

Policy & Finance Committee – 13 November 2003

Minutes of the meeting of the **Policy & Finance Committee** held on **13 November 2003** when there were present:-

Cllr P F A Webster (Chairman)
Cllr Mrs M A Starke (Vice-Chairman)

Cllr J E Grey
Cllr K H Hudson
Cllr C A Hungate

Cllr S P Smith
Cllr D G Stansby

VISITING MEMBER

Cllr Mrs J R Lumley

APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs A J Humphries, C J Lumley, P K Savill, C G Seagers, D A Weir

SUBSTITUTES

Cllrs C I Black, Mrs L Hungate, M G B Starke, Mrs M S Vince

OFFICERS PRESENT

P Warren	Chief Executive
J Honey	Corporate Director (Law, Planning & Administration)
J Kneller	Human Resources Manager
M Martin	Committee Administrator

514 MINUTES

The Minutes of the meeting held on 1 October 2003 were approved as a correct record and signed by the Chairman.

515 DECLARATIONS OF INTEREST

Cllr Mrs M A Starke declared a personal interest in item 12 of the agenda by virtue of being the owner of a property in South Street, Rochford.

516 HUMAN RESOURCES POLICY STATEMENT

The Committee considered the report of the Corporate Director (Law, Planning and Administration) which sought Members' approval to a Human Resources Policy Statement for the Council.

Members thanked the officer for the detailed content of the Policy Statement. The following points of clarification in response to Member questions were noted:-

- The policy had been developed according to the needs of this Council, and had used the 'Investors in People' framework and National Standards as a benchmark.
- The policy would apply to all staff, whether permanent, temporary or casual; this was a statutory requirement.
- The Personal Development Review process exists to identify the learning needs of individuals through supervision and appraisal.
- A large proportion of training needs can be met within the workplace through, for example, skill sharing and mentoring.

Resolved

That the Rochford District Council Human Resources Policy Statement be adopted. (CD(LP&A))

EXCLUSION OF THE PRESS AND PUBLIC

Resolved

That the press and public be excluded from the meeting for the remaining items of business on the grounds that exempt information as defined in paragraphs 9 and 1 of Part 1 of Schedule 12A of the Local Government Act 1972 would be disclosed.

517 ACCOMMODATION REVIEW

The Committee considered the exempt report of the Chief Executive which sought to develop the Corporate Property Strategy in relation to administrative property.

Recommended to Council

- (1) That there be agreement to the Action Plan outlined in the exempt report.
- (2) That budgetary provision be made in 2004/05 in accordance with the details outlined in the exempt report. (CE)

518 CHIEF EXECUTIVE'S APPRAISAL

Resolved

That the exempt note of the Chief Executive's Appraisal held on 24 September 2003 be received. (CE)

The meeting closed at 8.08 pm.

Chairman

Date