



## Personnel Sub-Committee

**Minutes of a Meeting held on Monday 17 September 2018 at East Northamptonshire House, Thrapston**

**Present:** Councillors: Roger Glithero JP (Chairman)  
Tony Boto  
Glenvil Greenwood-Smith  
David Jenney

Officers: David Oliver Chief Executive  
Glenn Hammons Executive Director (Resources & Commercial)  
Michelle Drewery Head of Resources  
Andrew Longley Head of Joint Planning and Delivery Unit  
Ben Smith Democratic and Electoral Services Manager

### **1.0 APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received from Councillors John Farrar, Steven North and Sarah Peacock.

### **2.0 MINUTES**

2.1 The minutes of the meeting of the Personnel Sub-Committee held on 16 July 2018 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 CHANGE TO THE ORDER OF BUSINESS**

With the consent of the Sub-Committee the Chairman varied the items of business from that on the agenda for the meeting.

### **6.0 HR SHARED SERVICES PROPOSAL**

6.1 The Sub-Committee received a report on progress towards a shared HR service with Corby Borough Council and the Borough Council of Wellingborough, and to

recommend its formal establishment.

Since the Sub-Committee's meeting in January 2018, officers had been working with their colleagues in Corby Borough Council and East Midlands Councils to review the options for a shared service. Following that, Borough Council of Wellingborough had also requested to be involved in the proposals.

Arising from the Sub-Committee's meeting in June 2018, the preferred option for a shared HR Service with Corby Borough Council and Borough Council of Wellingborough was proposed.

It was noted that the staff consultation had commenced on 19 July 2018 and ended on 14 September, having been extended by two weeks. It was confirmed to members that a local presence of HR would be retained in each council as part of the proposal.

It was further noted that a new Business Transformation Manager had recently been appointed to the Authority who would be picking up the HR Shared Service project as part of their brief.

**RESOLVED:**

- a) That the progress on the preferred option of a shared HR service, including the staff consultation be noted;

**RESOLVED TO RECOMMEND TO POLICY AND RESOURCES COMMITTEE:**

- b) To approve a shared HR Service with Corby Borough Council and Borough Council of Wellingborough, where Corby Borough Council is the host authority;
- c) To delegate to the Executive Director for Resources and Commercial, following consultation with the Chairman of the Personnel Sub-Committee, to finalise the shared service contract, service level agreement and related documentation to create the share service;

**RESOLVED TO RECOMMEND TO COUNCIL:**

- d) Subject to the signing of a contract with Corby Borough Council, East Northamptonshire Council delegates its Human Resources service functions to Corby Borough Council under section 101 of the Local Government Act 1972.

*(Reason: To provide the Council with the necessary resources for HR advice and to comply with legislative requirements)*

**7.0 EMPLOYMENT OF JDPU PLANNING POLICY OFFICER (FIXED TERM)**

- 7.1 The Sub-Committee considered a report of the Head of the Joint Planning and Delivery Unit which presented a proposal for a new post of Planning Policy Officer to support the work of the North Northamptonshire Joint Planning and Delivery Unit (JDPU).

It was noted that the JDPU was jointly funded by its partner local authorities and that the cost of the post, being a two year fixed contract, would be fully funded by Government capacity funding.

**RESOLVED:**

That the new post of Planning Policy Officer be funded from the JDPU budget and employed by East Northamptonshire Council.

**8.0 EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following items of business because exempt information, as defined under paragraphs 2 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed:-

- Electoral Services Restructure; and
- HR Advisor.

**9.0 ELECTORAL SERVICES RESTRUCTURE**

9.1 The Democratic and Electoral Services Manager presented an exempt report which requested members to approve a minor restructure to the Electoral Services team within Resources, with the deletion of the Electoral Services Administrator role, to be replaced with an Electoral Services Assistant.

**RESOLVED:**

- a) That the change to the team structure within Democratic and Electoral Services, with the role of Electoral Services Administrator (Grade 2) being replaced with that of Electoral Services Assistant (Grade 3);
- b) That the increase in salary resulting from the change in role be backdated to 1 April 2018 and covered from within existing resources for 2018/19 and incorporated into budget setting processes for 2019/20 and beyond.

*(Reason: To ensure the Electoral Services team is fit for purpose and fair application for the job evaluation process.)*

**10.0 HR ADVISOR**

10.1 The Executive Director for Resources and Commercial presented a request for an increase in contracted hours for an HR Advisor from 14.8 to 22.5 per week.

**RESOLVED:**

- a) That approval for the change in contracted hours for an HR Advisor to 22.5 per week be approved;

*(Reason: To build capacity in the HR function.)*

- b) That the additional hours be funded from the existing Council's revenue budget 2018/19 and incorporated into the base budget for 2019/20 as part of the annual budget process.

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

**Chairman**