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

5 March 2018

Dear Councillor,

Please attend a meeting of the JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE to be held on TUESDAY, 13 MARCH 2018 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 Paragraph of Part 1 of Schedule 12A to the Local Government Act 1972."

Paragraph 3 – On the grounds that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

5. Environmental Services Seasonal Staffing (Pages 7 - 14)

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, 20th February, 2018

Present:-

Councillor P Gilby (Chair)

Councillors Blank  
Brunt  
Burrows  
A Diouf  
T Gilby

Councillors Huckle  
J Innes  
Ludlow  
Serjeant  
Simmons

Non-Voting Members  
Catt  
Dickinson

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

17 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bagley, Davenport and Wall.

18 **MINUTES**

**RESOLVED -**

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 30 January, 2018 be approved as a correct record and signed by the Chair.

19 **ESTABLISHMENT OF DIGITAL COMMUNICATIONS APPRENTICE POST (R100)**

The Communications and Marketing Manager submitted a report seeking approval to establish a digital communications apprentice post within the policy and communications service. The post would support the growth in digital communications as a method for the public to interact with the Council.

In January, 2017 the Joint Cabinet and Employment and General Committee approved a restructure of the policy and communications service. The creation of a digital communications apprentice post was included within the original proposals but due to funding constraints the proposal was withdrawn. The policy and communications service had since been successful in securing a number of internal contracts to provide survey and communications services for the housing service, which provided the funding required for the apprenticeship.

The apprentice would complete an 18-month Level 3 Digital Marketing apprenticeship and it was proposed that the post would be managed by the digital content editor within the policy and communications service.

Provided that sufficient income continued to be generated, the report proposed that the apprenticeship be continued with a new starter every two years.

**\*RESOLVED –**

1. That the proposal to establish a digital communications apprentice post in the policy and communications service be approved.
2. That the post be funded through income generated by the policy and communication service.
3. That the communications and marketing manager be granted delegated authority to recruit to the post and to further apprenticeships every two years, subject to funding.

**REASONS FOR DECISION**

1. To deliver effective corporate services to meet the changing needs of the Chesterfield Borough Council.

2. To enable effective communications and customer service for residents, businesses and visitors to the Chesterfield borough.

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# Agenda Item 5

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

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