



East  
Northamptonshire  
Council

## Personnel Sub-Committee

### Minutes of a meeting held on 30 July 2014 at East Northamptonshire House, Thrapston

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

David Oliver	Chief Executive
Katy Everitt	Head of Resources and Organisational Development
Lisa Hyde	Head of Customer and Community Services
James McLaughlin	Democratic and Electoral Services Manager

#### **1.0 MINUTES**

1.1 The minutes of the meeting held on 9 June 2014 were approved and signed by the Chairman.

#### **2.0 APOLOGIES**

2.1 No apologies for absence were received.

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

3.1 No declarations of interest were made.

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

4.1 There were no questions submitted under Procedure Rule 10.3

#### **5.0 SINGLE FRAUD INVESTIGATION SERVICE**

5.1 The Head of Customer and Community Services submitted a report outlining the current position in relation to the transfer of all Housing Benefit Fraud investigation and prosecution work to the Department of Work and Pensions (DWP) from 1 December 2014. Approval to develop and recruit to a post to undertake the residual fraud work that would remain with the Council was also sought.

- 5.2 The DWP would require access to all ENC information following the transfer and the work remaining with ENC would be onerous. The post to be developed would need to reflect the extent of the role remaining with the Council and a further report would be submitted to the next meeting of the Sub-Committee.
- 5.3 It was confirmed that the DWP did not now intend to apply a de minimis level to cases involving fraud, although this could change in the future.

**RESOLVED:** That

- i) the transfer of the Housing Benefit Fraud service to the Department of Work and Pensions from 1 December 2014 be noted
- ii) the Head of Customer & Community Services, in consultation with the Chairman of the Personnel Sub-Committee (or, if the Chairman is unavailable, the Vice-Chairman of the Personnel Sub-Committee) be authorised to approve the job description and the recruitment of a post to undertake any residual fraud work for ENC.

*(Reason – to provide an appropriate resource for carrying out our residual fraud work)*

**6.0 PENSIONS DISCRETIONS**

- 6.1 The Head of Resources and Organisational Development presented a report outlining the Council's current position on pension discretions. The Council's discretions policy was required to be reviewed as soon as possible after April 2014 under Local Government Pension Scheme Regulations, although it was noted that the policy would be incorporated into the pay and benefits policy, which was currently under review.

**RESOLVED:** that

- i) no changes be made at this point to the current pensions discretions policy.
- ii) the implications of the new regulations be considered within the review of the pay and benefits strategy.

*(Reason – to ensure that Pensions Regulations are adhered to)*

**7.0 EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following item of business because exempt information, as defined under paragraphs 1 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

**8.0 RESOURCING ELECTORAL REGISTRATION AND ADMINISTRATION ACTIVITY**

8.1 The Democratic and Electoral Services Manager presented a report outlining the workload and activity being undertaken within the Electoral Services team in the period to 31 December 2015 and seeking the allocation of additional resources for the Electoral Registration Officer/Returning Officer.

8.2 It was confirmed that, whilst the additional post of an Electoral Services Visiting Officer was being sought until December 2015, should this need to be extended as a result of ongoing workload, a further report would be submitted to the Sub-Committee.

**RESOLVED:** That

- i) the establishment of an Electoral Services Visiting Officer post be authorised until 31 December 2015.
- ii) the establishment of a Modern Apprentice post within Democratic and Electoral Services be authorised until 31 March 2016.
- iii) the increase in pay grade for the vacant Senior Electoral Services Officer post set out in the report be authorised

*(Reason – to ensure that there are sufficient resources available to the Electoral Registration Officer/ Returning Officer to undertake his statutory responsibilities in the most cost effective way.)*

**Chairman**