



Personnel Sub-Committee

Minutes of a Meeting held on Monday 04 December 2017 at 6.30pm, East Northamptonshire House, Thrapston

Present: Councillors: Roger Glithero (Chairman)
Steven North (Leader of the Council)
Wendy Brackenbury
Sarah Peacock

Officers: David Oliver Chief Executive
Sharn Matthews Executive Director
Paul Bland Head of Planning Services
Aime Armstrong Human Resources Manager

1.0 APOLOGIES FOR ABSENCE

1.1 There were no apologies for absence.

2.0 MINUTES

2.1 The minutes of the meeting of the Personnel Sub-Committee held on 13 November 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 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

6.0 PLANNING ENFORCEMENT OFFICER

- 6.1 The Head of Planning Services presented a report which sought authority to make a current fixed term Planning Enforcement Officer role permanent.
- 6.2 The service currently had a part-time fixed term enforcement role to meet increased demand and to backfill a reduction in hours by another officer. There was a continued need for the current level of planning enforcement, and as the role was already within budget, it was now proposed to convert this role to a permanent post.

RESOLVED:

That the Planning Enforcement Officer post be made permanent and included in the 2018/19 budget.

(Reason: The post provides essential capacity within the Planning Enforcement Team, in line with recommendations of the Scrutiny Review of the Planning Enforcement function.)

7.0 PROPOSED BUILDING CONTROL RESTRUCTURE

- 7.1 The Head of Planning Services presented a report which sought authority to restructure the Building Control team in order to attract and retain suitably qualified and experienced staff to meet the need to work effectively within the competitive building control market.
- 7.2 At a recent meeting of the Sub-Committee, approval was given to start the recruitment process to replace two long-serving and experienced Building Control Surveyors who would be retiring over the next few months and the anticipation that Building Control Surveyors would be difficult to recruit.
- 7.3 The response to the recruitment exercise had been disappointing with only two applications received and it was now proposed to restructure the Building Control Team in order to make the job opportunities more attractive in the job market, and to maximise the opportunity for the Council to recruit the right staff.
- 7.4 The proposal was to restructure the team into two sections, still with a total of eight members, to operate under two Principal Building Control Surveyors and to advertise the following posts:
- One new Building Control Surveyor
 - One new Principal Building Control Surveyor

RESOLVED:

That the changes to the Building Control Team structure to enable the recruitment of one new Building Control Surveyor and one new Principal 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 because the Building Control Team will be in the position to recruit sufficiently qualified and experienced staff.)

8.0 DATA PROTECTION ROLE UNDER THE GENERAL DATA PROTECTION REGULATIONS

- 8.1 The Executive Director circulated a paper on the Council's responsibilities under the General Data Protection Regulations (GDPR), which would be introduced in May 2018 and would replace the Data Protection Act.
- 8.2 The Council would be required to appoint a Data Protection Officer who had the following role:
- Inform and advise the organisation on how to comply with GDPR including staff training
 - Monitor compliance with GDPR
 - Advise on Data Protection Impact Assessments
 - Cooperate with the ICO
 - Be allocated adequate resources to perform their tasks
 - Have access to personal data and processing operations
 - Be able and supported in maintaining his or her expert knowledge
- 8.3 The Council currently had an Information Governance Officer post which would overlap in some of the functions, and it was now being proposed to incorporate the role of Data Protection Officer into this post. If agreed in principle, officers would develop a job description and person specification and job evaluate the role. The proposal would be brought back to the Sub-Committee once it had gone through that process.

RESOLVED:

That the principle of incorporating the role of Data Protection Officer into the Information Governance Officer post be approved, and that a further report be brought to this sub-committee after job evaluation.

(Reason: To meet the Council's future legislative requirements.)

9.0 CHAIRMAN'S THANKS

- 9.1 The Chairman wished to place on record his thanks to all Members and officers for their help and support over the past 12 months.

Chairman