



East  
Northamptonshire  
Council

## Personnel Sub-Committee

### Minutes of a meeting held on 27 January 2014 at East Northamptonshire House, Thrapston

**Present:** Councillors Roger Glithero JP (Chairman)  
Wendy Brackenbury  
Steven North

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

#### 1.0 MINUTES

1.1 The minutes of the meeting held on 25 November 2013 were approved and signed by the Chairman.

#### 2.0 APOLOGIES

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

#### 3.0 DECLARATIONS OF INTEREST

3.1 The following interests were declared:

| Officer   | Item       | Nature of Interest           | DPI | Other Interest |
|---|------------|------------------------------|-----|----------------|
| David Oliver,<br>Katy Everitt and<br>Paul Smith | Pay Policy | Members of Staff<br>affected |     | Yes            |

#### 4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

4.1 There were no questions submitted under Procedure Rule 10.3

#### 5.0 WORKFORCE STATISTICS

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

- 5.2 It was noted that the overall level of staff sickness in the year to 31 December 2013 had increased from the previous year, although it remained below both the public and private sector averages. The overall figure had been affected by long-term sickness levels and it was not considered to be a cause for concern, but would be kept under review.
- 5.3 The staff turnover level in the Planning Services Department was comparatively high at 21.97%. It was noted that over the previous 12 months there had been a lot of change in the Planning Services Department.

## **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 The Sub-Committee noted that some of the posts had been on the Vacant Posts list for several years and the Corporate Management Team would therefore review the list to determine whether any posts could be deleted. A report would then be submitted to the next meeting of the Sub-Committee.

### **RESOLVED:**

That the list of vacant posts be reviewed and an updated list of vacant posts be submitted to the next meeting of the Sub-Committee.

## **7.0 PAY POLICY**

7.1 The Sub-Committee considered the draft Pay Policy Statement 2014-15. The Council's existing policy had been reviewed and the only amendments proposed were necessary updates to staff salaries to incorporate the 1% pay rise awarded in 2013; the addition of the new hosted Head of the Joint Planning Unit post, the increases in employees' pension contributions and the annual calculation of the ratios of the Chief Executive's salary compared to the lowest and average salaries.

7.2 The Head of Resources and Organisational Development provided the Sub-Committee with an update on the on-going national negotiations regarding the pay award for 2014-15. The Sub-Committee was asked to consider whether a local cost of living pay award should be considered on a similar basis to that agreed by the Sub-Committee on 23 April 2013 in respect of the 2013-14 pay award.

### **RESOLVED TO RECOMMEND:**

That the Pay Policy Statement 2013-14, attached at Appendix A, be adopted by Council.

**RESOLVED:**

That a report be submitted to the next meeting of the Sub-Committee on proposals for a local cost of living pay award for 2014-15.

**Chairman**