

PERSONNEL PANEL

MINUTES OF MEETING HELD ON 1 MAY 2008

Present: Councillors Mrs M B Woodburn (Chair); H Branney; N Clarkson; Mrs Y R T Clarkson; K Hitchen; P Whalley

Apologies for absence were received from Councillor N Williams.

Officers: H Mitchell, Head of Policy and Performance; T Capper, Democratic Services Manager; L Gleed, Human Resources Manager; G Ayling, Interim Head of Finance and Business Development; C A Lloyd, Contracts and Property Manager (Agenda Item 5); S Mounsey, Interim Human Resources Officer (Agenda Item 8).

Minutes

The minutes of the meeting held on 8 April 2008 were signed by the Chairman as a correct record.

PER 30 Review of Contracts and Property Establishment

The Panel considered proposals for the addition of a post of Procurement Officer to the establishment of the Contracts and Property section, provision having been made in the base budget for 2008/2009.

RESOLVED – that the proposals for the establishment of the post on the basis of the job profile submitted be approved and implemented.

PER 31 Review of ICT and Internal Audit Establishment

The Panel considered proposals for changes to the establishment of Finance and Business Development following previous decisions by the panel on changes to the structure of Economic Prosperity and Sustainability. The proposals comprised establishment of a new post of IT Manager in place of the vacant post of Project Manager, and the amalgamation of two part-time audit posts to create a full-time Audit Technical Officer post.

RESOLVED – that the proposals set out in the report and the IT Manager job profile be approved.

PER 32 Chief Executive's Terms and Conditions

The Panel considered the revised JNC Handbook for terms and conditions of service of local authority chief executives, including proposals for establishment of a Remuneration Committee to

determine pay and reward packages for the Chief Executive and Chief Officers.

RESOLVED – that the revised Handbook be noted and the proposal for the Personnel Panel to act as the Council’s Remuneration Panel be included in the constitutional amendments to be submitted to Council for agreement in June 2008.

PER 33 Exclusion of Press and Public

RESOLVED – that the press and public be excluded for the remaining items of business in view of the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12A of the Local Government Act 1972 as amended.

PER 34 Pay and Grading Review

The Panel received a presentation on the latest position on progress in the Pay and Grading Review, which was noted.

The meeting closed at 11.40 am.

Chairman