



## Personnel Sub-Committee

**Minutes of a Meeting held on Monday 26 November 2018 at East Northamptonshire House, Thrapston**

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

Officers: Sharn Matthews Executive Director  
Michelle Drewery Head of Resources  
Lisa Butterfill Interim Human Resources Manager  
Jenny Walker Environmental Protection Manager

### **1.0 APOLOGIES FOR ABSENCE**

1.1 Apologies for absence were received from Councillors Steven North and Sarah Peacock and David Oliver, Chief Executive.

### **2.0 MINUTES**

2.1 The minutes of the meeting of the Personnel Sub-Committee held on 05 November 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 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.

5.2 In response to questions from Members about what the Council was doing to support staff with stress related issues, the Interim Human Resources Manager advised that a lot of work was happening to understand the symptoms of stress and working with affected staff to enable them to remain at work. A number of Mental Health

Champions had also been trained to support colleagues and the Council proactively communicated with absent staff to support their return to work.

**RESOLVED:**

That the report be noted.

**6.0 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following items of business in accordance with Section 100A of the Local Government Act 1972, because exempt information may be disclosed.

**7.0 REQUEST FOR PERMANENT CHANGE IN HOURS (02/005B)**

7.1 The Environmental Protection Manager presented a report which sought permission to increase the hours of post number 02/005b from 18 to 24 hours per week on a permanent basis.

**RESOLVED:**

That the permanent change in hours from 18 to 24 per week for post number 02/005b, to be funded within existing budgets, be approved.

*(Reason: The recommended course of action is the most cost-effective.)*

**8.0 REQUEST FOR PERMANENT CHANGE IN HOURS (02/012)**

8.1 The Environmental Protection Manager presented a report which sought permission to increase the hours of post number 02/012 from 18.50 to 25 hours per week on a permanent basis.

**RESOLVED:**

That the permanent change in hours from 18.50 to 25 per week for post number 02/012, to be funded from application fee income, be approved.

*(Reason: The recommended course of action is the most cost-effective.)*

**Chairman**