

BRAUNSTONE TOWN COUNCIL

MINUTES OF ORGANISATION REVIEW SUB-COMMITTEE

THURSDAY 23rd JULY 2015 AT 5.30PM

PRESENT: Councillor Nick Brown (Chair) and Councillors Roger Berrington (substituting for Amanda Hack) and Councillor Gary Sanders (substituting for Bill Wright).

Officers in Attendance: Darren Tilley, Executive Officer & Town Clerk.

There were no members of the public present at the meeting.

1. Apologies

Apologies for absence were received from Councillors Amanda Hack and Bill Wright.

2. Disclosures of Interest

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by Members.

3. Public Participation

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public at the meeting.

4. Organisation Review 2015 – Post-Consultation Proposals

RESOLVED that in view of the special / confidential nature of the business to be transacted, it was in the public interest that the press/public be temporarily excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reasons for exception – Personal Information / Legal Advice.*

The Committee considered post-consultation proposals for adoption and implementation following a review of the Council's staffing to meet forthcoming service and operational changes and to implement the living wage (item 4 on the agenda).

RESOLVED

1. that the principles and vision for the Organisation Review, as set out in the Consultation Document, attached as an Annex, be endorsed;
2. that the following posts be deleted from the establishment:
 - a) Community Development and Centres Manager,

- b) Deputy Centres Manager,
 - c) Assistant Executive Officer – Admin (vacant),
 - d) Temporary Assistant to the Executive Officer & Town Clerk (vacant), and
 - e) Parks Cleaner (Part-time) (vacant);
3. that the following new posts be created on the establishment and that the Job Descriptions and Person Specifications, attached at Appendix 3, be adopted:
 - a) Deputy Executive Officer and Community Services Manager (37 hours),
 - b) Resources and Facilities Manager (37 hours),
 - c) Personal Assistant and Administrative Officer (25 hours), and
 - d) Community Engagement and Events Coordinator (20 hours);
 4. that the following posts be redesignated and that the revised Job Descriptions and Person Specifications, attached at Appendix 4, be adopted:
 - a) Customer Services Advisor – Customer and Information Services Advisor,
 - b) Receptionist/Premises Officer – Duty Officer - Community Centres, and
 - c) Part Time Cleaner – Cleaner and Premises Operative;
 5. that the revised Job Descriptions, Person Specifications and job evaluated grade for the posts of Senior Groundsperson – Braunstone Town and Senior Groundsperson – Thorpe Astley, attached at Appendix 5, be adopted;
 6. that the amendment highlighted to the Job Description of the Crime Reduction Coordinator, attached at Appendix 5, be adopted;
 7. that the Organisation Structure, attached as Appendix 2, including line management and reporting lines, establishment hours and salary scale points be adopted;
 8. that delegated authority be given to the Executive Officer & Town Clerk to update the Job Descriptions and Person Specifications of the unaffected posts to bring them in line with the new template format and to include information on key relationships;
 9. that the contract of employment, attached at Appendix 7, be adopted as the model contract for terms and conditions of employment and that all new and existing employees be issued with an updated contract based upon the model;
 10. that the following employees at risk be slotted into the following newly established posts at the scale point identified in the section “Proposed Implementation” of the report:
 - a) Community Development & Centres Manager into the post of Deputy Executive Officer and Community Services Manager, and

- b) Deputy Centres Manager into the post of Resources & Facilities Manager;
11. that the following employees be transferred to revised roles at the scale point identified in the section "Proposed Implementation" of the report:
 - a) Customer Services Advisor to Customer & Information Services Advisor,
 - b) Senior Groundsperson – Braunstone Town and Senior Groundsperson – Thorpe Astley,
 - c) Receptionist/Premises Officers to Duty Officer – Community Centres, and
 - d) Part-time Cleaner to Cleaner & Premises Operative;
 12. that delegated authority be given to the Executive Officer & Town Clerk to determine the implementation date of 9, 10 and 11 above; and
 13. that following the implementation date for Duty Officer – Community Centres and Cleaner & Premises Operative, a review of the resources available, shift rotas and operation of the Annualised Hours/ToiL system for these posts be undertaken after 6 and 12 months of operation and that the review be completed within 1 month of the review date.

Reason for Decision

1. *To ensure the implementation of the Council's Vision and objectives for the review.*
2. *To enable the establishment of posts which balance professional knowledge and expertise with sufficient cross-over of roles and responsibilities to ensure flexibility and resilience.*
3. *To ensure clarity of Management roles and responsibilities both for the services and the staff within each of the service areas. To establish posts with roles and responsibilities which have a synergy in order to recruit high calibre candidates and which integrate traditional forms of service delivery with emerging technologies.*
4. *To enable roles which Roles which take into account emerging/developing proposals for the Customer Service Shop and for Braunstone Town Library and to recognise roles and duties in order that all staff receive the Living Wage.*
5. *To establish posts with roles and responsibilities which have a synergy in order to recruit high calibre candidates.*
6. *To establish posts with roles and responsibilities which have a synergy in order to recruit high calibre candidates.*
7. *To ensure clarity of Management roles and responsibilities both for the services and the staff within each of the service areas. To establish*

posts with roles and responsibilities which have a synergy in order to recruit high calibre candidates and which integrate traditional forms of service delivery with emerging technologies. To create future project management and service transformation capacity.

8. *To ensure a consistent and transparent approach.*
9. *To implement simple and flexible working and remuneration arrangements.*
10. *To avoid compulsory redundancies given there are comparative posts in the new structure available and to ensure that existing employees transfer to a scale point which means their hourly rate would be at least the same as the current rate.*
11. *To implement the new structure and the Living Wage and to ensure that existing employees transfer to a scale point which means their hourly rate would be at least the same as the current rate.*
12. *To ensure the smooth transfer to the new structure, allow for contracts to be updated, contracted hours (where applicable) to be allocated, revised rotas (where applicable) to be devised, and recruitment and selection to be undertaken.*
13. *To test the practicality of an Annualised Hours/ToiL system for staff on shift rotas, to enable any amendments to be made to ensure a practical and deliverable solution.*

5. Termination of the Meeting

The meeting closed at 6.15pm

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

SIGNED _____ (CHAIR)

DATED _____