



## **ORGANISATIONAL DEVELOPMENT COMMITTEE**

**MEETING** : Wednesday, 17th June 2015

**PRESENT** : Cllrs. James (Chair), Dallimore (Vice-Chair), Chatterton (substitute for Councillor Kate Haigh) and McLellan (substitute for Councillor Jeremy Hilton)

**Others in Attendance**

Martin Shields, Corporate Director of Services and Neighbourhoods  
Ashley Gough, Human Resources Adviser  
Atika Tarajiya, Democratic and Electoral Services Officer

**APOLOGIES** : Cllrs. Norman

### **1. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **2. PROPOSAL DOCUMENT FOR CONSULTATION**

The Committee considered a report of the Corporate Director of Services and Neighbourhoods concerning the realignment of the City Council's management structure.

Members acknowledged the need to undertake a restructure following the reorganisation of the Senior Management Team and the introduction of the shared working arrangements with Gloucestershire County Council and 'One Legal' reducing the responsibilities of the existing roles within the executive management team.

**RESOLVED:**

- (1) That the proposed management structure as outlined in this report and set out in Appendix 1 be approved.
- (2) That the proposed process, set out in Appendix 1, for implementation of the new management structure be approved; and
- (3) That the Head of Paid Service be authorised to vary the proposed process for implementation of the new structure if necessary to ensure efficiency, effectiveness and fairness in implementing the new management structure.

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**3. REVISIONS TO STANDING ORDERS FOR THE DISMISSAL OF STATUTORY OFFICERS**

The Committee considered a report of the Monitoring Officer seeking approval to constitutional changes and to note potential contractual changes required to comply with legislation on the dismissal of the Head of Paid Service, Chief Finance Officer and Monitoring Officer (the 'statutory officers').

The Corporate Director of Services and Neighbourhoods advised that these amendments were as a result of changes to the law and the Council were obliged to comply with the legislation.

**RESOLVED** that the changes to the Constitution shown in Appendix 1 be noted and recommended to Council.

**4. CEMETERIES & CREMATORIUM SERVICE - STAFFING UPDATE**

The Committee considered a report of the Cemeteries & Crematorium Service Manager seeking approval to recruit an additional grounds operative (non-permanent) and to formalise permanent contracts for two catering assistants.

Members acknowledged the need for additional staff to maintain a high level of service and continue to generate income achieved over previous years.

Councillor James noted that having to require approval for this minor restructure had resulted in delays in appointing staff and ultimately to loss of income and queried if authorisation could be passed to Officers under delegated powers. The Corporate Director of Services and Neighbourhoods advised that a report outlining proposals to amendments to the Council's restructure policy would be presented to a future Organisational Development Committee after consultation with the Constitutional and Electoral Working Group on the 14 July 2015. He commented that the new proposals would take into account variable factors such as the scope of the restructure and numbers of staff affected and noted that this issue had also been raised by Employee Forum.

**RESOLVED:**

- (1) The recruitment of one non-permanent member of grounds staff be approved;
- (2) The conversion to permanent contracts, of 2 zero hour contract Catering Assistants be approved; and
- (3) The recruitment of three zero hour contract catering assistants be approved.

**Time of commencement: 17:00 hours**

**Time of conclusion: 17:12 hours**

**Chair**