
MEETING	STAFFING MATTERS & URGENCY COMMITTEE
DATE	6 NOVEMBER 2008
PRESENT	COUNCILLORS WALLER (CHAIR), GILLIES, HORTON (AS SUBSTITUTE FOR POTTER), RUNCIMAN AND SCOTT
APOLOGIES	COUNCILLOR POTTER

11. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

No interests were declared.

12. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That the press and public be excluded from the meeting during consideration of the following:

Exempt minute 10 under Agenda Item 3 (Minutes) (minute 13 refers) on the grounds that it contained information (i) relating to the financial or business affairs of any particular person (including the authority holding that information); (ii) relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority; and (iii) in respect of which a claim to legal professional privilege could be maintained in legal proceedings. This information was classed as exempt under paragraphs 3, 4 & 5 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

Agenda Item 7 (Personnel Request) (minute 17 refers) on the grounds that it contained information relating to any individual. This information was classed as exempt under paragraph 1 of Schedule 12A to Section 100A of the Local Government Act 1972 (as revised by The Local Government (Access to Information) (Variation) Order 2006).

13. MINUTES

RESOLVED: That the minutes of the Staffing Matters & Urgency Committee meeting held on 13 October 2008 be approved and signed by the Chair as a correct record.

14. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

15. TRANSFER OF SERVICES FROM CITY STRATEGY TO NEIGHBOURHOOD SERVICES, AND BETWEEN NEIGHBOURHOOD SERVICES AND LEARNING, CULTURE AND CHILDREN'S SERVICES

Members received a report which sought approval for the transfer of some services from the City Strategy directorate to the Neighbourhood Services directorate, and between the Neighbourhood Services directorate and the Learning, Culture and Children's Services directorate.

In summary the changes proposed were:

- Stage one of the transfer of the highway maintenance service including staff, budgets and functions from City Strategy directorate (CS) to the Neighbourhood Services directorate (NS), with responsibility for implementing stage two being delegated to the Executive Member for Neighbourhood Services;
- The transfer of parking administration and enforcement services including staff, budgets and functions from CS to NS directorates.
- The transfer of some grounds maintenance responsibilities from NS to Learning, Culture and Children's Services directorate (LCCS), the client function for grounds maintenance (highways and housing) from LCCS to NS, and the client function for the maintenance of housing trees from CS to NS.

The report also sought approval for the Head of Civic, Democratic & Legal Services to be given delegated authority to amend the constitution in order to make changes to the Executive Member portfolios to reflect the changes in managerial responsibility.

The Chief Executive advised Members that circumstances had changed since the production of the report, as the Director of Neighbourhood Services was leaving the authority in February 2009, and suggested that Members may wish to defer a decision to allow analysis of any risks this created in the implementation process and consideration as to how these might be mitigated.

Some Members supported deferral of a decision to allow the details of the mechanisms of implementation to be provided, whilst others expressed concern about the additional delay that this would cause. Some Members also expressed concern that the Committee's previous decision to transfer the management of the CCTV control room from City Strategy to

Neighbourhood Services was not being taken forward and requested a detailed rationale for this. Members queried whether the strategic element of the Council's highways function was remaining with City Strategy and requested further details on this matter.

RESOLVED: (i) That the decision be deferred to another meeting of the Committee, to be held within 4 weeks, for provision of detailed information on the mechanisms for implementation, a detailed rationale for the proposal on management of the CCTV control room and further details on the strategic element of the Council's highways function.¹

REASON: To ensure a fully informed decision is taken.

Action Required

1 - To provide the additional information requested.

SC

16. DIRECTORATE REORGANISATION

Members received a report which sought approval for the transfer of functions between the Resources directorate and the Chief Executive's directorate, on the basis that the Resources directorate's share of the corporate savings target would be achieved.

In summary the changes proposed were:

- The Policy, Performance & Planning Team (10 FTE Staff) - to move from Chief Executive's to Resources Directorate Audit & Risk Management Division;
- Property Services (49 FTE Staff) - to move from Resources to Chief Executive's;
- Payroll (19 FTE Staff) – to move from Resources to Human Resources in Chief Executive's. The Payroll Manager to report to the Head of Human Resources & Organisational Development.

Members had previously approved another change, the transfer of the Register Office from Resources to Neighbourhood Services, in May, when the Assistant Director (Neighbourhoods & Community Safety) became the Proper Officer for the Registration Service.

The Director of Resources advised Members that he was preparing a paper on restructuring of the Directorate for consideration at the next meeting of the Committee.

RESOLVED: (i) That the transfer of functions between Resources and Chief Executive's Directorates be approved;¹

(ii) That it be agreed that the Head of Civic, Democratic & Legal Services should take such

steps as are required to amend the constitution, in consultation with the Group Leaders, to ensure that the executive portfolios and any other related aspects reflect the newly constituted lines of operational management without further reference to the Committee;²

- (iii) That it be agreed that the details of individual budget transfers can be agreed by the Director of Resources and the Director of People & Improvement and included in reports to Members as part of the ongoing budget monitoring process;³
- (iv) That it be noted that further work will be undertaken in both directorates in relation to support services for these transferred functions;
- (v) That it be noted that a paper from the Director of Resources outlining further detailed proposals for change within the Directorate will shortly be brought to Members.

REASON: To progress the Directorate Reorganisation agreed by the Staffing Matters & Urgency Committee in May 2008.

Action Required

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| 1 - To implement the transfer of functions; | SA |
| 2 - To amend the constitution; | GR |
| 3 - To agree details of budget transfers. | SA |

17. PERSONNEL REQUEST

(See also Exempt Minute 17)

Members received a report which asked them to consider a personnel matter which cannot be dealt with by officers under the Council's delegation scheme.

RESOLVED: That the recommendation at paragraph 38 of the report be approved.

REASON: As detailed in the report.

A WALLER, Chair

[The meeting started at 12.00 pm and finished at 1.00 pm].