

# EMPLOYMENT COMMITTEE

Minutes of the meeting held on Tuesday 9 March 2010 at the Town Hall, Royal Leamington Spa at 4.30pm.

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

**ALSO PRESENT:** Andrew Jones (Deputy Chief Executive), Philip Morgan (Financial Services Manager), Karen Warren (HR Manager)

## 47. DECLARATIONS OF INTEREST

There were no declarations of interest.

## 48. MINUTES

The minutes of the meetings held on 19 January 2010 were approved and signed by the Chairman as a correct record.

## 49. ESTABLISHMENT OF A PROCUREMENT OFFICER POST

The Committee considered a report from Finance requesting permission to establish a Procurement Officer post until the end of 2012/13.

In 2006, the Administration Review created the post of a Procurement Officer and this post would be as an addition to this to support the Procurement Manager in the letting of the Major Contracts. The post would also enable the Council to secure savings from the procurement of various contracts across the Council.

Philip Morgan presented the report to Members and answered questions from the Committee. In particular, Members were concerned that the post should be advertised internally in the first instance as this could provide an existing member of staff with a secondment opportunity. In addition, Members were concerned that if the post had to be recruited to from externally, the Council may be at risk of a redundancy payment to applicants with a long service record. The Deputy Chief Executive reminded Members that the Leader and deputy Leader of the Council had the ability to reconsider the advertisement if it was necessary to advertise externally.

Members were also mindful that the successful applicant should be the best person for the job and welcomed the fact that the Procurement Champions would be monitoring the savings made on a quarterly basis.

### **RECOMMENDED** that

- (1) the post of Procurement Officer be created until the end of 2012/13; and

(2) the Executive approve the cost of this post which will be financed out of the Spend to Save Reserve.

50. **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.

51. **RESTRUCTURE OF NEIGHBOURHOOD SERVICES**

The Committee considered a report from Neighbourhood Services which set out the proposed restructure of Contract Services which would allow further efficiencies and improvements to take place.

Ian Coker presented the report to Members and answered questions from the Committee.

The report requested agreement of the deletion of five posts from the Council's staffing establishment with the addition of four newly structured posts.

This report was presented twelve months since the management of the Council's two main contracts (Integrated Waste and Grounds Maintenance) were brought together within Neighbourhood Services. This had enabled the department to take the opportunity of linking the way contracts were managed and to improve the service delivery across the District.

It advised Members that resources within the team would be freed-up to allow a greater focus on driving up recycling levels, with the associated environmental and financial benefits. The team would also provide more support to residents with regards to the range of waste collection services available and would be responsible for developing new recycling initiatives and generating new sources of income.

Members were satisfied that the posts would not be at risk of redundancy as they were similar to existing roles and that it would enable the department to run more efficiently.

**RESOLVED** that

- (1) the deletion of the following posts from the Council's staffing establishment, be agreed:
  - a. Senior Contract Officer – post number L20/020

- b. Street Scene Officer x 2 – post numbers  
L20/070 and L20/071
  - c. Enforcement Officer – post number L20/060
  - d. Assistant Business Support Officer – post number  
L10/020; and
- (2) the following posts be added to the Council's staffing establishment:
- a. Contract Officer
  - b. Recycling Officer x 3

(The meeting ended at 17:25 pm)