



## Personnel Sub-Committee

### Minutes of a Meeting held on Monday 15 June 2020 (Virtual Meeting)

<b>Present:</b>	<b>Councillors:</b>	Roger Glithero (Chairman) Sarah Peacock (Vice-Chairman) Glenvil Greenwood-Smith David Jenney Steven North Tony Boto Val Carter
	<b>Officers:</b>	David Oliver Stella Jinks Glenn Hammons Bhupinder Gill Kelvin Turner
		Chief Executive HR Shared Services Manager Chief Finance Officer Monitoring Officer Interim Head of Resources

#### **1.0 CONFIRMATION OF THE CHAIRMAN**

1.1 Councillor Roger Glithero was confirmed as the Chairman of the Committee for 2020/21.

#### **2.0 CONFIRMATION OF THE VICE CHAIRMAN**

2.1 Councillor Sarah Peacock was confirmed as the Vice Chairman of the Committee for 2020/21.

#### **3.0 URGENT ITEM**

3.1 The Chairman agreed to the addition of one exempt urgent item:

- Backfilling for Unitary Appointments

#### **4.0 APOLOGIES FOR ABSENCE**

4.1 No apologies for absence were received.

#### **5.0 MINUTES OF THE LAST MEETING**

5.1 The minutes of the meeting held on Tuesday 24 March 2020 were approved.

#### **6.0 DECLARATIONS OF INTEREST**

6.1 No declarations of interest were made.

#### **7.0 QUESTIONS UNDER PROCEDURE RULE 10.3**

7.1 There were no questions submitted under Procedure Rule 10.3.

## **8.0 PERSONNEL SCHEME OF DELEGATION**

8.1 The HR Shared Services Manager presented a report setting out proposals to amend the officer scheme of delegation in respect of minor changes to the workforce. It was proposed to provide delegated powers to the Chief Executive to authorise minor staffing variations. All changes would need to be within existing council staff budget provisions and must not exceed the establishment.

8.2 Members requested that the wording of the recommendation be amended, to provide clarity as to what would constitute a minor variation.

### **8.3 RESOLVED:**

- a) To recommend to Policy and Resources Committee that delegated power be given to the Chief Executive to authorise variations to the hours of individual employees where those variations do not create a proposed increase to a budget or to the establishment and do not have the potential to trigger a redundancy.
- b) That update reports be brought back to this Committee as and when the Chief Executive has exercised the delegation.

*(Reason: to ensure the efficient operation of the officer scheme of delegation in line with changing business needs.)*

*A copy of the report considered by the Personnel Sub-Committee is attached to these minutes.*

## **9.0 EXCLUSION OF PRESS AND PUBLIC**

### **9.1 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.

- Interim Head of Customer and Community Services
- Workforce Statistics
- Backfilling for Unitary Appointments

## **10.0 HEAD OF CUSTOMER AND COMMUNITY SERVICES**

10.1 The Chief Finance Officer presented a report which provided an update on the interim arrangements for the Head of Customer and Community Services role, and put in place arrangements until 31 May 2021.

The report was not for publication by virtue of paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

### **10.3 RESOLVED:**

- a) That the highly successful tenure of the interim Head of Customer and Community Services in the period to 31 May 2020 be noted and
- b) That the extension of the appointment of the current holder of the interim Head of Customer and Community Services post until 31 March 2021 be approved

*(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).*

## **11.0 WORKFORCE STATISTICS**

11.1 The HR Shared Services Manager presented a report setting out the end of year workforce data, benchmarked against the other two partners in the HR Shared Service.

### **11.2 RESOLVED:**

- a) That the report be noted

## **12.0 BACKFILLING FOR UNITARY APPOINTMENTS**

12.1 The Chief Executive gave a verbal report on recent appointments made to the North Northamptonshire Shadow Authority. It was noted that these would have an impact on capacity, particularly surrounding both the Monitoring Officer and Democratic Services areas. It was therefore proposed to bring in an interim Monitoring Officer.

### **12.2 RESOLVED:**

That it be noted that:

- i) an individual would be brought in to support operations in a Deputy Monitoring Officer role;
- ii) the Monitoring Officer appointed Barbara Morris as Deputy Monitoring Officer;
- iii) the costs of the Deputy Monitoring Officer's services would be met by the Future Northants programme; and
- iv) the Chief Executive would circulate information to Members regarding the appointment of a Deputy Monitoring Officer

**Chairman**



## Personnel Sub Committee 15<sup>th</sup> June 2020

---

### Purpose of report

To propose an amendment to Section 3.2 (C) of the Council's Constitution relating to the officer scheme of Delegation in respect of minor variations in the workforce.

---

### 1.0 Background

- 1.1 Section 3.2 (C) the Council's constitution is currently silent in respect of delegated authority relating to minor variations to the workforce, such as an increase or decrease in hours.
- 1.2 It was resolved at the meeting on 20<sup>th</sup> January 2020 that a report be brought to the next meeting of the Personnel Sub-Committee setting out proposals to amend the officer scheme of delegation in respect of changes to staff working hours.

### 2.0 Proposed changes to the Scheme of Delegation

- 2.1 This report proposes to establish delegated powers to the Chief Executive (Head of Paid Service) to authorise minor staffing variations.
- 2.2 The Council has adopted a range of policies that support work life balance. Under these policies, employees can make an application to vary their working hours to support their changing life circumstances.
- 2.3 Additionally, as employees leave the council, this is an ideal time to revisit the needs of the team prior to recruitment, as opposed to assuming a like for like recruitment will meet the changing needs of the business.
- 2.4 It is proposed to seek approval to update the constitution to provide delegated powers for the Chief Executive to approve variations to the hours of individual employees where those variations do not create a proposed increase to a budget or to the establishment and do not have the potential to trigger a redundancy.
- 2.5 All such variations must be within existing council staff budget provisions.

### 3.0 Important issues to consider

- 3.1 Delegated authority would permit expedience to resourcing issues that currently need deciding through the availability of a committee.
- 3.2 All changes would need to be within existing council staff budget provisions. Where a variation creates a proposed increase to a budget, or has the potential to trigger a redundancy, this would require committee approval.

### 4.0 Equality and Diversity Implications

- 4.1 An initial Equality Impact is not necessary for the purpose of an officer delegation.

## **5.0 Privacy Impact Implications**

5.1 There are no privacy impact implications as requests to vary contractual hours are expressly given by the employee. All other variations will relate to vacant posts.

## **6.0 Health Impact Assessments**

6.1 There are no health implications associated to this report

## **7.0 Legal Implications**

7.1 There are provisions in employment legislation that permit the application of variation to working hours. These statutory rights are managed under the Council's policies.

## **8.0 Risk Management**

8.1 In the absence of delegated powers, responsive decision making to changes in the workforce can create disruption to service provision or reduce staffing efficiencies where minor variations need approval via a committee cycle.

8.2 Risks will be managed under the delegated scheme by ensuring the delegation is limited to establishment variations that are within existing budgets. Where there is a risk of a potential costs, such as redundancy or pension strain this variation will still require committee approval.

## **9.0 Resource and Financial Implications**

9.1 Delegated authority would be limited to decisions that can be afforded within existing budget provisions.

## **10.0 Constitutional Implications**

10.1 The report proposes an extension of officer delegated powers which would form an amendment to Part 3.2 of the Council's Constitution, the Scheme of Delegation.

## **11.0 Implications for our Customers**

11.1 This report has no direct impact on our customers.

## **12.0 Corporate Outcomes**

12.1 Workforce changes are constant and the need to respond to these changes effectively and efficiently can increase staff morale, ensure the workforce is appropriately resourced and customer service is uninterrupted.

The Corporate Outcomes are:

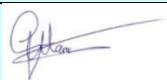
- Good Quality of Life – through the consideration of flexible working requests that support an employees work life balance?
- Good Value for Money – by ensuring that recruitment needs are evaluated against business needs, instead of recruiting on a like for like basis?
- Effective Management – expedite decisions more quickly enabling the workforce to adapt and change in line with business needs

### 13.0 Recommendation

13.1 The Sub Committee is recommended to:

- a) To recommend to Policy and Resources Committee that delegated power be given to the Chief Executive to authorise variations to the hours of individual employees where those variations do not create a proposed increase to a budget or to the establishment and do not have the potential to trigger a redundancy.
- b) That update reports be brought back to this Committee as and when the Chief Executive has exercised the delegation.

*(Reason – to ensure the efficient operation of the officer scheme of delegation in line with changing business needs)*

<b>Legal</b>	Power: Council Constitution Scheme of Delegation					
	Other considerations: None					
<b>Background Papers:</b> None						
<b>Person Originating Report:</b> Stella Jinks, Human Resources Manager ☎ 01536 464655 ✉ stella.jinks@east-northamptonshire.gov.uk						
<b>Date:</b> June 2020						
<b>CFO</b> 03/06/20			<b>MO</b>		<b>CX</b> 03/06/20	