

EMPLOYMENT COMMITTEE

Minutes of the meeting held on Monday 14 December 2009 in the Town Hall, Royal Leamington Spa at 6pm.

PRESENT: Councillor Coker (Chairman); Councillors Mrs Bunker, Crowther, Michael Doody, Gifford, Hammon and Mrs Knight

Apologies for absence were received from Councillors Caborn and Kirton.

29. **DECLARATIONS OF INTEREST**

Minute Number 34 – Restructuring of Engineering Services Within Community Protection

Councillor Doody declared a personal interest because he was Chair of the Cubbington Flood Alleviation Scheme.

Minute Number 35 – Review of Finance Staffing

Councillor Crowther declared a personal and prejudicial interest because he was a former close associate with the Strategic Finance Manager.

30. **MINUTES**

The minutes of the meetings held on 27 October 2009 were taken as read and signed by the Chairman as a correct record.

31. **APPRAISAL UPDATE**

The committee considered a report from the Chief Executive's Office presenting an update on appraisals completed since the report submitted in October 2009.

The Committee were concerned with the figures shown for Housing and Property but agreed that there was an overall improvement.

The Chairman requested that updated figures be presented to the January meeting of the Committee.

RESOLVED that

- (1) the report be noted; and
- (2) an updated report be submitted to the January meeting.

32. **LEAMINGTON ONE STOP SHOP**

The Committee considered a report from the Deputy Chief Executive which outlined changes to the employment terms and conditions of the frontline staff

EMPLOYMENT COMMITTEE MINUTES (Continued)

based at Riverside House in readiness for the Leamington One Stop Shop that would be launched in the spring of 2010.

It was proposed that a number of posts would be re-designated from Warwick District Council evaluated job roles to Warwickshire County Council evaluated job roles.

The Deputy Chief Executive confirmed that there were no costs involved and that the money used for the proposal would be from the unspent overtime budget, therefore the report did not have to be submitted to the Executive. It was also explained that the proposal should result in cost savings for the council in the future.

RESOLVED that

- (1) the re-designating of posts t03070, t03075, t03080, t03085, t03090, t07090 and t07100 from Warwick District Council evaluated job roles to Warwickshire County Council evaluated job roles but with protection for current employees as agreed with Unison through the consultation process, be approved;
- (2) the re-designating of post t03060 from a Warwick District Council evaluated job role to a Warwickshire County Council evaluated job role but with protection for the current employee as agreed with Unison through the consultation process, be approved; and
- (3) the establishment of a Service Level Agreement between the Warwickshire County Council and Warwick District Council which, among other things, vests the operational responsibility for the delivery of One Stop Shop services in the role of the County Council's One Stop Shop Manager be approved.

33. SUNDRY DEBTORS POST

The Committee considered a report from Finance presented by the Deputy Chief Executive which requested that the Sundry Debtors (within Finance) post number F02/901 be made permanent.

The post worked with the collection of the Leamington BID income and was primarily funded by Leamington BID. The post was initially established as a temporary post until April 2010 but now that the BID was firmly established, it was requested that the post be made permanent.

EMPLOYMENT COMMITTEE MINUTES (Continued)

The Deputy Chief Executive answered questions from the Committee confirming that a large amount of money had been collected since the post was created.

RESOLVED that the post F02/901 be made permanent.

34. RESTRUCTURING OF ENGINEERING SERVICES WITHIN COMMUNITY PROTECTION

The Committee considered a report from Community Protection which outlined plans to change the organisational structure of Engineering Services including the removal of the Area Manager and Area Engineer posts and the post currently occupied by the Civil Contingencies and Facilities officer. These posts would, if agreed, be replaced by a Flood Risk & Civil Contingencies Manager, and a Civil Contingencies Officer.

The Head of Community Protection confirmed that the new structure, which now changes the deliver of engineering services to the public realm from 5 areas to that of 3 areas, would now fall in line with the County Council's same 3 working areas for the deliver of its highway maintenance activities. These changes would realise savings of £31,000 to the Engineering Services budgets.

RESOLVED that

- (1) the proposed organisational structure of Engineering Services be approved;
- (2) the removal from the Engineering structure the vacant posts of Area Manager, Area Engineer and the post currently occupied by the Civil Contingencies and Facilities officer, be approved; and
- (3) the recruitment to the new posts of Flood Risk & Civil Contingencies Manager, and Civil Contingencies Officer, be approved.

35. PUBLIC AND PRESS

RESOLVED that Under Section 100A of the Local Government Act 1972 the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within paragraph 1 of Schedule 12A of the Local Government Act 1972 following the Local Government (Access to Information) (Variation) Order 2006.

36. REVIEW OF FINANCE STAFFING

EMPLOYMENT COMMITTEE MINUTES (Continued)

The committee considered a report from Finance, presented by the Deputy Chief Executive.

The report outlined plans for the Benefits Fraud Investigation Section to become part of the Benefits Section as of April 2010, the Benefits Fraud Investigation Manager post to be made redundant as of April 2010 with a Benefits Fraud Investigator Team Leader post being created and for the post of Strategic Finance Manager to become the Council's Deputy Section 151 Officer, backdated to 1 April 2009.

The Deputy Chief Executive explained to the Committee the need for a Deputy Section 151 Officer and the reasons for changing the current system in place.

RESOLVED that

- (1) the Benefits Fraud Investigation Section should become part of the Benefits Section within Customer and Information Services from 1 April 2010;
- (2) the Benefits Fraud Investigation Manager post be made redundant with effect from 1 April 2010, with the consequent redundancy costs of this being financed from the Early Retirement Reserve;
- (3) a Benefits Fraud Investigation Team Leader post (reporting to the Principal Benefits Officer) be created from within existing Benefits Fraud Investigator posts, with there being ring-fenced recruitment and
- (4) the post of Strategic Finance Manager becoming the Council's Deputy Section 151 Officer, backdated to 1 April 2009, be approved.

37. EMPLOYMENT OF DOG WARDEN

The Committee considered a report from the Head of Environmental Health, which was presented to the Committee by Councillor Mrs Bunker.

The report outlined plans to establish the post of Dog Warden, within the Environmental Services Department.

RESOLVED that approval be given for the establishment of the post of Dog Warden, within the Environmental Services Department

EMPLOYMENT COMMITTEE MINUTES (Continued)

38. REQUEST FOR EARLY RETIREMENT AND REVIEW OF SUPPORT SERVICES

The Committee considered a report from the Chief Executive's Office which outlined the request for the early retirement of the Head of Members' Services and Monitoring Officer and to agree some other minor organisational changes as a consequence of this.

The Committee expressed the great sadness the changes would bring and they wished to thank the Head of Members' Service's for the help and support they had received in the past.

RESOLVED that

- (1) the request for early retirement be granted as from 30 September 2010 and the consequent reduction by one in the number of Heads of Service be agreed;
- (2) following approval by the Executive of the shared Legal Services proposal, the Head of Members' Services and Monitoring Officer take on the duties of managing the Land Charges team and act as Client Officer for the Council in respect of Legal Services for the remainder of his employment with the Council;
- (3) a review of support services will be completed before the retirement of the Head of Members' Services and Monitoring Officer, be noted; and
- (4) the preparation of a Communication and Marketing Strategy and a Communications and Marketing BIP Project and the post of Communications and Marketing Manager will remain frozen until such the strategy and project are complete and its findings are reported and approved by the Executive, be noted.

(The meeting ended at 6.50pm)