



Personnel Sub-Committee

Minutes of a meeting held on 9 June 2014 at East Northamptonshire House, Thrapston

Present: Councillors Roger Glithero JP
Glenn Harwood MBE
Steven North

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

1.0 **APPOINTMENT OF CHAIRMAN**

RESOLVED:

That Councillor Roger Glithero be appointed Chairman of the Personnel Sub-Committee for the year 2014-15.

2.0 **APPOINTMENT OF VICE CHAIRMAN**

RESOLVED:

That Councillor Jeremy Taylor be appointed Vice-Chairman of the Personnel Sub-Committee for the year 2014-15

3.0 **MINUTES**

3.1 The minutes of the meeting held on 14 April 2014 were approved and signed by the Chairman.

4.0 **APOLOGIES**

4.1 Apologies for absence were received from Councillors Wendy Brackenbury and Jeremy Taylor

5.0 **DECLARATIONS OF INTEREST**

5.1 No declarations of interest were made.

6.0 QUESTIONS UNDER PROCEDURE RULE 10.3

6.1 There were no questions submitted under Procedure Rule 10.3

7.0 WORKFORCE STATISTICS

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

7.2 With regard to the Headcount reduction over the past few years, it was noted that some areas of work were being carried out in more efficient ways, for example, through greater use of electronic methods of working, and some areas of activity had reduced to focus the council's resources on its priorities in the context of reduced government funding. Ensuring that there were sufficient staff resources to support projects or one-off initiatives was the most problematic issue to address with the reduced numbers of staff.

8.0 VACANT POSTS UPDATE

8.1 The Sub-Committee received a report on posts currently vacant within the Council. It was noted that offers had been made, and accepted, for the Business Transformation Manager and Senior Electoral Services Officer posts shown on the list.

9.0 RECRUITMENT AND TRAINING POLICY

9.1 The Human Resources Manager presented a report and draft Recruitment and Training policy for the Sub-Committee's consideration. Staff had been consulted on the draft policy via Xchange and Unison and the Corporate Management Team had agreed the policy proposed.

9.2 Subject to the following amendments being made, the Sub-Committee expressed its support for the draft policy submitted:

- i) The Chairman of the Personnel Sub-Committee to be notified of any short-term appointments made under paragraph 4.11 of the policy.
- ii) Section 5 to be amended to ensure consistency between the timescales for probationary periods and probation meetings being held.
- iii) Qualification Courses. At the end of the first sentence in paragraph 12.17, insert the words "and be of benefit to the Council"

RESOLVED: That subject to the amendments set out above being made, the Recruitment and Training Policy be approved.

Chairman