 WORKFORCE STATISTICS

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

5.2 It was noted that the salary budget had been reduced by £1,103,040 (15.4%) since 2009/10 and members of the Sub-Committee expressed their appreciation to staff in recognition of the additional burdens this had

placed on the workforce. The Sub-Committee considered suggestions for providing a reward to staff to reflect this.

RESOLVED:

AA

That the Human Resources Manager prepare an issues paper on the options for providing a reward to staff in recognition of the additional burdens recently placed upon them for consideration by the Corporate Management Team and submission to the next meeting of this Sub-Committee.

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 CHANGES TO TAX TREATMENT OF MEMBERS' ICT ALLOWANCES

7.1 The Executive Director submitted a report to update the Sub-Committee on the proposed future tax treatment of Members' ICT Allowances and equipment.

7.2 In 2011/12, 17 Councillors had chosen the option of the ICT equipment allowance of up to £250 per year, whilst 22 Councillors had a Council supplied laptop, 18 of whom also had a Council supplied printer. One Councillor had not taken up either option. The historical position regarding the taxation of ICT allowances and the provision of equipment was outlined. From the 2013/14 tax year both allowances and equipment would not be taxed at source, but would be declared on individual Councillor's tax returns and would be subject to the criteria defined by Her Majesty's Revenue and Customs.

RESOLVED:

That the current position in relation to the tax treatment of the provision of ICT allowances and equipment be noted and the proposal to declare these in future via P9D/P11D returns as set out in the report be agreed.

SM

(Reason: to harmonise the tax treatment and reduce the administrative burden on the Council and lower income Councillors)

8.0 EXCLUSION OF PUBLIC

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 17 – CHANGES TO COMMERCIAL HEALTH TEAM STRUCTURE

9.1 The Sub-Committee received a report of the Executive Director seeking confirmation of a change to the Commercial Health Team structure to implement the final part of the restructuring which had taken place as part of the savings incorporated into the 2011/12 budget. Details of the change proposed, together with the reasons why the change could not be implemented previously, were considered and it was

RESOLVED:

AA

That the change of the Trainee Environmental Health Officer post (scale 6) to an Environmental Health Officer post (scale 7) be confirmed with effect from February 2012

(Reason: to enable continuation of previously agreed savings arising from a related restructure)

10.0 STAFF PROPOSAL 18 – PLANNING SERVICES IMPROVEMENTS

10.1 The Executive Director presented a report on behalf of the Head of Planning Services setting out high level proposals for the review and improvement of the Development Control, Planning Administration and Planning Policy and Conservation Teams. An initial review had identified a wide range of areas for improvement within the service and proposed changes would be taken forward through a series of improvement projects, which were categorised for the Sub-Committee.

10.2 The Sub-Committee welcomed the review taking place and the objectives it aimed to achieve.

RESOLVED:

SM/RB

That the high level aims of the review set out in the report be endorsed and the potential for changes to officer roles and structures as a result of the process be noted.

11.0 STAFF PROPOSAL 20 – PENSION ISSUE

11.1 The Sub-Committee considered a request to transfer pension benefits into the East Northamptonshire Council/Northamptonshire County Council Pension Scheme, details of which were reported to the Sub-Committee.

RESOLVED:

AA

That the transfer request outlined in the report be approved.

Chairman