

**MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE  
HELD AT THE TOWN HALL, PETERBOROUGH ON 27 SEPTEMBER 2013**

**Members Present:** Councillors Lamb (Chairman), Holdich (Vice Chairman), Fitzgerald, Cereste, Swift and Jamil

**Officers Present:** Gillian Beasley, Chief Executive  
Lyn Neely, Head of HR  
Mike Kealey, HR Advisor  
Rona Hendry, Branch Secretary, Unison  
Gemma George, Senior Governance Officer

**1. Request for Adjournment**

Councillor Cereste had requested that the meeting be adjourned for thirty minutes to enable him to be in attendance.

This was unanimously agreed by the Committee and the meeting was adjourned for thirty minutes and reconvened at 3.30pm.

**2. Apologies for Absence**

Apologies for absence were received from Councillor Walsh, Councillor Khan and Councillor Sandford.

Councillor Cereste was in attendance as substitute and Councillor Jamil was in attendance as a nominated substitute.

**3. Declarations of Interest**

There were no declarations of interest.

**4. Minutes of the Meeting Held on 13 June 2013**

The minutes of the meeting held on 13 June 2013 were approved as a true and accurate record.

**5. Becoming a Commissioning Council – Proposals to Change the Council’s Senior Management Structure**

The Chief Executive presented a report to the Committee which detailed the outcomes of the consultation held in respect of proposals for a new senior management structure. The report further advised of the action that the Chief Executive intended to take as a result of that consultation.

Members were advised that the Chief Executive had the delegation to determine such changes, subject to the Employment Committee considering and recommending actions where necessary in response to such proposals, under its terms of reference.

An overview was provided of what the proposals sought to achieve, in summary these being:

- Bringing together the commissioning activity, which took place in four council departments, into one structure;

- Bringing together all the functions to deliver the growth, regeneration and economic development for the city into one place, led by a senior manager in the Council and creating a new wholly-owned company of the council to deliver major schemes;
- Bringing together other functions which sat separately in service departments, namely finance, performance management and asset management; and
- Bringing together all functions which supported good governance and decision making into one directorate.

The consultation document had been sent to all directors, heads of service and assistant directors, as well as other managers who were affected by the proposals, and prior to the publication of the consultation document, the Chief Executive had met personally with all those senior managers affected by the proposals. The review had been conducted in line with council policies and consultation had been for a period of 30 days with the Trade Unions being formally notified.

A number of consultation responses had been received, as well as other comments made during the individual discussions held with senior managers. As a result of these consultation responses, the Chief Executive had decided to put forward the following proposals:

- There had been considerable support for the proposals for Place and People Directorates, those proposals were therefore to remain unchanged from the original set of proposals which had been consulted upon;
- There had also been considerable support for the proposal for a Governance Directorate, so this proposal remained unchanged too;
- As there had been unanimous support to bring the asset management function together into one directorate, it was proposed to create a new role in the Resources directorate of Head of Corporate Property and Children's Resources which would unite all the asset management functions under this role. In addition, during the consultation, the unification of finance functions into the Resources directorate had been suggested and so it was further proposed to transfer the Children's Services Resources functions to this new role. The residual functions left in Children's Services (school improvement, special educational needs and the pupil referral unit) had not been part of the proposals but were being worked on separately by the Executive Director: Children's Services; and
- A role of Director of Public Health (part-time) was also proposed in the event that when the council recruited to the role of Executive Director: Adult Social Care, Health and Wellbeing, the postholder did not have the relevant public health qualification. Likewise an Assistant Director Adult Social Care role was proposed in the event that the Executive Director: Adult Social Care, Health and Wellbeing did not have the relevant experience in Adult Social Care.

The proposals would mean changes to current senior manager roles which included:

- i) Posts proposed for deletion:
  - Executive Director: Adult Social Care (vacant)
  - Executive Director: Operations
  - Solicitor to the Council (vacant)
  - Head of Planning, Transport and Engineering
  - Assistant Director: Education and Resources
- ii) New posts proposed:
  - Executive Director: Adult Social Care, Health and Wellbeing
  - Director of Governance
  - Director of Place
  - Director of People
  - Head of Corporate Property and Children's Resources
- iii) Posts with changes to their responsibilities:
  - Executive Director: Children's Services

Executive Director: Resources

- iv) The new Director roles were likely to be graded higher than Assistant Director/Head of Service roles and would sit between those roles and the Executive Director roles;
- v) One secondment was proposed and that was in relation to the Head of Growth and Regeneration. The secondment would be to the new delivery company proposed by the restructure and the seconded post would be the Managing Director of that company. The post-holder had been consulted on that secondment and on the new job description for that role; and
- vi) Paragraph 5.2 of consultation document outlined further potential restructuring as a result of the new roles being appointed to. All senior managers outlined in those paragraphs were aware of this as they had been spoken to personally by the Chief Executive.

It was further advised that once the structure proposals had been reviewed and commented on by the Committee, the recruitment process would begin. That process, taking into account the views of the Committee and Council on 9 October 2013, would culminate in a further report at which point the Committee may exercise its responsibility for appointing to those senior posts

The changes proposed were essential to enable the Council to move to become a "Commissioning Council" and the specific proposals on senior manager posts contained within the report would save around £100k in a full year and this would enable the Council to work towards the £1m target outlined in the consultation document.

Members were invited to comment on the proposals and the following points were highlighted:

- It was queried whether more appropriate titles for the Directors of Place and People could be found and it was agreed that this would be explored at the next meeting of Employment Committee, scheduled for 11 October 2013, where the terms and conditions of those two roles would be considered;
- It was recommended that the Head of Corporate Property and Children Resources role should include the requirement to attend Children Services DMT and CMT as required. It was confirmed that this would be a requirement of the role;
- It was recommended that career progression and job titles of senior managers should be explored and it was confirmed that this was currently in progress and would be reported to a future meeting of Employment Committee; and
- The report highlighted that the new commissioning arrangements for people would target real need for both people and communities. Concern was expressed as to how the Council would provide for the needs of the diverse communities in the city. It was explained that the new Director of People would be responsible for bringing together all of the arrangements for assessing the needs of communities and ensuring that the needs of those communities were met through the provision of services which would need to be prioritised in relation to the resources available to the Council.

The Committee thanked the Chief Executive and HR for the extensive amount of work which had been undertaken on the proposals.

**RESOLVED:**

The Employment Committee considered the changes to the senior management structure proposed by the Chief Executive and did not recommend any specific actions in response to the proposals prior to implementation by the Chief Executive under her delegated powers.

**Reasons for the decision:**

To ensure the Council operated within frameworks that were lawful, best practice, transparent and consistent.

Chairman  
3.30pm - 3.55pm