

Employment Committee

Minutes of the meeting held on Tuesday 15 June 2021 at the Town Hall, Royal Leamington Spa at 6.00pm.

Present: Councillors; Bartlett, Day, B Gifford, Hales, Kennedy, Kohler, Mangat, Murphy, Tangri and Tracey.

1. **Apologies and Substitutes**

- (a) there were no apologies for absence made; and
- (b) Councillor Murphy substituted for Councillor Grey.

2. **Appointment of Chairman**

It was proposed by Councillor Hales, duly seconded by Councillor Bartlett and

Resolved that Councillor Tracey be appointed Chairman of the Committee for the ensuing municipal year.

3. **Declarations of Interest**

There were no declarations of interest made.

4. **Minutes**

The minutes of the meeting held on 26 April 2021, was taken as read and signed by the Chairman as a correct record, subject to the inclusion of Councillor Tracey in the list of Members present at the meeting.

5. **CMT/SMT Review**

The Committee considered a report from the Chief Executive that sought approval for further changes to the Senior Management Team at Warwick District Council to create a Joint Warwick District Council (WDC) and Stratford-on-Avon District Council (SDC) Senior Management Team.

The proposals in the report brought forward recommendations that completed the inception of a Shared Joint Head of Service/Senior Management Team.

There would remain one employer for these roles to ensure a distinction between line reporting and performance management responsibilities. Contracts for these roles were being developed to ensure governance and accountability. The sharing of posts in this way could be achieved through agreement under S113 of the Local Government Act 1972 which enabled the officers to work and take decisions for one authority while being paid by another Council. This decision had been agreed previously by both Councils.

The Chief Executive drew Members' attention to the statutory post of Monitoring Officer and the fact that Warwick District Council's current Monitoring Officer would be giving up this role and it would be passing to Phil Grafton at Stratford District Council under the new arrangements. The appointment to the Monitoring Officer role could only be ratified by Council. The "person" had to be appointed to this specific role because they had to be judged to be a fit and proper person to carry out the duty.

The Head of Place and Economy position did not have an equivalent Head of Service at either Authority but there were potentially two suitable candidates employed currently. The role of the person finally appointed to this position would be removed from the establishment and that would achieve savings.

The financial implications of the recommendations would go to Cabinet in July and if considered appropriate, Council would be asked for approval with the intention for the new arrangements to start on 2 August 2021.

In response to questions from Members, the Chief Executive explained that:

- The Council had already achieved over £100,000 worth of savings, and other savings would accrue from the shared Heads of Service. Timings of the changes accounted for the expected savings not yet being achieved. This financial year, the savings were slightly less than anticipated, but it was necessary to look at the whole programme which would run over two to three years.
- It was anticipated that there would be a further reduction in the number of Heads of Service; there would be one less Chief Executive and this would help achieve further savings. The full details would be in the report to the Cabinet, which would mean the Scrutiny Committees would get the opportunity to examine the report.
- A lot of the savings would be achieved in the early stages, but it was possible that not all of the savings would be achieved. However, the savings to be made would be significant.
- The merger of the two Councils was the merger of the constitutional elements and identities of the two Councils. There were numerous Councils who had gone down this path with a single Chief Executive and several shared Heads of Service; some had even gone further. But they maintained their individual identities in respect of political, constitutional and democratic makeup. The proposals in the report did not mean that the merger of the two Councils was inevitable and they could remain separate but with shared staff. This meant a lot could be done without Government consent to merge.
- This set of proposals did not have any redundancies in staffing; going forward the intention was to keep vacancies as they occurred to reduce redundancies. Redundancies would be avoided if possible.
- Employment Committee had no responsibility in the appointment of the Monitoring Officer, other than what was included in the recommendations in the report.
- An organisational chart would be circulated to Councillors, but the Head of Place and Economy appointment would be dependent on a decision on which Council would be the lead employer. It was hoped that this appointment would be made in readiness for 2 August.

- It was possible that additional staff resource would be required for the formal merger.

It was agreed to change the wording of recommendation 2.13 in the report to make it explicit that the sharing of employees referred to the sharing of all roles below Heads of Service level.

Councillors asked the Committee's thanks to the Chief Executives at both Warwick District Council and Stratford District Council and to everyone involved with the work be recorded in the minutes of the meeting.

It was proposed by Councillor Day and seconded by Councillor Hales and

Recommended to Council that

- (1) Phil Grafton, as Head of Law and Governance, be designated as the Authority's Monitoring Officer under section 5 of the Local Government and Housing Act 1989 from 2 August 2021; and
- (2) Article 12 to the Constitution, and the Structure Chart that forms Part 7 of the Constitution is updated to reflect these changes and asks officers, in consultation with the Leader, to update the scheme of delegation to reflect these revisions and report them to Council on 14 July 2021.

Resolved that:

- (1) the creation of a permanent post of Programme Director for Climate Change (PDCC) from 2 August 2021 and that this is a shared post with SDC, be approved;
- (2) the appointment of the current post holder of the fixed term post of the PDCC to the permanent post of shared PDCC in accordance with a Section 113 Agreement, be approved;
- (3) the creation of Head of Law and Governance (with the statutory Monitoring Officer responsibilities) post from 2 August 2021 and that this is a shared post appointed to by SDC in accordance with a Section 113 Agreement, be approved;
- (4) the creation of a Deputy Chief Executive post from 2 August 2021 and that this is a shared post appointed by SDC in accordance with a Section 113 Agreement, be approved;

- (5) the sharing of the current WDC Deputy Chief Executive (with the Monitoring Officer responsibilities being removed) with SDC in accordance with a Section 113 Agreement from 2 August 2021, be approved;
- (6) the creation of Head of Development post from 2 August 2021 and that this is a shared post appointed by SDC in accordance with a Section 113 Agreement, be approved;
- (7) the sharing with SDC of the post of Head of People and Communications from 2 August 2021 in accordance with a Section 113 Agreement, be approved;
- (8) the sharing with SDC of the post of Head of Community Protection (currently known as Head of Health & Community Protection) from 2 August 2021 in accordance with a Section 113 Agreement, be approved;
- (9) the sharing with SDC of the post of Head of Culture, Tourism and Leisure (currently known as Head of Cultural Services) from 2 August 2021 in accordance with a Section 113 Agreement, be approved;
- (10) the sharing with SDC of the post of Head of Housing (currently known as Head of Housing Services) from 2 August 2021 in accordance with a Section 113 Agreement, be approved;
- (11) the principle of a Head of Place and Economy covering the Planning Policy, Projects and Economic Development activities of WDC and of SDC and that a further detailed report is brought to agree the process of implementation for that post, be approved;
- (12) future Section 113 Agreements in relation to the sharing of all roles below Heads of Service level will be subject to CMT approval, be noted; and
- (13) overall the Joint Management Team will (including existing CEOs of both Councils) amount to 17 people, 3 less compared to each Council's original establishment in 2020 and that it is anticipated that over the length of the programme (to 2024) that this will reduce further to one CEO and the Heads of Service to 10 from 12, be noted.

(The meeting ended at 6.48pm)

CHAIRMAN
7 September 2021