

POLICY AND PERFORMANCE COMMITTEE

4 JULY 2017

Present: Councillor R I Jackson, Chair

Councillors: S J Carr
M J Crow
S Easom
J C Goold
D A Elliott
A Harper
E Kerry
G Marshall
J W McGrath
P D Simpson
M Radulovic MBE

1. DECLARATIONS OF INTEREST

Councillor R I Jackson declared a non-pecuniary interest in item 24 as he had recently acted as the agent for the Member of Parliament, minute number 23 refers.

2. MINUTES

The minutes of the meeting held on 8 March 2017 were confirmed and signed. Councillor S J Carr queried whether item 7 should be in the open section of the agenda and was informed that it was suitable due to transparency purposes.

3. REFERENCES

3.1 Local Joint Consultative Committee 15 June 2017 ALCOHOL AND DRUG MISUSE POLICY

The Joint Committee had considered amendments to the Alcohol and Drug Misuse policy within the Conditions of Service. The proposed amendments were intended to introduce a more robust policy to ensure the Health and Safety of its employees and those affected by its activities.

RESOLVED that the revisions to the Alcohol and Drug Misuse within the Conditions of Service for employees be approved.

3.2 Local Joint Consultative Committee
15 June 2017
COMPASSIONATE LEAVE SCHEME

Members considered the amendments to the Compassionate Leave Scheme within the Conditions of Service. It was noted that the Council had increased the number of days given from three to five days for the death of immediate family members.

The Committee requested that further clarification be included around discretion provided by Heads of Service over the granting of additional days.

RESOLVED that the revisions to the Compassionate Leave Scheme to extend the leave from three to five days within the Conditions of Service for employees be approved.

3.3 Local Joint Consultative Committee
15 June 2017
EVALUATION AND RE-EVALUATION OF POSTS

The Joint Committee had received an update on the policy and procedures for the evaluation and re-evaluation of posts. It was proposed that a scarcity rating be introduced to specialist posts within the Council that fail to be recruited for more than three times.

RESOLVED that the revisions to the evaluation and re-evaluation of posts within the Conditions of Service for employees be approved.

3.4 Local Joint Consultative Committee
15 June 2017
FLEXI-TIME SCHEME

Members considered the introduction of a new Flexi-Time Scheme within the conditions of service. The scheme proposed to remove core hours in order to provide greater flexibility for Council employees.

RESOLVED that the revisions to the Flexi-Time Scheme within the Conditions of Service for employees be approved.

3.5 Local Joint Consultative Committee
15 June 2017
PERSONAL USE OF SOCIAL MEDIA POLICY

The Joint Committee reviewed the proposed personal use of Social Media Policy. The purpose of the Policy was to protect the reputation of the Council and the interests of its employees. The Joint Committee raised concerns over the potential for managerial staff to review the online presence of their staff. It was reported that managers should not be actively reviewing staff's online

presence and only investigating concerns when an issue is brought to their attention.

RESOLVED that the introduction of a Personal Use of Social Media Policy to the Conditions of Service for employees be approved.

3.6 Local Joint Consultative Committee

15 June 2017

SMOKE FREE SITE POLICY

Members had noted the proposed Smoke Free Site Policy. The Joint Committee had raised concern that more research was required into the use of e-cigarettes and vapes on Council sites. It was agreed that reference to e-cigarettes and vapes within the Policy be removed until further research was undertaken. The Joint Committee requested that this issue be reviewed at a future meeting.

RESOLVED that the replacement of the Clean Air Environment Policy with the Smoke Free Site Policy to the Conditions of Service for employees be approved.

4. BUSINESS AND FINANCIAL PLANS OUTTURN 2016/17

Members noted the progress made in achieving the Corporate Plan priorities and with regard to the financial position for 2016/17. The following comments were amongst those made:

- The situation regarding funding reductions to local government was queried. It was responded that a meeting with the Secretary of State had been requested and the point had been made that certainty was required.
- Fluctuations between actual figures and revised estimates were described as technical explanations that reflected the previous period rather than signifiers of uncertainty. These would be resolved during the coming year.
- Hostel usage had been underutilised and it was anticipated that current usage would remain high, as this took advantage of empty accommodation.
- The levels of agency staff used for refuse collection were as such due to the necessity to provide cover for the service during periods of illness.
- The Government should be lobbied over the cost of administration for the benefits scheme.

5. ANNUAL REVIEW OF THE CORPORATE PLAN 2016-2020

The Committee considered whether any adjustment was required to the Corporate Plan priorities, objectives and targets in the light of the experience of the first year of implementation in 2016/17.

Members queried whether the new initiatives that had been undertaken to address domestic violence and anti-social behaviour were sustainable in the current financial climate. It was suggested that following presentations to the Community Safety Committee, by Women's Aid Integrated Services and the Neighbourhood Policing Inspector for South Nottinghamshire, members had a greater understanding of challenges in this area. The previous domestic violence post did not directly impact on those suffering. Broxtowe was one of the best performing out of the fifteen local areas, although this would not lead to complacency and the necessity to continue to achieve results on a restricted budget was stressed.

RESOLVED that the current Corporate Plan 2016-20 Priorities and Objectives be approved.

6. INTERIM HOUSING MANAGER

Since being appointed on 22 March 2017, the Interim Housing Manager has provided the necessary resource to progress a number of projects. To complete these projects an extension to the current contract was required. An extension for three months was proposed with the number of hours reduced from 37 to 33 hours per week.

RESOLVED that the extension of the contract for the Interim Housing Manager for a further three months be approved.

7. SCHEME OF DELEGATION – PROPERTY LETTINGS AT BEESTON SQUARE

The Council had purchased the leasehold interest in Beeston Square from Henry Boot in 2016 and inherited a range of leases already granted which were all within the range £10,000 to £100,000 per year.

The Council's Constitution delegates responsibility for annual lettings up to an amount not exceeding the rental currently set out in Financial Regulations to the Director of Housing, Leisure and Property Services in common with the Director of Legal and Planning Services. The amount currently specified in Financial Regulation 14.4 is £10,000. Above this figure all lettings would need to be approved by Committee. This was considered unwieldy in relation to The Square and could significantly delay the negotiation and letting process, to the financial detriment of the Council.

RECOMMENDED to Council that Financial Regulation 14.4 be amended to include: ‘In respect of properties in Beeston Square only, lettings, negotiations and settlement of leases and rent for Council owned land or property where the annual rental exceeds £100,000 subject to an independent evaluation and having consulted with the Monitoring Officer and the Section 151 Officer shall be referred to the Policy and Performance Committee for approval.’

8. WORK PROGRAMME

Members requested further information on the strategy concerning town centres.

RESOLVED that the Work Programme be approved.

9. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.

10. ESTABLISHMENT REVIEW – CORPORATE COMMUNICATIONS

RESOLVED that the changes to the establishment of the Corporate Communications team as set out in the report be approved.

11. REVIEW OF COUNCIL’S ADMINISTRATION FUNCTION

It was agreed that the report be amended to include post P56.

RESOLVED that the stage 1 changes proposed in appendix 2 of the report be approved and that the finalisation of the proposals be delegated to the Chief Executive, subject to the overall savings achieving the employee savings target for the administration review and subject to satisfactory Union consultations on job descriptions and re-evaluation of posts where necessary.

12. EMPLOYEE SAVINGS PROGRESS

RESOLVED that the de-risking of the Chief Environmental Health Officer (H69) and Senior Environmental Health Officer (H88) posts be approved.

13. ESTABLISHMENT REVIEW – CAPITAL WORKS TEAM/PROPERTY SERVICES DIVISION

RESOLVED that the changes to the Capital Works team and Property Services division summarised above and detailed in appendices 2 and 3 of the report be approved.

14. HOUSING RESTRUCTURE

A recorded vote was requested by Councillor SJ Carr and seconded by Councillor M Radulovic MBE. The voting was as follows:

<u>For</u>	<u>Against</u>	<u>Abstention</u>
M J Crow	S J Carr	
S Easom	D A Elliott	
J Goold	G Marshall	
A Harper	J McGrath	
R I Jackson	M Radulovic MBE	
E Kerry		
P D Simpson		

RESOLVED that subject to detailed independent legal advice on the external investigation:

1. The hours of FTE posts of H99 (to 30 hours) H121 (to 32.5hours) H128 (to 30 Hours) H126 (to 30 hours) be permanently reduced.
2. The posts H314a, H125b, H94b, H112, T183, T182, T163, T194, T199, H111 & H320 be deleted.
3. The working hours of H62 be extended from 18.5 to 37 hours per week.
4. The roles H39, H13 be redefined.
5. Implementation of Post H142 be delegated to the Director of Housing, Leisure and Property in consultation with the General Management Team subject to the relevant outcomes of the External Investigator's report.
6. The new posts of Financial Inclusion, Tenancy Sustainment, Lettings Assistant, Research and Housing IT Systems Officers be approved.
7. The implementation of the proposals subject to job evaluation and achieving the stated savings be delegated to the Director of Housing, Leisure and Property Services in consultation with the General Management Team.

15. ESTABLISHMENT REVIEW – FINANCE SERVICES

RESOLVED that, with effect from 1 October 2017, the establishment changes to the Accountancy section within the Finance Services division as set out in the report be approved.

16. COUNCIL OFFICES IN BEESTON

RESOLVED to establish a project team to consolidate Council offices in Beeston on the Council offices site, releasing the Town Hall for redevelopment, with progress being overseen by the Committee.

17. INFORMATION/GOVERNANCE OFFICER

RESOLVED that, with effect from 1 September 2017:

1. The post of Information Governance Officer be established, reporting to the Chief Information Officer.
2. The budget for the post of Procurement and Technical Officer be transferred to the Legal and Planning Services Directorate.
3. The Chief Information Officer be designated as the Council's Data Protection Officer.

18. BEESTON SQUARE UPDATE

RESOLVED that:

1. A supplementary capital estimate of £15,000 in 2017/18 for works to enable interim uses of the former Beeston bus station funded from 2017/18 capital contingencies be approved.
2. A supplementary revenue estimate of £50,000 in 2017/18 for additional project management support costs for Beeston Square funded from General Fund reserves be approved.
3. The consultants' report be noted and officers be instructed to conduct further consideration of the financial viability and legal implications of options 7A and 7B outlined in appendix 2 of the report, including consideration of mitigation of risk.

19. NEIGHBORHOUGHS AND PROSPERITY – FEE INCREASE PROPOSALS

RESOLVED that:

1. The changes to the establishment and associated budgets be delegated to the Director of Legal and Planning Services in conjunction with the Chief Executive subject to the job evaluation process maintaining posts within the overall budget.
2. The posts of Town Centre Manager and Town Centre Officer are de-risked.

20. APPLICATION FOR VOLUNTARY REDUNDANCY

RESOLVED that the application for voluntary redundancy from the Anti-Social Behaviour Co-ordinator (L3) be approved.

21. COMPLAINTS FUNCTION

RESOLVED that the changes to the establishment of the Democratic Services team as set out in the report be approved.

22. REBALANCING OF ENVIRONMENT BUDGETS

RESOLVED that:

1. The rebalancing of the salary and agency budgets within the frontline refuse, street cleansing and grounds maintenance services be approved.
2. The deletion from the establishment of vacant posts be approved.
3. The creation of a new permanent 35hrs a week Technical Assistant post be approved.
4. The permanent transferring of post T230 to a Medical and Bin Delivery Drive be approved.

23. MP ACCOMMODATION

RESOLVED that the principle of co-locating the MP in the Council offices at a market rent to be agreed, be approved, and the agreement of the detailed terms be delegated to the Chief Executive.

(Councillor R I Jackson left the meeting before discussion or voting thereon, Councillor M J Crow took the Chair in his absence.)