

## PERSONNEL COMMITTEE

6.10 P.M.

25TH FEBRUARY 2014

**PRESENT:** Councillors Ian Pattison (Chairman), Paul Gardner (Vice-Chairman), Shirley Burns, Jonathan Dixon and Billy Hill (substitute for Alycia James)

Apologies for Absence  
Councillor Alycia James

Officers in attendance  
Mark Davies                      Chief Officer (Environment)  
Stuart Hampson                Human Resources Manager  
Peter Baines                      Senior Democratic Support Officer

### 20 MINUTES

The minutes of the previous meeting, held on 20<sup>th</sup> November 2013, were approved as a correct record.

### 21 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

There were no items of urgent business.

### 22 DECLARATIONS OF INTEREST

The Chief Officer (Environment) and Senior Democratic Support Officer declared an interest in item 5 on the agenda, the nature of the interests being that they were essential car users.

### 23 VEHICLE ALLOWANCES

*Having declared an interest, the Chief Officer (Environment) left the room during consideration of this item.*

The Human Resources Manager introduced a report, seeking approval for a new set of recommendations, further to decisions taken by the committee on this matter at the Personnel Committee meeting of 25<sup>th</sup> June 2013.

At that meeting, the committee passed the following resolutions:

- (1) *The Personnel Committee approves that, as of 31<sup>st</sup> March 2014, no post with the Council will be designated as an "Essential Vehicle User".*
- (2) *The Personnel Committee agrees to the principle of moving from the current National Joint Council Car Allowance Rates in favour of the HMRC "AMAP" rates with a target date for implementation being 1<sup>st</sup> April 2014.*

Following questions from the committee, it was noted that it would not prove possible to implement the recommendations in full by 1<sup>st</sup> April 2014, owing to staff consultation time and operational pressures.

As such, the committee was being asked to approve revised recommendations as set out in the report.

**Resolved:**

That the recommendations as set out in the report be approved, as follows:

- (1) To update the current plans in relation to vehicle allowances to take account of new information and options available to the Council in relation to vehicle allowances and the procurement of vehicles, and in doing so approve the arrangements set out in this report.
- (2) To confirm the Council's aim to achieve a position where:
  - (i) No employee of the Council will be under any obligation to use their vehicle for business use and therefore there will be no need for any post to be designated as an "Essential Vehicle User"; .and
  - (ii) The Council moves away from current National Joint Council Car Allowance Rates in favour of Her Majesty's Revenues and Customs Approved Mileage Allowance Payment rates.

**24 EMPLOYMENT CONTRACTS (CASUAL)**

The chairman introduced a report on the current arrangements for people employed under a casual contract.

The Human Resources Manager reported that the council currently employed 78 casual members of staff, none of which were on 'zero hours contracts'.

It was noted that with a casual contract, there was commonly no obligation on the employer to offer work to the individual, and no obligation on the individual to accept work that was offered. The intention behind this was often that mutuality of obligation does not arise and, therefore, the individual did not have employee status.

As part of wider business improvement processes and service development, it was noted that the council would continue to look at service delivery needs. This would inform the staffing needs that would be required in the future.

**Resolved:**

That the report be noted.

**25 EXCLUSION OF THE PRESS AND PUBLIC**

**Resolved:**

That, in accordance with Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it could involve the possible disclosure of exempt information as defined in Paragraphs 1 and 2 of Schedule 12A of that Act.

**26 ENVIRONMENTAL SERVICES RESTRUCTURE REPORT (Pages 4 - 8)**

The Chief Officer (Environment) introduced a report seeking approval from the committee to restructure Environmental Services.

It was noted that a review had taken place to establish how the council could best manage parks, open spaces and the public realm, within the context of the Corporate Plan and medium term budget position.

The review aimed to generate ongoing savings, develop a more efficient management approach, and allow for members of the public to get more involved in the development of parks and open space.

During discussions, the committee agreed that it wished to express its gratitude to officers for the recommendations in the report.

***Resolved:***

- (1) That the resolution is as set out in a minute exempt from publication by virtue of paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972;
- (2) That the committee expresses its gratitude to officers for the recommendations in the report.

---

Chairman

(The meeting ended at 7:50pm)

**Any queries regarding these Minutes, please contact  
Peter Baines, Democratic Services - telephone 01524 582074 or e-mail  
pbaines@lancaster.gov.uk**

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted