

Employment Committee

Excerpt of the minutes of the meeting held on Wednesday 15 February 2017 at the Town Hall, Royal Leamington Spa at 4.30 pm.

Present: Councillor Mrs Bunker (Chairman); Councillors Doody, Harrington, Mobbs, Murphy, Noone, Parkins and Rhead.

24. **Apologies and Substitutes**

- (a) Apologies for absence were received from Councillor Barrott; and
- (b) Councillor Harrington substituted for Councillor Day.

25. **Declarations of Interest**

There were no declarations of interest.

26. **Revision to the staffing establishment structure – Housing & Property Services**

The Committee considered a report from the Deputy Chief Executive (BH) which set out proposals to revise the Council's staffing establishment structure, by removing the Assets Team and the functions it performed from the existing Housing & Property Services service area and placing this team within the Chief Executive's Office, to be directly managed by the Deputy Chief Executive (BH).

The two remaining teams within the existing Housing & Property Services service area would remain within a renamed Housing Services service area, and a new Head of Service would be recruited.

The existing Housing & Property Services service area, headed by a Head of Housing and Property Services, was created in 2007 following the adoption of a new corporate strategy and establishment staffing structure, under a set of proposals known as Building on Excellence. Until that year, the Council had operated for five years with separate Housing and Property units, each headed by a Head of Service.

The report advised that the post of Head of Housing and Property Services had been vacant since 1 November 2016. The vacancy, coupled with the previous history of recruitment and retention issues in relation to the post, had prompted a review of the role of the Head of Service and the structure of this key service area. As a result, the Corporate Management Team (CMT) concluded that a fundamental change of approach was required in terms of the establishment structure, and that better service outcomes would be obtained by splitting up the current service area.

A copy of the existing service area structure was attached as Appendix One to the report and the proposed establishment structure was detailed at Appendix Two to the report.

With regard to the recruitment of the proposed new Head of Housing Services post, an indicative process and timeline was set out at Appendix Three to the report.

In response to a question regarding the Portfolio Holder for the Assets Team under the new proposals, Councillor Mobbs advised the Committee that the intention was for Councillor Phillips, the current Portfolio Holder for Housing and Property Services, to assist him as Portfolio Holder with any day-to-day business. This would be reviewed in May 2017.

In response to questions from the Committee, the Deputy Chief Executive (BH) advised that:

- CMT had concluded that it was necessary to split the role of Head of Housing and Property Services when the post became vacant.
- The proposed position, Head of Housing Services, would remain part of the Senior Management Team.
- The post of Asset Manager was currently being carried out by a member of staff on secondment, but the proposal was to make the post permanent.

In response to questions from the Committee regarding the recruitment process for the proposed Head of Housing role, the HR Manager advised that:

- The final interview panel would be made up of Members from the original Panel.
- The recruitment process was still being considered with a view to making it more robust and further proposals would be put forward to the Committee in due course.
- All current members of Employment Committee would be able to sit on the Employment panel.

In response to further questions, the Deputy Chief Executive (BH) confirmed that the proposed new staffing structure would not adversely impact on his existing workload.

Having considered the report and having heard from the officers present, the Committee

Resolved that revision to the existing Council staffing establishment structure is approved to:

- (a) delete the existing Housing & Property Services service area, as shown at Appendix One to the report, from the establishment structure;
- (b) delete the post of Head of Housing & Property Services;
- (c) create a new service area entitled Housing Services;

- (d) create a new post of Head of Housing Services;
- (e) expand the remit of the Chief Executive's Office to include the Assets Team, moved from within the existing Housing & Property Services service area in the current establishment structure;
- (f) create the revised Council staffing establishment structure, as set out at Appendix Two to the report; and

Recommended that Council revises Part 7 of the Constitution (Management & Portfolio Holder Structure) to reflect the approved staffing establishment, as set out at Appendix 1 to the minutes.

(The meeting ended at 5.31pm)

Appendix 1

Deputy Chief Executive, Monitoring Officer & Legal Client Manager Andrew Jones			Chief Executive Chris Elliott	Deputy Chief Executive Bill Hunt		
Cultural Services	Finance	Health & Community Protection	Corporate HR People Management Learning & Development Corporate Payroll Media (reporting direct to Chris Elliott, Chief Executive)	Housing Services	Development Services	Neighbourhood Services
Sports & Leisure Management of leisure contract Sports development Business administration	Accountancy All Council Accountancy Services	Community Partnership Team Community Leadership Community Forums & Voluntary Sector Contracts Health and Wellbeing	Legal Services - shared service client role (managed by Andrew Jones, Deputy Chief Executive)	Housing Strategy and Development Homelessness and Housing Advice Tenants Participation Private Sector Housing Disabled Adaptations New Affordable Housing Developments Inc Council House Building	Development Management Planning applications Planning Enforcement Land Charges Conservation	Contract Services Refuse & Recycling Collections Parks & Open Space Maintenance Street Cleansing Off Street Parking
Arts Royal Spa Centre/Theatre Town Hall Royal Pump Rooms Visitor Information Centre Art Gallery & Museum Arts Development	Audit & Risk Corporate Insurance	Regulatory Food Safety Health & Safety Licensing	Desktop Services incl Helpdesk/Infrastructure Services/Application Support/Geographical Information Systems (GIS) Digital Mapping Services/Local Land & Property Gazetteer (LLPG)/Street Naming & Numbering/Website (reporting direct to Andrew Jones, Deputy Chief Executive)	Sustaining Tenancies Landlord Services to Council Tenants Collecting Rent Estate Management Ensuring Tenancy Conditions are Complied with	Building Control Consortium	Bereavement Services Burials & Cremations
Programme Manager for future sport service options	Exchequer Council Tax and Business Rates Rate Collection Sundry Debt Collection Corporate Invoice Payment	Environmental Sustainability Contaminated Land Commercial Noise Flood Alleviations Civil Contingencies	Democratic Services & Corporate Support Team Elections/Electoral Registration/Committee Registration/Councillors/FOI/Data Protection/Complaints/Civic Support/Corporate Support Team (reporting direct to Andrew Jones, Deputy Chief Executive)		Policy & Projects Local Plan and planning policy development Major sites implementation Corporate feasibility studies Economic development, business support and events	Green Space Improvements Green Space Strategy St Marys Land Wildlife Habitats
	Benefits & Fraud Housing Benefits & Council Tax Reduction Corporate Fraud	Other Communities Domestic Noise Anti-Social Behaviour Dog Warden Pest Control & Animal Licensing CCTV	Assets Maintenance & Repair of Corporate Property Assets and Council Houses (reporting direct to Bill Hunt, Deputy Chief Executive)			Performance & Policy One Stop Shops (managed by WCC)
	Procurement Compliance with Legislation Support & Advice on Procurement Contracts					