



Personnel Sub-Committee

Minutes of a Meeting held on Monday 7 December 2020 (Virtual Meeting)

- Present:** Councillors: Sarah Peacock (Vice-Chairman)
Glenvil Greenwood-Smith
David Jenney
Steven North
Tony Boto
- Officers: David Oliver (Chief Executive)
Jenny Walker (Environmental Protection Manager)
Mike Deacon (Head of Environmental Services)
Ben Smith (Democratic Services Manager)

1.0 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Councillor Roger Glithero

2.0 MINUTES OF THE LAST MEETING

- 2.1 The minutes of the meeting held on 26 October 2020 were approved.

3.0 DECLARATIONS OF INTEREST

- 3.1 If approved, all officers would benefit from the Christmas closure proposed at item 5.

4.0 QUESTIONS UNDER PROCEDURE RULE 10.3

- 4.1 There were no questions submitted under Procedure Rule 10.3.

5.0 CHRISTMAS CLOSURE

- 5.1 The Chief Executive presented a report to propose awarding ENC staff a one-off additional half day's leave (pro rata for part-time staff) by closing the council offices for the whole of Christmas Eve. This would mark the last Christmas for the council and would also be a thank you for staff who had worked through what had been a very difficult and challenging year due to Covid19. The Sub-Committee had previously approved closure at 12.00 noon on Christmas Eve in 2017, which had been maintained since on the last working day before Christmas, and there had been no noticeable impact on customers or services.

- 5.2 Members were supportive of the proposal and it was agreed that any communications issued to staff would reflect that the additional half day's leave was to be given as thanks for the hard work and dedication shown during the pandemic.

5.3 RESOLVED:

- 1) That the closure of the council offices at 5.00pm on Wednesday 23rd December 2020, to be awarded as a further half-days leave with appropriate

arrangements for part-time staff, be approved.

(Reason: In recognition of continued staff contribution to the council's service delivery during a prolonged challenging period for local government).

6.0 URGENT ITEM

6.1 The Chairman agreed to the addition of one exempt urgent item:
Setting up an Appeals Panel

7.0 EXCLUSION OF PRESS AND PUBLIC

7.1 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.

- Flexible Retirement and backfill request for Environmental Protection
- Setting up an Appeals Panel

8.0 FLEXIBLE RETIREMENT AND BACKFILL REQUEST FOR ENVIRONMENTAL PROTECTION

8.1 The Environmental Protection Manager presented a report which detailed two flexible retirement requests made by officers in Environmental Protection and a proposal to backfill the posts.

8.2 RESOLVED:

- 1) To approve the request to create a new full time Environmental Protection Officer post at Grade 7, which increases the overall establishment by 1 day, subject to final confirmation that both officers accept flexible retirement.

(Reason: The recommended course of action is the most cost-effective).

9.0 SETTING UP AN APPEALS PANEL

9.1 The Democratic Services Manager presented a report which sought to set up a member's appeals panel following an equal pay grievance.

RESOLVED:

- 1) To set up a member appeals panel
- 2) To appoint three councillors to the member appeals panel, in consultation with the Leader and Vice Chairman of the committee. The Vice Chairman to inform the Monitoring Officer of the councillors to be involved as soon as possible.

(Reason: To uphold the council's HR practices and policies).

Chairman