

## **EMPLOYMENT AND PERSONNEL COMMITTEE**

Minutes of a meeting of the Employment and Personnel Committee of the Bolsover District Council held in Committee Room 1, The Arc, Clowne, on Wednesday 2<sup>nd</sup> November 2022 at 1400 hours.

### **PRESENT:-**

Members:-

Councillor Duncan McGregor in the Chair

Councillors Mary Dooley and Deborah Watson.

Officers:- Karen Hanson (Chief Executive), Theresa Fletcher (Section 151 Officer), Jim Fieldsend (Assistant Director and Monitoring Officer), Wayne Carter (Leisure Operations Manager) and Alison Bluff (Interim Governance Manager).

### **EMP36-22/23. APOLOGIES FOR ABSENCE**

An apology for absence was received on behalf of Councillor Sandra Peake.

### **EMP37-22/23. URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

### **EMP38-22/23. DECLARATIONS OF INTEREST**

Councillor Duncan McGregor declared a non pecuniary interest in agenda item 7 – Creswell Heritage and Wellbeing Centre Staffing Proposal, and would stay in the meeting for consideration of the item.

### **EMP39-22/23. MINUTES – 6<sup>TH</sup> JULY 2022**

Moved by Councillor Duncan McGregor and seconded by Councillor Mary Dooley **RESOLVED** that the Minutes of an Employment and Personnel Committee held on 6<sup>th</sup> July 2022 be approved as a correct record.

### **EMP40-22/23. PROPOSALS FOR MANAGING THE HOUSING STRATEGY DUTIES**

Committee's approval was sought for the separation of the joint Housing Strategy Team structure with North East Derbyshire District Council (NEDDC) and to reallocate the duties and responsibilities for housing strategy across the Council's Planning Policy Team and Housing Management Team.

The joint Housing Strategy Team with NEDDC, was responsible for preparation of strategic housing policies, housing stock analysis and work on empty homes, as well

## EMPLOYMENT AND PERSONNEL COMMITTEE

as undertaking the duties relating to homelessness, rough sleeping, private sector lettings and tenancy strategy.

Due to the strategic nature of the work required within the team, which was based on local housing needs, it had been agreed that the roles and responsibilities of the team should be separated back within each council. This would provide greater focus on the housing requirements of each council, better use of resources, and the delivery of initiatives using local data specific to the needs of Bolsover residents.

Following discussions with NEDDC, it had been agreed that the team should be separated and the BDC budget allocation of £82,828 divided equally between the Planning Policy Team and the Housing Management Team, to enable the Council to respond to these new duties. Existing staff within the joint team would remain with NEDDC, enabling BDC to shape its own housing strategy resources.

Moved by Councillor Duncan McGregor and seconded by Councillor Mary Dooley **RESOLVED** that (1) the Joint Housing Strategy Team with NEDDC be separated and the allocated budget returned to BDC. All existing staff within the team would remain with NEDDC as agreed,

(2) the structure for the Planning Policy Team, as outlined in the report, be implemented to include the responsibility preparation of strategic housing policies, housing stock analysis and work on empty homes,

(3) a post be created within the Housing Management Team to undertake the remaining duties relating to homelessness, rough sleeping, private sector lettings and tenancy strategy.

(Assistant Director of Development and Planning/ Assistant Director Housing Management, Enforcement and Customer Services)

### **EMP41-22/23. HUMAN RESOURCES AND PAYROLL RESTRUCTURE**

Committee's approval was sought for a restructure of the Human Resources (HR), and Payroll sections, and also to change the arrangements with North East Derbyshire District Council (NEDDC) for the provision of HR services.

Since 2016, Human Resources (HR), had been a shared service of the Strategic Alliance where some staff and costs had been shared equally by Bolsover District Council (BDC) and NEDDC. In addition, Payroll had operated as a separate joint service providing payroll services to BDC, NEDDC, Rykneld Homes, and a number of parish councils. Payroll was staffed by both BDC and NEDDC employees.

Now that BDC and NEDDC were no longer linked by senior management, it was important that BDC had an HR team that reflected BDC's vision and ambitions. It was therefore proposed that the Payroll and HR teams were brought back together and this would result in a HR team where the staff would be able to focus on Bolsover matters alone.

## **EMPLOYMENT AND PERSONNEL COMMITTEE**

The proposed BDC HR & Payroll Team would see the following revised structure;

HR & Payroll Manager (Grade 9/10) reporting to the Assistant Director. This post would manage the HR & Payroll Team consisting of:

- HR Advisor - Grade 7
- HR Advisor - Grade 5
- Senior Payroll Officer - Grade 6
- Payroll Officer - Grade 4
- HR Assistant PT - Grade 3
- NEDDC Payroll Assistant x2

In addition, it was proposed to appoint an HR Business Partner (Grade 10) who would also report directly to the Assistant Director. The HR & Payroll Manager and HR Business Partner positions would need to be subject to job evaluation.

The current Payroll apprentice was at the end of his apprenticeship and it was proposed that he would be offered a Payroll Officer position. This post had already been job evaluated at Grade 4.

The proposal would see the service being a one stop shop for Council staff for payroll, pensions and HR, and would remove any confusion as to where to go for advice.

Unlike HR, the Payroll side of the department would continue to provide a payroll service to NEDDC, Rykneld Homes and some of the NEDDC parish councils. At some point NEDDC intended to deal with payroll internally, in which case the two NEDDC Payroll Assistants would transfer back to their employing council. Until then BDC would continue to provide the service.

Both councils had undertaken a consultation process in accordance with the Policy & Procedure for Organisational Review.

Moved by Councillor Duncan McGregor and seconded by Councillor Mary Dooley  
**RESOLVED** that the changes to the Human Resources and Payroll Sections as set out in the report be approved.

(Assistant Director & Monitoring Officer)

### **EMP42-22/23. CRESWELL HERITAGE AND WELLBEING CENTRE STAFFING PROPOSAL**

Committee's approval was sought to create 9 new posts within Leisure Services to enable the Council to effectively manage the new Creswell Heritage and Wellbeing Centre.

In conjunction with Creswell Heritage and Wellbeing Trust, Elmton with Creswell Parish Council had been pursuing the construction of a new leisure facility in Creswell for a number of years.

## EMPLOYMENT AND PERSONNEL COMMITTEE

Officers from the Council had been advising and assisting the Trust on the design, construction and operation of the new facility, which would consist of a 2 x badminton court sports hall, 27 station gym, group exercise studio, soft play area, indoor caving system and a café.

The construction phase was nearing completion and the Trust had approached the Council to operate the site on their behalf until the customer base was established and the site was reputable and fully operational.

In order to effectively manage the site, the Council would need to establish 9 positions within Leisure Services being;

- 3 x Supervisors - Grade - 5
- 3 x Reception Staff - Grade - 3
- 3 x Café Staff - Grade - Living Wage

Staff would be on a shift rota, covering opening hours between 7am – 9pm and weekend shifts accordingly. Management support and cover will be available from the Go Active facility.

Creswell Heritage and Wellbeing Trust would be responsible for the financing and operation of the facility and would effectively be 'buying in' the services of the Council to staff the site.

There would be no financial risk to the Council as a detailed Service Level Agreement would be drafted between the Creswell Heritage and Wellbeing Trust and the Council, this would also be endorsed by Elmton with Creswell Parish Council whom would have ultimate responsibility for the site should the Trust ever get to a position where they were unable to continue to operate.

In response to a Member's query, the Leisure Operations Manager confirmed that the posts would be advertised internally and externally.

Moved by Councillor Mary Dooley and seconded by Councillor Deborah Watson  
**RESOLVED** that the establishment of the posts as detailed in the report be approved.

(Leisure Services Manager)

The meeting concluded at 1415 hours.