

EMPLOYMENT COMMITTEE

Minutes of the meeting held on Tuesday 5th April 2011 at the Town Hall, Royal Leamington Spa at 2.00 pm.

PRESENT: Councillor Mrs Bunker (Chairman), Councillors; Barrott, Coker, Copping, Michael Doody, Gifford, Hammon, Kirton, Mrs Knight and Shilton.

Councillor Shilton substituted for Councillor Caborn and Councillor Copping substituted for Councillor Mrs Goode.

34. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

35. **INTERVIEW FOR HEAD OF CORPORATE AND COMMUNITY SERVICES**

The Committee interviewed one candidate for the post of Head of Corporate and Community Services.

RESOLVED that, subject to approval from the Executive, Susie Drummond be appointed as Head of Corporate and Community Services.

Councillor Hammon left at the end of this item.

36. **REVISED STRUCTURE TO DELIVER SERVICE IMPROVEMENTS TO HOUSING AND PROPERTY SERVICES**

The Committee received a report from Housing and Property Services which requested approval of changes to the Housing and Property establishment. These changes followed approval from the Executive on 9 February 2011 to provide the extra budget for four additional posts to deliver Service Improvement priorities and the provision of a Tenant Participation Manager to be funded from the existing budget. A copy of the revised establishment was provided in appendix 1, attached to the report.

The report requested approval of five additional establishment posts. These were an Asbestos Programme Officer, a Service Improvement Plan Support Officer, an Active H Performance Improvement Officer, a Lettings and Financial Inclusion Officer and a Senior Tenant Participation Officer. Details of salary and responsibilities were provided for each post along with the reasoning for the development of all positions within their department.

An alternative option would be for the Employment Committee not to approve the establishment changes already agreed by the Executive committee. If these changes were not approved then there would be an

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increased risk of the service not meeting the deadlines set out in the Service Improvement Plan, plus an increased risk of the service failing to meet the Regulatory Framework.

Members requested reassurance that these posts would be filled internally rather than the Council accruing the cost of advertising and recruiting externally. The HR Manager assured members that internal applications would be encouraged in the first instance.

Members felt that the additional posts would enhance specific areas that needed improvement and proposed that the recommendations be agreed as printed.

RESOLVED that the following five additional establishment posts for Housing and Property Services, be approved:

- (1) an Asbestos Programme Officer to manage the asbestos programme at an annual additional cost of £29,000 per year for a fixed term period of 3 years (inclusive of on costs) commencing June 2011;
- (2) a Service Improvement Plan Support Officer to manage the Service Improvement Plan at an annual additional cost of £30,000 per year for a fixed term period of 2 years (inclusive of on costs) commencing June 2011;
- (3) an Active H Performance Improvement Officer to manage and support the development of quality of performance information and improved IT systems at an additional cost of £29,000 per year for a fixed term period of 3 years (inclusive of on costs) commencing June 2011;
- (4) a Lettings and Financial Inclusion officer for a fixed term period of 2 years at a cost of £27,000 (including on-costs) commencing June 2011, as a 'invest to save' initiative to ensure continued generation of additional income by reducing void rent loss and current tenant arrears; and
- (5) a Senior Tenant Participation Officer on a full-time, permanent basis at a cost of £30,000 per year to ensure that the Strategy for Customer Involvement and Empowerment is implemented.

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37. FIT FOR THE FUTURE PEOPLE PROCESSES

The Committee received a report from Human Resources which outlined the approach as to how the Council was addressing staff changes as a result of the Systems Interventions that might find staff displaced. The report detailed the processes that had been revised and agreed with both Unions, to ensure that staff were retained and redeployed rather than redundancies being made.

The main objectives of the approach were to retain skills, expertise and knowledge; to prevent avoidable job losses; to create organisational flexibility; and to avoid the need for redundancy and early retirement. This process applied to all employees of the Council, with the exception of the Chief Executive, Deputy Chief Executives, the Monitoring Officer and the Section 151 Officer and Heads of Service. In addition, where a service transferred to another employer, the Council would wish to consider the transfer of those staff who were engaged in providing that service to the new employer under TUPE.

The full process, in detail, was attached as an appendix to the report and included a flow chart showing the process with every outcome detailed.

An alternative option was to not introduce the process but this could potentially lead to redundancies which could have been avoided by redeployment and job matching.

The HR Manager addressed the committee and gave examples of the process when applied to particular posts and the possible outcomes for those employees. She advised that existing job descriptions were being looked at to make them more generic and described how and what could trigger a change to an individual's job role to result in redeployment.

Councillor Barrott was concerned regarding the consultation process as it appeared that this would be 'informal', however, the Hr Manager assured him that this had been developed with the Unions but agreed to look into rewording it.

RESOLVED that the attached process be noted.

38. PUBLIC AND PRESS

RESOLVED that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within paragraph 2 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

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39. QUARTERLEY WORKFORCE DATA

The Committee considered a report from Human Resources which updated members on the Workforce data for the last quarter, October to December 2010, reflected the current agreed Establishment and aimed to provide an on going understanding of the Establishment.

In addition, the report included the recommendations for additional posts to the establishment and also posts that need to be removed and these were detailed in appendices attached to the report.

The posts being added were already being paid for because people were in the posts and with regard to the posts requesting deletion these were, in many cases, unfunded and were there only in name without any budget.

As the original requestor, Councillor Michael Doody expressed his thanks for the report because it gave members a clearer understanding of the existing establishment.

Members were concerned regarding the use and cost of using agency staff and the HR Manager advised the reasons for this was usually due to specific roles requiring qualified staff. In addition, they felt that the percentage of exit interviews being completed should be higher and agreed that this should be advertised more strongly to leavers.

Councillor Mrs Knight requested that the financial aspects of the report be submitted to the Finance and Audit Scrutiny Committee in future, to ensure further scrutiny.

RESOLVED that

- (1) the content of the report be noted;
- (2) the six posts detailed in appendix 1 to the report be added to the Establishment; and
- (3) the 31 posts detailed in appendix 2 to the report be deleted from the Establishment .

(The meeting ended at 4.30pm)