



Personnel Sub-Committee

Minutes of a meeting held on 31 August 2010 at 2.00 pm at East Northamptonshire House, Thrapston

Present:

Councillors

Roger Glithero
Andy Mercer
Steven North

David Oliver
Mark Lovell
Sharn Matthews
Katy Everitt
Lisa Hyde
Gareth Jones
Keith Osborne

Chief Executive (DO)
Executive Director (ML)
Executive Director (SM)
Head of Resources and Organisational Development (KE)
Head of Customer & Community Services (LH) (For item 13 only)
Head of ICT (GJ) (For item 6.0 only)
Democratic Services Manager (KO)

**Actio
n**

1.0 MINUTES

- 1.1 The minutes of the meeting held on 8 June 2010 were approved and signed by the Chairman as a correct record.

2.0 APOLOGIES FOR ABSENCE

- 2.1 Councillors David and Wendy Brackenbury and Sylvia Hughes sent their apologies.

3.0 DECLARATIONS OF INTEREST/QUESTIONS

- 3.1 There were no declarations by, or questions from, Members.

4.0 XCHANGE GROUP MEETINGS

- 4.1 Members received and noted the minutes of the Xchange Group held on 25 May and 22 June 2010.

5.0 STAFF ESTABLISHMENT

- 5.1 Information was presented to the Sub-Committee on:-

- Vacant posts removed from the establishment
 - Vacant hours not being filled, and
 - Vacant posts not being filled,
- together with the savings which were being made as a result.

5.2 Members asked a number of questions and **agreed** that in future, the schedules to be presented to the Sub-Committee include reference to budgets.

ML

6.0 INFORMATION SECURITY POLICY

6.1 The Sub-Committee considered a draft Information Security Policy, which, in effect, was a collection of fourteen policies based on industry good practice and developed to satisfy the requirements set out in the Government Connect Secure Extranet Code of Connection (CoCo) and the Data Protection Act. GJ emphasised that the policy would apply to staff, not Councillors and that any loss of the ability to access information or interference with its integrity could have a significant effect on the efficient operation of the Council. It was therefore essential that the confidentiality, integrity and availability of all information recording systems were maintained at a level which was appropriate to the Council's needs.

6.2 It was intended that, following adoption by both this Council and the Borough Council of Wellingborough (recognising the shared service), staff would be made fully aware of the Policy and their responsibilities.

6.3 Members raised a number of points on, and suggested changes to, the draft policy, as follows:-

- Cover: amend to read "Protecting our information and our customers' information"
- Para. 1.2.1.5: clarify the legal right to monitor and audit the use of email by authorised users
- Para. 1.2.2.4: include reference to SPAM
- Para. 1.2.7.2: change "with" to "within" in first line
- Para. 2.2.3.3: include reference to members of the TA being able to access a specific blocked website
- Para. 3.2.8: remove the word "Councillor"
- Para. 6.2.4.1: expand to exclude certain items of equipment
- Para. 8.2.2.4: add reference to all high rated risk information requiring reporting also to Chief Executive and Leader of the Council
- Para. 9.1.2: need to include a policy relating to wireless networks
- Para. 11.2.5.1: distinguish between 2 categories of removable media (memory sticks and mobile 'phones) and clarify whether approval needed for the latter.

The Head of ICT was asked to make the necessary amendments and it was

RESOLVED:

That, subject to the agreement of the Chairman of the Sub-Committee and the Leader of the Council to the precise changes to the draft policy as outlined above, the amended Information Security Policy as set out in Appendix 1 to these minutes be adopted.

GJ

7.0 REDUNDANCY POLICY

7.1 KE submitted a draft Redundancy Policy, setting out how the Council would manage any future staff redundancies.

7.2 Consultation had taken place with all staff and UNISON. The policy sought to ensure that the Council had a clearly defined process - which met legislative requirements – to follow where redundancy was unavoidable.

7.3 Members made some minor changes to the draft policy in paragraphs 13.1 and 33.1.

KE

RESOLVED:

That the Redundancy Policy, as amended, and set out in Appendix 2 to these minutes be adopted.

KE

It was further

7.4 RESOLVED TO RECOMMEND:

That the appeal panel referred to in sections 22.0 and 23.0 of the policy be established at the meeting of the Council on 4 October 2010 and that, to ensure that the rules of natural justice are followed, the members to be appointed should not serve on the Policy & Resources Committee.

KO

8.0 STAFF REWARD & RECOGNITION SCHEME

8.1 KE submitted a new Staff Reward and Recognition Scheme. This had originated from an idea under “Bright Ideas” following the commendable work undertaken by staff in dealing with the ice and snow in January 2010.

8.2 The launch of the Staff Reward and Recognition Scheme would:-

- act as a motivator for staff
- reinforce the Council’s Knowledge, Skills and Behaviours Framework
- improve employee satisfaction levels by acknowledging good performance and
- involve minimal cost.

8.3 The Sub-Committee welcomed the Scheme and it was

RESOLVED:

That the Staff Reward and Recognition Scheme, as submitted, and set out in Appendix 3 to these minutes be approved.

**KE
(PM)**

9.0 VETTING & BARRING SCHEME

9.1 Further to minute 6.0 (14 December 2009), KE reported that the Government had put a hold on the vetting and barring scheme relating to employees who worked with children or vulnerable adults.

10.0 DATE OF NEXT MEETING

- 10.1 It was noted that a meeting had been scheduled for 19 October 2010 although an earlier meeting may be necessary.

11.0 EXCLUSION OF PUBLIC

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following items of business because exempt information, as defined under paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

12.0 MANAGEMENT RESTRUCTURE – UPDATE

- 12.1 Further to minute 5.0 (9 April 2010), the CX reported on the progress on implementing the management restructure. Members noted the changes in staffing since that time, and that

- the post of Customer Services Manager would not be filled for the time being
- discussions were progressing with Northampton Borough Council with a view to sharing the role and cost of an HR Manager, rather than recruit for a full time postholder
- the post of Business Analyst would not be filled and discussions were being held with Huntingdonshire District Council with a view to buying in business analysis/project management support on specific projects for a capital, rather than a revenue, cost .

- 12.2 The expected annual savings were now £196,000 rather than the £128,000 estimated in April, with the one-off cost of implementation likely to be recovered within just 9 months.

13.0 OUNDLÉ CENTRE – STAFFING IMPLICATIONS

- 13.1 Further to Policy & Resources Committee minute 85 (5 July 2010), LH reported and Members acknowledged that the report on options on the future of face-to-face service delivery in Oundle would be considered at the meeting of the Policy & Resources Committee on 13 September.

RESOLVED:

That formal consultation on changes to the Oundle Centre, and how they impact on staff, start immediately after the meeting of the Policy & Resources Committee on 13 September and that the outcome of the consultation be reported to the next meeting of the Sub-Committee.

**KE/
LH**

14.0 STAFFING PROPOSAL.

14.1 KE submitted a report on the above matter.

RESOLVED:

That consultation take place with the member of staff affected with a view to the proposal being implemented as soon as possible. **KE**

Chairman