



Please ask for Rachel Lenthall  
Direct Line: 01246 345277  
Email [committee.services@chesterfield.gov.uk](mailto:committee.services@chesterfield.gov.uk)

The Chair and Members of Joint  
Cabinet and Employment & General  
Committee

23 December 2016

Dear Councillor,

Please attend a meeting of the JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE to be held on TUESDAY, 10 JANUARY 2017 at 10.00 am in Committee Room 1, Town Hall, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declaration of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 6)
4. Local Government Act 1972 - Exclusion of Public

To move "That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements)(Access to Information) (England) Regulations 2000, 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 following Paragraphs of Part 1 of Schedule 12A to the Local Government Act 1972 – Paragraphs 1 and 4 on the grounds that it contains information relating to individuals and to consultations or negotiations in connection with any labour relations matter arising between the authority and employees of the authority."

5. Policy and Communications restructure and the Democratic Services and Elections section within the Directorate of Resources - Phase 2 - Policy, Communications and Democratic Services (Pages 7 - 68)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

## JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE

Tuesday, 1st November, 2016

Present:-

Councillor Burrows (Chair)

Councillors T Gilby  
Huckle  
T Murphy  
Ludlow  
J Innes

Councillors Blank  
Elliott  
Simmons  
A Diouf

Non-Voting Members Bagley  
Brown

Hollingworth  
Wall

\*Matters dealt with under the Delegation Scheme

19 **DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS  
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

20 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Davenport, Dickinson and Serjeant.

21 **MINUTES**

**RESOLVED –**

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 26 July, 2016 be approved as a correct record and signed by the Chair.

22 **LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF PUBLIC**

**RESOLVED –**

That under Regulation 21 (1)(b) of the Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in the following Paragraphs of Part 1 of Schedule 12A to the Local Government Act 1972 – Paragraphs 1 and 4, on the grounds that it contained information relating to individuals and to consultations or negotiations in connection with any labour relations matter arising between the authority and employees of the authority.

## **23 POLICY AND COMMUNICATIONS RESTRUCTURE - PHASE 1 ELECTIONS SECTION**

The Policy and Communications Manager submitted a report recommending for approval a new employee structure for the Elections service.

Following the implementation of the Corporate Management Team (CMT) restructure in March 2016, CMT members had been tasked with reviewing their service areas with a view to improving effectiveness, efficiency and increasing positive outcomes. Within the Policy and Communications and Democratic Services areas a number of key drivers had emerged which were being used to inform a restructure of the two services. However, during the exploration of these issues, the current Democratic Services and Elections Manager had submitted their resignation. The opportunity had therefore been taken to consider the impact of merging Democratic Services functions into the Policy and Communications Service to address current staffing issues and create further efficiency savings.

As there would be no permanent officer support within the Elections service following the departure of the current manager, the Policy and Communications Manager had put forward a new structure for the Elections service. The report proposed to retain the Electoral Services functions under the Directorate of Resources and establish a new Elections Manager role to provide leadership and specialist expertise. The new structure was included as an appendix to the report.

A further report with proposals for merging the remaining parts of Democratic Services within the Policy and Communications Service would be submitted to the Joint Cabinet and Employment and General Committee once consultation with relevant stakeholders had taken place.

The report contained details of the human resources and people management implications, staff and trade union consultations and financial implications. An equalities impact assessment had been completed and was attached as an appendix to the report.

**\*RESOLVED –**

1. That Phase 1 of the Policy and Communications Restructure, which proposes a revised structure for the Elections service, be approved.
2. That the Director of Resources in consultation with the HR Manager be authorised to make appointments to the revised structure for the Elections service.

**REASON FOR DECISIONS**

To deliver an effective corporate service to meet the changing needs of the Council.

**24 ENVIRONMENTAL SERVICES RESTRUCTURE - PHASE 2**

The Commercial Services Manager submitted a report recommending for approval a new operating structure for the delivery of the Council's Environmental Services.

A series of workshops had been held with all Environmental Services staff to gain their views on service improvement opportunities. The report considered the major impact that Environmental Services has on the aesthetics of the Borough and its residents, noting that it was essential that the service was operated effectively and consistently throughout the borough. In addition, there were opportunities for the service to operate on a more commercial basis by reducing external expenditure on sub-contractors and generating additional income.

The report outlined proposed changes to the staffing structure, which included the need for a greater focus on flexible working, a transparent and robust management reporting structure, larger teams of multi-skilled staff and more efficient service delivery. The new structures, job descriptions and person specifications were included as appendices to the report. It was also noted that savings would be made by hiring fewer mechanical sweepers but operating the sweepers for longer periods and

reducing the reliance on agency and seasonal workers by combining roles into a single streetscene service able to support all areas of work.

The current contract for the Arboricultural Service had ended and the report proposed to bring the service in house. Discussions with the current contractor were needed regarding the potential transfer of staff to the Council.

The report outlined the savings that would be achieved following implementation of the new operating structure. The report also included details of the consultations that had taken place, the risks associated with the proposals, equalities issues and alternative options along with their reasons for rejection.

**\*RESOLVED –**

1. That Phase 2 of the Environmental Services restructure, which proposes a revised operational structure, be approved.
2. That the proposal to provide the Arboricultural Service in house be approved and that discussions be progressed with the current contractor, if required, regarding the potential for TUPE transfer of staff to the Council.
3. That the Commercial Services Manager be authorised to make appointments to the revised operational structure for Environmental Services.

**REASON FOR DECISIONS**

To propose a new operating structure for the Council's Environmental Services that will improve the consistency of service delivery and address current issues within the service.

# Agenda Item 5

By virtue of  
Regulation 21(1)(A) of the Local Authorities (Executive  
Arrangements) (Access to Information) (England)  
Regulations 2000.

Document is Restricted

This page is intentionally left blank



By virtue of  
Regulation 21(1)(A) of the Local Authorities (Executive  
Arrangements) (Access to Information) (England)  
Regulations 2000.

Document is Restricted

This page is intentionally left blank

By virtue of  
Regulation 21(1)(A) of the Local Authorities (Executive  
Arrangements) (Access to Information) (England)  
Regulations 2000.

Document is Restricted

This page is intentionally left blank

By virtue of  
Regulation 21(1)(A) of the Local Authorities (Executive  
Arrangements) (Access to Information) (England)  
Regulations 2000.

Document is Restricted

This page is intentionally left blank

By virtue of  
Regulation 21(1)(A) of the Local Authorities (Executive  
Arrangements) (Access to Information) (England)  
Regulations 2000.

Document is Restricted

This page is intentionally left blank



By virtue of  
Regulation 21(1)(A) of the Local Authorities (Executive  
Arrangements) (Access to Information) (England)  
Regulations 2000.

Document is Restricted

This page is intentionally left blank

By virtue of  
Regulation 21(1)(A) of the Local Authorities (Executive  
Arrangements) (Access to Information) (England)  
Regulations 2000.

Document is Restricted

This page is intentionally left blank