



## Personnel Sub-Committee

**Minutes of a Meeting held on Monday 13 November 2017 at 10.30am, East Northamptonshire House, Thrapston**

**Present:** Councillors: Roger Glithero  
Steven North  
Sarah Peacock

Officers: David Oliver                      Chief Executive  
Aime Armstrong                      Human Resources Manager  
Jenny Walker                      Environmental Protection  
Manager

### **1.0 APOLOGIES FOR ABSENCE**

1.1 An apology for absence was received from Councillor Wendy Brackenbury.

### **2.0 MINUTES**

2.1 The minutes of the meeting of the Personnel Sub-Committee held on 30 October 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 VACANT POSTS**

5.1 Further to the request made by the Sub-Committee at its meeting held on 18 September 2017, the Sub-Committee reviewed data on vacant posts and the current position relating to each post.

5.2 The circumstances relating to some posts had changed since the report had been prepared and the following updates were noted:

- The Principal Planning Officer post was a full-time, 37 hours per week post.
- Appointments had been made to the posts of Principal Development Management Officer; Housing and Planning Policy Officer; Business Account Manager and ICT Business Support Manager and officers had started work with the Council.

- The revised ICT team structure would be reported to the Sub-Committee in the New Year following completion of staff consultations.
  - Interviews for the Environmental Services Officer post had been deferred and would take place shortly.
  - An appointment had been made to the Environmental Protection Manager post, to commence in February 2018.
  - Additional vacancies had occurred, including the posts of Senior Enforcement Officer and Building Control Surveyor (which would be reported to the next meeting of the Sub-Committee).
- 5.3 With regard to the vacant post of Revenues Manager and the possible shared service arrangement, it was noted that the Revenues and Benefits team budget would be prepared to include staffing costs for the posts necessary in the next financial year, but the post would be retained in the establishment for the time being.

**RESOLVED:**

That the report be noted.

**6.0 ABSENCE MANAGEMENT**

- 6.1 The Human Resources Manager presented a report reviewing the effectiveness of the Council's Absence Management Policy and process which had been requested by the Sub Committee.
- 6.2 The Council's first Absence Management Policy had been approved by the Sub-Committee in 2011. The policy had then been reviewed and incorporated into the Staff Management Policy in 2013 and this policy was currently being reviewed as part of the normal cycle of policy reviews.
- 6.3 The policy and procedures for implementing it had been reviewed by Internal Audit in 2016 and had received an assessment of significant assurance for the design of the process and sufficient assurance for implementation. The Action Plan setting out the timetable for complying with the remaining recommendations was also submitted.
- 6.4 The recommendations made by Internal Audit had either been implemented or were in the process of being implemented.
- 6.5 The status of the Policy, typical absence management processes and absence management best practice were outlined to the Sub-Committee.
- 6.6 A note would be included in the Staff Management Policy, which would be submitted to the Sub-Committee for approval next year, documenting the approach taken by the Corporate Management Team to manage the workload implications arising from long-term sickness absence and to report any requirements for additional resources to the Personnel Sub-Committee.

**RESOLVED:**

That the report be noted.

## **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 paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

## **8.0 EMPTY PROPERTY OFFICER POST**

- 8.1 The Environmental Protection Manager reported that at its meeting held in March 2016, the Sub-Committee had approved the creation of a two year, fixed term, part time (11 hours per week) post for the Empty Property Officer to which an appointment had subsequently been made. At the end April 2018 the post holder would have been in post for two years and a decision on the future of the role was necessary as the post holder would be entitled to redundancy should the Council decide to end the empty property work.
- 8.2 At the request of the Sub-Committee, the Environmental Protection Manager would discuss with the post-holder whether it might be feasible to extend the contracted hours and what results this could potentially achieve in bringing further empty properties into use.

### **RESOLVED:**

That the Empty Property Officer post be made permanent and included in the 2018/19 budget.

*(Reason: The Council (or customers) will receive the maximum benefit from the option).*

**Chairman**