

BRECKLAND COUNCIL

At a Meeting of the

GENERAL PURPOSES COMMITTEE

**Held on Wednesday, 30 January 2008 at 10.00 am in
Norfolk Room, The Conference Suite, Elizabeth House, Dereham**

PRESENT

| | |
|--------------------------------|---------------------|
| Mr R.W. Duffield (Chairman) | Mr D.S. Myers |
| Mr P.J. Duigan (Vice-Chairman) | Mr I. Sherwood |
| Mr G.P. Balaam | Mrs L.S. Turner |
| Mr S.H. Chapman-Allen | Mr D.R. Williams JP |
| Mrs K. Millbank | |

In Attendance

| | |
|-----------------|--|
| Neil Fordham | - Payroll and Reward Manager |
| Sian Harland | - Senior Committee Officer |
| Natalie King | - Human Resources Adviser |
| Andrea Long | - Environmental Planning Manager |
| Stephen McGrath | - Principal Committee Officer |
| Mark Stanton | - Economic Development & Regeneration Manager |

Action By

77/07 MINUTES (AGENDA ITEM 1)

The Minutes of the meeting held on 12 December 2007 were confirmed as a correct record and signed by the Chairman.

78/07 APOLOGIES (AGENDA ITEM 2)

Apologies for absence were received from Mr W. H. C. Smith and Mrs P. Quadling.

79/07 URGENT BUSINESS (AGENDA ITEM 3)

(a) Out of Hours Services (Minute 60/07 and 62b/07)

Pursuant to Minute 62b/07 the Chairman advised the Committee that he had now received the information relating to the standby payments for out of hours service from Human Resources.

It was noted that the information requested had yet to be received from the Environmental Health Section.

Members agreed that if this information was still outstanding by the next meeting of the General Purposes the Environmental Services Manager should attend that meeting to give an explanation or, in his absence, the Deputy Chief Executive. Dependent on that explanation Members stated that they would be minded to cease the out of hours payment for the Environmental Health Section until the information had been received.

Action By
Mike
Wheatley

RESOLVED that

- (1) if the standby payment information in relation to the Environmental Health Section was still outstanding by the next meeting of the General Purposes Committee the Environmental Health Manager attend to give an explanation or, in his absence, the Deputy Chief Executive.
- (2) dependent on the explanation given at that meeting Members be minded to cease the out of hours payment for the Environmental Health Section until the information had been received.

80/07 LOCAL JOINT CONSULTATIVE COMMITTEE : 20 DECEMBER 2007
(AGENDA ITEM 5)

RESOLVED that the unconfirmed Minutes of the Local Joint Consultative Committee meeting held on 20 December 2007 be adopted.

81/07 GROWTH POINT GOVERNANCE AND DELIVERY (AGENDA ITEM 6)

The Economic Development and Regeneration Manager presented a report which explained the background to the Thetford Growth Point and set-out a proposed team structure to successfully deliver the Thetford Growth Point Programme.

Even though the Core Delivery Team was a small team it needed to be permanent and constant in order to properly manage the Thetford Growth Point. If the team did not deliver in the first 3 years it could result in reduced funding. However, if successful it may be necessary to expand in the future. Consultants would be contracted when specific skills were needed to deliver projects.

With regard to the financial aspect of the Growth Point any funding awarded by the Department for Communities and Local Government (CLG) would be used to attract additional grants through match funding. It was noted that the CLG had been requested to provide additional direct revenue funding which could be granted annually to fund the delivery.

In response to queries regarding whether Breckland would be responsible for providing IT equipment, Members were informed that although the posts would be hosted by Breckland Council they would be funded by an external source and it was hoped that this would cover IT equipment. Members were further informed that funding would be give upfront for the 3 years and interest could be earned on that funding.

It was understood that the Principal Planning Officer and the Policy Planning Officer were already in post and these had been funded from the Planning Delivery Grant, LAGBI and Breckland Council. However, it was understood that if the revenue funding was forthcoming the contribution by Breckland Council would be returned back to budget.

The Growth Point Delivery Board would provide a steer to the projects but any financial or planning implications would be considered by Breckland Council. As well as the Norfolk County Council and Thetford Town Council

Action By

the CLG had suggested that the Board should comprise other possible funding partners such as EEDA and English Partnership. The private sector should be represented by the chamber of commerce, land owners and local businesses. Furthermore, other agencies such as the Primary Care Trusts and the Forestry Commission should be considered as members. It was noted that if another agency was financing and delivering a project they would be the appropriate accountable body..

It was understood that whilst Members were being requested to underwrite over £600,000, the Growth Point Delivery Grant would be forthcoming.

The officers were thanked for producing such a clear and transparent report on what seemed to be a complicated project.

RESOLVED that

- (1) Members receive regular quarterly reports detailing any changes to staffing required as a result of the submission of the business plan to the Department for Communities and Local Government for formal approval of funding or due to regular fit for purpose reviews; and
- (2) the recruitment of the core delivery posts within the GP Delivery Team and Council Teams as set out in this report be agreed as permanent posts as follows:-

| GP Delivery Team Member / Department Staff Resource | FTE / PTE | New Post | Extension of Contract | Estimated Cost over next 3 years (to be underwritten by BDC) | Estimated Cost to be actually incurred by BDC* |
|--|------------------|-----------------|------------------------------|---|---|
| GP Programme Manager | FTE | ✓ | ✗ | £162,168 | £0 |
| Team Support | PTE (3 days) | ✓ | ✗ | £35,479 | £0 |
| Principal Planning Officer | FTE | ✗ | ✗ | £173,635 | (£122,340) |
| Planning Policy Officer | FTE | ✗ | ✓ | £116,117 | (£27,833) |
| Senior Claims Officer | FTE | ✓ | ✗ | £85,037 | £0 |
| Total | | | | £572,436 | (£150,173) |

| | |
|-----------------------|-----------------------------------|
| Annual costs | |
| Yr 0 | £5,528 |
| Yr 1 | £178,349 |
| Yr 2 | £188,951 |
| Yr 3 | £199,608 |
| Total | £572,436 |
| IT & equip | £6,000 (£1,200 per person) |

Action By

82/07 REDEPLOYMENT POLICY (AGENDA ITEM 7)

Members were informed that the Local Joint Consultative Committee had agreed with the Redeployment Policy.

However, the Committee was informed that since the Local Joint Consultative Committee, Unison had approached the Human Resources Team with a view to amend paragraph 6.3.2 to reflect the new payment structure of Breckland Council. Members agreed to amend the paragraph and remove any reference to increments.

RESOLVED that the Redeployment Policy be adopted subject to paragraph 6.3.2 being replaced as follows:-

**Maxine
O'Mahony**

A frozen salary is one which does not receive annual consolidated pay awards; non-consolidated awards can be paid as appropriate.

83/07 GRIEVANCE PROCEDURE (AGENDA ITEM 8)

The Human Resources Manager presented the amended Grievance Procedure for Members' approval.

The Committee was advised that the Local Joint Consultative Committee had agreed with the amendments which had been given verbally at the meeting. These had now been incorporated into the Policy.

Members felt that were there was reference to acknowledging correspondence and letters, a timescale needed to be added. It was agreed that this timescale would be 10 days which allied with other current policies.

RESOLVED that the amended Grievance Policy be adopted subject to the inclusion of a 10 day timescale for the acknowledgement of any correspondence.

**Maxine
O'Mahony**

84/07 CAPABILITY PROCEDURE (AGENDA ITEM 9)

This item was deferred pending a review and would be presented at the next meeting of the General Purposes Committee.

85/07 SICKNESS ABSENCE MANAGEMENT PROCEDURE (AGENDA ITEM 10)

This item was deferred as the Sickness Absence Management Procedure was currently under review and would be presented at the next meeting of the General Purposes Committee.

Action By

86/07 MATERNITY POLICY AND PROCEDURE (AGENDA ITEM 11)

Members were advised that this procedure had been amended to bring it in to line with legislation introduced in April 2007. The amended version followed ACAS policy and guidance.

RESOLVED that the amended Maternity Policy and Procedure be adopted.

87/07 ADOPTION LEAVE PROCEDURE (AGENDA ITEM 12)

The Human Resources Manager informed the Committee that the amendments made to this procedure reflected the changes in legislation.

RESOLVED that the amended Adoption Leave Procedure be approved.

88/07 PARENTAL/PATERNAL LEAVE GUIDELINES (AGENDA ITEM 13)

Members were again advised that this procedure had been amended to take account of the new legislation.

RESOLVED that the Parental/Paternal Leave Guidelines be adopted.

89/07 CAR LEASING SCHEME FOR BRECKLAND COUNCIL EMPLOYEES (AGENDA ITEM 14)

Members agree to defer this Car Leasing Scheme to the Special Local Joint Consultative Committee on 19 February 2008 with consideration by the General Purposes Committee at its next meeting.

90/07 WHISTLEBLOWING POLICY (AGENDA ITEM 15)

Members agree to defer the Whistleblowing Policy to the Special Local Joint Consultative Committee on 19 February 2008 with consideration by the General Purposes Committee at its next meeting.

91/07 NEXT MEETING (AGENDA ITEM 16)

The Chairman wished to change the date of the next meeting of the General Purposes Committee.

It was agreed that the date of the next meeting of the General Purposes Committee would be Wednesday, 26 March 2008 at 10.00 am.

The meeting closed at 11.15 am

CHAIRMAN