



## Personnel Sub-Committee

### Minutes of a meeting held on 8 December 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  
 David Reed Head of Planning Services  
 Aime Armstrong Human Resources Manager  
 Paul Smith Senior Democratic Services Officer

#### 1.0 MINUTES

1.1 The minutes of the meeting held on 29 September 2014 were approved and signed by the Chairman.

#### 2.0 APOLOGIES

2.1 An apology for absence was received from Councillor Wendy Brackenbury.

#### 3.0 DECLARATIONS OF INTEREST

3.1	Officer	Item	Nature of Interest	DPI	Other Interest
	David Oliver, David Reed, Aime Armstrong and Paul Smith	Cost of Living Pay Rise	Members of Staff affected	Yes	

After presenting the report, the Chief Executive left the meeting for consideration of that part of this item relating to consideration of a local pay award to the Chief Executive and Executive Director. The HR Manager and Senior Democratic Services Officer remained in the meeting to support the Sub-Committee in making and recording its decision.

#### 4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

4.1 There were no questions submitted under Procedure Rule 10.3

## **5.0 2014/16 NATIONAL PAY AWARD**

- 5.1 The Chief Executive presented a report providing an update on national pay agreements and negotiations. The Sub-Committee was requested to make recommendations to Council on the recently agreed NJC pay award and on the approach to be taken in respect of those staff who were not covered by the award.
- 5.2 In March 2014 and whilst national pay negotiations were ongoing, the Sub-Committee had agreed a 1% pay award for all staff with effect from 1 April 2014, subject to the Council abiding by the terms of the national pay award once it had been agreed. The terms of the agreed national pay award did not backdate the award to 1 April 2014, but instead provided lump sum payments to be made in two stages. By paying both lump sums in January 2015, any overpayments made arising from the 1% increase awarded in April 2014 would be avoided.
- 5.3 The national pay award only applied to pay points up to 49 on the pay scale. The ENC pay scale included pay points 50 – 56 and the Sub-Committee was requested to determine whether the pay award should be applied to these pay points.
- 5.4 A full and final pay offer had been made to those staff employed on JNC terms and conditions, and was being consulted upon. Two posts at ENC were subject to JNC terms and conditions, those being the Chief Executive and the Executive Director. The pay offer would apply to the Executive Director, however, the Chief Executive fell outside of the threshold and the Sub-Committee was requested to recommend whether a local pay award should be made. Both posts had received a 1% increase from 1 April 2014 as part of the decision made by the Sub-Committee in March 2014.

### **RESOLVED TO RECOMMEND TO FULL COUNCIL: That**

- i) the national NJC pay award be approved.
- ii) the NJC pay award be also applied to scale points 50 – 56 on the ENC pay scale
- iii) the two lump sum payments due for each scale point under the pay award be both paid in January 2015.
- iv) the position on the JNC pay negotiations be noted and a local pay award be made to the Chief Executive and Executive Director for 2014 – 16 on the following basis:
  - a) the 1% pay award made to the Chief Executive and Executive Director from 1 April 2014 be applied until 31 March 2015 and
  - b) a 2% pay award be made from 1 April 2015 to cover the period from 1 April 2014 to 31 March 2016.

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

## **6.0 ADMINISTRATION ASSISTANT – PLANNING SERVICES**

- 6.1 The Head of Planning Services presented a report proposing the deletion of two

permanent part-time posts and to create one permanent full-time post shared between Planning administration and Building Control administration.

6.2 It was noted that the two permanent part-time posts were currently filled by a temporary full-time post which would terminate on 31 December 2014.

**RESOLVED:** That the current two permanent part-time posts be deleted and one permanent full-time post be created, to be shared between Planning administration and building control administration.

*(Reason: To make permanent the temporary arrangements in place until 31 December 2014)*

## **7.0 HEAD OF FINANCE APPOINTMENT**

7.1 Following the decision made by Council on 6 October 2014 (following a recommendation made by the Sub-Committee at its meeting held on 29 September 2014) the Chief Executive provided the Sub-Committee with an update on the recruitment process for the Head of Finance post which had not resulted in an appointment being made.

**RESOLVED:** That the outcome of the recruitment process for the Head of Finance be noted, and to note that the Chief Executive will be submitting a further report to the Sub-Committee in February 2015.

*(Reason – to ensure the Council has the right calibre of employee in its key S151 Officer role and is balancing those requirements with the need to continue delivering cost savings)*

**Chairman**