

**MINUTES OF THE GENERAL PURPOSES COMMITTEE
TUESDAY, 12 JANUARY 2010**

Councillors Meehan (Chair), Griffith (Vice-Chair), Aitken, Dodds and Adamou

Apologies Councillors Alexander, Bull and Khan

Also Present: Terence Mitchison (Senior Project Lawyer), Gerald Almeroth (Chief Finance Officer), Kevin Bartle (Head of Corporate Finance), Colin Duck (Interim Head Of Finance Treasury & Pensions), Stuart Young (Assistant Chief Executive People, Organisation & Development), Steve Davies (Head of Human Resources), Carmelina Tona (Head of Schools Personnel), Natalie Cole (Committee Clerk)

**MINUTE
NO.**

SUBJECT/DECISION

<p>GPCO34.</p>	<p>APOLOGIES FOR ABSENCE (IF ANY)</p> <p>Apologies for absence were received from Councillors Alexander, Bull and Khan. Councillor Bull was substituted by Councillor Adamou and Councillor Khan was substituted by Councillor Dodds.</p>
<p>GPCO35.</p>	<p>URGENT BUSINESS</p> <p>RESOLVED</p> <p>That the exempt minutes of the meeting held on 25th June 2009 be tabled and confirmed (item 46).</p>
<p>GPCO36.</p>	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest in relation to items on the agenda.</p>
<p>GPCO37.</p>	<p>DEPUTATIONS/PETITIONS</p> <p>There were no such items.</p>
<p>GPCO38.</p>	<p>MINUTES</p> <p>i. <u>25th June 2009</u></p> <p>RESOLVED that the minutes of the meeting held on 25th June 2009 be confirmed as a correct record of the meeting.</p> <p>ii. <u>7th July 2009</u></p> <p>RESOLVED that the minutes of the meeting held on 7th July 2009 be confirmed as a correct record of the meeting.</p> <p>iii. <u>24th September 2009</u></p> <p>RESOLVED that the minutes of the meeting held on 24th September 2009 be confirmed as a correct record of the meeting.</p>

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	<p>iv. <u>22nd October 2009</u></p> <p>RESOLVED that the minutes of the meeting held on 22nd October 2009 be confirmed as a correct record of the meeting.</p>
GPCO39.	<p>ORDER OF AGENDA</p> <p>RESOLVED to vary the order of agenda to consider the Human Resources reports before the Finance Report. The minutes will display the items in the order in which they appear on the agenda.</p>
GPCO40.	<p>TREASURY MANAGEMENT STRATEGY STATEMENT 2010/11 TO 2012/13 AND THE 3RD QUARTER TREASURY MANAGEMENT REPORT.</p> <p>The Committee received the Treasury Management Strategy Statement (TMSS) and Investment Strategy 2010/11 to 2012/13; and Treasury Management 3rd Quarter Performance update for the period ended 31st December 2009, introduced by the Head of Corporate Finance, Kevin Bartle.</p> <p>The Committee noted that the Council's Constitution would be amended accordingly further to changes to the CIPFA Code of Practice on Treasury Management as well as changes to the investment policy and strategy (detailed in section 8 of the report), including increasing the maximum permitted total investment in Money Market Funds (MMFs).</p> <p>The Committee noted that the inclusion of Santander UK PLC (formally known as Abbey) on the Counterparty list (on Page 22 of the tabled Treasury Management Strategy Statement) was subject to the confirmation of Abbey's name change to Santander UK PLC and AA- credit rating.</p> <p>14.01.2010 Post-meeting note: <i>Abbey's name change to Santander UK PLC had been confirmed and was now reflected on the Debt Management Office website for the Credit Guarantee Scheme and, as such, is included as an approved counterparty within the Council's list.</i></p> <p>In response to an enquiry by Councillor Dodds, the Committee noted that organisations including the Co-operative Bank and Britannia Building Society do not meet the minimum credit rating in the Council's proposed TMSS and therefore were not proposed for inclusion in the 2010/11 version. Officers would, however, give further consideration to the potential inclusion of UK Building Societies onto the Council's counterparty list. However due diligence would need to be undertaken, including detailed consultation with treasury management advisors, before any transactions with these institutions could take place.</p> <p>The Committee noted that a review of investments would be brought before the Committee in 6 months and Treasury Management advisors, from Arlingclose, would attend a future General Purpose Committee to provide Members with their views on investments.</p> <p>The Committee noted the Performance Update, introduced by the Interim Head of Finance Treasury & Pensions, Colin Duck, and that the MMFs were earning a</p>

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	<p>relatively good yield and that investments could be withdrawn on the same day as requested which was useful in the management of cash flows.</p> <p>The Committee noted the Treasury Management Activities for the 3rd Quarter and Period ended 31st December 2009 (section 9 and 10 of the report), and the improvement since the 1st quarter.</p> <p>RESOLVED</p> <ul style="list-style-type: none"> i. That the Treasury Management Strategy Statement and Investment Strategy 2010/11 to 2012/13 be agreed and recommended to the Cabinet and Council for approval. ii. That in principle the changes to the Council's Constitution described in section 8 of the report be endorsed and it be requested that the Constitution Review Working Group recommend the changes, once set out in more detail, to the full Council for adoption. iii. That the Treasury Management activity undertaken for the third quarter and period ended 31st December 2009 be noted.
<p>GPCO41.</p>	<p>FIXED RATE OVERTIME FOR SCHOOL SITE MANAGERS</p> <p>The Committee received the report on the Fixed Rate Overtime for School Site Managers Review introduced by Carmelina Tona (Head of Schools Personnel). The report recommended increasing the rate for when site managers are required to open and close school premises out-side of normal school hours from £7 to £7.70 Monday to Saturday and from £9.50 to £10.50.</p> <p>RESOLVED</p> <p>That the rate, increasing from 1st April 2009 to £7.70 and £10.50 respectively and thereafter will be increased in line with pay awards, be agreed retrospectively.</p>
<p>GPCO42.</p>	<p>CHANGING RESTRUCTURING AND REDEPLOYMENT PROCEDURES</p> <p>The Committee received the report updating on the Restructure and Redeployment Policy, introduced by Steve Davies (Head of Human Resources). The detailed policy will be brought back to the Committee for consideration.</p> <p>The Committee noted the report and, in response to Members' concerns, was informed that: employees who were placed in to posts for trial periods (appropriate training and support would be provided where necessary) would be given the opportunity to appeal if they failed the trial period.</p> <p>Councillor Aitken highlighted concerns about the potential for redundancy pay-outs and that the new policy might not be transparent. Officers explained that the purpose of the report was not to change current practice but to ensure greater efficiency and avoid costs and redundancy pay-outs.</p> <p>The Committee noted Councillor Dodds' comments highlighting that, from his experience of being involved in employee appeal hearings, employees at the bottom of the staffing structure appeared to lack confidence in their ability to take</p>

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	<p>on new roles required through redeployment and feared they would be dismissed on capability grounds.</p> <p>It was agreed that an analysis of the redeployments made in the last 2 years be provided to Committee Members including the outcome of each redeployment case.</p> <p>RESOLVED</p> <p>That authority be delegated to the Head of Human Resources to negotiate changes to the Restructuring and Redeployment policies with the trade unions.</p>
GPCO43.	<p>RECRUITMENT POLICY</p> <p>The Committee received the Recruitment Policy Update, introduced by Stuart Young (Assistant Chief Executive - People, Organisation & Development).</p> <p>The Committee noted the principles of the Recruitment Policy Update (Paragraph 12 of the report, Page 51 of the agenda pack).</p> <p>Councillor Dodds highlighted that the NHS had an on-line system where all NHS jobs in the country were advertised. The Head of Human Resources (HR) explained that London borough Heads of HR were starting to explore the possibility of a similar website specifically for Local Government. There were common job sites which the Local Authorities used to advertise vacancies which were substantially cheaper than advertising in professional magazines and newspapers.</p> <p>Councillor Dodds expressed concern at the expense of employing staff on a temporary basis due to delays in Criminal Records Bureau (CRB) checks and questioned why transferable CRB certificates from previous employment were not accepted. It was noted that guidance from government agencies advised against the use of transferable CRB certificates, although teachers in Haringey were able to start working pending a CRB check.</p> <p>The Council had challenged government bodies (through the appropriate channels) about advising employers not to accept transferable CRB certificates and the Committee suggested that the Cabinet Member for Children's Services be asked to write to the Secretary of State on the matter.</p> <p>RESOLVED</p> <p>That authority be delegated to the Head of Human Resources to negotiate changes to the Recruitment Policy with the trade unions.</p>
GPCO44.	<p>DISCIPLINARY PROCEDURE UPDATE</p> <p>The Committee received the Disciplinary Procedure update (in accordance with recent case law), introduced by Steve Davies (Head of Human Resources).</p> <p>The Committee noted the report and it was:</p> <p>RESOLVED</p>

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	<p>That the changes to paragraph 3.8 and paragraph 3.14 of the Disciplinary Procedure be agreed with immediate effect which are highlighted in bold as follows:</p> <p>Paragraph 3.8: Following initial fact finding, when an employee is requested to attend an investigatory interview he/she will be given notice of that interview. A trade union official or workplace colleague can also accompany him/her (in exceptional circumstances an employee may have legal representation – see para 3.14).</p> <p>Paragraph 3.14 At all states of the procedure, except the initial fact finding interview and suspension stage, an employee will have the right to be accompanied, by a trade union official or work colleague. This excludes legal representatives. Where there is potentially a serious ongoing consequence of a disciplinary decision in respect of future employment or career of the employee then the employee may choose to have legal representation. This consequence would need to be much greater than, for example a finding of gross misconduct. The consequence must be one where a further restriction in employment would flow from the disciplinary decision such as de-registration from a professional body. All requests for legal representation will be considered by the Head of Human Resources. Legal representation for the employee may mean that both the person hearing the case and the person presenting it should consider whether they require a legal advisor or some form of legal support. One outcome of such an arrangement is that of a greater formality in the proceedings.</p>
<p>GPCO45.</p>	<p>NEW ITEMS OF URGENT BUSINESS</p> <p>There were no such items.</p>
<p>GPCO46.</p>	<p>EXCLUSION OF THE PRESS AND PUBLIC</p> <p>RESOLVED</p> <p>That the press and public be excluded from the meeting for consideration of the urgent exempt item (minute no. 47) as it contained exempt information as defined in Section 100a of the Local Government Act 1972; namely information that was likely to reveal the identity of an individual, and information relating to any individual.</p>
<p>GPCO47.</p>	<p>NEW ITEMS OF URGENT EXEMPT BUSINESS</p> <p><u>Exempt Minutes of the meeting held on 25th June 2009</u></p> <p>RESOLVED that the minutes be confirmed as a correct record.</p>

The meeting ended at 20:05 hrs

Councillor GEORGE MEEHAN Councillor

Chair

SIGNED AT MEETING.....DAY OF.....