

## ADMINISTRATION COMMITTEE

7<sup>th</sup> November 2007 at 6.00 p.m.

PRESENT: Councillor Stewart (Chair); Councillors Ashraf, Chapman, R. Davies, Pedersen, Simmons and Singh.

### 42 MINUTES (REF: 2.1)

**Resolved:** That the Minutes of the meeting of the Committee held on 12<sup>th</sup> September 2007 be submitted to the next meeting of the Committee following clarification regarding Minute No. 41/07.

### 43 PAY AWARD 2007/08 (REF: 6.1)

The Head of Human Resources advised the Committee of the outcome of the national negotiations between the Employers Organisation and the Trade Unions regarding the annual pay award for all employees with the exception of those employees employed as teachers and other technical and professional employees in schools.

**Resolved:** (i) That the agreement by the recognised Trade Unions to formally accept the offer from the Employers Organisation of 2.475% pay award for 2007/8 affecting all employees with the exception of those employed as teachers in schools, be noted.

(ii) That it be noted that there were other groups of employees where no settlement had yet been agreed, namely UCATT for Craft Workers, Youth Workers and Chief Officers and Heads of Service.

**(Note: The above item was considered by the Committee in pursuance of Sections 100B(4) and 100E(1) of the Local Government Act 1972, the Chair having considered that the item should be dealt with as a matter of urgency in order that the outcome of the pay settlement could be formally recoded).**

### 44 ADDITIONAL COMMUNITY CENTRE POSTS (REF: 8)

The Head of Leisure and Community sought approval to creation of new posts in the Community Development service, to maintain pre 2006/07 service levels within community centres and to further develop the use of those centres for the benefit of local communities.

**Resolved:** (i) That the creation of two part time posts of Community Development Officer as described at paragraph 3 of the Head of Leisure & Community's report (Ref:8), be approved.

(ii) That the creation of three temporary full time posts of Community centre Development Officer as described in the report at paragraphs 3 and 5 of the Head of Leisure & Community's report (Ref:8), be approved.

**45 NEW POSTS IN THE BUILDING SCHOOLS FOR THE FUTURE TEAM (REF: 9)**

The Director of Children and Learning sought approval to the creation of two new posts of Project Manager (Academies) and Project Manager (Commercial) in the Building Schools for the Future (BSF) Team within the Human Resources Plan for the Children & Learning Department.

**Resolved:** That the creation of the posts of Project Manager (Academies) and Project Manager (Commercial) are added to the Council's Human Resources Plan for the Children & Learning Department.

**46 COMMUNITY COHESION OFFICER – ESTABLISHMENT OF PERMANENT POST (REF: 10)**

The Inclusion and Cohesion Manager sought approval to the establishment of a permanent post of Community Cohesion Officer.

The post had been occupied on a temporary basis for the past 3 years. As the function had now become a fundamental part of the work of the Council, a permanent post was now being sought.

A Member asked why a request was being made for the permanent post in advance of the budget for the post being approved.

The Committee was advised that the post was now vacant and it had not been possible to recruit on a temporary basis. This approach would allow the post to be recruited to as soon as the budget became available. If the budget for the post was not agreed, the post would not proceed to be established.

A Member asked if there was any possibility of the post being filled by a secondee on a temporary basis.

The Committee was advised that whilst this had been considered as a possibility it had been difficult to identify a person with the necessary skills. In the meantime the work of the post was falling to the Inclusion & Community

Cohesion Manager and the Finance and Airport Client Manager (Corporate & customer Services) as a short term measure.

**Resolved:** (i) That the establishment of the post of Community Cohesion Officer on a permanent basis be approved, subject to the inclusion of the funding for that post in the Council's approved budget for 2008/09 and that, if such provision is not made, the post shall not be established.

(ii) That the Inclusion & Community Cohesion Manager and the Finance and Airport Client Manager (Corporate & Customer Services) continue to look for a suitable secondee to cover the post for the remainder of the temporary contract.

#### **47 NURSERY NURSE CONDITIONS OF SERVICE (REF: 11)**

The Committee was advised that owing to last moment negotiations at national level, it was necessary to withdraw this report from the agenda.

The matter would be reported back to a future meeting.

**NOTED:** That the item had been withdrawn from the agenda.

#### **48 COMMUNICATIONS REVIEW – CREATION OF NEW POST (REF: 12)**

The Committee received a joint report of the Chief Executive and Director of Corporate & Customer Services seeking approval to the creation of new posts arising from the recommendations of the final report of the Communication Team review.

The review proposed a number of changes to the present structure, predicated on an ability to deliver the new communications strategy approved by the Executive in October 2007.

Of the posts proposed, most were vacant except for one which was proceeding through the redeployment process. The overall effect was an increase in the establishment by 1.61 fte posts with the costs of the Division being reduced by £16,000 at the top of the grade, offering an efficient and economical deployment of resources.

**Resolved:** That the establishment of the following new posts as detailed in the Chief Executive and Director of Corporate & Customer Services Joint report (Ref: 12) be approved:

- Communications Manager
- Senior Press & PR Officer
- 1.5 FTE Web Content Editors

- Media Planner/Buyer
- Design Assistant
- Sponsorship & Advertising Support Assistant

**49 RECRUITMENT AND RETENTION ALLOWANCES FOR THE 'LEAN' ROLES WITHIN THE TRANSFORMATION TEAM (REF: 13)**

The Head of Customer Access and Business Transformation sought approval to the introduction of recruitment and retention allowances for the 'lean' Programme Manager and two Project Manager posts within the transformation team.

He explained that five new 3 year fixed term posts had been created to take forward the implementation of the Service Excellence and Efficiency Strategy. The work of the team would contribute to the budget process for 2008/09 and there was an urgent need to recruit to the posts.

The 'lean' methodology being applied to the efficiency programme which had been used in central government with dramatic effect in improving performance, was a popular new approach and costs for consultancy advice very expensive to procure. To avoid the use of consultants it had been agreed to directly employ staff to carry the programme forward.

However, following the outcome of the evaluation Panel to grade the posts and having taken advice from the Council's external recruitment consultants, it appeared that salaries of up to £80,000 would need to be paid to recruit the right calibre of candidate with expertise in this field.

The recruitment and retention allowances being sought for the Programme Manager and Project Manager posts were aimed at meeting that shortfall. It was suggested that recruitment should take place urgently so that there was an opportunity to contribute to the budget process next year.

A Member asked why the initial evaluation had not produced a salary level sufficient to attract candidates with the necessary expertise, resulting in the need to add a recruitment and retention allowance of up to £28,000 per post.

The Head of Customer Access and Business Transformation explained that the initial evaluation had not produced a salary reflective of the market rates for the specialist knowledge required in applying 'lean' methodology. To attract a practitioner experienced in applying lean techniques, the Council's external recruitment consultants, Tribal Resourcing, had advised that a salary of up to

£80,000 would be required to attract the right calibre of candidate. The recruitment and retention allowance proposed to meet that shortfall.

A Member expressed confusion as to the number of post comprising the Transformation team, as the information in the report did not appear to correlate with the number of direct reports shown in the job description.

The Committee was advised that the Transformation Team comprised 7 posts in total. Two of these were currently based in Human Resources and would transfer across to the new team. Five posts were new.

A Member asked why the job description indicated 8 jobs.

The Head of Customer Access and Business Transformation explained that the job description for the post of programme Manager was intended to be reflective of the span of projects which that postholder would be responsible for, and not necessarily direct reports.

A Member asked how much were the rates for consultants specialising in leaning techniques and what proportion of the transforming budget was expected to be used for consultancy advice.

The Head of Customer Access and Business Transformation advised that a small proportion of the budget, about 5%, was intended to be used for consultancy advice.

A Member asked how the advice would be sought.

The Committee was advised that from time to time strategic advice would be bought in from consultants.

A Member asked what the overall costs of the team were.

The Head of Customer Access and Business Transformation advised that of the £1 million programme budget a percentage would be attributable to salaries. This was estimated at 75% of the cost over two years, £400,000 per year for all the posts. It was agreed that the exact figure would be confirmed in writing to Members.

A Member referred to an apparent anomaly in that the Programme Manager might be paid less salary than the Project Manager and asked if that might be problematic.

The Head of Customer Access and Business Transformation replied that the Project managers would need expertise in a very specialised field for which a premium would be payable.

The Head of Human Resources added that were several examples of specialist fixed term posts and line management did not appear to be an issue.

**Resolved:** That the Head of Customer Access and Business Transformation be authorised, after consulting the Chair of the Committee, the Head of Human Resources and the Head of Corporate Finance, to apply a non-pensionable recruitment supplement to the post not to exceed £28,000 to the Programme Manager and £10,000 to each Project Manager. These figures would be subject to the final recommendation of the Council's recruitment consultants, Tribal Resourcing.

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

**50 LOCAL GOVERNMENT ACT 1972, PART VA (REF: 14)**

**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 Paragraphs 1 & 2 Part 1 of Schedule 12A to the Local Government Act 1972 as amended.

**51 DELETION OF POSTS – CHILDREN & LEARNING (REF: 15)**

The Acting Head of Resources & Performance Review (Children and Learning) sought the Committee's approval to the deletion of 7 posts as a result of the closure of the Beechwood Inclusive Learning Development provision, effective from 31<sup>st</sup> December 2007.

It was reported that staff had been successfully redeployed into new posts in other schools.

**Resolved:** That the deletion of 7 posts both teaching and non teaching based at the Beechwood Inclusive Learning Development, with effect from 31<sup>st</sup> December 2007, be approved.

**(Note: The meeting ended at 6.45 pm)**