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To: All Members of the Council
Chief Executive

Please ask for Donna Cairns

Direct Line 01246 345277

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Our Ref

Your Ref

29 July 2014

Dear Councillor,

Record of Decision taken by Joint Cabinet and Employment & General
Committee - 29 July, 2014

At a meeting of the Joint Cabinet and Employment & General Committee held on 29 July, 2014, the following decisions were reached on the items listed in the attached schedule.

The implementation of these Cabinet decisions is suspended until the call-in period has expired without a call-in being validly invoked. Any Member of the Council shall be entitled to call for a decision to be suspended by giving notice to the Monitoring Officer *either by telephone, fax, email or in writing not later than 5.00 pm on the day following the date of the Cabinet meeting.*

Any decision so suspended shall not be capable of implementation for a period of five calendar days from the date of the Cabinet meeting which will expire on, 3 August 2014.

(DURING THE CALL-IN PERIOD A REQUEST MAY BE MADE IN RESPECT OF ANY DECISION SO SUSPENDED BY NOT LESS THAN ONE QUARTER OF THE TOTAL MEMBERSHIP OF THE OVERVIEW AND PERFORMANCE SCRUTINY COMMITTEE. TO DO THIS YOU WILL NEED TO NOTIFY THE MONITORING OFFICER IN WRITING, BY FAX OR BY EMAIL BY 5.00 PM ON 3 AUGUST 2014 BEING FIVE DAYS FOLLOWING THE DAY OF THE CABINET MEETING.)

continued

Public Information

3. Minutes

RESOLVED –

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 17 June, 2014 be approved as a correct record and signed by the Chair.

4. 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 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 – Paragraphs 1, 2 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.

5. Cultural and Visitor Services Restructure (EC000/L000)

*** RESOLVED –**

- (1) That the proposal to establish new staffing structures for both the Town Centre Operations and Tourism, Museums & Events Services, as described within the report and set out on the organisation charts at Appendix B and C to the report, be approved.
- (2) That the posts of Parking Assistant Manager (Operations), Parking Assistant Manager (Enforcement), Parking Development Officer, Parking Admin Assistant, Assistant Markets Operations Officer, Marketing and Promotions Officer (Markets), Markets Support Assistant, Museums Assistant Curator, Museums Operations Supervisor, Museum Assistant (Administration) and Tourist Information Supervisor be deleted from the Council's establishment.

- (3) That the posts of Parking & CCTV Manager, Parking & CCTV Supervisor (2 posts), Parking & CCTV Support Assistant, Markets Manager, Markets & Town Centre Support Assistant, Museums Collections Officer, Promotions & Events Officer and Visitor Information & Museums Supervisor be established.
- (4) That the draft job descriptions and person specifications for the new posts, as set out in Appendix E to the report, be approved.
- (5) That the ongoing gross savings of £23,583 per annum achieved as a result of these new staffing structures be noted.
- (6) That the Cultural & Visitor Services Manager, be authorised to effect the appointment of staff to the new structures having regard to the Council's policies and protocols.

Yours sincerely,

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

Local Government and Regulator Law Manager and Monitoring Officer