

**MINUTES OF THE MEETING OF THE PERSONNEL PANEL  
HELD AT FOLLATON HOUSE, TOTNES ON WEDNESDAY, 19 NOVEMBER 2008**

**MEMBERS**

\* Cllr M F Saltern - Chairman

ø Cllr J A Westacott - Vice-Chairman

\* Cllr R F Croad

\* Cllr R J Tucker

ø Cllr T J Hewitt

\* Denotes attendance

ø Denotes apology for absence

Also in attendance:

All Agenda Items: Chief Executive and Member Support Services Manager;  
Items 5 and 6 (Minutes PP.20/08 and PP.21/08 below refer): Personnel Manager;  
Item 7 (Minute PP.22/08 below refers): Head of Environment Services and  
Senior Personnel Officer.

PP.17/08     **MINUTES**

The minutes of the meeting of the Panel held on 4 September 2008 were confirmed as a correct record and signed by the Chairman.

PP.18/08     **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.19/08     **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.20/08 **PROGRESS TOWARDS SINGLE STATUS**

The Panel considered an exempt report which sought:

- direction on the completion of negotiations with the trade unions on the proposed annual leave and car allowance policies;
- direction on the introduction of revised shift allowances;
- approval on the consolidation of an enhanced car salary scheme; and
- direction on a proposal to provide additional protection on annual leave.

In discussion, reference was made to:-

- (a) travel allowance. On balance, Members concluded that the Council should retain its current policy of compensating for both essential and casual car usage in line with the nationally agreed NJC rates of 45.8p and 58.7p per mile (based on an engine capacity in excess of 1200cc). The Panel felt that this proposed arrangement should be revisited in 12 month's time;
- (b) annual leave entitlement. The Panel considered a number of permutations in respect of the annual leave entitlement and concluded that the proposal should be further revised whereby staff receive 22 days annual leave upon appointment, rising to 26 days after 5 years' service and 27 days after 10 years' service;
- (c) the introduction of a two-tier shift allowance. Members were content with the preliminary proposal (as outlined in paragraph 4.4 of the report presented to the Panel), with the exception that the figure be set at 12.5%;
- (d) the enhanced car salary scheme. Prior to reaching a view on this matter, Members requested additional information with regard to the present and potential future arrangements, including compiling a banding framework. As a consequence, the Panel wished to revisit this issue at a future meeting;
- (e) the proposed annual leave protection. In light of the proposed further revisions for annual leave entitlement ((b) above), Members felt unable to be able to provide direction on the matter of annual leave protection at this time.

## **RESOLVED**

That the Panel:-

1. wish to retain the current policy of compensating for both essential and casual car usage in line with the nationally agreed NJC rates of 45.8p and 58.7p per mile (based on an engine capacity in excess of 1200cc) for an initial 12 months and reviewed after this time;
2. conclude that the proposal be further revised whereby staff receive 22 days annual leave upon appointment, rising to 26 days after 5 years' service and 27 days after 10 years' service;
3. accept the preliminary proposal (as outlined in paragraph 4.4 of the report presented to the Panel), with the exception that the figure be set at 12.5%;
4. wish to reconsider the enhanced car salary scheme issue at a future meeting, when the additional information requested is available;
5. feel unable to provide direction on the matter of annual leave protection until the outcome of revised resolution 2 (above) is known.

### **PP.21/08 HR STAFFING REPORT**

Consideration was given to an exempt report which sought to update the Panel on the work of the Human Resources (HR) service.

## **RESOLVED**

1. That the duties and responsibilities covered by the HR Service be noted; and
2. That the continuation of the post within the HR Service be approved (as detailed in paragraphs 11 and 12 of the presented report) until at least the end of March 2009.

### **PP.22/08 ENVIRONMENT SERVICES – STAFFING REVIEW**

The Panel considered an exempt report which provided an update on the outcome of the staffing structure for Environment Services.

Prior to any discussion taking place on the report, officers advised that the presented Appendix A to the published agenda report was incorrect and therefore, an amended version had been tabled to the meeting.

**RESOLVED**

That the redundancy (as detailed in the presented agenda report and revised Appendix A (as tabled to the meeting)) be agreed.

(Meeting commenced at 2.00 pm and concluded at 3.30 pm).

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Chairman