



East  
Northamptonshire  
Council

## Personnel Sub-Committee

### Minutes of a meeting held on 9 March 2015 at 10.30am, 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  
Aime Armstrong Human Resources Manager  
Paul Smith Senior Democratic Services Officer

#### 1.0 MINUTES

1.1 The minutes of the meeting held on 9 February 2015 were approved and signed by the Chairman.

#### 2.0 APOLOGIES FOR ABSENCE

2.1 No apologies for absence had been received.

#### 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
	Katy Everitt	Options for S151 Officer Support	Member of staff affected.	Yes	
	Paul Smith	Options for S151 Officer Support	Member of staff indirectly affected.		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 and progress made in recruiting to vacancies to be filled.

## **7.0 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 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

## **8.0 AGENDA ORDER OF BUSINESS**

- 8.1 With the consent of the Sub-Committee, the Chairman varied the order of business on the published Agenda.

## **9.0 FLEXIBLE RETIREMENT REQUEST**

- 9.1 The Head of Resources and Organisational Development presented a report on a request received from the Council's Amenities Manager seeking flexible retirement under the Council's Pensions Discretion Policy and Procedure.
- 9.2 The proposals for the flexible retirement arrangement were outlined, together with the proposed transfer of some of the Amenities Manager's existing tasks to the Amenities Supervisor which would be required as part of the arrangement.

### **RESOLVED:** That

- i) the Amenities Manager's flexible retirement request and associated changes to the Amenities Supervisor role be approved in principle
- ii) the final decision be delegated to the Council's S151 Officer, in consultation with the Chairman of the Personnel Sub-Committee, subject to the proposed change being delivered within existing budget

*(Reason: To retain knowledge and skills and provide time to review the longer term future provision of amenities services)*

## **10.0 PRINT REVIEW PROJECT**

- 10.1 The Human Resources Manager informed the Sub-Committee that a project to review printing services across the Council had recently commenced and would be overseen by her. While this project was at an early stage, authority to consult with affected staff was being sought now to avoid any unnecessary delays in the project

as the next meeting of the Sub-Committee would not be held until June 2015.

- 10.2 It was confirmed that all aspects of printing services within the Council would be considered as part of the project and any changes to service provision would need to be referred to the Policy and Resources Committee.

**RESOLVED:** That consultation with affected employees may be commenced when an appropriate point has been reached in the project.

*(Reason – To ensure council policies and employment law have been adhered to.)*

## **11.0 OPTIONS FOR S151 OFFICER SUPPORT**

- 11.1 It was reported that the Scrutiny Committee had called-in the decision made by the Sub-Committee on the above matter made at the meeting held on 9 February 2015. The Scrutiny Committee had met to consider the call-in and review the decision on 2 March 2015 and a copy of the resolution made by the Committee was circulated to Members of the Sub-Committee.
- 11.2 The Chief Executive informed the Sub-Committee that since the decision had been made, it had become known that the Head of Customer & Community Services was likely to be seconded to a neighbouring Council. Arrangements for covering the post during the period of any secondment would be considered at a special meeting of the Sub-Committee to be convened to take place on 23 March 2015.
- 11.3 The Sub-Committee considered that, although it did not share the Scrutiny Committee's concerns and noted that the proposal had been supported by the Executive Director/Monitoring Officer, in view of the implications of the likely secondment for the Council's management team and that any review of the Council's structure should be considered by the new Council following the May 2015 Elections, consideration of the matter should be deferred.
- 11.4 With reference to Resolution (ii) made by the Scrutiny Committee, Members of the Sub-Committee expressed concern at the Scrutiny Committee's request to be consulted on decisions as this was not in accordance with the line of reporting for the Sub-Committee and suitable call-in procedures were contained in the Constitution.

**RESOLVED:** That

- i) whilst the Personnel Sub-Committee does not share the concerns expressed by the Scrutiny Committee on the decision made by the Sub-Committee at its meeting held on 9 February 2015, in recognition of the likely secondment of the Head of Customer & Community Services to a neighbouring council, which has arisen since that time, no further action be taken on the matter for a period of at least one year.
- ii) as a call-in procedure exists, the Personnel Sub-Committee does not believe that it is appropriate for the Scrutiny Committee to be consulted on decisions taken by the Sub-Committee.

**Chairman**

## Decision by officer following Specific Delegation from Council/Committee

<b>1</b>	Committee delegating decision	Personnel Sub-Committee
<b>2</b>	Date of meeting	9 March 2015
<b>3</b>	What decision was delegated: <i>(from decision notice/minutes)</i>	<p>i) the Amenities Manager's flexible retirement request and associated changes to the Amenities Supervisor role be approved in principle</p> <p>ii) the final decision be delegated to the Council's S151 Officer, in consultation with the Chairman of the Personnel Sub-Committee, subject to the proposed change being delivered within existing budget</p>
<b>4</b>	Minute number	PSC - Minute 9 PSC minutes approved by Policy and Resources Committee under minute 443
<b>5</b>	Any declarations of interest made by Councillors at the Committee in relation to this decision.	No
<b>6</b>	Date delegated decision made:	11 May 2015
<b>7</b>	Officer making the decision:	Glenn Hammons – Chief Finance Officer (Section 151 Officer)
<b>8</b>	What decision was made under the delegation?	To approve the flexible retirement request made by the Amenities Manager
<b>9</b>	Reason(s) for the decision taken:	<p>To retain knowledge and skills and provide time to review the longer term future provision of amenities services.</p> <p>The Chairman of the Personnel Sub-Committee has been consulted and has approved the proposal.</p>
<b>10</b>	Were any other options considered and why were they rejected?	No
<b>11</b>	Documents that were considered when making this decision: <i>(The documents must be kept for 4 years from the date of decision )</i>	None other than the report to the Personnel Sub-Committee.

<b>12</b>	Any reasons why part or all of this report should be redacted before publication	No
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Notes for completion:

1. Boxes in grey will be completed by Democratic Services and emailed to the relevant officer for report completion.
2. When the decision has been made, the relevant officer should complete the report within 14 days and send it to Democratic services for publication on the council's website in line with the Openness of Local Government Regulations 2014.