



Personnel Sub-Committee

Minutes of a meeting held on 11 June 2013 at East Northamptonshire House, Thrapston

Present: Councillors Roger Glithero JP
Glenn Harwood MBE
Jeremy Taylor

David Oliver Chief Executive
Katy Everitt Head of Resources and Organisational
Development
Aime Armstrong Human Resources Manager
Paul Smith Senior Democratic Services Officer

1.0 APPOINTMENT OF CHAIRMAN

RESOLVED:

That Councillor Roger Glithero be elected Chairman of the Personnel Sub-Committee for the year 2013-14.

2.0 APPOINTMENT OF VICE CHAIRMAN

RESOLVED:

That Councillor Jeremy Taylor be elected Vice-Chairman of the Personnel Sub-Committee for the year 2013-14

3.0 MINUTES

3.1 The minutes of the meeting held on 23 April 2013 were approved and signed by the Chairman.

4.0 APOLOGIES

4.1 Apologies for absence were received from Councillor Steven North

5.0 DECLARATIONS OF INTEREST

5.1	Officer	Item	Nature of Interest	DPI	Other Interest
	David Oliver	Cost of Living Pay Rise for Chief Officers	Chief Officer affected	Yes	
	David Oliver, Katy Everitt, Aime Armstrong, Paul Smith	Extra Leave Proposal	Members of Staff affected		Yes

6.0 QUESTIONS

6.1 There were no questions submitted under procedure rule 10.3.

7.0 WORKFORCE STATISTICS

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

8.0 VACANT POSTS UPDATE

8.1 (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.

8.2 Members were provided with an update on the position concerning recruitment to posts temporarily vacant and it was noted that the Corporate Management Team would review those posts which were empty and still on the establishment, but with no budget provision, to determine which posts could be permanently deleted from the establishment.

9.0 Xchange MINUTES

9.1 The Sub-Committee received and noted the minutes of the Xchange group for the meeting held on 5 February 2013 and the draft minutes of the meeting held on 30 April 2013.

9.2 Members welcomed the purchase of a defibrillator for use within the Council Offices referred to in the draft minutes of the 30 April meeting. It had not yet been decided where this should be located and the Council Chamber was suggested as a suitable location.

10.0 EXTRA LEAVE PROPOSAL

10.1 At its meeting held on 27 November 2013, the Sub-Committee had resolved that an issues paper be prepared on the options for providing a reward to staff in recognition of the additional burdens recently placed upon them. This was to recognise staff commitment and hard work during challenging times and after a number of years' pay freezes.

10.2 A number of options were outlined for providing an additional day's leave to be taken at either specified times of the year such as the Christmas period, or added to each member of staff's leave entitlement for 2013-14. Members expressed their support for this latter option as it would cause least disruption to the running of the Council's services. It was re-affirmed that this would be a one-off arrangement for the 2013-14 leave year

10.3 As this initiative had originally been proposed by Councillor Glenn Harwood and supported by the Sub-Committee, it was appropriate that in announcing the extra day's leave to staff, the reasons for granting the additional day and the appreciation of Members for the contribution made by staff were included in the communication.

RESOLVED:

- i) That full-time staff be allocated an additional day's leave as a one-off arrangement for 2013-14, to be incorporated into annual leave entitlements, with the additional day to be taken by 30 April 2014.
- ii) That part-time staff be allocated a pro-rata entitlement.

11.0 FAMILY AND WORK LIFE BALANCE POLICY

- 11.1 The Human Resources Manager presented a report concerning the adoption of a revised Family and Work life Balance Policy. The revised policy had been prepared following an audit of HR policies in 2012 which had identified a need to reduce the number of existing policies to four, including one covering family and work life balance. The proposed policy had been drafted following an amalgamation and review of five existing policies.
- 11.2 The content of the policy was based on statutory requirements on maternity, paternity, adoption, parental, and emergency leave and the draft policy had been subject to consultation with staff and UNISON and had been agreed by the Council's Corporate Management Team.
- 11.3 It was noted that whilst parental leave was a statutory right, the employer had a right to delay the taking of such leave and the Policy would need to include reference to this. The draft Policy document also required a number of formatting and text changes.
- 11.4 Members expressed their thanks to the Human Resources Manager for producing a Policy document which was firm, fair and clear and would enable issues around family and work life balance to be managed effectively.

RESOLVED:

- i) That the Family and Work Life Balance Policy attached at Appendix A be adopted.
- ii) That the Chairman of the Sub-Committee be authorised to approve the final Policy document to include the amendments set out above.

12.0 COST OF LIVING PAY RISE FOR CHIEF OFFICERS

The Chief Executive, having declared a Disclosable Pecuniary Interest, left the meeting for consideration of this item.

- 12.1 It was reported that following the Sub-Committee's decision at its last meeting to award a 1% cost of living pay rise to all staff, it had subsequently been confirmed that there would be no cost of living pay rise offered nationally to Chief Executives and Chief Officers. In light of this, the 1% pay rise for this Council's Chief Executive and Executive Director had been deferred to enable the Sub-Committee to consider its previous decision again. These were the only two posts at ENC covered by the separate national negotiations for senior officers.

12.2 It was noted that although approving a 1% pay rise for Chief Officers would place this Authority outside the national pay agreement, provision for a 1% pay rise had been included in the Council's budget and Chief Officers at ENC were generally paid less than similar posts in neighbouring Authorities.

RESOLVED:

That a 1% cost of living pay rise for 2013, backdated to 1 April 2013, be awarded to the Chief Executive and the Executive Director.

Chairman