



Please ask for Charlotte Kearsey
Direct Line: 01246 345277
Email: committee.services@chesterfield.gov.uk

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

24 November 2017

Dear Councillor,

Please attend a meeting of the JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE to be held on TUESDAY, 5 DECEMBER 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. 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 3 and 4 on the grounds that it contains information relating to the financial or business affairs of any particular person and to consultations or negotiations in

connection with any labour relations matter arising between the authority and employees of the authority.”

Part 2 (Non Public Information)

5. Pay and Reward Review Progress Update (Pages 7 - 12)

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, 25th July, 2017

Present:-

Councillor P Gilby (Chair)

Councillors Bagley
T Gilby
Huckle
Ludlow
Burrows
Blank

Councillors Brunt
Simmons
Wall
J Innes

Non-Voting Members Catt
Dickinson

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

2 **APOLOGIES FOR ABSENCE**

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

3 **MINUTES**

RESOLVED -

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 2 May, 2017 be approved as a correct record and signed by the Chair.

4 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 item of business on the grounds that it 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 – Paragraph 3 on the grounds that it contained information relating to financial or business affairs.

5 OPERATIONAL SERVICES DIVISION - 5 YEAR DEVELOPMENT PLAN

The Commercial Services Manager submitted a report detailing the Operational Service Department's (OSD) five year growth strategy.

The report noted that 15 fixed term contract posts had previously been approved to enable a reduction on the reliance of sub-contractors and provide additional capacity within OSD to carry out more commercial building works. This formed the first stage of a strategy to increase the amount of work completed directly by the internal service on behalf of Chesterfield Borough Council. By operating an efficient internal service, any operating surplus achieved would be retained by the Council and there would be provision for more flexibility and control over staff deployment.

The main area of growth proposed in the report was to increase the amount of the Council's HRA Capital Programme that was to be completed by OSD. Over the previous four years the operating surplus for OSD had been in decline however a number of management actions had taken place during 2016/17 which had resulted in the operating surplus for 2016/17 increasing.

The overall strategy for the future commercial operation of OSD would be to become the building contractor of choice within Chesterfield and North Derbyshire that would return investment to the Council and the community. To achieve this the priority for OSD would be to develop a dynamic and flexibly skilled workforce to meet future work demands. Appendix 1 of the report identified the proposed growth programme for OSD over the next 5 years. The percentage of programme carried out

had been planned not to exceed £12million in case the capital programme budget was reduced in the future.

OSD had been appointed as the Principal Contractor to carry out refurbishment works as part of the Town Hall Restack. Additionally OSD had been successful in winning the refurbishment works for the Register Office on behalf of Derbyshire County Council. A team of existing staff would be allocated to carry out these works and would need to be 'backfilled' to ensure the continuity of on-going work commitments.

OSD had also received an increased number of private commercial building work enquiries. This increase was primarily due to a promotional leaflet that was distributed to households in March. The report proposed an increase in staffing levels to provide enough staff to complete the increase in work. There would be sufficient budget available to fund growth areas identified with no increase in budgetary spend as a result of recruiting the additional posts.

The report provided details of the risks associated with the 5 year growth programme and mitigating actions. An equalities impact assessment had been carried out and a summary of the outcomes was included in the report.

***RESOLVED –**

1. That the share of the HRA Capital Investment Programme 2018/19-2021 allocated to the Operational Services Department be increased, as set out in paragraph 6.1 of the officer's report.
2. That the following permanent posts be added to the Operational Services Department structure over the next five years:
 - 2017/18 – 8 Craft employees; 1 Technical Officer and 1 Estimator position
 - 2018/19 – 3 Craft employees;
 - 2019/20 – 21 Craft employees and 2 Technical Officers
 - 2020/21 – 6 Craft employees
 - 2021/22 – 9 Craft employees and 1 Technical Officer
3. That the job description and person specification for the post of Technical Officer be re-visited and the salary uplifted, as

appropriate, to support recruitment and retention of officers to this critical post.

4. That recruitment to 10 Fixed Term Contract positions for fifteen months be approved.
5. That recruitment to 2 apprenticeship posts be approved.
6. That delegated authority be granted to the Commercial Services Manager to recruit and appoint to the new positions.

REASON FOR DECISIONS

To reduce usage of external contractors by providing additional capacity to carry out commercial building works, to retain operating profit for re-investment and to support the Council's Workforce Strategy.

Agenda Item 5

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank