

**MINUTES OF THE MEETING OF THE PERSONNEL PANEL
HELD AT FOLLATON HOUSE, TOTNES ON THURSDAY, 13 APRIL 2006**

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

∅ Denotes apology for absence

Officers and representatives in attendance:

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

PP.18/05 MINUTES

The minutes of the meeting of the Panel held on 9 February 2006 were confirmed as a correct record and signed by the Chairman.

PP.19/05 DECLARATIONS OF INTEREST

Members were invited to declare any interests in the items of business to be considered during the course of the meeting. These were recorded as follows:-

The Chief Executive, Strategic Director (Operations), Head of Financial Services, Head of Personnel and Payroll, Head of Operations and the Trainee Member Support Officer declared a personal interest in item 5 'Single Status – update and Implementation Agreement' by virtue of their employment at the Council (see minute PP.20/05 below).

PP.20/05 SINGLE STATUS – UPDATE AND IMPLEMENTATION AGREEMENT

A report was considered which updated Members on progress made with the Single Status project since the last Personnel Panel meeting held in February 2006. The report also sought Member approval for Council to sign an Implementation Agreement towards achieving Single Status. Both the Council and the Trade Unions were required to sign an Implementation Agreement to confirm the various job evaluation principles and processes discussed so far as well as to set out the progress made toward joint policy development. It was noted that the Agreement was necessary to move the project on to the next stage (April 2006 to March 2007).

In discussion, the following points were raised:-

- a) clarification that the 39 posts, which had been jointly identified and agreed by trade unions and management for the first tranche of the job evaluation exercise, had been finalised. The timetable envisaged that the evaluation of just over 300 discrete posts would be complete by December 2006;
- b) a Member's concern over the continuing discussion on parking arrangements at Follaton House and what impact any changes would have on terms and conditions of employment. In response it was noted that it would be prudent for any employment agreement not to guarantee free parking at Follaton House. No clarification was available at present as to which route, if any, was to be taken in respect of parking at Follaton House but it was suggested that this issue was to be looked at in the context of a green travel plan for staff and Members. The Panel was advised that this was an aspect for future consideration;
- c) briefing sessions for Members on Single Status, which would be arranged following the completion of all job evaluations;
- d) implementation of the new pay and grading structure was 31 March 2007, subject to further consultation and negotiation arrangement between the Council and Trade Unions;
- e) clarification that the estimated implementation date for Age Discrimination was 1 April 2006, with a review date of 1 April 2009;
- f) the appeals process. It was confirmed that an Appeals Panel would consist of two management and two Trade Union representatives who were not on the original evaluation panel. If in the event that the Appeals Panel was unable to reach a majority decision, the appeal would be heard by a separate Appeals Panel.

RESOLVED

- 1. That the further progress made with the Single Status Project be noted;
- 2. That agreement be granted to the Council to sign the Implementation Agreement as detailed in the report presented to the Panel.

(Meeting commenced at 2.00 pm and concluded at 2.45 pm).

Chairman