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13 March 2007

S U M M O N S

MEETING: Personnel Sub Board
DATE: Wednesday, 21 March 2007
TIME: 6.00pm
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Catherine McDonald



BOROUGH SOLICITOR

MEMBERS OF THE SUB BOARD

The Mayor, Councillor Mrs Cully (ex-officio)
Chairman of P & O Board (Cllr Cully) (ex officio)

Councillor Wright (Chairman)
Councillor Gill (Vice Chairman)

Councillor Carter
Councillor Clinton

Councillor Hook
Councillor Smith

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

In the event of the fire alarm (continuous ringing) or bomb alert (intermittent ringing) sounding, please leave the room immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- **The Summons, Agenda and accompanying Reports can be provided in large print, on tape, in Braille or in other languages on request**
- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

AGENDA

PART A ITEMS

1. APOLOGIES FOR NON-ATTENDANCE

2. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.

3. MINUTES

To confirm the Minutes of the Sub Board meeting held on 31 January 2007 (copy attached)

4. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Sub Board is required to receive a deputation(s) on a matter which is before the meeting of the Sub Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Monday 19 March 2007. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

5. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Sub Board is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Sub Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Monday 19 March 2007).

6. CHIEF EXECUTIVE REVIEW

To advise the Sub-Board that the appraisal interview with the Chief Executive has taken place and to make recommendations with regard to the pay of the Chief Executive and Chief Officer grades.

PART II
Contact Officer:
Kathy Inch
Ext 5224

7. ANY OTHER ITEMS

-which the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency.

**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 1st 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

AGENDA ITEM NO. 6

Board/Committee:	PERSONNEL SUB-BOARD
Date of Meeting:	21 st MARCH 2007
Title:	CHIEF EXECUTIVE REVIEW
Author:	HEAD OF PERSONNEL ON BEHALF OF REVIEW PANEL
Status:	FOR DECISION

Purpose

To advise the Sub-Board that the appraisal interview with the Chief Executive has taken place and to make recommendations with regard to the pay of the Chief Executive and Chief Officer grades.

Recommendation

1. That the Chief Executive receive one additional merit increment in pay, effective from 1st April 2007, to recognise his performance over the past year.
2. That the Sub-Board consider the grading of Chief Officers, and any appropriate action.

1 Background

- 1.1 A Panel consisting of Councillors K. Gill, M. Hook and D. Wright met informally with the Deputy Chief Executive on 27th February 2007, and carried out the formal performance review of the Chief Executive on 2nd March 2007.
- 1.2 Following those interviews, the Panel discussed the salary and grading of these officers, and of other Chief Officers, in accordance with the Sub-Board's decision at their meeting on 7th January 2004 that Chief Officers' salaries should be reviewed annually.
- 1.3 Members may recall that this decision was made because it has been recognised that the Council's remuneration for this level of Officers is lower than the rest of the South East region.
- 1.4 The salaries of Chief Officers were last reviewed in 2005 as part of the Chief Executive's reorganisation proposals, when two performance-related increments were added. No change was made at that time to the grade of the Chief Executive or Deputy Chief Executive.

2 Report

- 2.1 In considering the Chief Executive's performance, it was felt that a merit increment is justified, effective from 1st April 2007.
- 2.2 The Deputy Chief Executive is on the top of his grade, with no further incremental progression being possible.
- 2.3 After the interviews with these Officers, the Panel considered information provided by South East Employers showing that the salaries and overall package of benefits, for the Chief Executive, Deputy Chief Executive and Chief Officers remains lower than the average minimum for the whole region.
- 2.4 The Panel considered it important to recognise the very significant contribution expected of all these Officers, whose commitment and motivation is vital to the Council in achieving its aims and priorities, but recognise that there is no budget to meet any general increase in pay.
- 2.5 It is therefore recommended that the Sub-Board consider the grading of Chief Officers and any appropriate action.

3 Risk Assessment

- 3.1 Reviewing the remuneration for the Council's most senior officers is necessary for recruitment and retention purposes.

4 Conclusion

- 4.1 The formal review interview with the Chief Executive has now been completed, and a merit increment is recommended.
- 4.2 In reviewing the salary of Chief Officers, the Panel recommend that the Sub-Board consider any appropriate action.

Financial Services comments:	Any increases would have to be met from within current budgets
Legal Services comments:	None
Service Improvement Plan implications:	None
Corporate Plan:	N/A
Risk Assessment:	Paragraph 3
Background papers:	None
Appendices/Enclosures:	None
Report author/Lead Officer:	Head of Personnel, on behalf of Review Panel