



East
Northamptonshire
Council

Personnel Sub-Committee

Minutes of a meeting held on 9 February 2015 at 5.00pm, East Northamptonshire House, Thrapston

Present: Councillors Roger Glithero JP (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 22 December 2014 were approved and signed by the Chairman.

2.0 **APOLOGIES FOR ABSENCE**

2.1 Apologies for absence were received from Councillor Jeremy Taylor (Vice-Chairman).

3.0 **DECLARATIONS OF INTEREST**

The following interests were declared in the items listed below:

3.1	Officer	Item	Nature of Interest	DPI	Other Interest
	David Oliver; David Reed; Aime Armstrong and Paul Smith	Staff Benefits Policy – Approval to Consult (Update)	Members of staff affected.	Yes	

4.0 **QUESTIONS UNDER PROCEDURE RULE 10.3**

4.1 There were no questions submitted under Procedure Rule 10.3

5.0 PAY POLICY

- 5.1 The Sub-Committee considered the draft Pay Policy Statement 2015-16. The Council's existing policy had been reviewed and the only amendments proposed were necessary updates to incorporate the staff pay award for 2015/16 and the annual calculation of the ratio of the Chief Executive's salary to the lowest and average salaries.

RESOLVED TO RECOMMEND TO FULL COUNCIL:

That the Pay Policy attached at Appendix 1 be approved.

(Reason: To adhere to statutory requirement)

6.0 STAFF BENEFITS POLICY – APPROVAL TO CONSULT (UPDATE)

- 6.1 Further to consideration of this item at the previous meeting of the Sub-Committee, an update on the review of the staff benefits policy was submitted prior to consultation commencing with staff and UNISON.
- 6.2 Comparative data was provided on 24 public sector organisations in the surrounding areas (including district, unitary and county councils) to establish what leave entitlements they provided. It was proposed to merge annual leave and statutory days and this had been incorporated into the draft policy. Otherwise it was proposed to keep the current leave entitlements unchanged.

RESOLVED:

That the policy be approved for consultation with staff and UNISON before returning to the Personnel Sub-Committee for final consideration.

(Reason: To consolidate, improve and update policy).

7.0 BUILDING CONTROL SURVEYOR - PLANNING SERVICES

- 7.1 The Head of Planning Services presented a report proposing to make permanent an extension of working hours of a part-time Building Control Surveyor, whose hours had been increased from 22 to 30 per week for a six month period commencing on 8 September 2014.

RESOLVED:

That the current temporary arrangement be made permanent and the working hours of post 03/524 be increased to 30 per week on a permanent basis. .

(Reason: To provide sufficient resources to determine building control applications in a timely and efficient manner)

8.0 DEVELOPMENT CONTROL OFFICER - PLANNING SERVICES

- 8.1 The Head of Planning Services presented a report proposing to delete a Planning Technician post within the Development Control Section and to create an additional Development Control Officer to replace it.

RESOLVED:

That a Planning Technician post in the Development Control Section be deleted and an additional Development Control Officer post be created to replace it.

(Reason: To provide sufficient resources to determine planning applications in a timely and efficient manner)

9.0 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, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

All officers, with the exception of the Chief Executive, left the meeting for consideration of the following item of business.

10.0 OPTIONS FOR S151 OFFICER SUPPORT

- 10.1 Further to the Sub-Committee's consideration of the Head of Finance appointment at its meeting held on 8 December 2014, the Chief Executive presented a report outlining options for the management structure and Statutory Officers of the Council.

RESOLVED: That

- i) the proposals be approved in principle and circulated to relevant staff for consultation
- ii) it be noted that, subject to the results of the consultation, it will be recommended to resolve to recommend to Full Council that the following be approved:
 - a) the deletion of the post of Executive Director from the organisation structure
 - b) the appointment of the Head of Resources & Organisational Development as the Council's Monitoring Officer
 - c) the changes to the Heads of Service pay structure set out in section 4.4 of the report, and

the one-off costs of the changes be met from reserves

(Reason – to deliver financial savings while maintaining services and ensure that the Council retains the senior management capacity and capability that it needs)

Chairman