

ADMINISTRATION COMMITTEE

15th January 2007 at 6.00 p.m.

PRESENT: Councillor Siederer (Chair); Councillors P. Chapman, McGarvie, and Stewart.

1 APOLOGIES FOR ABSENCE (REF: 1)

Apologies for absence from the meeting were received on behalf of Councillors Pedersen and Singh.

2 MINUTES (REF: 2.1)

Resolved: That the Minutes of the meeting of the Committee held on 8th November 2006 be taken as read, approved as a correct record and signed by the Chair.

3 POLLING PLACES FOR 2007 LOCAL ELECTIONS (REF: 8.1)

The Head of Local Democracy (Electoral Services Manager) advised the Committee that there had been pressure for some time from Schools to move away from using them as polling stations because of disruption caused on Polling Day.

He had therefore explored several locations where new polling stations could be used as an alternative to schools, as shown on the proposed list of polling places appended to his report.

Members asked that, where possible, temporary huts not be used as polling stations.

It was also suggested that the possibility of pedestrian crossing patrols near Maidenhall School be looked at. Members were advised that there was a pedestrian phase to the traffic lights nearby but this would be investigated.

The Committee received an additional recommendation tabled at the meeting which sought to delegate authority to the Returning Officer to make urgent changes to the list of polling places so that alternative venues could be identified in the event of an emergency (for example a fire at the designated polling station).

Resolved: (i) That the list Polling Station attached at Appendix A to the Head of Local Democracy's report (Ref: 8.1) be used for the Local Elections to be held in May 2007.

(ii) That the Returning Officer be authorised to make any necessary urgent changes to the list of polling stations referred to at resolution (i) above and that

any such changes be reported to the next available meeting of Administration Committee.

(iii) That the Head of Local Democracy (Electoral Services Manager) investigate the possibility of a crossing patrol being provided in the vicinity of Maidenhall School for the Local Election 2007.

4 ENVIRONMENTAL HEALTH BEST VALUE REVIEW – NEW MANAGEMENT STRUCTURE (REF: 8.2)

The Head of Environmental & Consumer Services referred to a Best Value Review of the Environmental Health Service, the implementation plan in respect of which (attached at Appendix A to his report) had (with the exception of the Dog warden service) been approved by the Executive on 11th December 2006.

The purpose of this report was to seek approval to the staffing changes arising from the implementation plan.

The Committee was advised of the new management structure, details of which were set out at Appendix B, which aimed to streamline and sharpen environmental health service delivery. One vacant management post and two existing management posts were to be deleted. The proposed new structure would result in 4 posts being available for 5 postholders, with at least one employee being at risk of redundancy.

Resolved: That the reduction in the management of the Environmental Health Service by three posts, shown on the current management structure attached at Appendix B to the Head of Environmental & Consumer Services report (Ref: 8.2), be approved.

5 LOCAL GOVERNMENT (EARLY TERMINATION OF EMPLOYMENT) (DISCRETIONARY COMPENSATION) REGULATIONS 2000 (REF: 8.3)

The Exchequer Services Manager reported on new legislation (arising from Age Discrimination legislation which came into force in October 2006), which required the drafting of a new redundancy and compensation scheme for employees being made redundant, or retiring on grounds of redundancy or efficiency of the service.

Elements of the arrangements were discretionary for local Councils and these had been viewed as discriminatory as they took into account age and length of service.

The proposed new scheme (set out in the proposals section of the report) aimed to address any issues of age discrimination but have broadly the same effect financially as the old scheme.

The proposals also needed to be legally robust. Whilst the proposals had been checked thoroughly by the Council's in house Lawyer it was considered

advisable, should they be approved by Committee, to have them double checked by a Pensions Lawyer to ensure that they did not fall foul of age discrimination legislation.

A Member asked why there had been no attempt to have a national scheme.

The Exchequer Services Manager acknowledged that it might simplify the process if there was a national approach to the matter, however whilst there was a national framework, local discretion still applied.

Resolved: (i) That the new redundancy and compensation scheme as set out at Appendix 1/07 to these Minutes, be approved for implementation with effect from 1st April 2007, subject to Counsel's confirmation that the proposals were legally sound.

(ii) That, in the interim, the existing scheme be extended until 31st March 2007.

6 ENVIRONMENTAL HEALTH BEST VALUE REVIEW – DOG WARDEN SERVICE (REF: 8.4)

The Head of Environmental & Consumer Services (Environmental Health Service Manager) advised that as part of their consideration of the Environmental Health Service Best Value Review, the Executive on 11th December 2006 had decided to agree a reduction of one full time Dog Warden post (rather than a reduction of two posts as recommended by officers) to provide broadly the same range of services but at a reduced level and frequency than currently.

The matter had been 'Called In' and considered by Environment and Non Executive Functions Scrutiny Committee on 11th January 2007. Following consideration of the matter, the Committee indicated that they had no objection to the called in decision being implemented.

This gave rise to the submission of a report to Administration Committee seeking approval to the reduction in the Dog Warden establishment of the Environmental Health Service by one post. That recommendation was now before Members.

Resolved: That the reduction in the Environmental Health Service establishment by one Dog Warden post, be approved.

(Note: Two Members present and voting required that the forgoing resolution be submitted as a recommendation to the Council).

7 LOCAL GOVERNMENT ACT 1972, PART VA (REF: 8)

Resolved: That, under Section 100A(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting as it is likely that if members of the public were present during consideration of the items remaining there would be disclosure to them of exempt information falling within the paragraphs of Part 1 of Schedule 12A to the Local Government Act 1972 indicated beneath each of the following minutes.

8 ADJUSTMENT TO CHILDREN AND LEARNING HR STRUCTURE (REF: 9.1)

The Director of Children and Learning reported on proposed staffing changes to the HR Team in Children and Learning in order to fulfil the requirements of changing priorities and workload.

Resolved: That the reduction of one L2 post and the increase of one L3 post to full time in the Children & learning HR team, which had the net effect of reducing the staffing establishment by 0.54 fte, be approved.

(Note: The above item was considered in private by virtue of Paragraphs 1 & 2 of Part 1 of Schedule 12A to the Local Government Act 1972.)

9 REVIEW OF RECRUITMENT AND RETENTION ALLOWANCES (REF: 9.2)

The Head of Human Resources reported on the conclusions of the review of recruitment and retention allowances allocated to a broad range of posts across the Council.

The Pay Panel had robustly reviewed all the allowances paid. The recommendations of the Pay Panel were set out at Appendix 1 to the Head of Human Resources report (Ref: 9.2)

Resolved: That the recommendations of the Pay Panel in relation to recruitment and retention allowances as set out at Appendix 1 to the Head of Human Resources report (Ref: 9.2), be approved.

(Note: The above item was considered in private by virtue of Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972.)

10 SENIOR MANAGER'S PAY STRUCTURE (REF: 9.3)

The Head of Human Resources presented to the Committee options for addressing the pay and reward package for Corporate Directors.

Resolved: (i) That the evidence from Tribal Resourcing which recommended reviewing the pay and reward packages for Corporate Directors in line with similar sized posts in Local Government, be noted.

(ii) That the proposal to make adjustments in the pay structure for Corporate Directors which removed the retention allowances currently allocated to Corporate Directors and created a new pay band enabling progression, as set

out at paragraph 9 of the Head of Human resources report (Ref: 9.2), be approved.

- (Note:**
- (i) The above item was considered in private by virtue of Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972.**
 - (ii) The meeting ended at 6.55 pm)**