



Personnel Sub-Committee

Minutes of a Meeting held on Monday 18 November 2019 at East Northamptonshire House, Thrapston

Present: Councillors: Sarah Peacock (Vice-Chairman – in the chair)
Tony Boto
Glennil Greenwood-Smith
David Jenney
Steven North

Officers:	Michelle Drewery	Head of Resources
	Stella Jinks	HRSS Manager (Interim)
	Jeremy Rawling	Business Transformation Manager
	Charlotte Milligan-Everitt	HR Officer
	David Oliver	Chief Executive
	Julia Smith	Head of Customer & Community Services

1.0 APOLOGIES FOR ABSENCE

1.1 An apology for absence was received from Councillor Roger Glithero, Chairman of the Sub Committee.

2.0 MINUTES OF THE LAST MEETING

2.1 The minutes of the meeting held on Monday 19 August 2019 were approved and signed by the Vice 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 HR PERFORMANCE DATA

5.1 The Interim Human Resources Shared Services Manager submitted a report setting out Human Resources performance data and workforce statistics as at the end of September 2019. Comparative data for the two other councils in the shared service was also given.

5.2 The Performance Indicators covered:-

- Sickness
- Digital Take Up
- Recruitment
- Counselling Services
- Mandatory Inductions
- New Starter Satisfaction.

5.3 Members asked a number of questions and made several comments, especially in relation to sickness absence. The Committee noted that the current reporting format provided more accurate data on sickness absence. It was requested that future reports:-

- Include a note to reflect the range of staff employed by each council in relation to sickness absence, and
- Highlight any major issues in relation to staff absence, without breaking data protection requirements.

RESOLVED:

That the report be noted and the new format be welcomed, subject to the modifications outlined above.

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 ELECTORAL SERVICES – PROPOSALS FOR JOINT WORKING

7.1 The Business Transformation Manager reported on proposals for a new operating model for Electoral Services, working jointly with the Borough Council of Wellingborough.

The report was not for publication under paragraphs 1 and 2 of Part 1 of Schedule 12 A of the Local Government Act 1972.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

- (1) That the approach to a new operating model for Electoral Services be endorsed in principle.

(Reason – to continue to develop the Joint Working Programme principles)

- (2) That the commencement of formal consultation after the conclusion of the General Election on 12 December be endorsed.

(Reason – to minimise impact on staff and on delivery of the General Election)

- (3) That the Chief Executive be authorised to make any minor changes considered necessary to the proposal, following consultation with the Chairman of the Personnel Sub-Committee.

(Reason – to maintain project momentum and democratic oversight)

8.0 HISTORICAL LAND AND PROPERTY DATA

- 8.1 The Sub-Committee considered a report from the Business Transformation Manager on staffing proposals for the Local Land Charges service, to provide additional capacity to correct historical data, thereby improving service quality and reducing corporate risk.

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

- 8.2 Members noted that a job evaluation would be undertaken for the holder of post 02/482 The funding allocation set out in the report was noted.

RESOLVED:

That approval be given to the creation of two Administration Assistant (Local Land Charges) posts for 18 months to provide additional staffing capacity to improve the Council's historical land and property data.

(Reason - To bring the Council's land and property data up to an acceptable standard).

Chairman