

**A MEETING OF THE PERSONNEL SUB BOARD
WAS HELD ON 5 FEBRUARY 2009**

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

It was reported that, in accordance with Standing Orders, notice had been received that Councillors Ms Ballard and Burgess would replace Councillors Chegwyn and Hook respectively for this meeting.

26. APOLOGIES

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

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 3 September 2008 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. LONG SERVICE AWARDS

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

RESOLVED: That the updated Long Service Award Scheme, attached as Appendix B to the report of the Head of Personnel, be approved with effect from 1 January 2008.

32. PAY REVIEW – 2008/9 AND 2009/10

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 and of the claim for 2009.

RESOLVED: That the information contained in the report of the Head of Personnel be noted.

33. REVIEW INTERVIEWS – CHIEF EXECUTIVE AND BOROUGH TREASURER

Consideration was given to a report of the Head of Personnel which advised that, 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 had authority to appoint a Review Sub-Group for this purpose.

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 2009.

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 was 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 - 4 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 outweighed the public interest in disclosing the information, for the reasons set out in the reports.

36. REVIEW OF DEVELOPMENT SERVICES UNIT

Consideration was given to a report of the Development Services Manager which requested the Sub Board to consider a review of staffing resources within the Development Services Unit.

RESOLVED: That the revised structure of the Development Services Unit as proposed in Section 4 of the report of the Development Services Manager be approved.

37. EARLY RETIREMENTS

Consideration was given to a report of the Chief Executive which sought approval for 3 early retirements, in the interest of the efficiency of the service, in accordance with the Council's policy.

RESOLVED: That the early retirements detailed in the report of the Chief Executive be approved, in the interest of the efficiency of the service.

The meeting commenced at 6.00pm and concluded at 6.47pm

CHAIRMAN