



## Personnel Sub-Committee

**Minutes of a Meeting held on Monday 2 March 2020 at East Northamptonshire House, Thrapston**

**Present:** Councillors: Roger Glithero (Chairman)  
Sarah Peacock (Vice-Chairman)  
Glenvil Greenwood-Smith  
David Jenney  
Steven North

Officers: David Oliver Chief Executive  
Rob Harbour Executive Director, Growth and  
Infrastructure  
Kelvin Turner Head of Resources  
Samantha Edmunds Health Protection Manager

### **1.0 APOLOGIES FOR ABSENCE**

1.1 An apology for absence was received from Councillors Tony Boto and Val Carter.

### **2.0 MINUTES OF THE LAST MEETING**

2.1 The minutes of the meeting held on Monday 20 January 2020 were approved and signed by the Chairman.

### **3.0 DECLARATIONS OF INTEREST**

3.1 No declarations of interest were made by councillors.

David Oliver, Chief Executive declared a personal interest in item 5 on the agenda 'Pay Policy Statement' [*minute 5 below*] as his remuneration was directly referenced within the report, as a Chief Officer.

### **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**

5.1 The HR Manager presented a report in accordance with the Council's obligations under Section 38 (1) of the Localism Act 2011 and the Local Government's Transparency Code 2014, to approve an annual Pay Policy Statement relating to Chief Officers.

It was noted that once approved by full council, the statement was required to be published.

The HR Manager advised of two minor updates to the report prior to submission to full council, in that:-

- i) The top of the Chief Executive's pay band was £111,370 per annum, rather than £111,384 as stated in Appendix 1.
- ii) In Section 5.5 of the report, a new sub section (h) be added:

'In exceptional circumstances, Officers below Executive Director level may claim overtime at plain rate only, subject to the prior approval of the Chief Executive.'

**RESOLVED:**

- a) That the report be noted;
- b) That subject to inclusion of the minor amendments as discussed, full Council be recommended to:-

Consider and approve the Pay Policy Statement 2020/21.

*(Reason: An approved statement will enable the authority to publish the statement in accordance with the requirements under the Localism Act 2011.)*

**6.0 EXCLUSION OF PRESS AND PUBLIC**

**6.1 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.

- Environmental Services – Proposed Change to the Health Protection Team

**7.0 ENVIRONMENTAL SERVICES – PROPOSED CHANGE TO THE HEALTH PROTECTION TEAM**

- 7.1 The Health Protection Manager presented a report which sought permission to change the vacant part time post of Health Protection Officer to a full time Health and Wellbeing Officer. The report was not for publication by virtue of paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

**RESOLVED:**

That the request to recruit a full time Health and Wellbeing Post as outlined in section 4.3 of this report, be approved.

*[Reason – To ensure staff are properly supported by the proactive promotion of health and wellbeing. This will help to ensure the council will be better able to meet its statutory responsibilities and ensure maximum benefit for customers].*

**Chairman**