
BRECKLAND COUNCIL

At a Meeting of the

GENERAL PURPOSES COMMITTEE

**Held on Wednesday, 1 April 2009 at 10.00 am in
Norfolk Room, The Conference Suite, Elizabeth House, Dereham**

PRESENT

Mr R.W. Duffield (Chairman) Mrs M.P. Chapman-Allen
Mr P.J. Duigan (Vice-Chairman) Mr I. Sherwood
Mr G.P. Balaam Mr A.C. Stasiak
Mrs J. Ball Mrs L.S. Turner

Also Present

Mrs D.K.R. Irving

In Attendance

Ian Vargeson - Member Services Manager
Julie Britton - Senior Member Services Officer
Anita Brennan - Strategic Housing Manager
Trevor Holden - Chief Executive
Neil Fordham - Payroll and Reward Manager
Natalie King - Principal Human Resources Adviser
Fay Tooke - HR Advisor (Recruitment)

Action By

16/09 MINUTES (AGENDA ITEM 1)

a) (Minute No. 10/09)

A Member stated that the item that he had asked to be reported back to the General Purposes Committee in six months time following the Environmental Health organisational review was an assessment on mobile working and not the 'out of hours' arrangements.

**Strategic
Director -
Services**

b) Adoption

Subject to the above amendment being noted, the Minutes of the meeting held on 18 February 2009 were confirmed as a correct record and signed by the Chairman.

17/09 APOLOGIES (AGENDA ITEM 2)

Apologies for absence were received from Mrs K Millbank and Mr D Williams.

18/09 LOCAL JOINT CONSULTATIVE COMMITTEE : 5 MARCH 2009 (AGENDA ITEM 5)

RESOLVED that the unconfirmed Minutes of the Local Joint Consultative

Action By

Committee meeting held on 5 March 2009 be adopted.

(See Minute Nos. 20/09, 21/09 and 22/09 below).

19/09 PERMISSION TO APPOINT TO EXTERNALLY FUNDED POST OF HOUSING ACCESS IMPROVEMENT AND DEVELOPMENT OFFICER (AGENDA ITEM 6)

The Strategic Housing Manager presented the report which set out in detail the reasons for appointing a Housing Access Improvement and Development Officer for a fixed term of two years.

Funding for the post had been made available by Norfolk Supporting People and Norfolk Adult Social Services to ensure effective implementation of the Housing Strategy. The post would provide a unique opportunity for Breckland Council to take the lead role in addressing the housing and support needs for people with physical or sensory impairments.

In response to a question concerning what would happen to the post after the two years, Members were informed that it was anticipated that the post holder would and should have delivered the priorities within the Strategy by that time.

A Member asked whether the post holder would be responsible for housing grants. The Strategic Housing Manager advised that as this was a Norfolk wide agenda Breckland Council would benefit in the longer term as it related to grants for the disabled.

In response to a question about the balance of location (see paragraph 3.2.4 of the report), and who would be responsible for directing this person, Members were advised that the post would be hosted and managed by Breckland Council; however, the post holder would be expected to spend approximately 30% of his or her time located with the Norfolk Supporting People Team based at Vantage House in Norwich. This split location would ensure that the post worked in partnership across the housing, health and social care agendas.

The Chief Executive pointed out that the General Purposes Committee could only agree to the appointment; the funding was a matter for approval elsewhere.

Members were made aware that, in terms of redundancy, costings had not been provided on the Proforma B as there were no plans for redundancy in relation to the post at this time.

RESOLVED that, subject to the funding being approved, a temporary Housing Access Improvement and Development Officer for a fixed term period of two years be appointed.

Anita
Brennan

Anita
Brennan

20/09 PENSION POLICY: REVIEW OF PENSION BANDING ALLOCATION (AGENDA ITEM 7)

Members were informed that the Local Joint Consultative Committee had

Action By

supported the review of the pension banding allocation.

The Payroll and Reward Manager explained why this particular part of the policy had been amended (see paragraphs 3.1.2 and 3.1.3 of the report). If Members were mindful to agree to the amendment it would remove any potential under-collection of employees' contributions in the future.

In response to a question, the Committee was informed that there would not be any cost implications to the budget.

RESOLVED that

- 1) the scheme of members' contribution bands be reviewed and adjusted where appropriate, at each significant change in salary conditions; and
- 2) the policy be reviewed at regular intervals.

**Neil
Fordham**

21/09 REVIEW OF LEASE CAR MILEAGE RATE (APRIL 2009) (AGENDA ITEM 8)

Members were reminded that as a result of the substantial fuel increases the General Purposes Committee at its meeting on 4 June 2008 had agreed to increase the lease car mileage rate to 14.2p per mile with effect from 1 July 2008.

Since then the most recent available data had indicated that unleaded petrol and diesel prices had decreased by 29.4% and 25.7% respectively. The AA fuel price for East Anglia for the month of February 2009 was now at 91.1p per litre (for unleaded petrol) which equated to 10p/mile for lease car users.

The Payroll and Reward Manager explained that mileage payments for company (lease) cars paid at rates above the HM Revenue and Customs (HMRC) advisory fuel rates needed to be reported on P11Ds and incurred tax and national insurance liabilities. If the HRMC rates were adopted as recommended it would do away with the need for these reports being presented to this Committee and would also reduce the amount of any extra administration work. The reduction in mileage rates could produce annual savings to the Council of approximately £5,000.

In response to questions, Members were informed that most lease car vehicles at Breckland Council had diesel engines and that there were only two in the authority that had engine sizes over 2000cc.

The Council's Lease Car Scheme was limited to an emissions group and the Chief Executive suggested that users could be encouraged to lease cars with smaller engines by adding a clause to the policy - the smaller the engine size the higher the mileage rate.

The Member Services Manager advised that the Local Joint Consultative Committee had supported the review.

Action By

RESOLVED that

- 1) the HRMC Advisory Fuel rates for Council lease car mileage rates with effect from 1 April 2009 be adopted;
- 2) the lease car mileage rates be adjusted in-line with future changes as and when the HRMC rates are reviewed; and
- 3) the relevant section in the Council Lease Car Policy relating to mileage rates payable be amended.

**Neil
Fordham**

22/09 BRECKLAND RECRUITMENT AND SELECTION POLICY & PROCEDURE (AGENDA ITEM 9)

The Recruitment and Selection Officer presented the report which outlined the reasons for implementing a formal Recruitment & Selection Policy for use within the Council.

A Recruitment & Selection Policy was required to provide a formal approach to the existing practices within the Council to ensure consistency and transparency in the recruitment and selection process.

Members were informed that at the Local Joint Consultative Committee meeting a number of amendments had been suggested. These had now been incorporated into the Policy.

RESOLVED that the amended Recruitment and Selection Policy be adopted.

**Maxine
O'Mahony/
Fay Tooke**

23/09 NEXT MEETING (AGENDA ITEM 10)

The arrangements for the next meeting on Wednesday, 13 May 2009 were noted.

The meeting closed at 10.30 am

CHAIRMAN