

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the PERSONNEL COMMITTEE held on 6 AUGUST 2014

PRESENT: Councillor M R Smith - Chairman

Councillors: Miss P A Appleby
S P Berry
Mrs I A Darby
D W Phillips
N M Rose

APOLOGIES FOR ABSENCE were received from Councillors
Mrs J A Burton, P J Hudson and M Stannard

51 MINUTES

The Minutes of the meeting held on 3 June 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

52 DECLARATIONS OF INTEREST

There were no declarations of interest.

53 EXCLUSION OF THE PUBLIC

RESOLVED –

That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

Note: The relevant paragraph number from Part 1 of Schedule 12A is indicated at the end of the Minute heading.

54 SHARED LEGAL SERVICE CONSULTATION DOCUMENT

The Committee considered the draft Shared Legal Service consultation document and noted the proposed timetable for the staff consultation. The report set out in the format of appendices the complete consultation document that was intended to be shared with the Legal Team on 19 August 2014. The draft timetable was set out in detail in Appendix D, as follows:

- Start consultation on 19 August 2014
- End consultation on 22 September 2014

- Conduct the selection process during the weeks of the 17 and 24 November 2014
- Implement joint services 1 January 2015

The content of the report as presented to members was:

- Appendix 1 – Joint Legal Team Consultation Document
- Appendix A – Proposed Legal Team Structure
- Appendix B – Proposed Job Descriptions
- Appendix C – Current structure Legal Teams
- Appendix D – Draft Timetable
- Appendix E – Example of Expression of Interest form

Members were advised that following the end of staff consultation on 22 September 2014, the structure was to be implemented taking into account any staff comments and provided it remained within the business case.

The proposed structure was based on two legal teams with two single points of contact for the teams but the teams would vary in respect of skills and expertise. Additional savings were likely to be generated through effective use of in house skills and exchanging resources within the teams where necessary to increase capacity and knowledge. The proposed approach was intended to enable growth and development of expertise within the legal service for the Council and where appropriate to generate income through providing legal services to other public authorities.

The previous structure for legal services was based on 7.7 full time equivalents and the proposed structure increases the FTE's to 8.2 acknowledging the need to provide sufficient staff resource at principal solicitor level.

Members were advised that the Legal Team Shared Service would be based at South Bucks District Council offices. Specific mention was made to the need for adequate resources for S106 Agreements work, and members were advised that this was a known issue in the current structure which was to be developed through the implementation of a case management system.

RESOLVED:

- i) That the Legal Team Shared Services consultation document and appendices were approved prior to issuing to staff; and**
- ii) That the structure be implemented in accordance with the proposed timetable, subject to taking into account any staff comments and being within the business case.**

55 COMMUNITY TEAM SHARED SERVICES CONSULTATION DOCUMENT

The Committee considered the draft Community Team Shared Service consultation document and noted the proposed timetable for the staff consultation. The report set out in the format of appendices the complete consultation document that was intended to be shared with the Community Team on 11 August 2014. The draft timetable was set out in detail in Appendix D, as follows:

- Start consultation on 11 August 2014
- End consultation on 12 September 2014
- Conduct the selection process during the weeks of the 27 October 2014
- Implement joint services 1 December 2014

The content of the report as presented to members was:

- Appendix 1 – Joint Community Team Consultation Document
- Appendix A – Proposed Community Team Structure
- Appendix B – Proposed Job Descriptions
- Appendix C – Current structure Community Teams
- Appendix D – Draft Timetable
- Appendix E – Example of Expression of Interest form

Members were advised that following the end of staff consultation on 22 September 2014, the structure was to be implemented taking into account any staff comments and provided it remained within the business case.

RESOLVED:

- i) That the Community Team Shared Services consultation document and appendices were approved prior to issuing to staff; and**
- ii) That the structure be implemented in accordance with the proposed timetable, subject to taking into account any staff comments and being within the business case**

56 CUSTOMER SERVICES STAFFING - JOINT WASTE CONTRACT

The Committee considered the report which updated members on the current position and future staffing requirements in respect of the Customer Service function for the Joint Waste client being managed by Chiltern District Council Customer Services in respect of telephone call handling.

It was reported that given that waste call volumes remained significantly higher than originally estimated and Customer Services had experienced recent increased staff turnover it was recommended that posts TCSA3 and TCSA4 were made into permanent positions with immediate effect, which

would enable a permanent staffing level to be in place that would be able to handle 49,000 calls and strengthen the resilience of the team.

It was noted that in addition to engaging additional resources, officers were analysing the potential reasons for the high level of calls and taking action to reduce the volume in liaison with the contractor; and was to be investigated fully during a forthcoming service review. Performance issues of the contract were for consideration at the meeting of Performance and Resources Overview Committee on Tuesday 12 August 2014. Consideration to job titles would be given as part of the forthcoming shared service review

RESOLVED:

That the amendment of posts TCSA3 and TCSA4, Temporary Waste Call Handlers to permanent Waste Call Handler positions with immediate effect be approved.

The meeting ended at 6.55pm