

ADMINISTRATION AND REGULATION COMMITTEE

1st MAY 2014 at 6.00 p.m.

PRESENT: Councillor Worliding (Chair); Councillors Burnett, Hopkins, Rathore and Titmuss

26. APOLOGY FOR ABSENCE (REF: 1)

An apology for absence from the meeting was received on behalf of Councillor Stewart MBE.

27. MINUTES

None this time

28. REFERENCE FROM EAST LUTON AREA BOARD – REALLOCATION OF PITCHES AND DESIGNATED AREAS WITHIN THE TOWN CENTRE (REF: 6.1)

Members considered the Reference from East Luton Area Board regarding the reallocation of pitches and designated areas within the town and especially around the war memorial situated in front of the town hall.

The purpose of the report was to apprise Members that at the meeting of East Luton Area Board held on 18th March 2014 concerns were raised on the use of pitches outside the war memorial. Some members of the public felt that pitches in front of the town hall were viewed as disrespectful. The report sought Members approval for the Head of Business and Consumer Services to review the allocation of pitches and stalls within the designated areas of the town centre so that they are not erected in front of key features within the town centre, especially the war memorial.

Resolved: (i) That the Reference from the East Luton Area Board, (Ref 6.1) be noted.

(ii) That the Head of Business and Consumer Services be requested to review the plan for the allocation of pitches within designated areas of the town centre and to submit a report on this review to the Admin and Regulation Committee on 25th June 2014.

29. EARLY INTERVENTION COORDINATOR – COMMON ASSESSMENT FRAMEWORK (CAF) TEAM (REF: 7)

Nick Chamberlain, Service manager for the CAF Team presented the report (Ref: 7), to advise the Committee of the proposals to make changes to the establishment of the Early Intervention and Prevention Service CAF Team. He advised that the report was essentially to tidy up situation in 2012/13 when it was agreed that a remodelling of Children and Learning was required in order to make savings within the Integrated Services and to facilitate delivering both corporate priorities and Children and Learning five departmental themes.

He recalled that one of the decisions in 2012 was to delete the vacant posts within the Care Coordination Team (South Asian Community) L5 as the only remaining member of staff from the previous SEN-Support Team. Consequently, the Care Coordinator has been working within the CAF team although the job function of providing key worker support for disabled children and young people referred in via CAF remained the same. It was also agreed then to review the requirement for this particular post to ascertain whether it was still required or not.

The Service Manager explained that the new post would provide a wider role and responsibility into the new post and focus on providing support for young people.

Following comments and questions by Members, the following key areas of the restructure were outlined;

- In terms of roles between the old post and the new post, the new role was much more robust with more responsibility and a wider skill set which would increase over time
- The new post will be ring-fenced;
- The Service would take a more pragmatic view in terms of recruiting, but there could be risk of redundancy.

Resolved: (i) That the report (Ref 7) be noted.

(ii) That recommendation as outlined in the report (Ref: 7) to agree the proposal to delete the Care Coordinator (for South Asian Community) post 0.6 fte and create an extra Early Intervention Coordinator post in the CAF team of 0.6fte, be approved for implementation.

30. ICT CLIENT AND PROCUREMENT TEAMS (REF: 8)

Angela Claridge, Monitoring Officer and Head of Human Resources presented the report (Ref: 8), seeking the approval of the Committee which would enable implementation of proposals to change the structure of the Corporate Procurement team in order to support the ICT team deliver their responsibilities.

Following questions and comments by Members, some key areas of the restructure was highlighted as follows:

- Individual slotted into post
- Possibility and risk of redundancies
- Up to 70/90% match in terms of specialism – and strengthening roles with regards to managing relationships
- Need to provide the post holder with the appropriate support and to build the relevant package into their skill set
- The ICT Manager will be the main Manager with no Corporate Procurement Manager; the Lead Manager would be the Procurement Manager, with joint working arrangements
- Both post holders would be managed by the same Head of Service.

Resolved: (i) That the Report of the Head of Procurement & Shared Services (Ref: 8) be noted.

(ii) That the recommendation as contained in the Report of the Head of Procurement & Shared Services (Ref: 8) to revise the structure set out at paragraph 7 in line with the approach summarised at paragraph 9 be approved.

31. GRIEVANCE RESOLUTION PROCEDURE (REF: 9)

Sheila Martin reported on the grievance resolution procedure (Ref: 9) and sought the approval of the Committee to the amended Grievance Resolution Procedure to include collective grievances. She reported that there was a slight change to the grievance procedure which clarified that it could be used for a group of employees or an individual employee.

Below are some of the areas addressed by officers following questions and comments by Members.

- The current GR procedure meets the requirements of the 2009 ACAS Code of Practice on Disciplinary and Grievance procedures but it was not particularly clear how multiple complaints would be dealt with. The amendment to the new procedure provided clarity that the procedure can be used where there is more than one employee with the same concern, problem or complaint.
- Two new paragraphs added to the Procedure. The first states that the procedure applies to a group of employees with the same complaint and the second paragraph states that Group grievances would be presented by a nominated representative of the group.
- The added clarity benefits both the Council and employees and the Trade Unions have confirmed that they are in agreement to the amendments to the procedure.

Resolved: (i) That the report (Ref: 9) be noted.

(ii) That the recommendation as contained in the report (Ref: 9), to agree the amendments to the Grievance Resolution Procedure be approved.

The meeting ended at 6.20 p.m.