

**JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE****Tuesday, 29th July, 2014**

Present:-

Councillor Burrows (Chair)

Councillors	Bradford	King
	Elliott	Ludlow
	Fanshawe	Russell
	Gibson	Serjeant
	Gilby	Simmons
	Higginbottom	

Non Voting	Brown	Huckle
Members	Hill	Martin Stone
	Hollingworth	

\*Matters dealt with under Executive Powers

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

No declarations of interest were received.

**11 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors McManus and Blank.

**12 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.

**13 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.

#### **14 CULTURAL AND VISITOR SERVICES RESTRUCTURE (EC000/L000)**

The Cultural and Visitor Services Manager submitted a report seeking approval for a revised staffing structure for the Town Centre Operations and Tourism, Museums & Events services.

In June 2013 (Minute No 0004 (2013/2014)), the Joint Cabinet and Employment & General Committee agreed to bring together tourism, museums, events, town centre operations, markets, parking, CCTV, arts and cultural services under Cultural and Visitor Services. The key aim of this Service is increasing the number of visitors/shoppers to the Borough by improving the wider town centre offer and facilitating their visit.

A restructure affecting service managers within Regeneration had already been undertaken.

The proposals in the report related to the staff teams below the Town Centre Operations Manager and Tourism, Museums & Events Manager.

The revised structure was proposed to ensure that the staff had the capacity, skills and abilities to deliver the services with reduced funding, by improving efficiency and generating income, wherever possible.

Consultation with affected staff and their trade unions had been undertaken. The report outlined the human resources and the financial implications, along with the potential risks and proposed actions to mitigate these.

Details of the current and proposed structures, with job descriptions and person specifications for new posts were attached as Appendices to the report.

Alternative options were considered, such as remaining with the existing structure, however the proposals, as set out in the report, were deemed the most suitable option to deal with the financial, strategic and operational challenges that lie ahead.

#### **\* 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.

### **REASON FOR DECISIONS**

To establish new staffing structures for the Town Centre Operations and Tourism, Museums & Events Services to provide officers with the necessary skills and capabilities to deliver on one the Council's 3 main priorities.