



East
Northamptonshire
Council

Personnel Sub-Committee

Minutes of a meeting held on 29 January 2013 at East Northamptonshire House, Thrapston

Present: Councillors Roger Glithero JP (Chairman)
Wendy Brackenbury

David Oliver Chief Executive
Sharn Matthews Executive Director
Katy Everitt Head of Resources and Organisational
Development
Aime Armstrong Human Resources Manager

1.0 **MINUTES**

1.1 The minutes of the meeting held on 27 November 2012 were approved and signed by the Chairman.

2.0 **APOLOGIES**

2.1 Apologies for absence were received from Councillors Glenn Harwood MBE, Steven North and Jeremy Taylor.

3.0 **DECLARATIONS OF INTEREST**

3.1 There were no declarations of interest.

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. The Human Resources Manager reported that an analysis of leavers information was being compiled and this would be included in future reports to the 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.

6.2 It was noted that the post of Health and Safety Officer had remained vacant since November 2010. A shared service had now been established and the funding used for this Council's contribution, leading to a financial saving. The post would therefore be deleted from the establishment.

6.3 The Chief Executive informed the Sub-Committee that a vacancy would shortly occur in a Head of Service post and outlined the actions proposed to be carried out to fill the vacancy. In accordance with paragraph 6 of Part 4.7 of the Constitution, the process of appointment would need to include the participation of Members. Accordingly, a Panel of up to six Members drawn from the Chairman and Vice-Chairman of the Personnel Sub-Committee and the Chairmen and Vice-Chairmen of Committees that were regularly attended by the relevant Head of Service would be convened to conduct the necessary aspects of the recruitment process.

RESOLVED: That the proposed recruitment arrangements be endorsed.

7.0 PAY POLICY STATEMENT 2013-14

7.1 The Sub-Committee considered the draft Pay Policy Statement 2013-14. It was noted that paragraph 11.2 had been added to the existing Policy to enable market supplements to be paid where there was a proven difficulty to recruit. Section 14 (Car Scheme) had been retained in the Policy whilst the scheme was being wound down, but would eventually be removed once the scheme closed in October 2015

7.2 Section eight of the Policy noted that the Council did not currently have a flexible retirement policy for the Chief Executive or Executive Director and this would be reported to a future meeting of the Sub-Committee.

7.3 In response to an issue raised by a Member, it was noted that an Officer's entitlement to an Essential User Car Allowance was subject to an annual review. It was agreed that this should be reflected by the addition of an additional paragraph in the Policy.

7.4 The Sub-Committee noted that consultations were currently being carried out with relevant parties.

RESOLVED TO RECOMMEND: That, subject to the inclusion of an additional paragraph (16.4) as outlined above and the consultation responses received being reviewed by the Chairman of the Personnel Sub-Committee and Councillor Wendy Brackenbury, the Pay Policy Statement 2013-14 attached at Appendix A be adopted by Council.

8.0 SPECIAL LEAVE POLICY AMENDMENT – ELECTIONS

8.1 The Sub-Committee received a report of the Human Resources Manager seeking a revision of the Council's Special Leave Policy to ensure clarity regarding the granting of special leave for staff working on election duty.

RESOLVED: That the Special Leave Policy be revised to read as follows:

Before each election the Chief Executive, in consultation with the Chairman of the Personnel Sub-Committee (or Vice-Chairman in his/her absence) will decide what special leave will be approved based on a risk assessment of various factors including:

- *the type of election taking place*
- *the number of postal votes expected*
- *the number of polling stations required*
- *the total number of staff required to resource a successful election*
- *the anticipated availability of staff with the right knowledge, skills and behaviours.*

The decision made by the Chief Executive is final and will be communicated to all staff in advance of the election, and recruitment to roles, taking place.

Chairman