

**MINUTES OF THE MEETING OF THE PERSONNEL PANEL  
HELD AT FOLLATON HOUSE, TOTNES ON THURSDAY, 4 JANUARY 2007**

**MEMBERS**

\* Cllr M F Saltern – Chairman

\* Cllr J A Westacott – Vice-Chairman

\* Cllr R F Croad

\* Cllr R O Yonge

\* Cllr J O'Connell

\* Denotes attendance

Officers in attendance:

All Agenda Items: Chief Executive, Strategic Director (Operations) and  
Head of Personnel and Payroll

PP.1/06 **MINUTES**

The minutes of the meeting of the Panel held on 13 April 2006 were confirmed as a correct record and signed by the Chairman subject to an amendment in relation to minute reference PP.20/05(e) whereby the sentence "*clarification that the implementation date for Age Discrimination was 1 April 2006, with a review date of 1 April 2009*" be amended to read:-

*"clarification that the Age Discrimination strand of the forthcoming Age Discrimination Legislation had been incorporated into the Council's Corporate Equality Scheme adopted by the Council on 1 April 2006. The scheme would have its first review in April 2009."*

PP.2/06 **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.3/06 **DRAFT POLICY FOR MANAGING NORMAL AGE RETIREMENT**

A report was considered which asked Members to formally adopt the draft policy for Managing Normal Age Retirement as required by the Employment Equality (Age) Regulations 2006.

The regulations required the Council to establish a policy on how it would manage normal age retirement of its employees. The regulations were designed to ensure that employees who reach retirement were not discriminated against because of their age. The Policy stated that the Council would view normal age retirement as being the date of the employee's 65<sup>th</sup> birthday.

In conclusion, the report identified the need to undertake a periodic review of the Policy in light of emerging case law. Amendments to the Policy may be required at a future date to accommodate guidance given by the Courts and Employment Tribunals.

During discussion, a Member of the Panel was concerned by the decision making process which related to who / how a request was to be judged. In response, paragraph 8 of the draft policy document was highlighted which noted that an objective assessment would be made covering areas such as skills match, work demands, alternative employment options, future workforce requirements, qualification and performance. Furthermore, extensions would be limited to a maximum of two years at a time. Members were informed that it was anticipated that the Panel would receive an annual report to update on the process including the number of requests received and the decision of each request. It was imperative that there was confidence in the process.

Following discussion, a number a minor typographical amendments were made to the presented draft policy.

### **RESOLVED**

That the adoption of the draft policy for Managing Normal Age Retirement as attached at Appendix 1 to the published report, subject to the incorporation of the minor typographical amendments.

#### **PP.4/06      EXCLUSION OF PRESS AND PUBLIC**

### **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 item 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.5/06      ANNUAL REVIEW OF EARLY RETIREMENT ACTIVITY FOR 2005/06**

Members considered an exempt report which provided an overview of early retirement activity during 2005/06. During discussion on the report, a Member of the Panel was concerned over the exempt nature of the report noting that there was no need for the whole report to be classified as exempt. It was therefore requested that future reports be on the open agenda with exempt appendices where necessary.

**RESOLVED**

That the Personnel Panel:-

- a) Note the contents of the report;
- b) Recognise the importance of a fair and robust Early Retirement policy for managing organisational change.

(Meeting commenced at 2.00 pm and concluded at 2.30pm).

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Chairman