



## Personnel Sub-Committee

Minutes of a meeting held on Monday 20 June 2016 at 10.30am, East Northamptonshire House, Thrapston

<b>Present:</b>	Councillors:	Roger Glithero Glenn Harwood MBE Steven North Sarah Peacock	
	Officers:	David Oliver Sharn Matthews Mike Deacon Paul Bland Aime Armstrong Jenny Walker  Bryan Rance  Helen Rowe	Chief Executive Executive Director Head of Environmental Services Head of Planning Services Human Resources Manager Environmental Protection Manager Building Control Manager ( <i>for "Building Control Reorganisation" item only</i> ) HR Advisor

### 1.0 TRIBUTE TO JO COX MP

At the request of Councillor Roger Glithero, the Sub-Committee stood in silent tribute to the late Jo Cox MP, who had recently been killed whilst carrying out her public duties as a Member of Parliament.

### 2.0 APPOINTMENT OF CHAIRMAN

#### RESOLVED:

That Councillor Roger Glithero be appointed Chairman of the Personnel Sub-Committee for the year 2016/17.

### 3.0 APPOINTMENT OF VICE-CHAIRMAN

#### RESOLVED:

That Councillor Sarah Peacock be appointed Vice-Chairman of the Personnel Sub-Committee for the year 2016/17.

### 4.0 MINUTES

4.1 The minutes of the meeting of the Personnel Sub-Committee held on 18 April 2016 were approved and signed by the Chairman.

### 5.0 APOLOGIES FOR ABSENCE

5.1 Apologies for absence were received from Councillor Wendy Brackenbury.

## **6.0 DECLARATIONS OF INTEREST**

6.1 No declarations of interest were made.

## **7.0 QUESTIONS UNDER PROCEDURE RULE 10.3**

7.1 There were no questions submitted under Procedure Rule 10.3.

## **8.0 WORKFORCE STATISTICS**

8.1 The Sub-Committee reviewed data concerning staff sickness, turnover and the number of staff employed.

8.2 It was noted that, for the first time, within the total number of sickness days lost during 2015/16 the principal reason for sickness was due to stress/depression/anxiety.

### **RESOLVED:**

That the report be noted.

## **9.0 APPRENTICES UPDATE**

9.1 Further to the discussion of the Apprenticeship scheme at the meeting of the Sub-Committee held on 7 March 2016, the Human Resources Manager provided Members with an overview of the scheme's operation at the Council.

9.2 Members welcomed the success of the scheme for both the Council and the individuals who had participated in it.

### **RESOLVED:**

That the report be noted.

## **10.0 CHANGE TO FAMILY AND WORK LIFE BALANCE POLICY IN RELATION TO JURY SERVICE**

10.1 The Human Resources Manager reported that in response to changes being made to the Courts' reimbursement procedures for those carrying out jury service, an amendment was proposed to the Council's Family and Work Life Balance Policy to ensure that any members of staff summoned for jury service were not disadvantaged.

### **RESOLVED:**

That the jury service section of the family and work life balance policy (Section 8.44) be updated in line with changes to the court's reimbursement procedures to read as follows:

*Under the provisions of the Juries Act 1974 all men and women aged between 18 and 70 are liable to be summoned to attend for jury service. The Council has an obligation to release employees to attend for jury service and currently employees will be paid as normal **for the first 10 days of jury service. Where staff are summoned by the court to sit for more than 10***

***days, they must ring their line manager to discuss the situation. The Chief Executive may approve full pay to attend jury service beyond 10 days.*** (Changes in ***bold italics***):

*(Reason: To ensure that the Council's HR policies comply with relevant legislation)*

#### **11.0 ENVIRONMENTAL SERVICES – PRIVATE SECTOR HOUSING TEAM - DISABLED FACILITIES GRANT RESOURCING**

11.1 The Environmental Protection Manager presented a report setting out proposals for providing additional temporary resources to assist with Disabled Facilities Grant applications.

11.2 It was confirmed that the recovery of adaptation costs from Housing Associations was not permitted by legislation, although clawback provisions enabled costs to be recovered if adapted properties were sold. It was noted that the Council would receive from the County Council the full amount of the Disabled Facilities Grants allocation awarded from Central Government for 2016/17.

**RESOLVED:** That

- i) option 3 set out in the report for a full-time post with half the cost, or more, to be recovered from a partner authority/ies be progressed further with other neighbouring authorities; and
- ii) if a partnership approach cannot be delivered, option 1 set out in the report for a part-time post be implemented.

*(Reason: To optimise the delivery of DFGs in a timely and cost-effective way)*

#### **12.0 ENVIRONMENTAL PROTECTION PLANNING CONSULTATION RESOURCE**

12.1 The Environmental Protection Manager presented a report setting out proposals for providing additional resources to undertake consultation work on planning applications by the Environmental Services Department, which was a statutory consultee for planning applications.

12.2 Environmental Services provided comment on a number of specialist issues. The number of planning applications dealt with by the team had increased in recent years and this was having a detrimental impact on other areas of the service.

12.3 The Head of Planning Services commented on the good service received from the Environmental Services team and supported the proposal to use planning fee income received above budget to provide additional resources for the consultation work.

**RESOLVED TO RECOMMEND TO FULL COUNCIL:**

That an additional resource to assist with planning consultations be approved for a fixed-term appointment of 2 years on a part time basis (18.5 hours per week), with the post to be reviewed after 18 months and to be funded from any income above budget received from planning application fees in 2016/17, or from reserves in the absence of any such surplus, and to be built into the base budget for the appropriate period thereafter..

*(Reason: To ensure that the environmental implications of proposed developments can be adequately assessed during the planning process).*

### **13.0 BUSINESS ACCOUNT MANAGER**

- 13.1 The Executive Director outlined proposals to provide two part-time Business Account Manager posts following a successful pilot project in 2015/16 for which funding had been secured from the Local Government Association.
- 13.2 The pilot had proved successful in supporting the delivery of the Council's Corporate Plan, together with initiatives to support economic growth and ENC being a business friendly Authority. A number of lessons had been learned from the pilot and these had been incorporated into the proposals.
- 13.3 The proposed use of the Improvement Reserve to fund the posts in 2016/17 would involve an estimated drawdown of approximately £21,000. Thereafter, it was intended to build the cost into the base budget.

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

That the establishment of two Business Account Manager posts be approved, one to be based in Environmental Services and one to be based in Planning, the grade of the post to be determined by job evaluation and the working hours to be 18.5 hours per week per post, to be funded from the Improvement Reserve for 2016/17 only and built into the base budget thereafter.

*(Reason: To ensure this Council has adequate resources in order to support our new and existing businesses).*

### **14.0 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 3 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

### **15.0 LEISURE OFFICER**

- 15.1 The Chief Executive presented a report setting out proposals for the establishment of a Leisure Officer post to undertake monitoring of the new leisure contract and develop associated areas of work to promote active recreation and healthier lifestyles.

#### **RESOLVED:**

That the establishment of a full-time permanent Leisure Officer post within the Community Partnerships team be approved, the grade of the post to be determined by job evaluation and the post to be funded from within existing budgets.

*(Reason: To ensure this Council has adequate resources in order to monitor the delivery of the leisure contract and associated work around promoting*

*healthier lifestyles.)*

#### **16.0 ICT ADMINISTRATIVE SUPPORT ROLE**

- 16.1 The Chief Executive reported on proposals to change the Trainee Service Desk Analyst role within the ICT team to a permanent role. It was noted that the current trainee post was for a one year appointment only and it was becoming increasingly difficult to recruit suitable applicants to the post.

##### **RESOLVED:**

That the change of the Trainee Service Desk Analyst role to a permanent role within the Service Desk Analyst job family be approved.

*(Reason: To address the risk of being unable to fill the role and ensure adequate resource levels are maintained).*

#### **17.0 TECHNICAL SUPPORT OFFICER COVER**

- 17.1 The Chief Executive presented a report seeking approval for measures to provide cover for the ICT Technical Support Officer roles, which were critical to the systems used by the Revenues & Benefits and Finance services.

##### **RESOLVED:**

That the following measures be approved:

- i) the recruitment of maternity cover for the part-time Technical Support Officer
- ii) the recruitment to any vacant post created from a successful application from an internal candidate for the maternity cover
- iii) the use of salary savings to cover the costs of employing WellData Ltd on a twelve month contract.

*(Reason: To ensure adequate cover for ICT systems critical to the effective operation of key council services).*

#### **18.0 FUNDING OF THE EMPTY PROPERTY PROJECT OFFICER**

- 18.1 In accordance with the resolution made by the Sub-Committee at its meeting held on 7 March 2016 as part of the approval to engage an Empty Homes Project Officer, the Environmental Protection Manager submitted a report setting out the terms of the appointment made and the associated financial implications.

##### **RESOLVED:**

That the appointment of the Empty Home Project Officer and the allocation of funding for year one and beyond be noted.

*(Reason: To provide an update for Members as required.)*

#### **19.0 BUILDING CONTROL REORGANISATION**

- 19.1 The Building Control Manager presented a report setting out proposals for strengthening and building resilience in the Building Control team, together with

succession plans to manage the anticipated departure of staff in 2018.

**RESOLVED:** That

- i) the proposed new structure for the Building Control team set out in the report be approved, subject to any additional costs being recovered via a review of hourly rates so that the service meets the statutory requirement to recover costs only.

*(Reason: The Council and its customers will receive the maximum benefit from the option proposed)*

- ii) a further report be brought back to this Committee in 2018 to review the effectiveness of the revised structure and its match to demand at that point.

*(Reason: To review the staffing levels in the Building Control Team in the context of the market and potential staff vacancies at that time).*

## **20.0 PLANNING SERVICES: HOUSING STRATEGY TEAM**

20.1 The Head of Planning Services presented proposals for strengthening the Housing Strategy team.

20.2 Members acknowledged the need for the post and expressed the view that the research role proposed for the Housing Needs Officer should encompass all housing needs in the District rather than social housing needs alone, and that better quality data was needed to enable the Council to achieve its objectives.

**RESOLVED:** That

- i) the additional hours for the Housing Enabling Officer from 18.5 hours per week to 22.5 hours per week be approved.
- ii) the creation of a new part-time (18.5 hours per week) Housing Needs Officer post, at a grade to be determined through the Job Evaluation process and funded from within existing budgets, be approved.

*(Reason - The Council and its customers will receive the maximum benefit from the option proposed)*

## **21.0 REVENUE SUPPORT GROUP**

21.1 In accordance with the decision made by the Sub-Committee at its meeting on 7 March 2016, a verbal update was provided by the Executive Director confirming that none of the staff affected had opted into the Local Government Pension Scheme at this stage, but could do so at any time in the future.

**Chairman**