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| Meeting | Staffing Matters & Urgency Committee |
| Date | 3 March 2014 |
| Present | Councillors Aspden, Boyce, Fraser, Barton (Substitute for Councillor Steward) and Merrett (Substitute for Councillor Alexander) |
| Apologies | Councillors Alexander and Steward |

71. Election of Chair

Due to the absence of the Chair from the meeting it was;

Resolved: That Councillor Fraser be elected as Chair of the meeting.

72. Declarations of Interest

At this point in the meeting, Members were asked to declare any personal, prejudicial or disclosable pecuniary interests that they might have had in the business on the agenda. No interests were declared.

73. Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting during the consideration of Annexes to Agenda Items 5 (Three Month Summary of Redundancies) and Agenda 6 (Redundancy) (minute items 75 and 76 refer) on the grounds that they contain information relating to individuals. This information is classed as exempt under Paragraphs 1, 2 and 3 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by the Local Government (Access to Information) (Variation) Order 2006).

74. Minutes

Resolved: That the minutes of the last meeting held on 3 February 2014 be approved and signed by the Chair as a correct record.

75. Public Participation

It was reported that there had been no registrations to speak under the Council's Public Participation Scheme.

76. Three Month Summary of Redundancies

Members received a report which advised them of the expenditure associated with the proposed dismissal of a number of employees on the grounds of redundancy. This summary information covered the period from November 2013 to January 2014. An annex to the report was circulated at the meeting.

Resolved: That the summary information as detailed in the Annex to the report be noted.

Reason: In order to provide an overview of the expenditure and to maintain transparency and scrutiny of the process.

77. Redundancy

Members received a report which advised them of a discretionary flexible retirement request.

Officers explained to Members that the employee had requested flexible retirement and wished to reduce their full time hours to part time. The other half of the post would then be backfilled, there were no costs to granting the request.

Questions from Members related to;

- If there was an overlap in hours between the employee going from a full time to a part time post, and another employee starting in the other part time part of the post.
- Possible difficulties in recruitment for a part time post.

- If it might be supposed that once the employee who wished to go part time had retired that their post would automatically become a full time post.

Officers explained that for this particular post it would be a job share.

It was felt that would be little difficulty in filling the vacant half of the post. In response to the concern about if the retiree decided to leave the post and it became full time, it was reported that the first step would be to ask the other part time employee in post would be to ask them whether they wished to take on the post full time.

Resolved: That the request for flexible retirement be granted.

Reason: It allows the service to retain the knowledge and skills of an experienced service manager.

Councillor S Fraser, Chair

[The meeting started at 1.00 pm and finished at 1.10 pm].