

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the
Employment and Personnel Committee

Contact: Amy Bryan
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Tuesday 9th April 2024

Dear Councillor

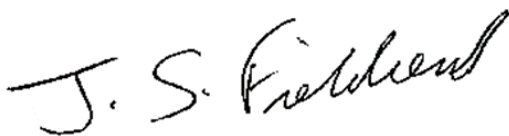
EMPLOYMENT AND PERSONNEL COMMITTEE

You are hereby summoned to attend a meeting of the Employment and Personnel Committee of the Bolsover District Council to be held in Committee Room 1, The Arc, Clowne on Wednesday 17th April, 2024 at 14:00 hours.

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 on page 3 onwards.

Yours faithfully



Solicitor to the Council & Monitoring Officer

Equalities Statement

Bolsover District Council is committed to equalities as an employer and when delivering the services it provides to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

Access for All statement

You can request this document or information in another format such as large print or **language** or contact us by:

- **Phone:** [01246 242424](tel:01246242424)
- **Email:** enquiries@bolsover.gov.uk
- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need WiFi or mobile data to make the video call, or call into one of our Contact Centres.
- Call with [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

**EMPLOYMENT AND PERSONNEL COMMITTEE
AGENDA**

*Wednesday, 17 April 2024 at 14:00 hours taking place in Committee Room 1, The Arc,
Clowne*

Item No.		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	4 - 5
	To consider the minutes of the last meeting held on 1 st November 2023.	
5.	Creation of a Land and Property Assistant Post	6 - 15
6.	Creation of an Additional Communications Officer Post	16 - 19

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 Wednesday 1st November 2023 at 14:00 hours.

PRESENT:-

Members:-

Councillor Duncan McGregor in the Chair

Councillors Mary Dooley, Sandra Peake and Deborah Watson.

Officers:- Karen Hanson (Chief Executive), Steve Brunt (Strategic Director of Services), Theresa Fletcher (Service Director Finance & Section 151 Officer), Jim Fieldsend (Service Director Governance and Legal Services & Monitoring Officer), Pam Brown (Service Director Executive, Corporate Services and Partnerships), Arron Johnson (Partnership and Strategy Manager), and Amy Bryan (Governance and Civic Manager).

EMP8-23/24 APOLOGIES FOR ABSENCE

There were no apologies for absence.

EMP9-23/24 URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

EMP10-23/24 DECLARATIONS OF INTEREST

There were no declarations of interest made.

EMP11-23/24 MINUTES

Moved by Councillor Duncan McGregor and seconded by Councillor Deborah Watson
RESOLVED that the Minutes of the Employment and Personnel Committee held on 28th June 2023 be approved as a correct record.

EMP12-23/24 CREATION OF A CARBON REDUCTION OFFICER POST

Committee considered a report which sought approval for the establishment of a new dedicated Carbon Reduction Officer post.

In its report to Executive on 6th March 2023, the Climate Change and Communities Scrutiny Committee listed a series of recommendations to enable the Council to progress priorities and actions towards being Net Zero by 2050. One of these recommendations was that a dedicated operational post be established and recruited to. The Executive report was attached to the report at Appendix 1.

EMPLOYMENT AND PERSONNEL COMMITTEE

The proposal was to create a new, dedicated post of Carbon Reduction Officer. The post was estimated to be Grade 8 or 9 and would be subject to the Council's Job Evaluation Scheme. The Job Description and Person Specification was attached to the report at Appendix 2. The total cost of the new post to the general fund was estimated to be between £52,162 and £59,775 dependent on the result of the evaluation process and the pay award agreement.

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake

RESOLVED that (1) the establishment of a dedicated Carbon Reduction Officer for the reasons outlined in the report, be supported.

(2) the Committee recommend to Council that a budget be created to fund the new post via the Council's General Fund.

The meeting concluded at 14:07 hours.

Bolsover District Council

Meeting of the Employment and Personnel Committee on 17th April 2024

Creation of a Land and Property Assistant Post

Report of the Legal Services Team Manager

Classification	This report is Public
Report By	Louise Arnold, Legal Services Manager

PURPOSE/SUMMARY OF REPORT

- To seek approval for the establishment of a new Land and Property Assistant Post.
- To seek agreement to recommend to Council for the approval of a budget to enable the appointment to the new post.

REPORT DETAILS

1. Background

- 1.1 The role of the Senior Valuer historically sat in the Property and Estates Team until 2023 when the Team transferred to Dragonfly. Due to the type of work carried out by the Senior Valuer it was agreed that the Senior Valuer role should remain a Council role and management responsibility transferred to Legal Services.
- 1.2 To support the high volume of work required of the Senior Valuer in approximately 2007 the Council employed, on a temporary contract a Land and Property Assistant. Responsibilities included supporting the Senior Valuer in small land sales, valuations and licences etc. The role ended in approximately 2011, when the temporary contract came to an end and was not renewed. The Senior Valuer was then supported part-time by a shared officer with North East Derbyshire District Council (NEDDC). The arrangement with NEDDC ended in approximately 2020 and since that time the Senior Valuer has been solely responsible for all the Council's land sales, and valuations of: Council owned land and property, property assets for the Council's annual accounts and insurance, rentals and right to buys.
- 1.3 Large annual projects such as the annual asset valuation require significant input and time. Whilst this is ongoing, in the absence of any other officer in the Council carrying out / assisting in the valuation work some work has to be delayed for some time to ensure annual deadlines are met.

2. Details of Proposal or Information

- 2.1 The proposal is to create a new role to assist the Senior Valuer and to provide support and assistance for the Council's day to day property management functions. The new role essentially resurrects that support role that had been in place on a temporary basis and was then provided by NEDDC historically.
- 2.2 This role will support the effective management of the Council's property portfolio (including land, operational buildings, tenanted (investment) property, covering both commercial and residential assets and undertake and manage a range of day-to-day activities including but not limited to, Landlord and Tenant matters, property inspections, rent reviews and lease renewals etc
- 2.3 Consequently a job description and person specification have been developed to mirror the former temporary role. The documents are included as **Appendix 1** and **2** respectively. The post has historically been evaluated and graded at Grade 4 (£24,405 - £25,657).

3. Reasons for Recommendation

- 3.1 This report seeks approval to establish a Land and Property Assistant post to support the work of the Senior Valuer and ensure that the Council's property management functions can be dealt with more efficiently. Appropriate work can be allocated to this Assistant role enabling the Senior Valuer to focus on larger, annual projects whilst ensuring the day-to-day valuations etc continue to be provided.

4 Alternative Options and Reasons for Rejection

- 4.1 The Committee elect not to support the creation of the post and the identified shortfalls in workload and timescales at the times of larger scale projects are accepted.

RECOMMENDATION(S)

1. That the Committee considers and supports the establishment of a Land and Property Assistant for the reasons outlined within this report.
2. That the Committee recommend to Council that a budget be created to fund the new post via the Council's General Fund.

Approved by Councillor Moesby, Portfolio Holder for Resources

IMPLICATIONS:

Finance and Risk: Yes No

Details: The cost for the creation of the post per annum is between £34,594 - £36,278 including on costs based on the previous evaluation.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details: There are no legal implication arising from this report.

On behalf of the Solicitor to the Council

Environment: Yes No

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details: n/a

Staffing: Yes No

Details: The Council's policies and procedures will be followed for recruitment to this post

On behalf of the Head of Paid Service

DECISION INFORMATION

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	No

District Wards Significantly Affected	n/a
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/>	Details: Councillor Clive Moesby, Portfolio Holder for Resources

Links to Council Ambition: Customers, Economy and Environment.
Providing excellent services

Links to Council Ambition: Customers, Economy and Environment.

DOCUMENT INFORMATION

Appendix No	Title
1	Land and Property Assistant Job Description
2	Land and Property Assistant Person Specification

Background Papers

(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).



Job Description

Job title	<i>Land and Property Assistant</i>
Service Area and Directorate	<i>Legal Services</i>
Reports to	<i>Legal Team Manager</i>
Direct reports	<i>N/A</i>
Grade	<i>Grade 4</i>
Salary range	£24,405 - £25,657

Job purpose

To provide valuable support to ensure that Bolsover District Council's land/property portfolio is robustly managed and be actively involved in the acquisition of properties and/or sites to meet service needs, and the disposal of surplus properties.

Duties and responsibilities

To assist and support the Senior Valuer and Legal Services Officers in all aspects of property management activities, including valuation, Landlord and Tenant activities, acquisitions, and disposals, covering all of the Council's portfolio.

When required, to act as a point of contact to obtain instructions.

To undertake the following activities with guidance and as appropriate based on the qualifications and experience of the post holder:

- Actively support the effective management of the Council's property portfolio (including land, operational buildings, tenanted (investment) property, covering both commercial and residential assets
- Undertake and manage a range of day-to-day activities including but not limited to, Landlord and Tenant matters, property inspections, rent reviews and lease renewals etc
- Contribute to the Council's asset and insurance valuation programme as part of it's financial reporting requirements

- Assist with the disposal of surplus operational properties to deliver capital receipts for the Council and provide estates support on the delivery of key projects
- To assist with the maintenance of all relevant information systems to ensure that the data held within the Property Terrier System is accurate, up to date and maintained to support effective estates management and transformation activities.
- To assist in the creation, implementation and maintenance of systems to ensure data in respect of land and property held by the Council's subsidiary companies is accurately recorded and accessible.
- To carry out related tasks including information analysis and benchmarking, liaising with support staff, contributing to team planning and business development, and contributing to property-related projects as needed.

To undertake such other duties as required or as from time to time might be allocated by the Legal Services Team Manager and/or Senior Valuer.

Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Working conditions

Not applicable

Physical requirements

Not applicable

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.

- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 2018 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

To comply with the Employee Code of Conduct

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	<i>Jim Fieldsend</i>
Date approved:	
Reviewed:	

PERSON SPECIFICATION



Post Title: Land and Property Assistant	Section: Legal		
Directorate: Strategy & Development			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> Basic theoretical and procedural knowledge of property management, landlord and tenant matters and principles affecting local government Evidence of some experience of property management activity such as but not limited to:- <ul style="list-style-type: none"> Wayleaves & easement Preparation of plans for conveyancing purposes Land ownership and boundary queries Assisting in the measurement of land & buildings Assisting with leasehold valuations Licences for occupation of Council owned land Land sales Assisting with rating returns and viability valuations Some knowledge is expected of law and practice affecting the District both directly and indirectly in one or more area. This would cover but is not limited to:- <ul style="list-style-type: none"> local government law and practice landlord and tenant legislation planning legislation, public sector housing legislation, contract law & procurement rules. 	a & i	<ul style="list-style-type: none"> Knowledge of forms of electronic Terrier systems & GIS data systems 	A & i
Qualifications			
		<ul style="list-style-type: none"> A degree approved & accredited by RICS, or RICS membership 	A & I & c

Experience			
<ul style="list-style-type: none"> • Experience of general estates management gained through appropriate training and / or work placements • Some experience of carrying out valuations of a variety of property assets • Proven practical experience in the use of Microsoft Office Suite, including Word, Excel, PowerPoint etc 	a & i a & i	<ul style="list-style-type: none"> • Experience of working with or for a Local Authority • Detailed knowledge of Property Management gained through a relevant degree course 	a & i a & i
Skills			
<ul style="list-style-type: none"> • The ability to demonstrate strong customer focus and a commitment to service improvements. • Excellent interpersonal, written and verbal communication for dealing with officers, members, general public and external people/ organisations. • Experience of delivering to tight timescales. • Effective time management skills. • A flexible approach to working hours in case of emergencies and business continuity. 	a & i a & i a & i a & i a & i		

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	
Date approved:	
Reviewed:	

Bolsover District Council

Meeting of the Employment and Personnel Committee on 17th April 2024

Creation of an Additional Communications Officer Post

Report of the Leader of the Council

Classification	This report is Public.
Report By	Pam Brown, Director Executive, Corporate Services and Partnerships

PURPOSE/SUMMARY OF REPORT

- To seek approval for the creation of an additional Communications Officer post to improve the capacity of the overall team to meet the growing demand in terms of Media and Digital communications technology and expertise.
- To seek agreement to recommend to Council for the approval of a budget to enable the appointment to the new post.

REPORT DETAILS

1. Background

- 1.1 A staffing review of the Communications Media and Design Team has been undertaken in the last few months due to the increasing responsibilities becoming evident as the team has had to evolve with demanding digital and media activities.
- 1.2 A lot of the increase in demand has meant that capacity to cope with daily tasks, improve expertise and learn new skills has impacted on quality, timescales, and workload of the existing team.
- 1.3 The emergence of new technology, the creation of a Bolsover TV channel, operating drones, filming and editing video footage, working more closely with local communities are all additional activities and requirements of the work the team undertake.
- 1.4 The team, as part of the review, are moving to a multi-tasked approach to the workload where any of the existing team can undertake each other’s tasks and activities to improve flexibility with demand.
- 1.5 Due to the expanding workloads and expertise the requirement to increase the team by 1 Full Time Equivalent (FTE) post of a Communications Officer is proposed.

2. Details of Proposal or Information

2.1 The current structure being reviewed is as below:

Communications, Design and Marketing Manager – Grade 8 reporting directly to the Director Executive, Corporate Services and Partnerships

Communications Officer – Grade 6
Graphic Designers x 2 – Grade 5

2.2 It is proposed to increase the Communications, Media, and Design Team by 1 FTE post mirroring the existing post of Communications Officer (Post No. CMD***).

2.3 Members should be aware that all posts in the Communications, Media and Design Team are subject to a job evaluation review. The current grade for Communication Officer is Grade 6. This may increase as a result of this review.

3. Reasons for Recommendation

3.1 Consultation has already taken place between staff involved and the Unions to meet the requirements of the Job Evaluation process.

3.2 The creation of an additional Communications Officer post requires approval prior to recruitment.

3.3 Whilst the current staffing is under review the need for an additional member of staff does need to be agreed by the Employment and Personnel Committee and if approved, then for ratification to full Council.

4 Alternative Options and Reasons for Rejection

4.1 To continue with the current staffing provision will not allow for the workload to be met through capacity, skills, and knowledge, which will affect timescales, quality and standard of the work required.

RECOMMENDATION(S)

1. That the Committee considers and supports the creation of 1 FTE additional Communications Officer within the existing Communications, Media and Design Team as set out in the report.
2. That the Committee recommend to Council that a budget be created to fund the new post via the Council's General Fund.

Approved by the Leader of the Council, Councillor Steve Fritchley

<u>IMPLICATIONS.</u>
<u>Finance and Risk:</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Details: The cost of an additional post of a Communications Officer on the current grade using the existing pay scales which include the agreed 2023/24 pay award only, would be:

Salary costs including national insurance and superannuation (subject to a pay award increase in each year)	Financial Year
£38,810	2024/25
£39,574	2025/26
£41,095	2026/27
£41,892	2027/28

The cost of an additional post of a Communications Officer on the basis that on review, the grade is increased to grade 7 (subject to Job Evaluation of an existing post), using the existing pay scales which include the agreed 2023/24 pay award only, would be:

Salary costs including national insurance and superannuation (subject to a pay award increase in each year)	Financial Year
£43,033	2024/25
£44,204	2025/26
£45,411	2026/27
£46,657	2027/28

The provision of IT equipment would also be an additional cost, estimated to be no more than £3,000.

These costs are not included in the Medium-Term Financial Plan and would fall as additional costs to the General Fund.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details: There are no legal implication arising from this report.

On behalf of the Solicitor to the Council

Environment: Yes No

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

<p>Details: n/a</p> <p>Staffing: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Details: Costs relating to the creation of a new post as outlined above. The Council's policies and procedures will be followed for recruitment to this post.</p> <p style="text-align: right;">On behalf of the Head of Paid Service</p>
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DECISION INFORMATION

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards, or which results in income or expenditure to the Council above the following thresholds:</p> <p>Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <i>Please indicate which threshold applies.</i></p>	No
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	No

District Wards Significantly Affected	
<p>Consultation: Leader / Deputy Leader <input checked="" type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/></p>	Details:

Links to Council Ambition: Customers, Economy, and Environment.
All linked through the promotion of services we provide to local residents.

DOCUMENT INFORMATION	
Appendix No	Title

Background Papers
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>
None