



## Personnel Sub-Committee

**Minutes of a Meeting held on Monday 17 June 2019 at East Northamptonshire House, Thrapston**

**Present:** Councillors: Roger Glithero JP (Chairman)  
Tony Boto  
Val Carter  
Glenvil Greenwood-Smith  
David Jenney  
Steven North  
Sarah Peacock

Officers: David Oliver                      Chief Executive  
Michelle Drewery                      Head of Resources  
Stella Jinks                              Interim Human Resources Manager  
Greg MacDonald                      Head of Economic and Commercial  
Development

### **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 4 March 2019 were approved and signed by the Chairman as a correct record.

### **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 PAY POLICY STATEMENT 2019-20**

5.1 The Interim Human Resources Manager presented a report which sought a recommendation for the report to be considered at the next meeting of Full Council so that it could be considered for approval and published in accordance with the council's obligations under Section 38 (1) of the Localism Act 2011 and the Local Government's Transparency Code 2014.

**The Sub-Committee RESOLVED:**

**To recommend to full Council:-**

a) that the Pay Policy Statement 2019/20 be considered for approval;

**and:-**

b) to delegate authority to the Chief Executive, following consultation with the Chair of this Sub-Committee, to commence consultation with the Trade Unions to seek a collective agreement to align mileage rates with NJC or HMRC rates, as shown in section 2.3 of the report;

c) that any significant variations, identified through consultation, be brought back to this Sub-Committee for further consideration; and

d) where an alignment is reached via collective agreement, the Pay Policy Statement be updated and re-published to reflect this.

*[Reason: To enable the Council to publish the statement in accordance with the requirements of the relevant legislation].*

**6.0 STAFF MANAGEMENT POLICY AMENDMENT**

6.1 The Interim Human Resources Shared Services Manager appraised members of a variation to the Staff Management Policy – Section 25.20 relating to Major Change - to clarify the Council's procedures in this area.

It was proposed to remove the wording “*where changes to a post may result in a higher grade after job evaluation*” from the policy as it appeared to contradict current policy interpretation and long standing working practices.

**RESOLVED:**

That the variation be noted.

*[Reason: to clarify the policy and ensure its correct interpretation]*

**7.0 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.

**8.0 EXECUTIVE DIRECTOR VACANCY**

8.1 The Chief Executive presented a report which proposed a process for the replacement of the Council's Monitoring Officer/Executive Director.

The report was considered under exempt session under paragraph 1 of Part 1 of

Schedule 12 A of the Local government Act 1972.

**RESOLVED** that:

- a) the process set out in paragraph 3.2 of the report for the replacement of the current MO/ED be approved; and
- b) authority be delegated to the Chief Executive, following consultation with the Leader and the Chairman of this Sub-Committee, to pursue the other options set out in the report if option 1 proves not to be viable;
- c) That a further report be brought back to the Sub-Committee on this matter in due course.

*[Reason: To ensure that the Council has the right senior management capacity for the period between now and the unitary Vesting Day of 1<sup>st</sup> April 2021 and that the MO/ED role is filled in a timely and cost-effective way]*

**9.0 TOURISM PROMOTION AND DEVELOPMENT OFFICER – CHANGE IN WORKING HOURS**

- 9.1 The Head of Economic and Commercial Development presented a report seeking approval to increase the working hours of the Tourism Promotion and Development Officer from 36 to 37 hours thereby making the role full time.

**RESOLVED** that:

Approval be given to the increase in working hours and associated budget implications detailed in the report.

*[Reason: To ensure adequate resourcing of support for the visitor economy]*

**Chairman**