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2 March 2010

## **S U M M O N S**

**MEETING:** Personnel Sub Board  
**DATE:** 10 March 2010  
**TIME:** 6.00pm  
**PLACE:** Committee Room 1, Town Hall, Gosport  
**Democratic Services contact:** Lisa Reade

LINDA EDWARDS  
BOROUGH SOLICITOR

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### **MEMBERS OF THE BOARD**

Councillor Carter (Chairman)  
Councillor Hook (Vice Chairman)

Councillor Burgess  
Councillor Forder

Councillor Gill  
Councillor Wright

The Mayor (Councillor Mrs Searle) (ex officio)

### **FIRE PRECAUTIONS**

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

**In the event of the fire alarm (continuous ringing sound) sounding, please leave the room immediately.**

**Proceed downstairs by way of the main stairs or as directed by GBC staff, following 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:**

- 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).

**NOTE:**

- i. Councillors are requested to note that, if any Councillor who is not a member of the Sub Board wishes to speak at the Sub Board meeting, then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

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 27 January 2010 (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, 8 March 2010. 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, 8 March 2010).*

6. REVIEW INTERVIEWS – CHIEF EXECUTIVE AND DIRECTORS

*In accordance with 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 have authority to appoint a Review Sub-Group for this purpose, together with a similar interview for the Deputy Chief Executive/Borough Treasurer and the Director of Planning and Economic Development Services.*

PART II  
Contact Officer:  
Kathy Inch  
Ext 5224

Continued

Personnel Sub Board  
10 March 2010

7. PAY CLAIM 2010/11

PART II  
Contact Officer:  
Phil Reynolds  
Ext 5331

*To consider the UNISON Branch Secretary's Report to Local Joint Staff Committee seeking support for UNISON members' right to a pay increase this year.*

8. ANY OTHER ITEMS

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

<b>Board/Committee:</b>	<b>PERSONNEL SUB-BOARD</b>
<b>Date of meeting:</b>	<b>10<sup>th</sup> MARCH 2010</b>
<b>Title:</b>	<b>REVIEW INTERVIEWS – CHIEF EXECUTIVE AND DIRECTORS</b>
<b>Author:</b>	<b>HEAD OF PERSONNEL</b>
<b>Status:</b>	<b>FOR DECISION</b>

### **Purpose**

In accordance with 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 have authority to appoint a Review Sub-Group for this purpose, together with a similar interview for the Deputy Chief Executive/Borough Treasurer and the Director of Planning and Economic Development Services.

### **Recommendation**

That the Sub-Board appoint a Review Sub-Group to conduct a personal review interview with the Chief Executive, the Deputy Chief Executive/ Borough Treasurer and the Director of Planning and Economic Development Services.

#### **1. Background**

- 1.1** National Conditions of Service for Chief Executives of Local Authorities provide for an annual performance appraisal for the setting of both general and specific objectives for the year ahead, and review of performance in achieving previously set objectives. The focus of the process should also be on clarifying what the Chief Executive is expected to achieve and identifying any continuing personal development needs to maintain a high level of performance.
- 1.2** The setting of objectives should be by consensus between the Chief Executive and senior representatives of the Council appointed for the purpose.
- 1.3** There is no requirement for such formal interviews for Directors, whose performance is reviewed by the Chief Executive. However, the practice of carrying out interviews for Directors has been welcomed by both Members and the Officers themselves for a number of years.
- 1.4** The Chief Executive's performance was last reviewed on 16<sup>th</sup> March 2009 by a Sub-Group consisting of Councillors C. Carter, D. Smith and D. Wright. The Sub-Group interviewed the Borough Treasurer and Deputy Chief Executive prior to that.

## **2. Report**

- 2.1** The Directors' meetings with Members would normally be arranged after their formal review with the Chief Executive. The notes of that review can be used as the basis for the interview.
- 2.2** The Chief Executive's personal review interview would then normally take place following Members' meetings with the Directors.
- 2.3** The Action Plan previously agreed with the Chief Executive, together with any submissions he may wish to make, will be used as the basis for the interview, which will be arranged as soon as possible once a Panel has been nominated.

## **3. Risk assessment**

- 3.1** It is important that annual reviews are carried out so that the Chief Executive and Directors have any training or development needs identified, with resources made available to meet such needs.
- 3.2** Failure to carry out an annual appraisal of the Chief Executive's performance is a breach of the conditions of service for that officer.

## **4. Conclusion**

- 4.1** The annual appraisal interviews for the Chief Executive and Directors are now due.
- 4.2** The Sub-Board are invited to nominate senior representatives to undertake those interviews.

<b>Financial implications:</b>	There are no direct financial implications.
<b>Legal implications:</b>	None
<b>Service Improvement Plan implications:</b>	The appraisal interviews enable S.I.P. to be discussed and assessed
<b>Corporate Plan:</b>	Actions agreed should be directly related to the Corporate Plan
<b>Risk Assessment:</b>	Paragraph 3
<b>Background papers:</b>	National Conditions of Service for Chief Executives of Local Authorities
<b>Appendices/Enclosures:</b>	
<b>Report author/Lead Officer:</b>	Kathy Inch

## AGENDA ITEM NO.7

<b>Board/Committee:</b>	Local Joint Staff Committee
<b>Date of Meeting:</b>	10 March 2010
<b>Title:</b>	Pay Claim 2010/11
<b>Author:</b>	Phillip Reynolds – Branch Secretary UNISON
<b>Status:</b>	FOR RECOMMENDATION TO PERSONNEL S/B

### **Purpose**

To seek the Committee's approval to support our members' right to a pay increase this year.

### **Recommendation**

That the Committee recommend to Personnel Sub-Board that the Council write to the LGA supporting a 1% increase for 2010/11.

### **1 Background**

- 1.1 UNISON submitted a pay claim of 2.4% to the National Employers in the Autumn of 2009. There have been no formal negotiations over pay this year.

### **2 Report**

- 2.1 At the last meeting of the NJC Secretaries, the Trade Unions were informed that the Employers' Side had decided that there would be no increase in pay for employees this year.
- 2.2 We believe that our members deserve a pay increase this year and that it is affordable. CPI is running at 2.9% and RPI at 2.4%. There is provision in the Council's Budget for a 1% increase.

### **3 Risk Assessment**

- 3.1 There are no risks to the Council's Budget if a 1% increase is awarded.

### **4 Conclusion**

- 4.1 In order to properly negotiate a pay rise for 2010/11, we are asking the Committee to support writing a letter to the Chair of the LGA, Margaret Eaton, urging the LGA to meet with the Trade Unions formally to discuss this year's pay claim.