

**PERSONNEL SUB COMMITTEE
16 JUNE 1999**

Present: Councillors Bailey, Barnard, Blatchford, Grayson, Harrison,
Mrs Keene, Mills, and Sargeant

Apologies for Absence: Councillors Ward and Wheaton

1. Election of Chairman

RESOLVED that Councillor Sargeant be elected Chairman of the Committee for the ensuing year.

2. Appointment of Vice-Chairman

RESOLVED that Councillor Mills be elected Vice-Chairman of the Committee for the ensuing year.

3. Substitute Members

The Sub-Committee noted the attendance of the following substitute Member under Standing Order 38:

Councillor Barnard for Councillor Ward

4. Minutes

RESOLVED that the minutes of the meeting of the Sub Committee held on 31 March 1999 be confirmed as a correct record and signed by the Chairman.

5. Local Joint Committee – 16 March 1999

RESOLVED that the minutes of the meeting of the Local Joint Committee held on 16 March 1999 be received and noted.

6. Review of the Council's Pensions & Severance Policy (Item 1)

The Sub-Committee considered a report which outlined suggestions on the way in which the pensions and severance payments policy of the Council could be constructed. It also provided an overview of pension and severance matters during the past year.

RESOLVED that:

- (i) With effect from 1 October 1999, severance for those aged under 50 years of age be based on:
 - (a) Use of a 66 week calculator in the calculation of redundancy payments.
 - (b) Use of actual weekly pay in all severance calculations.
- (ii) With effect from 1 July 1999, severance for those aged 50 years of age and over be based on:
 - (a) Use of the statutory redundancy scheme of up to 30 weeks in the calculation of redundancy payments.
 - (b) Use of a 66 week calculator or a maximum of 5 added years to a pension only in exceptional circumstances.
 - (c) Use of actual weekly pay in all severance calculations.
- (iii) In addition to the cost benefit analysis of early retirement (including savings), the Council obtain the full capitalised cost of early retirement in all cases before approval.
- (iv) The annual performance report on severance and retirements be received and noted.
- (v) The early retirement/severance policy of the council be reviewed again by 1 January 2002 (or sooner if new discretions become available or financial circumstances dictate).

7. The Millennium – Payment for Staffing Cover (Item 2)

The Sub-Committee considered a report inviting it to determine the structure for payments to be made to staff required to provide cover over the Millennium Holiday period of 31 December 1999 to 3 January 1999.

The Sub-Committee's attention was drawn to the fact that it was understood that certain staff employed in Leisure Services had been asked to take annual leave on 29 and 30 December as their facilities would be closed on those dates. In response to this, the Borough Personnel Manager indicated that the Council's general approach was that all facilities would remain open as normal except on the designated public holidays during the Christmas/New Year period. However he added that there may be operational imperatives which service committees would need to consider when deciding on the shutdown arrangements for facilities under their responsibility. However, he added that the contracts for some staff in Leisure Services did make provision for leave to be taken at the discretion of management. In view of the concerns raised about whether such action was appropriate given the Council's wish to maintain a co-ordinated approach to arrangements over the holiday period, the Borough Personnel Manager undertook to look into the matter.

RESOLVED that:

- (i) All those staff who are required to be at work be paid the normal Bank Holiday contractual rate ie double time plus an equivalent day's pay paid at the employee's actual salary rate.
- (ii) In addition to their normal salary payment, all those required to be on standby be paid a flat rate of £62.50 per day with a minimum 2 hours for every call paid at double time; standby would be for a minimum shift of eight hours in twenty four hours.

8. Youth Support Team Manager – Payment of Market Premium (Item 3)

The Sub-Committee considered a report seeking approval to offer a market premium to supplement the grade of the newly created post of Youth Support Team Manager.

RESOLVED that the current post of Youth Support Team Manager on Grade BG-E be supplemented with a 10% Market Premium to allow for immediate recruitment.

9. Items for Information

The following information items were received and noted:

- NJC Pay Award 1999
- Local Pay Award - Forestcare

The meeting commenced at 7.30pm
and concluded at 7.55pm

CHAIRMAN