

**A MEETING OF THE PERSONNEL SUB BOARD**

**WAS HELD ON 31 JANUARY 2007**

The Mayor (Councillor Mrs Cully) (ex-officio), Chairman of Policy and Organisation Board (Councillor Cully) (ex-officio) (P), Councillors Carter (P), Clinton (P), Gill (P), Hook (P), Smith (P), Wright (P)

**24. APOLOGIES**

Apologies for inability to attend the meeting were received on behalf of The Mayor (Councillor Mrs Cully).

**25. ELECTION OF CHAIRMAN FOR THE REMAINDER OF THE MUNICIPAL YEAR 2006-7**

RESOLVED: That Councillor Wright be elected Chairman for the remainder of the Municipal Year 2006-7.

**26. ELECTION OF VICE CHAIRMAN FOR THE REMAINDER OF THE MUNICIPAL YEAR 2006-7**

RESOLVED: That Councillor Gill be elected Vice Chairman for the remainder of the Municipal Year 2006-7.

**27. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**28. MINUTES**

RESOLVED: That the Minutes of the meeting of the Sub Board held on 20 September 2006 be approved and signed as a true and correct record.

**29. DEPUTATIONS**

There were no deputations received.

**30. PUBLIC QUESTIONS**

There were no public questions received.

**31. A REVIEW OF EMPLOYMENT CONTRACTS IN HOUSING OPTIONS SECTION**

Consideration was given to a report of the Housing Services Manager (a copy of which is affixed in the Minute Book at Appendix 'A') setting out the background as to why eight officers in the Housing Options Section have temporary contracts and why

it is now recommended that these contracts be converted to permanent contracts.

The Housing Services Manager detailed the establishment of funding streams enabling the eight contracts to be financed on a permanent basis and expressed a wish to provide greater parity for the members of staff concerned.

It was confirmed that the formatting of the table on page 8/1 of the report was incorrect. The correct table is shown below:

Post designation	TEAM	JOB TITLE	Funding Stream
HS52B	Supporting People Team	Homeless Support Officer	Hampshire County Council grant
HS55E	Supporting People Team	Homeless Support Officer	
HS52C	Supporting People Team	Homeless Support Officer	
HS55K	Temporary Accommodation	Administration Officer	Temporary Accommodation reasonable charges
HS55H	Temporary Accommodation	Administration Officer	
HS55G	Lettings Team	Housing Options Officer (medical/social assessments)	Existing Housing Budgets
HS55L	Lettings Team	Visiting Officer	
HS55J	Housing Options	Housing Options Officer	DCLG*

RESOLVED: That the eight posts listed in the report of the Housing Services Manager be amended from temporary status to permanent employment contracts.

### **32. REVIEW INTERVIEWS – CHIEF EXECUTIVE AND BOROUGH TREASURER**

Consideration was given to a report of the Head of Personnel (a copy of which is affixed in the Minute Book at Appendix 'B') advising that, in accordance with the National Conditions of Service for Chief Executives of Local Authorities, there should be an annual performance appraisal, conducted by senior representatives of the Council. Personnel Sub-Board had authority to appoint a Review Sub-Group for this purpose, together with a similar interview for the Borough Treasurer.

The Chairman proposed that the Review Sub-Group comprise himself, as Chairman of the Personnel Sub-Board, Councillors Gill and Hook.

RESOLVED: That a Review Sub-Group comprising Councillors Wright, Gill and Hook be appointed to conduct an annual performance appraisal for the Chief Executive and Borough Treasurer.

### **33. EARLY RETIREMENT SCHEME**

Consideration was given to a report of the Chief Executive (a copy of which is affixed in the Minute Book at Appendix 'C') advising the Sub Board of the necessity to update the Council's Early Retirement Scheme and Statement of Policy on Discretionary Payments in view of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and the revised statutory redundancy payments scheme, and seeking approval for the revised Scheme and Statement of

Policy.

The Head of Personnel advised that there was an amendment to the report at paragraph 2.5.3. The fourth sentence should read “In order to ensure transparency and compliance with the law in situations of redundancy, use a multiplier of a maximum of 3.45 related to the statutory scheme .....” This amendment also applies to the first paragraph of Appendix B which should read “ ..... mirroring the statutory scheme with a multiplier of a maximum of 3.45.”

RESOLVED: That subject to minor amendments, approval be granted for the adoption of the revised Early Retirement Scheme and Statement of Policy on Discretionary Payments with immediate effect.

#### **34. ANY OTHER ITEMS**

There were no other items under the Chairman’s special circumstances discretion to raise as a matter of urgency.

#### **35. EXCLUSION OF THE PUBLIC**

RESOLVED: That in relation to the following items the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items there would be disclosure to them of exempt information within Paragraphs 1,2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the reports.

#### **36. EARLY RETIREMENT**

Consideration was given to an exempt report of the Chief Executive (a copy of which is affixed in the Minute Book at Appendix ‘D’) seeking approval for a request from a member of staff for early retirement.

The report was exempt from publication as the public interest in maintaining the exemption outweighed the public interest in disclosing the information by reason that it contained personal and financial information that was not considered appropriate to be released to the public.

The report indicated that approval was recommended as the retirement presented an opportunity to make financial savings and to review the duties and responsibilities of the post.

RESOLVED: That approval be given to:

- (i) a request by a member of staff for early retirement with effect from 31 March 2007.
- (ii) a Council contribution of £10,663 to the pension fund.

**37. MANAGERS' REMUNERATION**

Consideration was given to an exempt report of the Chief Executive (a copy of which is affixed in the Minute Book at Appendix 'E') recommending the payment of performance increments to three Managers.

The report was exempt from publication as the public interest in maintaining the exemption outweighed the public interest in disclosing the information by reason that it contained personal and financial information that was not considered appropriate to be released to the public.

RESOLVED: That a performance increment be paid from 1<sup>st</sup> April 2007 to:-

- Leisure & Cultural Services Manager
- Corporate Services Manager
- Financial Services Manager

The meeting commenced at 6.00pm and concluded at 6.17 pm

CHAIRMAN