



East  
Northamptonshire  
Council

## Personnel Sub-Committee

### Minutes of a meeting held on 29 September 2014 at East Northamptonshire House, Thrapston

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

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

#### 1.0 MINUTES

1.1 The minutes of the meeting held on 30 July 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	Officer	Item	Nature of Interest	DPI	Other Interest
	Katy Everitt	Staff Proposal 32 - Proposed Change to Finance Roles	Current role affected by proposals	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.

## **6.0 VACANT POSTS UPDATE**

6.1 The Sub-Committee received a report on posts currently vacant within the Council.

## **7.0 XCHANGE MINUTES**

7.1 The Sub-Committee received the minutes of the meeting of the Xchange group held on 29 July 2014.

## **8.0 ORGANISATIONAL DEVELOPMENT TEAM STRUCTURE**

8.1 The Human Resources Manager presented a report outlining recent staffing changes in the HR team, the increasing workload being carried out by the team and proposals to ensure that service levels could be maintained.

8.2 The HR Manager confirmed that there was an established selection process for appointing Apprentices. Five Apprentices had been recruited through this process and two of these had progressed to permanent roles within ENC.

**RESOLVED:** that

i) a Human Resources Advisor be recruited

ii) a Human Resources Apprentice position be established

*(Reason: to ensure the Council can successfully recruit and retain knowledgeable and skilled employees)*

## **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 UPDATE ON STAFF PROPOSAL SP27**

10.1 The Head of Resources and Organisational Development presented a report providing an update on the proposed structure for the Business Transformation Team, which had been established by the Sub-Committee in October 2013, following the appointment of the Business Transformation Manager.

**RESOLVED:** That the report be noted.

*(Reason - to ensure that the Council has the skills and the capacity to deliver projects to reduce costs and ensure continued progress in delivering the Corporate Plan)*

## **11.0 STAFF PROPOSAL 30**

- 11.1 The Chief Executive presented a report reviewing the supervisory level of staff in the benefits team after recent changes such as the introduction of Single Fraud Service, implications of Welfare Reform, a reduction in the number of staff and a reduction in the ISO Quality Management process. A vacant post also existed to provide fraud service support and recover overpayments
- 11.2 In response to Members' questions, clarification would be provided as to whether ENC staff were providing responses to benefit appeals at tribunals on behalf of the Department of Work and Pensions.

### **RESOLVED:** That

- i) the Benefit service structure outlined in Appendix 2 to the report be approved
- ii) the commencement of the consultation process be approved.
- iii) recruitment to the vacant post of Fraud & Overpayments Officer be commenced with immediate effect.
- iv) the intention to use some of the future savings from this restructure to help finance the implementation of the Business Transformation Team be noted.

*(Reason: to implement a more cost-effective structure in Revenues & Benefits, taking into account recent legislation and personnel changes.)*

## **12.0 STAFF PROPOSAL 31**

- 12.1 The Sub-Committee considered a report of the Environmental Protection Manager setting out the outcome of TUPE negotiations between ENC and Spire Homes for the transfer of disabled facilities grants services back to the Council

**RESOLVED:** That the inclusion through TUPE of the two members of staff referred to in the report onto the establishment from 1 October 2014 be approved.

*(Reason – To comply with the TUPE regulations and to prevent further legal challenge and costs to the Council.)*

## **13.0 STAFF PROPOSAL 33**

- 13.1 The Sub-Committee considered a report of the Head of Resources and Organisational Development setting out proposed changes to the Policy and Performance team following the departure of both the Policy and Performance Manager and the Policy Officer.

**RESOLVED:** That, subject to the outcome of any required staff consultation, the changes set out in the report be approved.

*(Reason - to ensure that the Council has the skills and the capacity to provide corporate support to the Council)*

**14.0 STAFF PROPOSAL 32 - PROPOSED CHANGE TO FINANCE ROLES**

14.1 The Chief Executive presented a report proposing changes to senior Finance roles within the Council resulting from the departure of the Finance Manager/Deputy Section 151 Officer later in the year.

14.2 The current corporate management structure arrangements had been in place since December 2011 whereby the Council had a Chief Finance Officer/Section 151 Officer on a part-time (2 days per week) basis. Members considered that the time was now right to re-consider this arrangement.

14.3 Whilst acknowledging the valuable contribution to the Council's financial management that both the Chief Finance Officer and Finance Manager had made, the changes proposed would provide an opportunity to further improve financial planning.

**RESOLVED TO RECOMMEND TO FULL COUNCIL:**

- i) that a new post of Head of Finance be created, and that post to hold the role of Chief Finance Officer/Section 151 Officer.
- ii) the existing Finance Manager role be replaced with a new post of Senior Accountant, and that post to hold the Deputy Chief Finance Officer/Section 151 Officer role.
- iii) the planned transitional arrangements be approved
- iv) the estimated financial implications be noted.

*(Reason – to strengthen the Council's financial management arrangements)*

**Chairman**