



## Personnel Sub-Committee

**Minutes of a meeting held on 30 November 2010 at 2.00 pm at East Northamptonshire House, Thrapston**

**Present:**

Councillors

Roger Glithero (Chairman)  
Steven North (Leader of the Council)

Wendy Brackenbury  
Philip Hardcastle  
Sylvia Hughes

David Oliver  
Katy Everitt  
Keith Osborne

Chief Executive (DO)  
Head of Resources and Organisational Development (KE)  
Democratic Services Officer (KO)

**Action**

**1.0 MINUTES**

1.1 The minutes of the meeting held on 5 November 2010 were approved and signed by the Chairman as a correct record.

**2.0 APOLOGIES FOR ABSENCE**

2.1 Councillor Lisa Costello sent her apologies.

**3.0 DECLARATIONS OF INTEREST/QUESTIONS**

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

**4.0 TERMS OF REFERENCE**

4.1 Further to minute 7.3 of the last meeting, Members reviewed the Terms of Reference of the Sub-Committee.

4.2 Members recognised that the officer structure had changed and that the Chief Officers and Heads of Service now worked together as CMT. It was further acknowledged that there was a need for some decisions to be taken without delay and the scheduling of Policy and Resources Committee meetings was not always conducive to this. It was considered that these factors justified further delegation to the Sub-Committee.

4.3 It was noted, however, that changes to the Terms of Reference would have

implications for the Constitution and the Council's Redundancy Policy.

**RESOLVED TO RECOMMEND:**

- (1) That the changes set out in Appendix 1 to these minutes be approved. **KO/RR**
- (2) That the authority given to the Monitoring Officer during the review of the Council's Constitution to make adjustments to the Constitution to reflect changes to structure and internal arrangements be extended to cover the further adjustments resulting from the changes to the Sub-Committee's amended Terms of Reference, subject to the concurrence of the Leader and Deputy Leader of the Council and the Chairman of the Policy & Resources Committee. **SM/KO/RR**
- (3) That the changes to the Terms of Reference be reflected in Section 10 of the Council's Redundancy Policy. **KE/KO**

**5.0 DATE OF NEXT MEETING**

- 5.1 The next meeting was scheduled for 1 February 2011 although an earlier meeting may be necessary. **KO**

**6.0 EXCLUSION OF PUBLIC AND PRESS**

**6.1 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 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972, may be disclosed.

**7.0 STAFFING PROPOSALS.**

- 7.1 DO and KE submitted two reports on staffing proposals.

**RESOLVED:**

That Staff Proposal (2) in item 8 be progressed to the next stage, with a view to it being implemented by 31 July 2011. **KE**

It was further

**RESOLVED TO RECOMMEND:**

That option 5 in Staff Proposal (1) be chosen and that the recommendations presented to the Sub-Committee be adopted, with a further report being submitted to confirm the action that has been taken. **DO**

**Chairman**

## APPENDIX 1

### Personnel Sub Committee – Terms of Reference

Approved by Council - 1 March 2007 - Minute 391

#### *Proposed changes in bold italics*

The Personnel Sub Committee is a standing sub committee comprising ~~5~~ **6** members of the Council's Policy & Resources Committee established to determine matters relating to personnel and the health and safety of Council employees.

Terms of Reference:

- 1 To consider and determine matters relating to salaries and conditions of service, and health and safety and employment policies relating to all employees of the Council.
- 2 In line with the Council's strategic objectives, to recommend to the Policy and Resources Committee, any changes in the Council's establishment resulting from a management review of the structure.
- 3 To receive reports from the Chief Executive on changes in the Council's staff and recommendations relating to training.
- 4 To consider and make recommendations to the Policy and Resources Committee on the appointment of the Chief Officers **and Heads of Service (two Members of the Sub-Committee – with a reserve Member - to be appointed to an Interview Panel)** and on any matter relating to the conditions of employment of the Chief Executive, Chief Officers **and Heads of Service.**
- 5 To make recommendations to the full Council on the appointment or dismissal of the Chief Executive/Head of the Paid Service and on the dismissal of the Chief Officers **and Heads of Service.**
- 6 **To consider and approve proposals under the Council's Redundancy Policy for staff below the level of Head of Service.**