



East  
Northamptonshire  
Council

## Personnel Sub-Committee

### Minutes of a meeting held on 14 October 2013 at East Northamptonshire House, Thrapston

**Present:** Councillors Roger Glithero JP (Chairman)  
 Wendy Brackenbury  
 Glenn Harwood MBE  
 Steven North  
 Jeremy Taylor

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 24 September 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

Officer	Item	Nature of Interest	DPI	Other Interest
David Oliver	Update on Staff Proposal SP3	Own support staff affected		Yes
Sharn Matthews	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 STAFF MANAGEMENT POLICY

5.1 The Human Resources Manager presented a report concerning the adoption of a

revised Staff Management 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 staff management. The proposed policy had been drafted following an amalgamation and review of ten existing policies, codes and guidance.

- 5.2 The proposed policy had been subject to consultation with staff and UNISON and had been approved by the Corporate Management Team.
- 5.3 The Human Resources Manager drew attention to paragraph 23.17 of the policy which provided for cases to be referred directly to the third level hearing stage of the capability procedure where the criteria set out in that part of the policy were met. This could apply, for instance, in cases where there was gross incompetency but where no malice was evident.
- 5.4 It was noted that Disclosure and Barring Service (DBS) checks were required for specified roles within the Council and this would be reflected in the Recruitment and Training policy which had yet to be considered by the Sub-Committee. Whilst the four HR policies would each be cross-referenced once completed, Members were of the view that the Staff Management Policy should include appropriate references to the required DBS checks at the stage of the policy being adopted.
- 5.5 The policy would be reviewed every three years following its adoption, although this was a maximum period and reviews were likely to take place more frequently as the need arose.

**RESOLVED:**

That subject to appropriate cross-references to the need for Disclosure and Barring Service checks being required for specified posts and the necessary formatting amendments being made, the Staff Management Policy be approved

**6.0 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.

**7.0 SP 22: EMPLOYMENT OF THE HEAD OF THE JOINT PLANNING UNIT**

- 7.1 Further to the report considered by the Sub-Committee in April 2013, the Executive Director reported on the current position in relation to the above post.

**RESOLVED:**

- i) That authority be given to the Chief Executive, in consultation with the Chairman of the Personnel Sub-Committee and the Leader of the Council, to accept the transfer of the employment contract for the Head

of the JPU to ENC on the basis of an existing contract with NNDC which specifies ENC's Terms and Conditions and payment as a Scale 10 post and provided the current post-holder agrees to the transfer on those terms.

**RESOLVED TO RECOMMEND:**

- i) That the Chief Executive, in consultation with the Chairman of the Personnel Sub-Committee and the Leader of the Council, be authorised to sign the revised Memorandum of Understanding for the JPU.

*(Reason: to provide a better employment arrangement for the Head of the JPU while ensuring that the Council is not exposed to any increased financial or non-financial risks as a result)*

**8.0 HEAD OF ICT SERVICES**

- 8.1 The Chief Executive presented a report advising Members of the departure in January 2014 of the Head of ICT Services and the arrangements being made to recruit a replacement.

**RESOLVED:**

- i) That the departure of the Head of ICT, the options for dealing with the vacancy and the reasons for deciding to fill the post; be noted and
- ii) That three members of the Personnel Sub-Committee be appointed to the Appointment Panel once the date of the meeting of the Appointment Panel is determined, along with 2 Members from the Borough Council of Wellingborough, with an ENC Councillor to be appointed as the Chairman of the Panel.

*(Reason – to ensure that service delivery by ICT can be maintained and that the partnership arrangements with BCW are applied)*

**9.0 UPDATE ON STAFF PROPOSAL SP27**

- 9.1 The Head of Resources and Organisational Development presented a report outlining the proposed establishment of a team to undertake business process reviews and provide support for corporate initiatives designed to improve efficiency and customer service and to reduce costs.

- 9.2 Members considered the options available for establishing a team to carry out these functions, how it might operate and work jointly with other parts of the Council to achieve results.

**RESOLVED:**

- i) That the report be noted, including that the cost of the new team will be met from existing budgets.

- ii) That the setting up of a new team to undertake robust business process reviews and lead on or support other corporate initiatives designed to improve efficiency and customer service and reduce costs be approved in principle and consultation take place with any affected employees.
- iii) That a further report be submitted to the next meeting of the Sub-Committee confirming the proposed organisational transformation structure and any proposed changes to existing teams and jobs.

*(Reason - to reduce costs and ensure continued progress in delivering the Corporate Plan)*

## **10.0 UPDATE ON STAFF PROPOSAL SP3**

- 10.1 Further to the approval given by the Sub-Committee at its last meeting for the restructuring of the executive support team to be implemented, the Head of Resources and Organisational Development provided Members with an update on the arrangements, including the deletion of the post of PA to the Chief Executive and the transfer of the postholder to the vacant Democratic Services Officer post. The provision of support to the Chairman of the Council would also transfer to the Democratic Services team.

**Chairman**