

Employment Committee

Minutes of the meeting held on Wednesday 22 March 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.*

31. **Apologies and Substitutes**

- (a) There were no apologies for absence; and
- (b) Councillor Mrs Falp for Councillor Heath and Councillor Cain substituted for Councillor Rhead.

32. **Declarations of Interest**

There were no declarations of interest.

33. **Minutes**

The minutes of the meeting held on 14 December 2016 were taken as read and signed by the Chairman as a correct record.

34. **Members/Trades Unions Joint Consultation & Safety Panel**

The minutes of the meeting of the Members/Trades Unions Joint Consultation & Safety Panel held on 8 December 2016 were noted.

35. **Revenues Officer**

The Committee considered a report from Finance which advised that as a result of an on-going increase in council tax work (primarily relating to the increased number of properties in the District), it was proposed to increase the establishment by one Revenues Officer.

The report advised that in recent years there had been a substantial increase in the volume of correspondence received by the Revenues Section within Finance in respect of Council Tax and the main reasons for this were summarised in the section 3.1 of the report. The reasons included an increase in the number of properties in Warwick District, an increase in "buy to let" properties and the changes introduced to discounts and exemptions.

An increase in correspondence levels was evidenced in 3.2 of the report covering financial years 2015/16 to 2016/17. This increase had, in turn, impacted on an existing backlog of work which despite being closely monitored had resulted in the oldest item in the work queue being 60 days old.

The report proposed increasing the Finance establishment by one additional full time permanent Revenues Officer from 1 April 2017 at an additional cost of £30,100, allowing for on-costs and eventual top of scale.

EMPLOYMENT COMMITTEE MINUTES (Continued)

This funding had been agreed by Members in the February 2017 Budget Report.

The Head of Finance introduced the report and provided a summary of the increased workload that the team had experienced in the past twelve months. In response to questions from Members, the Head of Finance confirmed that:

- the post would be permanent;
- the post would be advertised internally to begin with before being advertised externally;
- The Finance service area had undergone one redesign and was due for another one in the near future;
- It would be possible to detail the increase in Buy To Let properties in graph form covering the past five years;
- In relation to the oldest item in the work queue being 60 days old, the workload had been at it's peak at that time and had now reduced to a 20 day backlog.

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

Resolved that the Finance establishment be increased by one additional full time permanent Revenues Officer from 1 April 2017.

36. Project Manager – Car Parks fixed term contract extension

The Committee considered a report from Neighbourhood Services which requested the extension of a Project Manager post covering Car Parks for a further twelve months.

The Executive had agreed in June 2016 to fund the post for a maximum of two years and the successful candidate was recruited to the position in November 2016 on a one year fixed term contract.

The report explained that the Council no longer had an internal engineering department which had placed limitations on how the Council could approach car park improvement works. A number of the multi-storey car parks had reached the end of their operational life, as had the payment equipment within the car parks. In addition, the existing officer resource within Contract Services had been unable to apportion the sufficient time to these multiple projects.

The Executive had agreed to a maximum £105,000 to fund a temporary project manager which was to be funded through the Service Transformation Reserve. The expenditure figure quoted was a maximum amount and any unused funding provision would be returned to the respective Reserve as appropriate.

The report advised that it had now become apparent that in order to deliver the full range of ongoing car park projects, the post needed to be extended by a year. A breakdown of the current postholder's workload was provided at sections 3.2 to 3.5 of the report.

EMPLOYMENT COMMITTEE MINUTES (Continued)

The Head of Neighbourhood Services introduced the report and summarised the various projects relating to car parks, how these were to be delivered and the impact the projects would have on the individual towns.

Following a question from Councillor Noone, officers from Human Resources clarified that the employee currently residing in this post was working on a secondment basis so the rules relating to becoming a permanent employee did not apply.

In response to questions from Councillors, the Head of Neighbourhood Services advised that;

- He could not guarantee that the work on these projects would be completed within 12 months but reminded Members that a lot of work needed to be carried out to enable officers to reach a decision point;
- He accepted that the post may need extending in the future;
- With regard to the Linen Street Car Park, there was some urgency to complete work and reports would be forthcoming in due course.

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

Resolved that the current one year fixed term contract for the Project Manager – Car Parks, due to expire in November 2017, be extended until November 2018.

37. Pay Policy Statement

The Committee considered a report from

The report advised that

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

Resolved

38. People Strategy Update

The Committee considered a report from

The report advised that

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

Resolved

39. Revenues Officer

The Committee considered a report from

EMPLOYMENT COMMITTEE MINUTES (Continued)

The report advised that

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

Resolved

40. **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 items, by reason of the likely disclosure of exempt information within paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Minute Nos.	Para Nos.	Reason
	1	Information relating to an individual
	2	Information which is likely to reveal the identity of an individual.

The full text of Minutes 41 to 44 were recorded in a confidential minute which would be considered for publication following implementation of the relevant decisions. A summary is as follows:

41. **Minutes**

The confidential minutes of the meeting held on 14 December 2016 were taken as read and signed by the Chairman as a correct record.

42. **Housing Related Support – Management Proposals**

The Committee approved the recommendations in the report.

43. **Revision of the Bereavement Services Staffing Structure in Neighbourhood Services**

The Committee approved the recommendations in the report.

44. **Health & Community Protection Service Area Re-structure**

The Committee approved the recommendations in the report.

(The meeting ended at 5.56pm)