

EMPLOYMENT COMMITTEE

Minutes of the meeting held on Monday 23 June 2008 in the Town Hall, Royal Leamington Spa at 4.30 pm.

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

187. DECLARATIONS OF INTEREST

There were no declarations of interest.

188. APPOINTMENT OF CHAIR

RESOLVED that Councillor Coker be appointed as Chair for this Committee for the ensuing year.

189. MINUTES

The minutes of the meeting held on 11 March 2008, having been printed and circulated, were taken as read and signed by the Chairman as a correct record.

190. COMMUNITY SAFETY OFFICER

The Committee considered a report from the Community Safety Manager which sought the fixed term post of the Community Safety Officer, be made a full time permanent post.

The Warwickshire Crime & Disorder Reduction Partnership no longer received a direct allocation from the Home Office. New restrictions under the Local Area Agreement Safer Block had increased uncertainty with fixed term posts and only guaranteed funding for 12 months which further undermined the recruitment process.

The community safety budget was increased by £50,000 in 2008/09 in order to make the post permanent.

The duties of the post included working in partnership with Warwickshire County Council, Police Authority, Fire & Rescue Service and Primary Care Trust to undertake audits to develop and implement strategies to tackle crime and disorder and the misuse of drugs in the area.

The demands on community safety had increased considerably with the advent of the Crime & Disorder Act Review, the new hallmarks, a planned merger of the South Warwickshire Crime & Disorder Reduction Partnerships, a shared service and action plan required by the Home Office to address three year British Crime Survey performance.

The fixed term post was a partnership post which was not able to take on any of the corporate workload, which eroded the time available to the Community Safety Manager. The Community Safety Manger's duties were not covered when on leave.

EMPLOYMENT COMMITTEE MINUTES (Continued)

RESOLVED that the fixed term post of the Community Safety Officer be made a full time permanent post.

191. ANTI-SOCIAL BEHAVIOUR OFFICER

The Committee considered a report from the Community Safety Manager which outlined the need for the full time post of Anti-Social Behaviour Officer to become a permanent post and to confirm that funding was in place to do so.

The current fixed term post was delivered through a secondment which was due to end on 31 July 2008.

The post had always been funded from the Warwickshire Crime & Disorder Reduction Partnership but no longer received a direct allocation from the Home Office. New restrictions under the LAA Safer Block had increased uncertainty with fixed term posts, and only guaranteed funding for 12 months, which had undermined the recruitment process.

The community safety budget was increased by £50,000 in 2008/09 in order to make the post and the post of Community Safety Officer permanent.

The duties of the post included working in partnership with Warwickshire County Council, Police Authority, Fire & Rescue Service and Primary Care Trust to undertake audits and to develop and implement strategies to tackle crime and disorder and the misuse of drugs in the area.

Tackling anti-social behaviour was a corporate community safety priority and was one of two top priorities in the South Warwickshire Crime & Disorder Reduction Strategic Assessment & Partnership Plan, of which the district councils were the lead agencies.

Tackling anti-social behaviour was ranked second of the five Warwickshire LAA Safer Block priorities.

RESOLVED that the full time fixed term post of the Anti-Social Behaviour Officer be made a full time permanent post.

192. BENEFITS STAFFING STRUCTURE

The Committee considered a report from the Head of Revenues and Customer Services which sought members' agreement to the revised staffing structure in the Benefits Service.

The proposal was for a minor alteration to the Benefits staffing structure which removed line management responsibility from the post. The responsibility was no longer necessary as the team previously managed had moved to the Document Management Centre.

It was an appropriate time to make the change as the current post holder would shortly be retiring.

EMPLOYMENT COMMITTEE MINUTES (Continued)

The change would produce a salary saving of £3,800 and it was recommended that the amount be allocated to overtime as the budget was often fully utilised at times of long-term sickness and through periods of vacancies.

RESOLVED that

- (1) the re-designation of post T03030 from Grade E1 to F, be approved; and
- (2) the salary saving of £3,800 be used to fund the overtime budget.

193. PUBLIC AND PRESS

RESOLVED that under Section 100(a) of the Local Government Act 1972 the public and press be excluded from the meeting for the following items, by reason of a likely disclosure of exempt information within the paragraphs of Schedule 12(a) of the Local Government Act 1972 following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Minute No.	Para Nos.	Reason
194	1	Information relating to any individual; and
194	2	Information which is likely to reveal the identity of an individual

194. MEMBERS' SERVICES STAFFING

The Committee considered a report from the Assistant Chief Executive (Members' Services) on the current employment arrangements regarding the Electoral Administrator and temporary Advertising/Marketing Officer posts within Members' Services.

From 1 January 2007, the hours worked by the Electoral Administrator was increased to full time from thirty hours per week due to the significantly increased responsibilities placed on the electoral process and the added security involved. The post holder took on a greater role in the organisation of all elections and the electoral registration process.

The Advertising/Marketing Officer was employed initially on a one year contract to ensure that the post was financially viable and provided the benefits which were envisaged, which had now been confirmed.

RESOLVED that

- (1) the post of Electoral Administrator continues full-time on a permanent basis; and
- (2) the temporary Advertising/Marketing Officer post be made permanent.

(The meeting ended at 5.10pm)