

# EMPLOYMENT COMMITTEE

Minutes of the meeting held on Tuesday 24 March 2009 in the Town Hall, Royal Leamington Spa at 4.30pm.

**PRESENT:** Councillor Coker (Chairman); Councillors Caborn, Crowther, Michael Doody, Gifford, Mrs Goode, Hammon, Kirton, Mrs Knight and Shilton.

## 931. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

## 932. **RESTRUCTURE OF CULTURAL AND NEIGHBOURHOOD SERVICES**

The following item had been re-submitted to the Employment Committee because it had previously been deferred for additional information.

The Committee considered a report from the Heads of Culture and Neighbourhood Services which highlighted changes to the staffing structures in Culture and Neighbourhood Services as a result of Building on Excellence. It also set out the outcomes of the review by the HAY Panel of the revised job descriptions for the members of staff now operating in these service areas.

As part of Building on Excellence, a revised staffing structure was introduced within the newly formed Culture and Neighbourhood Services.

Some adjustments to that structure and to the job descriptions of staff working in those teams were necessary. In most cases following those adjustments the grades had remained at the grade on the establishment list. In some cases the grades had been increased as a result of additional responsibility for the post holder.

Currently there was a half post shown on the establishment list within Cultural Services that had not been filled. It was recommended that by deleting this post from the establishment, there would be money available to part fund the additional cost associated with the changes identified in Appendix 3 to the report.

The following changes to the establishment were required as a result of the HAY Panel review. Two staff on grade F move to grade E1, one member of staff on grade E1 be moved to grade E2 and the introduction of a team leader in both teams could lead to the two further E2 appointments from E1.

One element of the revised structure was the creation of a team leader to undertake day to day management responsibility. The plan to appoint a team leader for the Community Recreation Team would go ahead.

Given the reduction in the number of staff in the Green Team from four to three and the linking of those staff with the 16 staff within the Waste Team, it was decided to appoint a Green Team leader on an initial six month appointment. This would allow a review of the joint waste/grounds maintenance operations to

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be undertaken where there was currently a Senior Contract Manager post vacant. Any revisions to the structure which were identified would then be made later in the year once the most effective way of operating these two contracts more closely had been established.

At the meeting held on 10 March 2009, the Committee were of the opinion that there was not enough information within the report to clarify the restructure and could not agree the recommendations until the following areas were clarified.

### Additional information requested by the Employment Committee

#### 1) Why are the changes happening?

To formalise the changes brought about by Building on Excellence which created Neighbourhood Services and Cultural Services out of Leisure and Amenities. Two new teams were established to distinguish between the work previously undertaken within Leisure and Amenities, these are the Community Recreation Team within Culture ( which is responsible for the strategic work relating to parks and open spaces) and the Green Team in Neighbourhood Services (which is responsible for managing the Grounds Maintenance contract via Glendale)

Detailed discussions with staff and unions have taken place since January 2008 to establish the most effective structure to provide these services and allow a trial period to test out how they would work in practice. This process was agreed as part of the Building on Excellence report in September 2007. The agreed process for organisational change has been followed for this consultation which includes changes to job descriptions if the responsibilities of individual roles changes.

#### 2) When will they take effect?

As from 1<sup>st</sup> April 09.

#### 3) What differences are there between the old and new roles?

As a direct result of the loss of the Parks Strategy Manager post (Nigel Bishop) and the proposed loss of the Parks Strategy Officer half post (not currently filled) the strategic work undertaken by Culture will be picked up by the Parks Development Manager who will now have direct responsibility for developing the strategies, hence an increase in responsibility and grade.

As a direct loss of the Sports Leisure and Parks Contract Manager (Pete Rourke) that work related to the support of sporting events will now be carried out by the Sports and Events Manager resulting in an increase in responsibility and grade e.g. to act as the lead officer supporting the English Women's National Bowls Championships.

The number of staff in the Green Team is being reduced from four to three. Previously there were three contract managers and one technical officer to cover the grounds maintenance contract. The removal of the highway grass cutting from the contract has removed the need for the technical officer,

## **EMPLOYMENT COMMITTEE MINUTES (Continued)**

whilst the three contract managers have special responsibility for “trees”, “fine turf” and “playground” in addition to their normal duties.

As a result of creating two new teams and the loss of the posts who directly managed those officers there is a need to create two team leader posts who will be responsible for the day to day management of the team. In Neighbourhood Services this arrangement is initially for a six month period while a review of the Waste and Green teams are carried out.

### 4) Costs.

All salary costs are shown as at April 08 and include cost to employ (National insurance and superannuation).

Change of grade	Current 08/09 salary cost £	New Salary cost £ 09/10	New Salary cost £ 10/11	New Salary cost £ 11/12	New Salary cost £ 12/13
F – E1	26327.77	27264.07	28172.54	29307.82	30307.00
E1 to E2 Team Leader Green	30307.00	32219.56	33183.20	34137.03	34862.82
F – E1	26327.77	27264.07	28172.54	29307.82	30307.00
E1 – E2	30307.00	32219.56	33183.20	34137.03	34862.82
E1 – E2 Team Leader Culture	30307.00	32219.56	33183.20	34137.03	34862.82
Total salary costs	143576.54	151186.82	155894.68	161029.17	165202.46
Difference to 08/09		7610.28	12318.14	17452.63	21625.92
Saving from loss of half post.		15172.50	15172.50	15172.50	15172.50
Net saving / cost		7562.22 saving	2854.36 saving	2277.69 cost	6453.42 cost

The costs reflect incremental progression through the salary grades and demonstrate that over the four years illustrated there is an overall saving of £1685.47.

## **EMPLOYMENT COMMITTEE MINUTES (Continued)**

### **RESOLVED** that

- (1) the recommendations of the HAY Panel set out in Appendix 3 regarding the grading of these posts, be implemented;
- (2) the changes in grades be funded for all the staff concerned in Culture and Neighbourhood Services. This will be part funded by the removal of the Parks Strategy Officer (0.5fte) £15,200; and
- (3) a further review of the structure in Neighbourhood Services be undertaken following the bringing together of the staff who operate within the Waste and Green Teams.

(The meeting ended at 4.40pm)