



## Personnel Sub-Committee

### Minutes of a Meeting held on Monday 14 November 2016 at 10.30am, East Northamptonshire House, Thrapston

<b>Present:</b>	<b>Councillors:</b>	Roger Glithero (Chairman)	
		Wendy Brackenbury	
		Glenn Harwood MBE	
		Steven North	
		Sarah Peacock	
	<b>Officers:</b>	Katy Everitt	Head of Resources and Organisational Development
		Julia Smith	Head of Customer and Community Services
		Richard Hadden	Revenue Manager
		Michelle Drewery	Finance Manager

#### **1.0 APOLOGIES FOR ABSENCE**

- 1.1 An apology for absence was received from David Oliver (Chief Executive).

#### **2.0 MINUTES**

- 2.1 The minutes of the meeting of the Personnel Sub-Committee held on 19 September 2016 were approved and signed by the Chairman.

#### **3.0 DECLARATIONS OF INTEREST**

- 3.1 No declarations of interest were made.

#### **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, particularly the impact of long-term absences on the overall sickness levels.

- 5.2 The Sub-Committee remained concerned at the sickness absence statistics, particularly absences resulting from stress, and noted that additional work continued to be carried out by fewer staff. In this context, Members questioned whether the current service levels provided in some service areas were sustainable and could be maintained in the future without adversely affecting staff welfare.
- 5.3 Comparative sickness absence data had been obtained for other District and Borough Councils in the East Midlands which indicated that ENC was between the lower quartile and the average for the region. Whilst providing useful comparisons, Members considered that attention should be focussed on ENC's sickness absence data and the reasons behind sickness absences.
- 5.4 Sickness absence was being monitored more closely and all Members of staff who reached "triggers" set out in the absence policy had their absences reviewed.

**RESOLVED:**

That the report be noted.

**6.0 HEAD OF ECONOMIC AND COMMERCIAL DEVELOPMENT POST**

- 6.1 The Head of Resources and Organisational Development reported that costings were being obtained from recruitment agencies for advice on the advertising of the post, psychometric testing exercises and candidate searches and it was likely that interviews would take place early in the New Year.
- 6.2 As the post was at head of service level, members of the Sub-Committee would be required to serve on the recruitment panel.

**RESOLVED:**

That Councillors Roger Glithero, Glenn Harwood, Steven North and Sarah Peacock be appointed to serve on the interview panel for recruitment to the post of Head of Economic and Commercial Development.

**7.0 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 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

**8.0 PROPOSED REVENUES RESTRUCTURE**

- 8.1 The Revenue Manager presented proposals for restructuring the Revenues team to recognise improved working practices, procedural efficiencies and a reduction in resources required due to the closure of two magistrate courts.

**RESOLVED : That**

- i) the consultation process with staff relating to the proposed new structure for the Revenues team be approved.
- ii) the Head of Customer and Community Services, in consultation with the Chairman or Vice-Chairman of the Personnel Sub-Committee, be authorised to make the proposed structure changes subject to the results of the consultation process.
- iii) should redundancy costs be incurred in the 2016/17 financial year, these be met from reserves and the funds used be restored to reserves from the salary budget in the 2017/18 financial year and the relevant post deleted from the establishment with any remaining salary budget relating to this post removed from 2017/18 once the funds have been restored to reserves.

*(Reason: To ensure the Revenues Team has appropriate resources to maintain its level of performance with a leaner and more efficient structure)*

**Chairman**