



The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the
Employment and Personnel Committee

Contact: Nicola Calver
Telephone: 01246 217753
Email: nicola.calver@ne-derbyshire.gov.uk

Thursday, 6 January 2022

Dear Councillor

EMPLOYMENT AND PERSONNEL COMMITTEE

You are hereby summoned to attend a meeting of the Employment and Personnel Committee to be held in the Council Chamber, The Arc, Clowne on Monday, 17th January, 2022 at 14:00 hours.

This meeting will be held in person, and health and safety measures will be employed in line with the existing risk assessments.

Risk Assessment Disclaimer

When attending this meeting in person, I confirm that I have read and understood the contents of each of the following risk assessments and agree to act in line with its content.

- Covid-19 ARC RTW RA001
- Working in Offices At The Arc During Covid-19 Pandemic Guidance – ARC – SSW001
- Meetings – EM001 - Committee and Council Meetings during the Covid-19 pandemic

These documents have been emailed to Members and are available on the Modern.Gov App library.

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised from page 3 onwards.

Yours faithfully



Solicitor to the Council & Monitoring Officer



Bolsover
District Council

We speak your language
Polish **Mówimy Twoim językiem**
Slovak **Rozprávame Vaším jazykom**
Chinese **我们会说你的语言**

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If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.



Tel 01246 242424 Email enquiries@bolsover.gov.uk
Web www.bolsover.gov.uk

**EMPLOYMENT AND PERSONNEL COMMITTEE
AGENDA**

***Monday, 17 January 2022 at 14:00 hours taking place in the Council Chamber, The Arc,
Clowne***

Item No.	PART 1 – OPEN ITEMS	Page No.(s)
1.	Apologies for Absence	
2.	Urgent Items of Business To note any urgent items of business which the Chair has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
3.	Declarations of Interest Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of: a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
4.	Minutes To consider the minutes of the last meeting held on 16 th September 2021 and reconvened on 23 rd September 2021.	5 - 9
5.	Exclusion of the Public To move:- "That under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the stated Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed." [The category of exempt information is stated after each item].	

- 6. Customer Standards and Complaints Officer** 10 - 13
- Report of the Solicitor to the Council and Monitoring Officer.
(Paragraphs 1, 2 and 3)
- 7. Repair Team Structure Changes** 14 - 17
- Report of the Assistant Director of Property Services and Housing
Repairs.
(Paragraphs 1, 2 and 3)
- 8. Training Requests to be Approved** 18 - 19
- Any training requests to be approved within the remit of this
Committee are attached for Members consideration.
(Paragraph 1)

Agenda Item 4

EMPLOYMENT AND PERSONNEL COMMITTEE

Minutes of a meeting of the Employment and Personnel Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Thursday, 16 September 2021 at 14:00 hours, adjourned and reconvened for Thursday 23rd September at 13:00 hours.

PRESENT:-

Members:-

Councillor Duncan McGregor in the Chair

Councillors Mary Dooley, Sandra Peake and Liz Smyth.

Officers:- Karen Hanson (Joint Director of Environment and Enforcement), Theresa Fletcher (Assistant Director of Finance and Resources & Section 151 Officer), Sarah Sternberg (Solicitor to the Council & Monitoring Officer), Grant Galloway (Director of Development), Sara Gordon (Human Resources and Organisational Development Manager), Nicola Calver (Governance Manager), Pam Brown (Assistant Director of Leader's Executive), Lisa Ingram (Legal Team Manager - Contentious Team) and Natalie Etches (Business Growth Manager).

EMP1-21/22 APPOINTMENT OF CHAIR FOR 2021/22

Moved by Councillor Liz Smyth and seconded by Councillor Sandra Peake.

RESOLVED that Councillor Duncan McGregor be elected Chair of the Employment and Personnel Committee for 2021/22.

EMP2-21/22 APPOINTMENT OF VICE CHAIR FOR 2021/22

Moved by Councillor Duncan McGregor and seconded by Councillor Mary Dooley.

RESOLVED that Councillor Liz Smyth be elected Vice Chair of the Employment and Personnel Committee for 2021/22.

At this point, the Committee proposed an adjournment in order to obtain more information on some financial implications for one of the reports. It was deemed that all reports should be considered together in one meeting.

Moved by Councillor Duncan McGregor and seconded by Councillor Liz Smyth

RESOLVED that the meeting stand adjourned and be reconvened on 23rd September 2021.

The following Decisions were taken at the reconvened meeting.

EMP3-21/22 APOLOGIES FOR ABSENCE

No apologies for absence were received in advance of the meeting.

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EMP4-21/22 URGENT ITEMS OF BUSINESS

There was no urgent business to be considered at the meeting.

EMP5-21/22 DECLARATIONS OF INTEREST

Members were requested to declare the existence and nature of any disclosable pecuniary interests and/or other interests, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

There were no declarations made at the meeting.

EMP6-21/22 SENIOR ECONOMIC DEVELOPMENT OFFICER POST

The Committee considered a report of the Assistant Director of Development and Planning, which sought approval to create a new position of Senior Economic Development Officer (Tourism and Visitor Economy) within the Economic Development Team.

The report stated that the new post would be a full time post and the main duties and responsibilities were set out in Appendix 1 to the report. The person specification was set out in Appendix 2 to the report. The post was required to be a full time permanent role due to the number of initiatives and priorities identified within the recently adopted Tourism Strategy. The cost for the creation of the post per annum was between £41,121 and £46,960.

In considering the report, the Members present were of the opinion that the proposed role, and growth in the establishment, was necessary.

Moved by Councillor Duncan McGregor and seconded by Councillor Liz Smyth.

RESOLVED that -

1. A new full time permanent post within the Economic Development Team for the role of Senior Economic Development Officer (Tourism and Economy), be approved subject to Council approving the budget increase required;
2. A revenue budget increase of £41,121 - £46,960 to fund the salary and all associated costs as a result of establishing this post on the payroll, subject to job evaluation and consistency checks confirming the grade of the post, be recommended to Council; and
3. That the Assistant Director of Development and Planning be given delegated authority to complete the recruitment and selection of a suitable candidate, if the post was scored grade 8 or less.

(Assistant Director of Development and Planning/ Human Resources and Organisational Development Manager)

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EMP7-21/22 EXCLUSION OF THE PUBLIC

Moved by Councillor Duncan McGregor and seconded by Councillor Liz Smyth.

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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1,2 and 3 of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

EMP8-21/22 INCREASE IN HOURS OF VACANT SOLICITOR POST

The Committee considered a report of the Monitoring Officer, which sought to increase the hours of a vacant solicitor post from 22.5 hours per week to 37 hours per week on a permanent contract. This would increase the staffing budget by up to £21,454 including on-costs.

The report set out details of the current staffing of the Contentious Legal Team. A review of the services provided by the Contentious Team showed that the team was undertaking significantly more work and greater breadth of work type, exceeding the currently capacity of the team.

On consideration on the matter, the Committee were of the view that the case made for the increase in staffing capacity and budget was approved, and that the matter would accordingly be recommended to Council for approval.

Moved by Councillor Sandra Peake and seconded by Councillor Duncan McGregor.

RESOLVED that -

1. the hours of the permanent solicitor post be increased from 3 days/22.5 hours per week to 5 days/37 hours per week, subject to Council approving the budget increase required; and
2. the increase of budget by up to £21,454 be recommended to Council for approval.

(Monitoring Officer/Human Resources and Organisational Development Manager)

EMP9-21/22 STRUCTURAL REVIEW OF THE GOVERNANCE TEAM

The Committee considered a report of the Governance Manager which presented proposals for a restructure of the Governance Team. The report set out two options for the restructure, both of which increased the management capacity of the team.

Members considered the proposals in relation to the creation of a Civic Officer position and rejected this pending further consultation with the Partnerships Team and the Chair of Council. Arrangements for Civic would remain as established.

The proposals within option 1 of the report, including creating a Full Time Governance

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Manager were approved as necessary to ensure the service was fit for purpose, and would subsequently be recommended to Council for the growth in budget.

Moved by Councillor Duncan McGregor and seconded by Councillor Liz Smyth
RESOLVED that –

1. That Option 1 for the Governance Team Restructure by agreed subject to Council's approval of growth in the salary budget of £27,958.
2. Formal consultation commence on the proposed structure.
3. An SLA be agreed between North East Derbyshire District Council and Bolsover District Council for the temporary provision of Members' ICT support.
4. The civic support function be considered at a later date.

(Governance Manager/Human Resources and Organisational Development Manager)

EMP10-21/22 LEADERS EXECUTIVE AND PARTNERSHIP TEAM STAFFING REVIEW

Members gave consideration to a report of the Portfolio Holder for Enforcement and Partnerships which set out proposed staffing adjustments within the Leaders Executive and Partnership Team to remain current to the District's needs and support the Council's future ambitions.

The essence of the recommendations made was a request to move staff funded from external sources on to the establishment, but at the same time continue to pursue sufficient external funding to cover the costs associated with this. Three members of staff would be brought permanently in-house and some existing positions would be uplifted reflective of Job Evaluation and duties at a cost of £115,438 for year one.

A strong business case was considered, including current funding sources and income generation to reduce the projected costs by 50%. Members noted that this was not guaranteed, but believed that the potential for further income generation and value added outweighed the risk.

RESOLVED that -

1. the proposed staffing review be agreed, subject to Council approving the budget increase required;
2. the proposed restructure, posts become part of the establishment and the regrades aligning with the case put forward be agreed, subject to Council agreeing the budget increase required;
3. it be recommend to Council that an additional annual budget of circa £70,178 be approved, noting that income generation to partially offset additional costs would be sought wherever possible; and

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4. a target be set to secure a minimum of £66,000 per annum income over the next 5 years.

Agenda Item 6

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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Agenda Item 7

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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Agenda Item 8

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

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