



Personnel Sub-Committee

Minutes of a Meeting held on Monday 23 January 2017 at 10.30am, East Northamptonshire House, Thrapston

Present: Councillors: Roger Glithero (Chairman)
Wendy Brackenbury
Glenn Harwood MBE
Steven North

Officers:	David Oliver	Chief Executive
	Katy Everitt	Head of Resources and Organisational Development
	Paul Bland	Head of Planning Services
	Rhys Bradshaw	Planning Development Manager

1.0 APOLOGIES FOR ABSENCE

1.1 An apology for absence was received from Councillor Sarah Peacock.

2.0 MINUTES

2.1 The minutes of the meeting of the Personnel Sub-Committee held on 14 November 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 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.

6.0 PLANNING ENFORCEMENT OFFICER - EXTENSION OF TEMPORARY CONTRACT

- 6.1 The Planning Development Manager reported that in April 2016 the Sub-Committee had approved a flexible retirement request within the Planning Enforcement team and the creation of a temporary additional Planning Enforcement Officer post at 0.6 FTE to maintain a 1FTE post overall. An officer had been recruited to the temporary post until 31 December 2016 to coincide with the conclusion of the Planning Enforcement Scrutiny Review
- 6.2 The Planning Enforcement Scrutiny Review had concluded and the Panel's findings reported to the Scrutiny Committee on 11th January 2017. The Committee had supported the extension of the temporary contract until 31 December 2017 to allow the procedures in the updated Enforcement Plan to establish.
- 6.3 The Sub-Committee considered that sufficient resources were required to maintain an effective planning enforcement function and there was likely to be a demand for planning enforcement work for some time ahead. Accordingly, it would be appropriate to review the current team structure again before the temporary contract expired.

RESOLVED: That

- i) the extension of the temporary part-time contract until 31 December 2017 be approved.
- ii) a further report be submitted to the Sub-Committee in approximately 10 months' time to assess the effectiveness of the current Planning Enforcement Team structure

(Reason: Effective management: to ensure that the council has the resource to continue to take appropriate and timely enforcement action in relation to breaches of planning control).

7.0 PROPOSED DELETION OF POST - PLANNING SERVICES ADMINISTRATION TEAM

- 7.1 The Head of Planning Services reported that one of the five Administration Assistants within Planning Services had retired from the Council in December 2016 and it was proposed to delete the post from the establishment. The successful implementation of the new 'Paperless Planning' project had enabled this reduction to be made.

RESOLVED : That the deletion of post number 03/578 (Administration Assistant – part-time) from the Planning Services establishment be approved.

(Reason: To realise efficiencies delivered by the Business Transformation 'Paperless Planning' project).

8.0 TEMPORARY COVER FOR HR MANAGER POSITION

- 8.1 The Head of Resources and Organisational Development reported that the Council's HR Manager has been absent from work for several months and, to date, the vacancy had been covered from existing staff resources. However, this was not considered to be sustainable and additional support was required, particularly to undertake projects the Council was under an obligation to carry out.
- 8.2 Additional funding was requested to be used to purchase HR consultancy days from East Midlands Councils, subject to relevant procurement rules being satisfied. The quality of previous support obtained from HR staff at East Midlands Councils had been good.

RESOLVED: That additional funding of up to £10,000 from any forecast underspend within 2016/17 be approved to provide temporary cover for the HR Manager post.

(Reason: To ensure the HR team is appropriately resourced to ensure effective service delivery).

Chairman