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## BRECKLAND COUNCIL

### At a Meeting of the

## GENERAL PURPOSES COMMITTEE

Held on Wednesday, 30 March 2011 at 10.00 am in  
Norfolk Room, The Conference Suite, Elizabeth House, Dereham

### PRESENT

Mr R.W. Duffield (Chairman)	Mrs S.M. Matthews
Mr P.J. Duigan (Vice-Chairman)	Mrs L.S. Turner
Mr G.P. Balaam	Mr D.R. Williams JP
Mrs J. Ball	Mr S. J. F. Rogers
Mrs M.P. Chapman-Allen	

### Also Present

Mrs D.K.R. Irving

### In Attendance

Terry Huggins	- Chief Executive
Kathryn Ralphs	- Human Resources Advisor
Kate Martin	- Senior HR Consultant
Jane Osborne	- Committee Officer

### Action By

### 21/11 MINUTES

The Minutes of the meeting held on 16 February 2011 were confirmed as a correct record and signed by the Chairman.

### 22/11 APOLOGIES

Apologies for absence had been received from Councillors Millbank, Sherwood and Bambridge.

### 23/11 LOCAL JOINT CONSULTATIVE COMMITTEE : 17 MARCH 2011

Clarification had been received from the Property Services Manager with regard to Minute No. 17/11 (a) Asbestos Survey (Minute No : 1/11 (b))

The Minutes of the Local Joint Consultative Committee meeting on 17 March 2011 were adopted.

### 24/11 TRAINING/STUDY SUPPORT & LEAVE POLICY

The Policy had been reviewed as part of the Human Resources Policy Review which had been agreed by the LJCC Committee on 28 October 2010.

There had been minimal word changes to the existing Policy, and the amendments were shown in the report, the main change was the centralisation of training.

**Action By**

Appendix A showed the previous Training/Study Support Policies and Appendix B the updated ones.

A Member stated that as training needs were normally recognised through the appraisal system that the Policy wording be changed to incorporate that. It was suggested that within paragraph 1.2 of the Policy, a sentence be added that training needs would normally be identified through the appraisal process.

**Kathryn  
Ralphs**

**RESOLVED** that the Training/Study Support and Leave Policy be adopted.

**25/11 RECRUITMENT & SELECTION POLICY**

The Policy and Procedure had been reviewed as part of the Human Resources Policy Review which had been agreed by the LJCC on 28 October 2010. The policy had been reviewed to ensure compliance with relevant legislation and that it was still fit for purpose. It had been updated to comply with the new Equality Act 2010 legislation and there had been some word additions and changes.

**RESOLVED** that the Recruitment & Selection Policy be adopted.

**26/11 STERIA TUPE PROPOSAL**

The Senior HR Consultant advised the Committee that the proposal had received approval through the Audit Committee meeting on 26 August 2010, Cabinet on 7 September 2010 and Full Council on 23 September 2010.

The report outlined the current situation with regard to the TUPE of the seven staff working locally on the Steria ICT contract.

A comparison of the Breckland and Steria terms and conditions had been completed and was shown in summary at Appendix A of the Agenda Item. Appendix B of the Agenda Item was a full comparison of all the terms and conditions.

After analysis, it had been concluded that all the terms and conditions were comparable, with the main difference being access to the Local Government Pension Scheme. Currently 5 Steria staff had a defined benefit pension scheme. The Authority had no choice about the provision of the LGPS to authority employees, as it was the individuals' choice whether to opt out or not.

The report detailed the risk and financial implications. The LJCC was supportive of the proposal to harmonise the seven Steria staff onto Breckland's terms and conditions.

**RESOLVED** to approve the negotiations with the seven Steria staff and the staff be moved on to Breckland Council terms and conditions.

**27/11 NEXT MEETING**

The arrangements for the next meeting on 25 May 2011 at 10.00 were noted.

**28/11 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that under Section 100(A)(4) of the Local Government Act 1972, the press and the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 1 to 4 of Schedule 12A of the Act.

**29/11 JOINT MANAGEMENT ARRANGEMENTS**

The Chief Executive presented a summary of the report, the purpose of which was to inform Members of the outcome of the selection process of the shared joint management team, to agree proposals for dealing with vacant joint management posts, to agree further consequential changes to the structure and for each authority to address resulting capacity issues separately. Financial summaries for South Holland and Breckland had been provided.

The recommendations within the report had been considered and agreed at the South Holland Cabinet meeting and would now be recommended to their Full Council meeting.

Breckland Council's General Purposes Committee was now being asked to do the same. The report would then be presented to Cabinet on 5 April 2011.

The report recommended to both Councils that two service manager posts be deleted from the joint senior management structure and a new fourth tier post be created. Also that the authorities jointly appoint from amongst existing staff two team leaders. At Breckland one capacity post would be created and three posts would be created at South Holland.

Breckland Council's legal services were discussed at length as Members wanted to achieve a legal department that was fit for purpose and with a commercial ethos.

Members were satisfied with the responses given by the Chief Executive and it was unanimously agreed that the recommendations be forwarded to the Council for approval.

**RECOMMEND** to Council that the proposed recommendations as shown at paragraph 2 of the report be adopted.

The meeting closed at 10.53 am

CHAIRMAN