



Personnel Sub-Committee

Minutes of a Meeting held on Monday 08 May 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
Aime Armstrong Human Resources Manager
Julia Smith Head of Customer and
Community Services (for item 9)

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies for absence had been received from Councillor Sarah Peacock.

2.0 MINUTES

2.1 The minutes of the meeting of the Personnel Sub-Committee held on 20 March 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 DEMOCRATIC SERVICES ASSISTANT

5.1 The Head of Resources and Organisational Development presented a report which provided an update on the recruitment to the Democratic Services Assistant position and sought to obtain agreement to make changes to the position.

- 5.2 In February 2016, the Sub-Committee had agreed to establish an additional Democratic Services Assistant position of 22 hours per week for a period of 12 months from the date of appointment. Three attempts had been made to recruit to the position, both internally and externally, but all attempts had failed and it was thought likely that this was because the position was fixed term and part time but also required the post holder to work flexible hours, including evenings.
- 5.3 The issues surrounding the recruitment to the position had been considered along with recent changes to the structure of the Corporate Management Team (CMT) and the administrative support provided to them. This included that the PA to the Executive Director had recently asked to permanently reduce the number of days per week she worked and that three members of the CMT did not currently have any administrative support.
- 5.4 It was therefore proposed to combine the position of Democratic Services Assistant with support to the three Heads of Service to make a full time permanent position.

RESOLVED:

That changes to the Democratic Services Assistant position be approved, specifically that it is established as a permanent and full-time position which also provides administrative support to the Head of Economic and Commercial Development, Head of Customer and Community Services and the Head of Resources and Organisational Development.

(Reason To ensure that CMT and the Democratic Services team are appropriately resourced to ensure effective service delivery).

6.0 ICT RESTRUCTURE

- 6.1 The Head of Resources and Organisational Development presented a report which provided an update on the proposed restructure of ICT and sought delegated authority to review consultation feedback and agree the future ICT management structure.
- 6.2 Consultation on the proposed restructure of ICT was being undertaken in two phases, Phase One being consultation with the three ICT Managers, which had concluded on 5 May 2017. The consultation proposed that the number of managers in ICT was reduced from three to two. Subject to the outcome of Phase One, the ICT Managers would then assist with developing the remaining structure.
- 6.3 The Council's Staff Management Policy stated the following:

"Where major change was proposed, once consultation has finished CMT will submit a report to the Personnel Sub-Committee detailing the proposed change. The report will contain the following information:

- *Proposed new structure*
- *Reason for the change*
- *Summary of feedback received from the consultation*
- *Cost of the restructure*
- *Next steps"*

- 6.4 As the consultation concluded on 5 May, and to avoid any delay in progressing Phase Two of the restructure, it was recommended that the Sub-Committee delegate authority to review the areas identified in the Staff Management Policy to the Head of Resources and Organisational Development in consultation with two nominated Members of the Personnel Sub-Committee.

RESOLVED:

That authority be delegated to the Head of Resources and Organisational Development, in consultation with the Chairman of the Personnel Sub-Committee and Leader of the Council, to review the following areas:

- Proposed new structure
- Reason for the change
- Summary of feedback received from the consultation
- Cost of the restructure
- Next steps

(Reason: To ensure the restructure of ICT can progress).

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

8.0 INTRODUCTION OF THE GENERAL DATA PROTECTION REGULATIONS – ADDITIONAL STAFF RESOURCES

- 8.1 The Head of Resources and Organisational Development presented a report which requested additional staff resources to assist in the introduction of the General Data Protection Regulations (GDPR).

- 8.2 GDPR was new legislation that would supersede the existing Data Protection Act 1998 and was being introduced to reflect technological advances in how people's data was processed. GDPR introduced tougher fines for non-compliance and breaches, and gave people more say over what organisations could do with their data. Preparing for the introduction of GDPR in May 2018 required a substantial amount of work to be carried out and it had been assessed that this would not be possible to do within existing staff resources.

- 8.3 The types of tasks that would need to be undertaken included:

- Undertaking an audit of all information the Council held, where it came from and who we shared it with.
- Review the types of data the Council processed and identify the legal reason for doing so.
- Review existing policies and procedures, including privacy notices, Data Sharing Agreements, Subject Access requests, dealing with data breaches

and procedures on “individual’s rights”.

- Developing procedures for implementing Privacy Impact Assessments.

- 8.4 To provide the level of support considered necessary to ensure the Council was prepared for the introduction of GDPR, the Information Governance Manager had indicated that she would require the support of a part-time (25 hours per week) Business Analyst / Project Manager for a period of 12 months.
- 8.5 Members requested that a report on long term absences be brought to a future meeting.

RESOLVED:

That the appointment to the Business Analyst/Project Manager position, including the proposed funding of the post as set out in paragraph 6.1 of the report, be approved.

(Reason: To ensure the Council meets its obligations under the Data Protection Act 1998 and the General Data Protection Regulations (To be implemented in May 2018)).

9.0 COMMUNICATIONS MANAGER – JOB EVALUATION

- 9.1 The Head of Customer and Community Services presented a report which informed the Sub-Committee of the results of the Job Evaluation Process for the Communications Manager and to approve the resulting change in the grade for the post.
- 9.2 The job evaluation process allowed any member of staff’s post to be evaluated on request to ensure that they were being paid in accordance with the job they were undertaking. The current post holder had asked for a job evaluation based on the role she currently undertook.

RESOLVED:

That the change to the grade for the role of Communications Manager, in line with the job evaluation process, to Grade 8 be approved.

(Reason: To ensure the fair application of the job evaluation process).

Chairman