

**MINUTES OF THE MEETING OF THE PERSONNEL PANEL
HELD AT FOLLATON HOUSE, TOTNES ON THURSDAY, 11 DECEMBER 2008**

MEMBERS

* Cllr M F Saltern - Chairman

* Cllr J A Westacott - Vice-Chairman

ø Cllr R F Croad

ø Cllr R J Tucker

* Cllr T J Hewitt

* Denotes attendance

ø Denotes apology for absence

Officers in attendance:

All Agenda Items: Chief Executive; Head of Human Resources; Personnel Manager;
Single Status Project Manager; and Member Support Services Manager.

PP.23/08 MINUTES

The minutes of the meeting of the Panel held on 19 November 2008 were confirmed as a correct record and signed by the Chairman.

PP.24/08 DECLARATIONS OF INTEREST

Members were invited to declare any interests in the items of business to be considered during the course of the meeting but none were made.

PP.25/08 EXCLUSION OF PUBLIC AND PRESS

RESOLVED

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following items of business as the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A to the Act is involved.

PP.26/08 PROGRESS TOWARDS SINGLE STATUS

The Panel considered an exempt report which sought approval of the:-

- completion of negotiations with the trade unions on the annual leave and car allowance policies;
- introduction of revised shift allowances; and
- consolidation of an enhanced car salary scheme.

In discussion, reference was made to:-

- (a) the car mileage rates. The Panel supported the details contained within the proposed Travel Policy (as outlined at Appendix A of the presented agenda report);
- (b) the annual leave entitlement. Members endorsed the proposals detailed in the draft Annual Leave Policy (as outlined at Appendix B of the presented agenda report);
- (c) the new Shift Allowances. Members felt that the proposed start time for the normal core working hours (as detailed in Appendix C of the presented report) should be brought forward by thirty minutes. Whilst agreeing with the remainder of the proposals in respect of the Shift Allowances, the Panel requested a report on this matter to be presented back for its consideration in twelve months time to assess how they were impacting upon service delivery;
- (d) the enhanced car salary scheme. In supporting the proposals (as contained within the presented agenda report), the Panel wished for it to be included that the protection sum was to be fixed and would not be the subject of any inflationary increases;
- (e) a proposed protection period in regard to annual leave. Members were informed that the proposal (as outlined in recommendation (e) of the presented agenda report) had been withdrawn prior to the start of the meeting.

RESOLVED

That the Panel approve (on the terms as outlined in the presented report):-

- the car mileage rates;
- the annual leave entitlement;
- the new Shift Allowances; and
- the proposal to consolidate the enhanced car salary scheme for relevant employees.

(Meeting commenced at 9.30 am and concluded at 10.25 am).

Chairman