



Personnel Sub-Committee

Minutes of a Meeting held on Monday 19 August 2019 at East Northamptonshire House, Thrapston

Present: Councillors: Roger Glithero JP (Chairman)
Tony Boto
Val Carter
David Jenney
Steven North
Sarah Peacock

Officers: Mike Deacon Head of Environmental Services
Wendy Rollings Interim Environmental Services Manager
Paul Bland Head of Planning Services
Rosalind Johnson Planning Development Manager
Michelle Drewery Head of Resources
Amy Eyles Finance Manager

1.0 APOLOGIES FOR ABSENCE

1.1 Apologies for absence were received from Councillor Glenvil Greenwood-Smith.

2.0 MINUTES OF THE MEETING HELD ON 15 JULY 2019

2.1 The minutes of the meeting held on Monday 15 July 2019 were approved.

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 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.

6.0 ENVIRONMENTAL SERVICES – PROPOSED CHANGES TO THE ENVIRONMENTAL PROTECTION AND PRIVATE SECTOR HOUSING TEAM

- 6.1 The Interim Environmental Services Manager presented a report which set out proposals to make changes in the Environmental Protection and Private Sector Housing Team to meet statutory and service needs and to seek permission to consolidate a number of part time posts within Environmental Services.

The report was not for publication under paragraph 2 of Part 1 of Schedule 12 A of the Local government Act 1972.

RESOLVED that:

the consolidation of the posts, as outlined in sections 2.4 and 3.2 of the report, and the recruitment of two officers within Environmental Services be approved.

(Reason: Customers will receive the maximum benefit and the Council will be able to better meet its statutory responsibilities from the option proposed.)

7.0 PLANNING SERVICES TEAM: STAFF RESOURCES

- 7.1 The Head of Planning Services presented a report which updated the Sub-Committee on the current staff resource issues and implications within Planning Services and recommended actions to positively address these.

The report was not for publication under paragraph 2 of Part 1 of Schedule 12 A of the Local government Act 1972.

RESOLVED that:

- i. the recruitment of three new full time permanent Senior Development Management Officer posts (Grade 7) (additional to the establishment) within the Development Management Team be approved;
- ii. the recruitment to the new full time Planning Policy Technician post (Grade 4) within the Planning Policy Team (new to the establishment) and the consequent removal of the existing full time Housing and Planning Policy Officer post (Grade 4) from the establishment be approved;
- iii. the recruitment to the existing vacant part time (18.5 hours per week) Research and Monitoring Officer post (Grade 5) post (within the establishment) within the Housing Strategy and Delivery Team be approved;
- iv. the creation of a new Conservation Officer post (additional to the establishment), subject to Job Evaluation (estimated to be a Grade 6 post), not be approved;
- v. the recruitment to the vacant full time Building Control Surveyor post (Grade 7) (within the establishment) within the Building Control Team be approved;
- vi. the recruitment of a new full time Trainee Building Control Surveyor post (Grade 3) (within the establishment) within the Building Control Team be approved;

- vii. the change to the existing part time Planning Administration Officer post (Grade 2) (within the establishment) from a fixed term post to a permanent post be approved.

(Reason: To ensure that the Council has the Planning Services team capacity for the period between now and the expected unitary Vesting Day of 1 April 2021.)

8.0 TEMPORARY FINANCE STRUCTURE

- 8.1 The Head of Resources presented a report which sought approval for a temporary proposed alteration to the structure of the Finance Team within the Resources Department.

The report was not for publication under paragraphs 1 and 2 of Part 1 of Schedule 12 A of the Local government Act 1972.

RESOLVED that:

authority is delegated to the Executive Director, Resources and Commercial, following consultation with the Chairman of the Personnel Sub-Committee and the Leader of the Council, to:

- a) recruit internally via an acting up arrangement and associated honorarium payment (also to be agreed by the Chief Executive as per normal honorarium process) to temporarily cover the Finance Manger post for at least one year
- b) approve the creation of a new temporary post within the establishment for an Assistant Finance Manager, at grade 6 and as per the existing job description and person specification for this role, if required
- c) appoint, if required, to the temporary Assistant Finance Manager role for 12 months linked to the maternity cover required either via option 1 (fixed term ENC contract) or option 2 (agency) based on timescales and most suitable candidate
- d) approve, if required, an extension to the 12 month cover period for both the acting up honorarium and temporary Assistant Finance Manager role for up to an additional four months, still linked to the maternity cover but to allow for accrued annual leave, a possible phased return and handover of work
- e) Approve the final additional budget for both the remainder of 2019/20 and 2020/21 and the funding source of this additional budget

(Reason: To ensure that the Council has the appropriate resources for the Finance Team in place.)

Chairman