

EMPLOYMENT COMMITTEE

Minutes of the meeting held on Tuesday 19 January 2010 at the Town Hall, Royal Leamington Spa at 4.00pm.

PRESENT: Councillor Coker (Chairman); Barrott, Mrs Bunker, Gifford, Hammon and Wilkinson.

ALSO PRESENT: Karen Warren (HR Manager)

(Councillor Barrott substituted for Councillor Crowther and Councillor Wilkinson substituted for Councillor Mrs Knight)

Apologies for absence were received from Councillors Michael Doody and Mrs Goode.

42. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

43. **MINUTES**

The minutes of the meetings held on 21 September, 8 December, 14 December 2009 were approved and signed by the Chairman as a correct record. It was agreed that the minutes of 16 December 2009 should be amended to state that Councillor Mrs Grainger was in attendance and not substituting for Councillor Caborn as previously stated.

44. **OFFICER EMPLOYMENT PROCEDURES**

The Committee considered a report from Members' Services which brought forward amendments to the Officer Employment Procedures Rules following suggested amendments from the Panel in July 2008. The amended rules were attached as an appendix to the report

Following on from concerns that the Committee had over the Building on Excellence restructure, the report brought forward amendments to the Officer Employment Procedure rules, which formed part of the Constitution. The amendments were intended to make the procedures clearer.

The Panel did not have delegated power to amend the Constitution and following endorsement the Panel would have to recommend the amendments to Council.

Members were given additional papers at the meeting entitled 'A Guide to Senior Manager Recruitment for Elected Members' and it was agreed that the document would be circulated to those members not in attendance. Members' agreed to look at these and bring any comments they had to a further meeting for discussion.

RESOLVED that the Officer Employment Procedure rules, attached as an appendix to the report, be endorsed; and

RECOMMENDED that Council approve the Officer Employment Procedure rules.

45. **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.

46. **STAFFING CHANGES CONSEQUENT ON THE SHARED LEGAL SERVICE; AND OTHER MINOR STAFFING CHANGES**

The Committee considered a report from Legal Services dealing with the employment issues arising from the Executive decision made on 2 December 2009 when they approved the creation of a shared Legal Service with Warwickshire County Council.

The first recommendation in the report was necessary to give effect to that decision, the second and third were consequent upon it, and the fourth would enable the Chief Executive to make any consequential minor changes as a result of the re-assignment of those functions currently managed by the Head of Legal Services which were not part of the transfer (principally Land Charges and Freedom of Information).

Under the proposal approved by the Executive, six existing members of staff would transfer to the County Council. These comprised three Assistant Solicitors (two full time and one part time), the Senior Legal Officer, the Legal Executive and the Administration Assistant. All would transfer under TUPE principles so that their terms and conditions of employment would be preserved. Temporary and agency staff currently working in the section were not transferring, and their contracts with the Council would come to an end.

RESOLVED that

- (1) on 1 March 2010 (or such other date as may be agreed by the Chief Executive in consultation with the Leader of the Council), the permanent members of staff of the Legal Section be transferred to the employment of Warwickshire County Council;

- (2) following that transfer, the posts of Head of Legal Services, Principal Solicitor, Assistant Solicitors, Senior Legal officer, Legal Executive, Admin Officer and Admin Assistant be deleted from the establishment;
- (3) staff in the Land Charges section transfer from Legal Services to Members' Services;
- (4) the Chief Executive be given delegated authority to make any necessary consequential minor changes to the establishment; and
- (5) the post of Website Manger transfer from Customer and Information Services to Members' Services reporting directly to Head of Members' Services.

The Committee also requested that a statement of their appreciation be made to the Interim Head of Legal Services, who was attending his final meeting with Members. They expressed their gratitude at all his hard work and wished him well in future ventures on behalf of the rest of the Council.

(The meeting ended at 4.45pm)

Chairman
9 March 2010