

A MEETING OF THE PERSONNEL SUB BOARD
Subject to Approval
WAS HELD ON 3 SEPTEMBER 2008

The Mayor (Councillor Kimber) (ex-officio), Councillors Carter (P), Chegwyn (P), Hook (P), Smith and Wright (P)

It was reported that, in accordance with Standing Orders, notice had been received that Councillor Ms Ballard would replace Councillor Smith for this meeting.

13. APOLOGIES

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

14. DECLARATIONS OF INTEREST

There were no declarations of interest.

15. MINUTES

RESOLVED: That the Minutes of the meeting of the Sub Board held on 4 June 2008 be approved and signed as a true and correct record.

16. DEPUTATIONS

There were no deputations received.

17. PUBLIC QUESTIONS

There were no public questions received.

PART II

18. MOTORING POLICY

Consideration was given to a report of the Head of Personnel seeking the Sub Board's approval for a new Motoring Policy for staff who drive on Council Business.

RESOLVED: That the Motoring Policy, attached as Appendix A to the report of the Head of Personnel, be approved with effect from 1 October 2008.

19. EARLY RETIREMENT AND DISCRETIONARY PAYMENTS SCHEME

Consideration was given to a report of the Head of Personnel which advised 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 Local Government Pension Scheme (Benefits, Membership and

Contributions) Regulations 2007.

It was noted in paragraph 2.2 of the report that the early payment of a pension on compassionate grounds was now to be met by the employer. However, Members were advised that it was very rare to receive such a request and that it would have to be authorised by the Sub Board.

RESOLVED: That the revised Early Retirement Scheme and Policy on Discretionary Payments attached as Appendix A, together with the guidance attached as Appendix B to the report of the Head of Personnel, be approved.

20. LONG SERVICE AWARDS

Consideration was given to a report of the Head of Personnel seeking the Sub Board's approval for an update to the Long Service Award Scheme.

It had been agreed at the meeting of the Local Joint Staff Committee that consideration of this item should be deferred until further consultation had taken place with UNISON on appropriate Awards for presentation to staff achieving the appropriate term of service. It had also been suggested that the Scheme be extended to include 20 and 30 year terms of service.

RESOLVED: That:

- 1) the Scheme be extended to include 20 and 30 year terms of service; and
- 2) UNISON carry out further consultation on the Awards to be given to members of staff who achieve long service to the Council.

21 PAY REVIEW – APRIL 2008

Consideration was given to a report of the Head of Personnel which advised the Sub Board of developments in respect of the pay negotiations for 2008.

RESOLVED: That the information be noted.

22 REVIEW OF STAFFING IN TOWN HALL MAIN RECEPTION

Consideration was given to a report of the Corporate Services Manager which requested the Sub Board to consider staffing proposals for the Town Hall Main Reception, aimed at improving customer service.

Members appreciated the difficulties of providing lunch time cover for the Town Hall Reception. It was a busy period but staff also required a lunch break. It was confirmed that staff currently worked a rota system and the majority were part-timers, working either Monday to Wednesday morning or Wednesday afternoon to Friday.

In answer to a Member's question, officers advised that they were aware of the problems of leaves and litter blowing into the Reception area and means of trying to reduce this problem were being considered.

RESOLVED: That a new post of Part-time Receptionist/Telephonist (15 hours a week) be added to the establishment with effect from 1 October 2008.

23 CHRISTMAS CLOSURE

Consideration was given to a report of the Head of Personnel which advised the Sub Board of a request received from UNISON that the Town Hall should close to the public on Friday, 2 January 2009.

The Chief Executive advised that it had been agreed at Local Joint Staff Committee on 1 September 2008, that staff could convert the leave booked on 2 January 2009 from annual leave to flexi leave provided they had accrued sufficient hours during the relevant flexi period.

RESOLVED: That:-

- 1) the closure of the Town Hall to the public on Friday, 2 January 2009 be approved; and
- 2) one day's annual leave be deducted for that day which could be converted to flexi-leave, subject to the standard requirements of the Flexi-Leave Scheme.

24 DIRECTOR OF ECONOMIC DEVELOPMENT, TOURISM AND THE ARTS

By reason of special circumstances, the Chairman determined that this item be considered at this meeting notwithstanding the fact that the item had not been available for public inspection in accordance with the provisions of Section 100B(4)(a) of the Local Government (Access to Information) Act 1985.

The special circumstances were created by the need to undertake a recruitment campaign as soon as possible and in order for the matter to be referred to the next meeting of the Policy and Organisation Board to approve the creation of an Appointment Sub Board.

Consideration was given to a report of the Chief Executive which recommended to the Sub Board the creation of a new Director level post. The Chief Executive advised Members of an error on page 3 of the report. The Financial Services comments were contained in paragraph 5.1 of the report and not 5.5 as stated.

Members considered that, whilst the current Economic Development Section was doing an excellent job, there was a further need to promote the economic development of Gosport. In answer to a question as to whether the appropriate way forward was to appoint a project director, the Chairman replied that the promotion of tourism and the arts was an important part of the development potential of Gosport and would make the most of its waterfront site. Creating a Director level post would enable the incumbent to promote Gosport by accessing outside bodies and grant funding agencies at senior level. He considered that the post should be advertised nationally to attract applicants with experience of the tourism and arts industries.

Members were advised by the Borough Treasurer of the method by which this post

would be funded.

RESOLVED: That:-

- 1) the creation of a new post CE5A, Director of Development, Tourism and The Arts at a salary of £62,267 - £70,415 (pay award pending) be approved; and
- 2) the Policy and Organisation Board be requested to appoint an Appointments Sub Board.

25. ANY OTHER ITEMS

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

The meeting commenced at 6.00pm and concluded at 6.40pm

CHAIRMAN