

**Draft Minutes of the Meeting of the Personnel, Licensing & Administration Committee held on Thursday 15<sup>th</sup> February 2007 at Monkton Park, Chippenham, commencing at the conclusion of the Executive Meeting.**

**Present:** Councillor D. B. Allen ..... Chairman

Councillors P.G. Allnatt, A. M. Bucknell, V.H. Greenman, M.E.M. Groom, P.S. Roberts, J. Webb and J.M. Wood.

**Officers:** D. Burbidge (Chief Executive), L. May (Policy & Democratic Services Assistant), E. Orchard (Human Resources Team Leader), and S. Wright (Policy and Democratic Services Officer)

**Other Councillors :**

Councillors A.S.R Jackson and R. L. Tonge

**P70. Apologies for Absence**

There were no apologies for absence received.

**P71. Membership**

There were no changes to the Membership for this meeting.

**P72. Public Question Time/Receipt of Petitions**

None received.

**P73. Minutes**

Consideration was given to the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 15<sup>th</sup> January 2007 (circulated with the Agenda).

**Resolved** that the Minutes of the meeting of the Personnel, Licensing & Administration Committee held on 15<sup>th</sup> January 2007 be approved and signed as a correct record.

**P74. Declarations of Interest**

There were no Declarations of Interest received.

**P75. Chairman's Announcements**

The Chairman reported that the draft Minutes of the Local Joint Consultative Committee meeting held on 13<sup>th</sup> February 2007 had been circulated to prior to the meeting and copies were available to anyone who wished to read them.

**P76. Exclusion of Press and Public**

**Resolved** that under Section 100A(4) of The Local Government Act, 1972, the public be excluded from the remainder of the meeting on the grounds that the following item of business involves the likely disclosure of exempt information as defined below and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information:

<b>Agenda Item/Report Name</b>	<b>Paragraph of the Act / Schedule describing the exemption</b>
Agenda Item 8 – Recommendations of the Senior Management Restructure Task Group	Paragraphs 1, 2 and 4 of the Act

**P77. Recommendations of the Senior Management Restructure Task Group**

Consideration was given to Report No. 8 (circulated on 12<sup>th</sup> February 2007) which informed Members of the work of the Consultants and the progress made following the meetings of the Senior Management Restructure Task Group on 30<sup>th</sup> January and 8<sup>th</sup> February 2007.

*Admin Note: A presentation of the key issues highlighted by the external consultants was made to the members of this Committee and the Executive by D. Burbidge prior to the commencement of the meeting. Members discussed the issues jointly before convening their own meetings to make their recommendations to Council.*

Issues discussed during consideration of this item with the Executive included:

- The detail of the costings and proposed savings within the financial implications of the report;
- The views of the Senior Management Restructure Task Group and the Local Joint Consultative Committee;
- The reasoning for having two Deputy Chief Executive Officers;
- The effect of the restructure on staff and morale levels;
- How the other issues highlighted by the Consultants would be addressed;
- How it was envisaged that the Senior Management Team would work together and how and when they would meet;
- Concerns on how previous restructuring exercises had been handled;
- The importance of a culture change within the organisation to ensure the success of any structure change; and

- The level of Member involvement required.

Issues discussed during consideration of this item when the Personnel, Licensing and Administration Committee had convened included:

- Disappointment that members of the Executive did not remain in the Chamber to hear the views and recommendations of the Personnel, Licensing and Administration Committee;
- What might be put in place to test and evaluate the success or otherwise of the proposed restructure;
- The timescales proposed in Appendix C to the report, particularly in relation to recruitment;
- That an external consultant would be involved to assist the Appointments Committee in making the 2<sup>nd</sup> tier appointments;
- The importance of the continued work of the Senior Management Restructure Task Group to act as a Steering Group during the various phases of the restructure; and
- The merits of this recommendation going to the next Council meeting as an urgent item on 22<sup>nd</sup> February 2007, instead of the proposed of 6<sup>th</sup> March 2007.

**Recommendation to Council that the following be approved**

- 1) These recommendations be considered as an urgent item at the next meeting of the Council to be held on 22<sup>nd</sup> February 2007;
- 2)
  - a) The Senior Management structure be as set out in Appendix B to the report.
  - b) The new Deputy Chief Executive Officer posts are advertised internally in the first instance in accordance with the Council's agreed policies and procedures, the selection procedure to include a demonstration of commitment to the Council's corporate objectives and the organisational changes set out in this report.
  - c) The new Heads of Service posts be advertised internally (with the exception of the Head of Finance and Resources post) in the first instance in accordance with the Council's agree policies and procedures, the selection procedure to included a demonstration of commitment to the Council's corporate objectives and the organisational changes set out in this report.

- d) Delegated authority be granted to the Chief Executive to take all necessary action to implement the recommendations including:- responsibility for agreeing the reviewed job descriptions; all arrangements for release of applicable staff (that is giving notice of redundancy) under the old structure; and for progressing appointments to positions in the new structure such as assimilation and ring-fencing arrangements, in consultation with the Trade Union.
- e) Delegated authority be granted to the Chief Executive to offer and agree opportunities for employees to take voluntary redundancy and early retirement, subject to the needs of the service and in consultation with the Trade Union.
- f) The Senior Management Review Task Group remains in place in order to continue to act as a Steering Group during the implementation of the first phase of the restructuring process.
- g) An Officer Implementation Group as per paragraph 3.8 be set up.
- h) The Appointments Committee to carry out the appointment of the 2<sup>nd</sup> Tier posts and those reporting directly to the Chief Executive.
- i) The Head of Finance and Resources post be advertised externally immediately after the Senior Management structure is approved by Council.
- j) The targets and objectives from the original brief to the Consultants be used to measure the success of the changes through the Chief Executive's appraisal process.
- k) The Personnel, Licensing and Administration Committee to undertake a key role in helping to drive forward the culture change within the organisation.

*Admin Note: Councillor P.G. Allnatt abstained from voting on the above recommendations.*

The meeting started at 8.15pm and finished at 8.35pm.  
There were no members of the public present.