



ORGANISATIONAL DEVELOPMENT COMMITTEE

MEETING : Monday, 21st December 2015

PRESENT : Cllrs. James (Chair), Dallimore (Vice-Chair), Haigh and D. Norman

Others in Attendance

Jon McGinty, Managing Director

Colin Parkin, HR representative

Tanya Davies, Democratic and Electoral Services Manager

APOLOGIES : Cllr. Hilton

11. DECLARATIONS OF INTEREST

11.1 There were no declarations of interest.

12. MINUTES

12.1 **RESOLVED** – That the minutes of the following meetings be approved as a correct record and signed by the Chair:

- Ordinary meeting, 24 November 2014
- Special meeting, 17 December 2014
- Special meeting, 17 June 2015
- Special meeting, 29 October 2015
- Special meeting, 25 November 2015

13. PUBLIC QUESTION TIME (15 MINUTES)

13.1 There were no public questions.

14. PETITIONS AND DEPUTATIONS (15 MINUTES)

14.1 There were no petitions or deputations.

15. DELIVERING A DYNAMIC CORPORATE SUPPORT SERVICE

15.1 The Committee considered a report of the Managing Director concerning proposals to review the structure and working arrangements for the Corporate Support Team (CST).

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- 15.2 The Democratic and Electoral Services Manager (DESM) summarised the main features of the proposals and explained that the intention was to increase the service from 2.6 FTE to 3 FTE to ensure sufficient support across the working week and to create a Team Leader position reporting directly to the Managing Director with line management responsibility to the Corporate Support Officers (CSOs); support for the civic function would remain with the Democratic and Electoral Services Team (DEST), allowing the CST to focus on support for the Council's strategic functions. She reported that the proposals have been amended as a result of the consultation feedback to allow the Team Leader post to be undertaken on a part-time or job-share basis.
- 15.3 Councillor Haigh asked whether the DEST had sufficient capacity to lead on the civic function and asked which additional members of the Senior Management Team would receive support as a result of the changes to the CST.
- 15.4 The DESM confirmed that the DEST had the capacity to take on the civic function and that there would be a lead point of contact with the rest of the team providing support as required. She advised that within the new structure there may be capacity for the team to provide support to other senior managers, expanding on the adhoc support already provided.
- 15.5 Councillor Dallimore noted that the report touched briefly on support for Cabinet Members and stated that building this in to the team's remit would be of significant help to herself and her Cabinet colleagues.
- 15.6 Councillors D. Norman and Haigh agreed that the CST should provide much-needed administrative support to Members of the Cabinet.
- 15.7 Councillor D. Norman noted that an additional £3,000 was required to fund to the new structure; he highlighted the financial challenges facing the Council and sought confirmation that the proposals could be achieved within existing budgets. He also noted the importance of ensuring that new posts were evaluated prior to finalising the proposals in order for an accurate budget to be confirmed.
- 15.8 The DESM confirmed that the proposals could be achieved within existing budgets and that the Team Leader had been evaluated prior to the final report being published.
- 15.9 **RESOLVED** – that the proposed structure for the Corporate Support team, set out in Appendix 2 to the report, be agreed.

16. MUSEUMS SERVICE REVIEW

- 16.1 The Committee considered a report of the Corporate Director concerning the review of the Museums Service.
- 16.2 The Managing Director (MD) explained that the proposals represented an interim measure while awaiting the outcome of the cultural services review.

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- 16.3 Councillor Dallimore noted that the report did not mention the role of volunteers and questioned why the utilisation of local knowledge and expertise through the use of volunteers was not highlighted within the proposals.
- 16.4 Councillor Haigh stated the report was about the staffing structure, not the roles of those who gave their time voluntarily.
- 16.5 The HR representative advised that reference to the management of volunteers could be included in the relevant job descriptions.
- 16.6 Councillor D. Norman stated that Members required more information on the budget required for the changes and confirmation of the grade for the post that was subject to job evaluation. He added that it may be preferable to retain the current arrangements until the outcome of the cultural services review was published.
- 16.7 The Chair noted that an additional £13,000 was required to fund the proposals and that, although this would come from existing budgets, he would like to have further details about how it would be achieved. He stated that, except for the annualised hours, it wasn't clear how the service would benefit from the proposed changes to the structure and working arrangements.
- 16.8 Councillor Haigh highlighted her opposition to zero hours contracts for staff working regular hours and questioned how where the zero hours staff featured within the proposals. She also sought clarity on how the annualised hours would operate.
- 16.9 The MD explained that the annualised hours were the main benefit of the proposal as it would give the Council the flexibility to staff the museums at the times when the greatest footfall was expected. He recommended that, if Members were minded to delay the changes, the annualised hours element should be progressed.
- 16.10 Councillor Dallimore stated that assumptions should not be made that all staff on zero hours contracts were dissatisfied with their working arrangements.
- 16.11 The Chair noted that the Cabinet Member for Culture and Leisure was supportive of the proposals and suggested that they be presented to the Committee with the additional detail requested early in the New Year to prevent a lengthy delay.
- 16.12 **RESOLVED** – That a decision on the Museums service review be deferred and a Special Meeting be convened in January 2016 to reconsider the proposals.

17. DATE OF NEXT MEETING

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Monday 21 March 2016 at 6.00pm.

**Time of commencement: 6.00 pm
Time of conclusion: 6.25 pm**

Chair