



East  
Northamptonshire  
Council

## Personnel Sub-Committee

### Minutes of a meeting held on 24 September 2013 at East Northamptonshire House, Thrapston

<b>Present:</b>	Councillors	Roger Glithero JP (Chairman)
		Wendy Brackenbury
		Glenn Harwood MBE
		Steven North
		Jeremy Taylor
		David Oliver
		Sharn Matthews
		Katy Everitt
		Aime Armstrong
		Charlotte Tompkins
		Kathryn Rance
		Chief Executive
		Executive Director
		Head of Resources and Organisational Development
		Human Resources Manager
		Waste Manager (for item SP24)
		Applications Support Manager (for item SP25)

#### 1.0 **MINUTES**

- 1.1 The minutes of the meeting held on 23 July 2013 were approved and signed by the Chairman.

#### 2.0 **APOLOGIES**

- 2.1 No apologies for absence had been received.

#### 3.0 **DECLARATIONS OF INTEREST**

<b>Officer</b>	<b>Item</b>	<b>Nature of Interest</b>	<b>DPI</b>	<b>Other Interest</b>
David Oliver	Update on Staff Proposal SP3	Own support staff affected		Yes

#### 4.0 **QUESTIONS UNDER PROCEDURE RULE 10.3**

- 4.1 There were no questions submitted under procedure rule 10.3

## **5.0 COMMENCEMENT TIME FOR MEETINGS OF THE SUB-COMMITTEE**

- 5.1 Members considered the current day and start time for meetings of the Sub-Committee following consultation on alternatives which had been carried out following the last meeting. Members agreed that moving meetings to Monday mornings would be worthwhile, with meetings taking place on the day before the current date of the scheduled meetings. A list of revised dates would be circulated.

### **RESOLVED:**

That with effect from the next scheduled meeting of the Sub-Committee, meetings be held on Mondays commencing at 10.30am for the remainder of the current municipal year.

## **6.0 WORKFORCE STATISTICS**

- 6.1 The Sub-Committee reviewed data concerning staff sickness, turnover and the number of staff employed.
- 6.2 Particular note was made of the total number of full-time equivalent staff employed which stood at 170 at the end of June 2013, which was fewer than at any time in the previous 4 years. Overall sickness rates were low and Members acknowledged this achievement, especially in service areas which had experienced significant change and turbulence recently.

## **7.0 VACANT POSTS UPDATE**

- 7.1
- (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.
- 7.2 The Sub-Committee noted the overall reduction in the Authority's salary budget of 15.4% between the 2009/10 and the 2012/13 budgets.

## **8.0 Xchange MINUTES**

- 8.1 The Sub-Committee received and noted the draft minutes of the meeting of the Xchange group held on 30 July 2013.

## **9.0 EXCLUSION OF PUBLIC AND PRESS**

### **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 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

**10.0 STAFF PROPOSAL 24 – REVIEW OF WASTE MANAGEMENT TEAM**

10.1 Further to the approval given at the last meeting of the Sub-Committee for formal consultations to take place on a review of the Waste Management Officer function within the Waste Management Team, the outcome of those consultations was submitted.

**RESOLVED:**

- i) That approval be given to adopt and implement the new waste team structure with its associated operational and financial changes.
- ii) That current Waste Team Officers be interviewed for appointment to the new posts.
- iii) That, as a consequence of the interview process, approval be given to progress any potential redundancy situation.

**11.0 STAFF PROPOSAL 25 – ICT WEB DEVELOPMENT TEAM RESTRUCTURE**

11.1 Further to the approval given at the last meeting of the Sub-Committee for formal consultations to take place on a proposed restructure of the Web Development Team, the outcome of those consultations was reported.

**RESOLVED:**

That the proposed structure be agreed and the Web Administrator role be advertised and recruited to once job evaluation has been completed.

**12.0 UPDATE ON STAFF PROPOSAL SP3**

12.1 Further to the approval given by the Sub-Committee for a review of the executive support team to be carried out and consultations with affected staff to commence, the Sub-Committee considered the outcome of the review and consultations.

**RESOLVED:**

- i) The Chief Executive, in consultation with the Chairman of the Personnel Sub-Committee, be authorised to review the consultation feedback and agree any changes that need to be made to the proposal, with a further report being submitted to the Personnel Sub-Committee if significant changes are made to the proposal.
- ii) Subject to there being no significant changes to the proposal following review of the consultation feedback, the Chief Executive, in consultation with the Chairman of the Personnel Sub-Committee, be authorised to implement the changes.

(Reason - to reduce costs)

**13.0**      **SP22: EMPLOYMENT OF THE HEAD OF THE JOINT PLANNING UNIT**

**RESOLVED:**

That consideration of this item be deferred until the next meeting of the Committee.

**Chairman**