

EMPLOYMENT COMMITTEE

Minutes of the meeting held on Tuesday 11 April 2006 at the Town Hall, Royal Leamington Spa at 4.30 pm.

PRESENT: Councillor Crowther (Chair); Councillors Coker, Gifford, Hammon, Hatfield, Kirton, Mrs Knight and Kundi.

(Councillor Mrs Knight substituted for Councillor Tamlin and Councillor Coker substituted for Councillor Mrs Bunker)

An apology for absence was received from Councillor Boad.

1048. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

1049. **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 & 2 of the Schedule 12A of the Local Government Act 1972.

1050. **REVIEW OF TENANCY MANAGEMENT**

The Committee considered a report from the Head of Housing Services on a review of tenancy management.

The Executive of 10 May 2004 had approved the recommendations of the Customer Access Best Value Review, which included the use of Business Process Redesign (BPR) as a means of migrating tasks from service units to the expanded Customer Service Centre (CSC). After the success of an initial BPR pilot its principles had been applied to the restructure of the Repairs and the Services for the Elderly teams, accompanied respectively by the transfer of repair reporting to the CSC and consequent reduction in staffing levels and the implementation of Single Status.

During 2005/06 BPR work had been underway within the various Tenancy Management teams. This initially concentrated on specific functions where change would directly support business priorities (e.g. the implementation of HomeChoice, the implementation of a new Tenant Participation structure, and improved rent arrears recovery arrangements) with the preparation for the migration of tasks to the CSC deferred until the structure of the teams had been addressed.

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The current structure of the tenancy management teams was detailed in appendix 1 to the report and the revised structure was detailed in appendix 3 to the report.

RESOLVED that

- (1) the revised structure for the Rents and Finance Team and the Tenancy Management Team be approved;
- (2) the Estates Assistant be redeployed to a newly created post of Housing Officer, under the redeployment agreement; and
- (3) a recommendation be made to the Executive that:
 - (i) the cost of the proposed restructure for 2006/2007 be met from HRA balances; and
 - (ii) the on-going costs for future years costs are incorporated into the HRA base budget estimates from 2006/2007 onwards.

1051. ADMINISTRATION REVIEW

The Committee considered a report from Corporate Management Team on the proposals for altering the Council's provision of administrative support activities and resources.

The proposals detailed in the report would allow the Council in the medium to longer term, to reap the benefit of having concentrated its activities in Riverside House as well as the investment it had made in new technology. As well as achieving real revenue savings, the proposals would also iron out inconsistencies in resource and performance levels in support activities across the Council.

The proposals represented another step in the Council's process of continuous improvement so that it could maintain its reputation for providing high quality services at the most economical cost. The proposals, phased over a 2 to 3 year period, contained within the report affected Post and Electronic Document Handling, Admin/Typing Support, Personnel Administration and Advice, Procurement and Purchase of Office Supplies and Financial Support and Advice.

The Council had a Corporate Strategy objective to manage its resources openly efficiently and effectively. This underpinned all of its other corporate objectives. The proposals were a clear demonstration of that objective in practice.

The proposals demonstrated that the additional costs of new posts could be funded by the salary savings from existing posts. Although real revenue

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savings would not be yielded until year 3 (08/09), the proposals demonstrated a medium to long term investment in improved efficiency and effectiveness in the use of Council resources.

RESOLVED that

- (1) the proposals altering the Council's provision of administrative support activities and resources be approved;
- (2) the posts listed in table 1 of appendix 1 to the report, be deleted to establish the new posts listed in table 2 of appendix 1;
- (3) the change to the establishment in the Development Control Section be approved;
- (4) the Insurance Officer post F04/090 (it is re provided for and renumbered in table 2 of appendix 1) be deleted;
- (5) the establishment of new posts H01705 (temporary) and A06080 in Housing and Leisure respectively be approved; and
- (6) a progress report be submitted to the Committee in 6, 12 and 18 months.

(The meeting ended at 5.20 pm)