



Personnel Sub-Committee

Minutes of a Meeting held on Monday 22 January 2018 at 10.30am, East Northamptonshire House, Thrapston

Present: Councillors: Roger Glithero (Chairman)
Wendy Brackenbury
Steven North
Sarah Peacock

Officers: David Oliver Chief Executive
Glenn Hammons Chief Finance Officer
Mike Deacon Head of Environmental Services
Aime Armstrong Human Resources Manager
Jenny Walker Environmental Protection Manager

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from David Oliver (Chief Executive)..

2.0 MINUTES

2.1 The minutes of the meeting of the Personnel Sub-Committee held on 4 December 2017 were approved and signed by the Chairman.

3.0 DECLARATIONS OF INTEREST

3.1 The following declarations of interest were made:

Officer/Member	Item	Nature of Interest	Other Interest
Cllr Sarah Peacock.	Licensing Enforcement Officer.	Spouse of the holder of a licence issued by the Council.	Yes (remained in the meeting).
Aime Armstrong (HR Manager)	Shared Service Proposal	Potentially affected by the shared service arrangement to be explored.	Yes (remained in the meeting).

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.

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

6.0 EMPTY PROPERTY OFFICER

6.1 The Environmental Protection Manager reported that at the meeting of the Sub-Committee held in November 2017, approval had been given for the Empty Property Officer post to be made permanent. In addition, the Sub-Committee had requested that consideration be given to increasing the number of hours the post was contracted to work.

6.2 Following discussions with the post-holder, it was proposed to increase the contracted hours to 18.5 per week. The funding for the additional hours could not be met from the existing budgets and would need to be built into the base budget for 2018-19. Should the additional hours be commenced during the current financial year, additional funding could be provided from any underspend in the 2017-18 Environmental Services budget.

RESOLVED: That

- i) the change in contracted hours for the Empty Property Officer post to 18.5 per week be approved, to commence from 1 February 2018.

(Reason: To accord with previous decisions)

- ii) the additional hours be funded from the Council's general fund and built into the base budget for 2018-19 and met for the remainder of 2017-18 from Council underspend.

(Reason: To ensure the post can be adequately funded).

7.0 LICENSING ENFORCEMENT OFFICER

7.1 The Environmental Protection Manager presented a report seeking a regrading of the Licensing Enforcement Officer post following job evaluation, and consideration of the adequacy of resources deployed on licensing enforcement.

7.2 Currently, the licensing enforcement service was largely reactive, with very limited capacity to carry out proactive inspections of licensed premises. Time was also spent on multi-agency enforcement work with the Gambling Commission, Police, Trading Standards and Immigration Service. In order to significantly improve resilience for licensing, a range of options had been considered and it had been concluded that an additional full-time post was required to achieve the desired licensing enforcement service.

RESOLVED: That

- i) the change in grade for the Licensing Enforcement Officer Post from grade 5 to grade 6 be approved, effective from the panel held on 4 December 2017.

(Reason - Consistency with existing posts)

- ii) the creation of an additional full-time post to assist in Licensing Enforcement activities be approved.

(Reason - The Council (or customers) will receive the maximum benefit from the option proposed through increased resilience)

- iii) the funding for the grade change for 2018-19 be built into the base budget and the funding from December 2017 to March 2018 be met from Environmental Services salary savings.

(Reason: To ensure the post can be adequately funded).

8.0 SHARED SERVICE PROPOSAL

8.1 The Chief Finance Officer reported that the Council had recently received an enquiry from Corby Borough Council, which currently hosted the shared Finance and Payroll services with ENC, as to whether the Council would be interested in exploring the options for a shared HR service. Corby BC had been informed that this was an issue ENC would wish to explore and the Sub-Committee was requested to authorise officers to proceed with a review of the options, including consultation with staff.

RESOLVED: That

- i) the assessment of options for a shared Human Resources service with Corby Borough Council, including consultation with staff on those options, be authorised.
- ii) it be noted that a report will be submitted to a subsequent meeting setting out the options and recommending which one to adopt.

(Reason: To ensure that council services are provided in the most cost-effective manner).

9.0 STAFFING PROPOSAL

9.1 The Chief Finance Officer presented a report setting out the options available to fill the vacancy created by the recent departure of the Head of Resources and Organisational Development and seeking the Sub-Committee's approval for the option to be pursued.

RESOLVED: That

- i) the recruitment of a full-time, permanent replacement for the Head of Resources and Organisational Development be approved.
- ii) Finance be merged with current ROD services; the job title be changed to Head of Resources; it be made a requirement for the role that a professional finance qualification be held and the post holder become the Council's deputy Section 151 Officer.
- iii) the post be advertised externally, noting the need to only incur prudent recruitment costs necessary to attract external candidates.
- iv) the Chief Finance Officer be authorised to make whatever changes are necessary to the Job Description and Person Specification and to lead the recruitment process.

(Reason - To ensure the Council has sufficient leadership and management resources to enable its support services to be delivered and developed effectively).

Chairman