



Personnel Sub-Committee

Minutes of a Meeting held on Monday 10 July 2017 at 6.30pm, East Northamptonshire House, Thrapston

Present: Councillors: Roger Glithero JP (Chairman)
Sarah Peacock (Vice-Chairman)
Glenn Harwood MBE
Steven North

Officers:	Sharn Matthews	Executive Director
	Paul Bland	Head of Planning Services
	Katy Everitt	Head of Resources and Organisational Development
	Aime Armstrong	Human Resources Manager
	Michelle Drewery	Finance Manager

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Councillor Wendy Brackenbury and the Chief Executive, David Oliver.

2.0 MINUTES

2.1 The minutes of the meeting of the Personnel Sub-Committee held on 19 June 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 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 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

6.0 PLANNING SERVICES STAFFING STRUCTURE

- 6.1 The Head of Planning Services presented a report providing an update on the current staffing and vacancies position in Planning Services, seeking approval for vacancies to be filled, the creation of an additional post and proposed alterations to current contracts in Planning Services. Details of the proposed Planning Services structure and potential sources of funding were reported.
- 6.2 It might be possible to use ring-fenced funding provided under the Homelessness Reduction Act 2017 to fund part of the cost of the proposed Housing and Planning Officer post, although the conditions attached to that funding would need to be ascertained.

RESOLVED: That

- i) the advertisement and filling of the following vacancies be authorised:
 - a) Principal Development Management Officer (re-advertisement)
 - b) Housing and Planning Officer
 - c) Administrative Assistant (2 posts)
- ii) the conversion of the Principal Planning Officer (Rushden East) post from an 18 month temporary contract to a permanent contract be authorised with permission to advertise if necessary on the basis of a full-time 37 hour week post.
- iii) the contractual hours for the Principal Building Control Officer be amended from 30 hours per week to 32 hours per week with effect from 1 April 2017, subject to a maximum cost of £1,000 being incurred for hours worked over contracted hours between 1 April and 10 July 2017.
- iv) the possible re-grading of the Housing Enabling Officer post be authorised, subject to the outcome of the current Job Evaluation appeal and to be effective from the date of the Job Evaluation appeal decision.

(Reason: To ensure that the Council's Planning Services Team is sufficiently resourced to carry out its duties).

7.0 BUILDING CONTROL EARLY COMMENCEMENT OF RECRUITMENT

- 7.1 The Head of Planning Services presented a report outlining proposals for adopting succession plans to cover the departure of two key members of Building Control staff in 2018 to maintain the strength and resilience of the professional Building Control team in recognition of the need to work effectively within the competitive Building Control market.
- 7.2 The Sub-Committee noted that the Building Control service was operating with a £92,000 deficit and questioned whether the fees being charged were too low. However, this deficit arose from building control activities which were required to be carried out, but could not be charged for.

RESOLVED: That

- i) the early start of the recruitment process for a replacement Building Control Surveyor 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 Sub-Committee in March 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)

Chairman

