

Subject to Approval
A MEETING OF THE PERSONNEL SUB BOARD
WAS HELD ON 28 NOVEMBER 2007

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

26. APOLOGIES

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

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 5 September 2007 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.

PART II

31. 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 'A') which advised 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. It further advised that the Personnel Sub-Board had authority to appoint a Review Sub-Group for this purpose, together with a similar interview for the Borough Treasurer.

RESOLVED: That a Review Sub-Group comprising Councillors Chegwyn, Hook and Wright be appointed to carry out performance appraisals for the Chief Executive and Borough Treasurer in the first quarter of 2008.

32. PAY AWARD 2007

Consideration was given to a report of the Head of Personnel (a copy of which is affixed in the Minute Book at Appendix 'B') which advised the Sub-Board of the national pay award, effective from 1 April 2007.

RESOLVED: That the national pay award, effective from 1 April 2007, be noted.

33. ANY OTHER ITEMS

There were no other items to be raised as a matter of urgency under the Chairman's special circumstances discretion.

34. EXCLUSION OF THE PUBLIC

RESOLVED: That, in relation to the following item, 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 item 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 report.

35. PROPOSED REDUNDANCY – ADMINISTRATIVE OFFICER

Consideration was given to an exempt report of the Corporate Services Manager (a copy of which is affixed in the Minute Book at Appendix 'C') regarding proposals for the redundancy of Post CS44, Administrative Officer, with effect from 29 November 2007.

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:

- i) approval be given to the redundancy of Post CS44, Administrative Officer, Central Services, with effect from 29 November 2007.
- ii) the redundancy cost detailed in the report be met from the Revenue Financing Reserve Fund; and
- iii) the weekly hours of Post CS14B be increased from 15 to 22 on a temporary basis, initially for 6 months (to be extended if necessary).

The meeting commenced at 5.00pm and concluded at 5.05 pm

CHAIRMAN

