

## POLICY AND PERFORMANCE COMMITTEE

3 OCTOBER 2017

Present: Councillor R I Jackson, Chair

Councillors: M Brown (substitute)  
M J Crow  
S Easom  
J C Goold  
D A Elliott  
G Marshall  
J W McGrath  
M E Plackett (substitute)  
M Radulovic MBE  
K E Rigby (substitute)  
P D Simpson

Apologies for absence were received from Councillors S J Carr, A Harper and E Kerry.

### 24. DECLARATIONS OF INTEREST

Councillor M Brown declared a non-pecuniary interest in item number 7 as a member of Nottingham Wildlife Trust, minute number 29 refers. Councillors M Radulovic MBE and M Brown declared non-pecuniary interests in item number 22 as they are both acquaintances of the owner of the property, minute number 44 refers. Councillors M Brown, S Easom and J W McGrath declared pecuniary interests in item number 11 as they paid business rates in the Borough, minute number 33 refers. Councillor J W McGrath declared a non-pecuniary interest in item number 14 as he is a member of Stapleford Town Council, minute number 36 refers.

### 25. MINUTES

The minutes of the meeting held on 4 July 2017 were confirmed and signed.

### 26. REFERENCES

#### 26.1 Local Joint Consultative Committee 7 September 2017 GRIEVANCE POLICY

The Joint Committee considered the amendments to the Grievance Policy which is circulated with the agenda. The proposed amendments to the existing policy were intended to provide employees with clear guidance on how to submit grievances relating to their employment. Amendments to the

policy include redefining the process at each stage, clarifying who may be able to hear the grievance and adjusting the grievance forms to include more details for future HR data reporting. It was noted that the policy expands the pool of officers available to hear grievances; this was to include senior and principal officers.

**RESOLVED that the amendments to the Grievance Policy within the Conditions of Service for employees be approved.**

26.2 Local Joint Consultative Committee  
7 September 2017  
BULLYING AND HARASSMENT POLICY

The Joint Committee considered amendments to the Bullying and Harassment Policy within the Conditions of Service. The proposed amendments to the existing policy, which is circulated with the agenda, were intended to provide employees with clear guidance on how to raise, and report, claims of bullying and harassment relating to their employment. It was noted that the option to undertake mediation had been included within the policy in order to provide extra support to victims of bullying at work. It was highlighted that mediation was not mandatory and would only be used should both parties agree. The Joint Committee requested that a statement be included within the policy to indicate that the refusal of undertaking mediation would not prejudice any on-going investigation.

**RESOLVED that the amendments to the Bullying and Harassment Policy within the Conditions of Service for employees be approved.**

26.3 Local Joint Consultative Committee  
7 September 2017  
PERSONAL RELATIONSHIP POLICY

The Joint Committee reviewed the Personal Relationships at Work Policy. The proposed Policy intended to provide employees guidance for any personal relationships at work including family relationships, romantic/sexual relationships and close friendships and how these should be declared. The proposed framework outlined the Council's expectations and provided guidance on the importance of transparency, perception and declaring potential conflicts of interest.

Members queried whether relationships between councillors and officers should be included in the Policy. It was agreed that the document would be approved and returned back the Committee for further consideration.

**RESOLVED that the introduction of a Personal Relationships at Work Policy within the Conditions of Service for employees be approved and referred back to the LJCC to further consider declaration of officers' interests.**

26.4 Local Joint Consultative Committee  
7 September 2017  
STRESS MANAGEMENT POLICY

The Joint Committee had reviewed the proposed amendments to the Stress Management Policy. It was noted that due to an increase in stress related sickness there had been a requirement to update the existing Stress Management Policy. The Policy was in line with guidance from the Health and Safety Executive and preventative strategies had been listed and an emphasis placed on managers to undertake a stress risk assessment in order to identify areas of concern and create a plan of action to support the employee affected.

Members considered splitting the document to individually reflect guidance for those suffering with stress and managers dealing with staff suffering with stress.

**RESOLVED that the amendments to the Stress Management Policy within the Conditions of Service for employees be approved as a working document, subject to the amendments made by the Local Joint Consultative Committee and that the policy be reviewed within six months.**

27. ICT STRATEGY

The Strategy had been developed in consultation with employees, managers, members and the wider ICT shared service partnership established in July 2011 between Broxtowe Borough Council, Newark and Sherwood District Council and Rushcliffe Borough Council and was the first common Strategy for ICT service delivery across all three partner organisations.

**RESOLVED that the ICT Strategy be approved with effect from 3 October 2017.**

28. SHARED SERVICES ANNUAL REPORT

In the Council's Shared Service Policy current shared service arrangements are categorised and a scanning exercise highlighted proposals for future development. The Policy was updated to highlight the cessation of the Shared Monitoring Officer and legal service and to include a specific requirement in for appropriate leadership to be in place for each shared service activity. Members noted the progress on improvement activity and future planned improvement action.

**RESOLVED that:**

- 1. The Shared Services Policy in appendix 1, including the future direction for developing shared service arrangements set out in the table under 6.1 in the report, be approved.**

2. **The appointment of a full time Procurement and Contract Monitoring Officer to discharge the duties set out in the job description included in the report be approved, subject to job evaluation.**

29. GOVERNANCE STRUCTURE FOR ATTENBOROUGH NATURE RESERVE

The Committee considered the Council's relinquishment of its shareholding in Nottinghamshire Wildlife Trust Trading Limited, which operates the current governance structure for Attenborough Nature Reserve.

Members were informed of a proposal that the Trust would work together with elected representatives and Council officers to create a forum whose objective would be to promote the safeguarding and sustainable development of the Reserve. The Committee requested assurances that a forum was a strong enough body to have a binding influence as a decision maker and officers replied that further information would be sought.

**RESOLVED that the Council divest itself of its 20% shareholding in Nottinghamshire Wildlife Trust Trading Limited in favour of participation in a forum with a suggested remit set out in paragraph 3 of the report, pending assurances on the decision making capabilities of the Forum.**

30. ANNUAL HEALTH AND SAFETY REPORT 2016/17

Members noted the Annual Health and Safety Report which informed of injuries sustained by Council employees and near-misses and of progress made relating to several key areas of work conducted by the Health and Safety Section.

31. COMMERCIAL STRATEGY

Members considered the draft Commercial Strategy and its Action Plan for 2017–2020. The Committee was informed that the Strategy was not a stand-alone document, but that it was also aligned to the Corporate and Business Strategies and other such areas as the Economic Regeneration Strategy. This was to ensure that the Council achieved the maximum benefit from this new way of working.

It was suggested that, although the Strategy will not provide a solution to all of the financial difficulties that the Council was facing, it would assist with the improvement of services in conjunction with financial efficiencies.

**RESOLVED that:**

1. **The Invest to Save Programme 2017–2020 be established.**
2. **The Commercial Strategy and its Action Plan for 2017–2020 be approved.**

32. REVIEW OF CORPORATE PLAN PROGRESS AND FINANCIAL PERFORMANCE

The Committee noted a report which outlined progress against outcome targets linked to Corporate Plan priorities and received an update as to the latest financial performance as measured against the budget. The following comments and responses were amongst those included:

- Figures for fly-tipping were positive. Sites had been identified and targeted and progress was positive. It was requested that members be made aware of fly-tipping costs to the Borough.
- The employee savings target was not being met due to challenging circumstances.
- A workshop for members concerning Beeston Town Centre would be arranged and all members would be invited.
- Information on employee sickness levels would be reported to a future Committee. It was suggested that a Personnel Committee be formed to consider employee matters.
- The number of agency staff employed at Kimberley Depot was being considered through an internal review.
- Figures on the income budget had been skewed by the Department of Work and Pensions not moving into the Council Offices.

33. BUSINESS RATES ADDITIONAL DISCRETIONARY RATE RELIEF SCHEME 2017

Finance and Resources Committee on 20 March 2017 was informed of the proposed changes in respect of business rates revaluation with effect from 1 April 2017 and the likely impact upon both businesses in the area and on the Council. As a result of the revaluation, many businesses had seen an increase in their Business Rates charge. The Committee considered a request to implement a proposed Business Rates Additional Discretionary Rate Relief Scheme 2017.

**RESOLVED that the Business Rates Additional Discretionary Rate Relief Scheme 2017 be approved.**

(Having declared pecuniary interests, Councillors M Brown, S Easom and J W McGrath left the chamber before discussion or voting thereon.)

34. TRANSCASH PAYMENT SERVICE WITHDRAWAL

The Council currently allowed customers to pay a range of debts via participating Post Office branches using the Transcash service provided by Santander and the Post Office. However, the Council had been informed that, with effect from 14 December 2017, no further payments would be accepted in the Post Office network from customers using a Transcash slip.

Concern was expressed that not all residents possessed bank accounts and the removal of the service would limit those residents' options. It was requested that alternative payment options be considered in Eastwood. It was responded that collection rates had risen and all those that used the system would be provided with an alternative method of payment tailored to suit their situation.

**RESOLVED that the Council respond to the withdrawal of the Transcash payment service by contacting customers using the service and supporting them to use alternative methods of payment (option 3).**

35. PROTOCOL FOR HANDLING ANONYMOUS COMMUNICATIONS

A new protocol had been drafted to outline procedures to be complied with by officers and members in handling anonymous communications. The oversight of handling of anonymous communications would be the responsibility of the Governance, Audit and Standards Committee which would receive reports as outlined in the Protocol.

**RESOLVED that the protocol for the handling of anonymous communications be approved.**

36. REQUEST FOR FUNDING FROM NUTHALL PARISH COUNCIL

The Committee considered a request from Nuthall Parish Council for a grant of £1,820 to cover the cost of traffic management arrangements in connection with the forthcoming Remembrance Day parade in its area. Further consideration was given to a donation from EEM for £1,349 which was made to reflect the Council's participation in the organisation. Members considered passing on the benefit of the community donation to Nuthall Parish Council.

It was suggested that it would be difficult to distribute the grant without knowledge of Nuthall Parish Council's budget and it was queried as to why other parish and town councils had not submitted an application. It was stated that other councils had the opportunity to make an application although no others had been received.

It was proposed by Councillor J W McGrath and seconded by Councillor G Marshall that the EEM donation be divided equally between parish and town councils next year. On being put to the meeting the proposal was lost.

**RESOLVED that the funding request be approved and a greater amount be included in the budget process for all parish and town councils in the next financial year.**

37. BEESTON WEIR: WATER SAFETY

The Committee noted actions taken in response to water safety concerns at Beeston Weir, following discussion at Full Council on 19 July 2017 and members gave thanks to the Chief Executive for her role in achieving the improvements.

38. FUTURE OF THE TOWN HALL, BEESTON

Members received a report at the meeting of 4 July 2017 relating to the Council offices in Beeston. Part of that report concerned the potential future of the Town Hall in Beeston. It was now considered whether to consult with all relevant stakeholders, including the public, on the future of the Town Hall.

It was decided that the rationale for the consultation should have been included in the report and that the consultation paper be balanced, rather than favouring a particular outcome.

A recorded vote was requested by Councillor D A Elliott and seconded by Councillor G Marshall. The voting was as follows:

<u>For</u>	<u>Against</u>	<u>Abstention</u>
M Brown	D A Elliott	
M J Crow	G Marshall	
S Easom	J W McGrath	
J Goold	M Radulovic MBE	
R I Jackson		
M Plackett		
K E Rigby		
P D Simpson		

**RESOLVED to consult widely on possible options for the future of the Town Hall in Beeston.**

39. HS2 GROWTH STRATEGY

The HS2 Growth Strategy had been developed in consultation with key stakeholder groups, on which the Council was represented by the Leader of the Council, and included the HS2 Strategic Board and the HS2 Hub Station Delivery Board.

Members were informed that an evening meeting would be held that would be open to all groups concerned in order to look in detail at the Growth Strategy.

**RESOLVED that the HS2 Growth Strategy be supported.**

40. INTERIM MANAGEMENT ARRANGEMENTS

As a result of decisions made by the Ad Hoc Committee, members noted interim management arrangements which were made in mid-August and confirmed by an email circulated by the Chief Executive on 11 August 2017. Furthermore, it was proposed that discussions take place with the County Council with a view to the discharge of the Monitoring Officer function by its Legal Department through a named individual.

**RESOLVED that discussions be held with the County Council concerning the discharge of Monitoring Officer responsibilities.**

41. WORK PROGRAMME

**RESOLVED that the Work Programme be approved.**

42. 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.**

43. EXERCISE OF THE CHIEF EXECUTIVE'S URGENCY POWERS

The Committee noted the exercise of the Chief Executive's urgency powers.

44. POTENTIAL PURCHASE OF 35 SCARGILL WALK, EASTWOOD

**RESOLVED to consider entering into negotiations to purchase 35 Scargill Walk, Eastwood.**

45. SHARED MANAGEMENT SERVICE FOR REVENUES AND BENEFITS

**RESOLVED that the Framework Agreement for integrated Revenues and Benefits Service be approved in addition to the job roles named as 'at risk' being removed from the list.**

46. HOUSING RESTRUCTURE

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



For  
M Brown  
M J Crow  
S Easom  
J Goold  
R I Jackson  
M E Plackett  
P D Simpson

Against  
D A Elliott  
G Marshall  
J McGrath  
M Radulovic MBE  
K E Rigby

Abstention

**RESOLVED to:**

1. **Permanently reduce the hours of the following Retirement Living Officer posts of H99 (to 30 hours) H121 (to 32.5 hours) H128 (to 30 hours) H126 (to 30 hours).**
2. **Delete the vacant Retirement Living Officer posts H125b, H94b, H112, and H111, Housing Inclusion Officer post H320 and Cleaner H314a.**
3. **Delete the vacant Housing Assistant posts H16b and H23b as these posts have already been replaced with post H321.**
4. **Delete the vacant Single Trade Operative posts T183, and T182.**
5. **Delete the vacant Apprentice Maintenance Operative post T163.**
6. **Delete the vacant Trainee Multi-skilled Operative post T194.**
7. **Redefine roles H39 and H13 and delegate to the Chief Executive the power to make an ex gratia payment to these employees.**
8. **Redefine the role of H142 and continue discussions with this postholder regarding their role. Delegate to the Chief Executive authority to make an ex gratia payment.**
9. **Approve the new posts of Financial Inclusion Officer, Tenancy Sustainment Officer, Research Officer, Housing System Officer, Housing Needs Assistant and the part time role of Leaseholder Officer.**