



Personnel Sub-Committee

Minutes of a Meeting held on Monday 20 March 2017 at 10.30am, East Northamptonshire House, Thrapston

Present:	Councillors:	Roger Glithero (Chairman) Wendy Brackenbury Glenn Harwood MBE Steven North Sarah Peacock	
	Officers:	David Oliver Katy Everitt Aime Armstrong Paul Bland Lucy Hogston Michelle Drewery	Chief Executive Head of Resources and Organisational Development Human Resources Manager Head of Planning Services (for item 7) Benefits Manager (for item 6) Finance Manager

1.0 APOLOGIES FOR ABSENCE

1.1 No apologies for absence had been received.

2.0 MINUTES

2.1 The minutes of the meeting of the Personnel Sub-Committee held on 23 January 2017 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.

RESOLVED: That the report be noted.

6.0 PROCESSING HOUSING BENEFIT & COUNCIL TAX SUPPORT CLAIMS ON BEHALF OF THE BOROUGH COUNCIL OF WELLINGBOROUGH

- 6.1 The Benefits Manager presented a report setting out arrangements in place for ENC processing Housing Benefit and Council Tax Support claims on behalf of the Borough Council of Wellingborough. This included the contents of a Memorandum of Understanding which had been entered into by both Councils and which governed the basis on which the arrangement would operate.

RESOLVED : That the report be noted.

URGENT ITEM OF BUSINESS

The following item of business was added to the Agenda with the consent of the Chairman in order that recruitment to the post could be commenced without unnecessary delay.

7.0 WASTE CONTRACT PROJECT ADMINISTRATOR POST

- 7.1 The Head of Resources and Organisational Development presented a verbal report regarding the proposed recruitment to the above post.
- 7.2 The post would be for a fixed-term contract of 18 months and the cost would be met from the £200k earmarked reserve for procurement in relation to the waste and leisure contracts. Notwithstanding this provision, there was some uncertainty as to whether the recruitment could commence without the approval of the Sub-Committee as it was a new post on the Authority's establishment. As a consequence of the issues raised by this case, the recruitment procedures in this respect would be reviewed and clarified in due course.
- 7.3 The Sub-Committee were of the view that the post was necessary and should be filled as soon as possible.

RESOLVED: That approval be granted to recruit to the post.

(Reason: To ensure that adequate resources are in place for the duration of the procurement process so that the Council gets best value for money from the new contract)

8.0 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 3 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

9.0 COUNCIL-WIDE ROLL-OUT OF PAPERLESS WORKING

- 9.1 The Business Transformation Manager presented a report reviewing the progress made following the introduction of paperless working in the Council's Development Management team; setting out the high level plans for rolling paperless working out to the rest of the Council and requesting that funds be made available from the Council's MTFS/Efficiency Plan Reserve to allow this work to continue.
- 9.2 The Leader of the Council questioned the use of reserves to fund the two temporary posts proposed. The savings identified in the report and the work to be carried out were within the same service area and these savings ought to be used directly to fund the continuation of the paperless working project rather than drawing from reserve funds.
- 9.3 The process of transferring savings achieved into reserves was outlined and it was acknowledged that these funds and the subsequent use of them to fund work to achieve further savings would benefit from improved identification and recording in the Authority's accounts. This would be examined for the future.

RESOLVED: That

- i) the sum of up to £14,000 be made available from the Council's MTFS/Efficiency Plan Reserve to fund an agency worker to take on the 'Co-ordinator' role in the Planning Data Project.
- ii) the sum of up to £12,500 be made available from the Council's MTFS/Efficiency Plan Reserve to fund the Revenue Support team to continue the preparation work required before the remaining planning files are sent for scanning.

(Reason: To enable this successful project to proceed in other areas of the council to deliver further efficiency savings)

10.0 LONG TERM SICKNESS ABSENCE

- 10.1 Following the Sub-Committee's last review of sickness absence data at the meeting held in November 2016, the Head of Resources and Organisational Development presented a report outlining current cases of long term sickness absence and action being taken to manage them.

RESOLVED: That the report be noted.

(Reason: To note that long term sickness absence is being managed in accordance with legislation and the Council's Sickness Absence Policy and Procedures)

Chairman