

SPECIAL COMMITTEE

WEDNESDAY, 30th JULY, 2003

PRESENT:- Councillor Mike Bawden in the Chair; Councillors Ian Dobie, Maurice Fanning, Chris Shepherd and Kevin Small.

Apologies for absence were received from Councillors Mike Evemy and David Nash.

Chair -
Councillor MIKE BAWDEN

Vice-Chair -
Councillor IAN DOBIE

MINUTES FOR REPORT

7. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting.

8. Confirmation of Minutes

Resolved – That the minutes of the meeting held on 17th June, 2003, be confirmed and signed.

9. Section 100A(4), Local Government Act 1972

That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in Item 7 of the Notice of the Meeting on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 12A to the Act. (Minute 12 refers.)

10. Public Question Time

No questions were asked in accordance with Standing Order 28.

11. Proposals for Service Area and Senior Management Restructuring

The Committee considered (a) a report submitted by the Chief Executive dated 21st July, 2003, concerning the outcome of a consultation exercise on proposals for service area and senior management restructuring, and setting out recommendations for an overall reorganisation of the Council's service area management structure, and (b) an oral report by the Head of Core Personnel on a proposed senior management recruitment project plan and timetable (circulated at the meeting as a supplementary appendix).

Resolved – (1) That the proposed service area and senior management structure for the Council, as set out in Appendix 1 to the report of the Chief Executive dated 21st July, 2003, be approved and implemented from 1st September, 2003.

(2) That the Borough Solicitor be authorised to make all necessary amendments to the Council's Scheme of Delegations and Designations of Proper Officers and to the Council's Constitution generally to reflect the new service area and senior management structure referred to in the decision in (1) above.

(3) That the following posts be approved and advertised in September, 2003:

- Director of Housing;
- Director of Environment and Property;
- Head of Human Resources; and
- Director of Corporate and Cultural Change*

(*It was agreed that the exact title of this post would be determined by the Chief Executive in liaison with the political group leaders on the Council (or their nominees))

(4) That the Chief Executive be authorised, in consultation with the political group leaders on the Council (or their nominees), to agree the job descriptions and related issues associated with the posts referred to in the decision in (3) above.

(5) That a senior managers pay and grading arrangements review be undertaken forthwith, on the basis set out in the briefing document attached as Appendix 2 to the report of the Chief Executive dated 21st July, 2003, and (i) a report on the outcome of this review be reported to a future meeting of the Special Committee, and (ii) any adjustment in salary to existing staff arising from the review be backdated to 1st April, 2003.

(6) That the following secondary service reviews be carried out immediately:

- Directorate of Corporate and Cultural Change;
- Finance

(7) That the secondary service review of Housing take place following the appointment of the Director of Housing, and (i) be undertaken by the Director of Housing, the Director of Swindon Services and the relevant Cabinet Lead Members and shadow spokespersons, and (ii) seek to ensure the minimum impact on staffing levels and existing budgets.

(8) That secondary service reviews of all other Directorates take place once all the new service Directorates are in place.

(9) That as part of the implementation of the new service area and senior management structure the following titles be adopted:

- Director of Law and Corporate Governance (previously Borough Solicitor);
- Director of Finance (previously Chief Finance Officer);
- Director of Environment and Property.

(10) That the Borough Solicitor (to be re-designated Director of Law and Corporate Governance) be confirmed as the Council's Returning Officer.

(11) That, subject to the amendment of the draft timetable to avoid two Director interviews taking place on the same day and to the advertisements appearing in the week commencing 8th September, 2003, the draft Senior Management Recruitment Timetable and Project Plan be approved.

(12) That a small informal working group of senior Councillors be established to assist the Chief Executive and the Head of Core Personnel to deliver the Senior Management Recruitment Timetable and Project Plan.

(13) That it be noted that the reference to "Lydiard" appearing in paragraph 5.15 of the Chief Executive's report dated 21st July 2003, refers to the Lydiard House Museum and not to the Country Park or Management Centre.

(Councillors Kevin Small and Maurice Fanning requested that their votes against the decisions set out in (9) and (10) above be recorded. Councillor Kevin Small also wished it recorded that the Labour Group if it formed the Council's administration in the future would reverse the decision in (10) above and seek to appoint the Council's Chief Executive, as Head of Paid Service, as the Council's Returning Officer.)

12. Social Services – Voluntary Early Retirement

The Chief Executive submitted a report dated 25th July, 2003, concerning a request for voluntary early retirement from an employee of the Social Services Department.

Resolved – That approval be given to the voluntary early retirement of Employee 404546A, on the basis set out in the report of the Chief Executive dated 25th July, 2003, and with effect from 31st July, 2003.