EAST NORTHAMPTONSHIRE COUNCIL

Personnel Sub Committee

Minutes of a meeting held on 9 June 2009 at 2.00 pm, East Northamptonshire House, Thrapston

Present:

Councillors	Wendy Brackenbury
	Roger Glithero
	Sylvia Hughes
	Andy Mercer

David Oliver	Chief Executive (DO)
Katy Everitt	Head of Organisational Development (KE)
Peter Cooper	Democratic Services (Minutes)

Action

1. APPOINTMENT OF CHAIRMAN

RESOLVED: **PC**
That Councillor Roger Glithero be appointed Chairman for 2009/10.

2. APPOINTMENT OF VICE CHAIRMAN

RESOLVED: **PC**
That Councillor Sylvia Hughes be appointed Vice Chairman for 2009/10.

3. MINUTES - 10 NOVEMBER 2008, AND 2 AND 3 FEBRUARY 2009

3.1 The minutes of the meetings held on 10 November 2008, and 2 and 3 February 2009 were approved and signed by the Chairman as a correct record.

4. APOLOGIES FOR ABSENCE

Councillor David Brackenbury sent his apologies.

5. DECLARATIONS OF INTEREST/QUESTIONS

There were no declarations or questions from Members.

6. SUB COMMITTEE TERMS OF REFERENCE

6.1 Members considered whether any changes should be made the Sub Committee's current terms of reference, and it was

RESOLVED:

That the current terms of reference be approved, subject to "SMT" being added in   **KE**

brackets after the words "Chief Officers" in the second line of Point 4. (The amended version is attached at Appendix 1 as part of this minute)

7. REVIEW OF THE STAFF FORUM

7.1 KE provided a short briefing to Members about the review of the Staff Forum. She advised the Sub Committee that the Staff Forum did not currently have any elected employee representatives and the Council currently used informal arrangements to communicate and consult with employees.

7.2 KE confirmed the review had been requested by employees and that the review had been undertaken by an Officer led project group which looked at:

- The Forum's terms of reference
- How formal communication and consultation took place
- Why the Council needed a formal mechanism for communication and consultation with employees
- How formal communication and consultation should take place in the future.

7.3 After the review, the project group suggested that a new employee communication and consultation group be created called XChange (pronounced exchange), which would communicate and consult with employees on collective issues relating to:

- The development and revision of policies and procedures affecting employees
- Changes to terms and conditions of employment
- Issues that will have an impact on the Council's employees e.g. significant change to the Council's organisational structure.

7.4 The Sub Committee considered the project group's proposals, and it was

RESOLVED TO RECOMMEND:

(1) That the terms of reference (attached at Appendix 2 as part of this minute) and the arrangements for a new formal employee communication and consultation group be approved.   **KE**

(2) That minutes of XChange group meetings be submitted to the Personnel Sub Committee.   **KE**

8. DATE OF NEXT MEETING

8.1 Members noted that the next meeting would be held on Tuesday 21 July 2009 at 2.00pm.

Chairman

Personnel Sub Committee – Terms of Reference

Approved by Council - 1 March 2007 - Minute 391

The Personnel Sub Committee is a standing sub committee comprising 5 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 (SMT) and on any matter relating to the conditions of employment of the Chief Executive and Chief Officers.

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.

Terms of Reference – XChange

1.0 Purpose

1.1 The purpose of XChange is to make sure effective communication and consultation takes place between employees and management on collective issues relating to:

   a) the development and revision of policies and procedures affecting employees;
   b) changes to terms and conditions of employment;
   c) issues that will have an impact on the Council's employees e.g. significant change to the Council's organisational structure.

1.2 XChange does not have any decision-making power but can influence decisions in the above areas through the exchange of views and ideas.

1.3 XChange will not consider general ideas. If general ideas are received by XChange, they will be submitted to the Council's employee suggestion scheme, Bright Ideas.

2.0 XChange membership

2.1 Membership of XChange will be:

- One employee representative, below Head of Service level, from each of the following areas:

    ➢ Customer Services
    ➢ Environmental Services
    ➢ ICT
    ➢ Planning Services
    ➢ Organisational Development and Chief Executive's Department
    ➢ Policy and Community Development
    ➢ Resources
    ➢ Revenues and Benefits

- One trade union representative
- Chief Executive (or Executive Director)
- Head of Organisational Development (or Personnel and Payroll Supervisor)
- One Head of Service (attendance will be rotated between all Heads of Service, excluding the Head of Organisational Development).

3.0 Election of Employee Representatives

3.1 To become an employee representative employees must nominate them self. If more than one nomination is received for a service area, a ballot will be held within the service area. The employee with the most votes will be the employee representative for that service area. If the highest scoring votes are tied, a name will be drawn from a hat (or another suitable item).

3.2 Employee representatives will serve for two years, or until their resignation.

3.3 If an employee representative resigns an election will be held to fill the vacancy.

3.4 At the end of their two year appointment, employee representatives can nominate themselves again.

3.5 Employees will not be able to stand as an employee representative if they have current formal warnings. This includes formal warnings for capability (sickness absence/work performance) and disciplinary matters. If an employee receives a formal warning when they are already an employee representative they must give up their appointment. This will be managed by the Head of Organisational Development.

4.0 Election of Union Representatives

4.1 To become the union representative on XChange the employee must be a member of a union and must nominate them self.

4.2 If more than one nomination is received the union will hold a ballot of union members and the employee with the most votes will be elected. If the highest scoring votes are tied, a name will be drawn from a hat (or another suitable item).

4.3 All other rules regarding the appointment of a union representative are the same as those for the appointment of an employee representative.

5.0 The Chair

5.1 The Chair serves for 12 months and is elected by XChange members.

6.0 Duties

6.1 Members of XChange must ensure that they:

- Collectively represent employees;
- Consult and canvass the opinions of employees about issues that will have a major impact on them;
- Consult with employees over suggested agenda items;

- Inform employees of matters discussed at XChange meetings and seek their views and opinions;
- Take part in other meetings that are relevant to XChange;
- Raise the profile of XChange.

6.2   Members of XChange will be responsible for deciding how they put these things into action.

7.0   Meetings

7.1   Meetings will take place as required but at least once every two months. At least four employee representatives and the Head of Organisational Development (or Personnel and Payroll Supervisor) must be present for a meeting to take place.

8.0   Setting the agenda

8.1   The agenda for an XChange meeting will be agreed by the Chair and the Chief Executive at least one week before a meeting takes place.

9.0   Status of conclusions

9.1   Draft minutes will be circulated to XChange members for comment, before a final version is released to employees.

9.2   The minutes of XChange meetings will be reported to the Strategic Management Team (SMT). SMT will arrange for the minutes of XChange to be submitted to the Personnel Sub-Committee.

10.0   Voting on issues

10.1   XChange will try and reach conclusions by consensus. When this isn't possible, the members of XChange will have a formal vote on an issue, indicated by a show of hands. If there is a hung vote the Chair will have the deciding vote.

11.0   Communication with employees

11.1   Any matters arising will be communicated by XChange members to all employees using the most appropriate method available. This will be decided during an XChange meeting.

11.2   Information will be provided on EUNICE to ensure employees are kept informed about items discussed by XChange.

12.0 Development and support

12.1 Management will give XChange members reasonable time off during the normal working day to fulfil their role as an employee representative.

12.2 Management will provide support to ensure employee representatives have the necessary knowledge, skills and behaviours to undertake their role as a member of XChange.

13.0 Review

13.1 XChange will review its terms of reference annually.