

**MINUTES OF THE MEETING OF THE PERSONNEL PANEL
HELD AT FOLLATON HOUSE, TOTNES ON MONDAY 1 DECEMBER 2003**

MEMBERS

* Cllr J O'Connell - Chairman

* Cllr J A Westacott - Vice-Chairman

* Cllr R F Croad

* Cllr R O Yonge

* Cllr M F Saltern

* Denotes attendance

∅ Denotes apology for absence

PP.16/03 **MINUTES**

The minutes of the meeting of the Panel held on 22 October 2003 were confirmed as a correct record and signed by the Chairman.

PP.17/03 **DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be considered during the course of the meeting. The Personnel Manager declared an interest in parts of Item 9 'Service Management Arrangements' (see minute PP.22/03 below) by virtue of his post being one of those under consideration and absented himself from the meeting when appropriate.

PP.18/03 **ANNUAL REVIEW OF EARLY RETIREMENT ACTIVITY AND FUTURE ACCOUNTING ARRANGEMENTS FOR PENSION COSTS**

A report was considered which provided an overview of early retirement activity in 2002/2003. The report also summarised the changes in accounting for pension costs that were to apply from 2003/2004.

In the report particular mention was made of the following:-

- (a) that it was the Council policy for an annual review of early retirement activity to be presented to the Personnel Panel;
- (b) that the policy allowed for comparisons to be made against previous years and for trends to be identified;
- (c) the process by which early retirement decisions were made by the Personnel Panel;

- (d) the anticipated impact on the decision making process of the 2003/2004 revised accounting arrangements for pension costs;
- (e) the importance, particularly at times of major Council restructuring, of maintaining a clear and equitable early retirement policy.

During discussion, the view was expressed that it would also assist Members to receive data on replacement staff following early retirements. In addition, the Panel reiterated its support for the current practice of regularly reviewing early retirement activity.

RESOLVED

That the contents of the report be noted.

PP.19/03 **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 paragraph 1 of Part 1 of Schedule 12A to the Act is involved.

PP.20/03 **LEGAL AND PROPERTY SERVICES STAFFING MATTER:
PROPOSED REDUNDANCY**

Consideration was given to a report which informed the Panel of a potential redundancy in Legal Services. It was noted that the Fundamental Service Review of the section had provided an opportunity to review staffing and in particular clerical support. The review had demonstrated that for one specific post the tasks undertaken could be re-allocated such that this full time post could be made redundant.

RESOLVED

That the redundancy as detailed in the report before the Personnel Panel be agreed.

PP.21/03

**MANAGEMENT CHANGE:
CORPORATE MANAGEMENT TEAM ARRANGEMENTS**

A report was considered which informed the Panel of the potential redundancy of a post at Corporate Management Team level, as a result of the decision to replace the current four Chief Officer posts with three Strategic Director posts.

In discussion, the Panel expressed its gratitude to the employee identified in the report before the Panel for their service to the Council.

RESOLVED

That the redundancy as detailed in the report before the Personnel Panel be agreed.

PP.22/03

SERVICE MANAGEMENT ARRANGEMENTS

The Panel considered a report which detailed the proposed future structure of the service management tier, and described the proposed generic roles and responsibilities of that tier. The report also invited Members to consider the process and supporting arrangements required to implement changes at this level.

During discussion, particular reference was made to:-

- (a) the rationale for the proposed arrangements;
- (b) a detailed exploration of the proposed new structure;
- (c) the financial implications of the new arrangements for the Council and the tier of officers that would be effected;
- (d) the proposed timetable for implementing the arrangements;
- (e) the recognition of the Panel that this was a matter that must be handled with great sensitivity.

RESOLVED

1. That the service management arrangements described within the report before the Panel be approved and that the Executive be **RECOMMENDED** that, subject to its approval of the financial implications, these posts should be filled as soon as possible;

2. That, subject to the minor amendments proposed by the Panel, the draft generic job descriptions and person specifications for the new posts as set out in Appendix 1 to the report be agreed;
3. That the salary structure for 12 of these posts be approved and that, following further investigation, the salaries for the remaining two posts be agreed by the Chief Executive and Personnel Manager in consultation with the Chairman of the Panel;
4. That the recruitment process used to appoint to the service manager posts, including the nature of the involvement of Members, be approved subject to further consideration of comments made by the Panel.

(Meeting commenced at 9.00 am and concluded at 12.30 pm).

Chairman