

JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE

Tuesday, 3rd November, 2015

Present:-

Councillor Burrows (Chair)

Councillors T Gilby
Huckle
T Murphy
Ludlow

Councillors Serjeant
Simmons
Dickinson
A Diouf

Non Voting Members

Councillors Hollingworth
Bagley

Councillors Wall

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

16 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Blank, Brown, Davenport, Elliott and Jean Innes.

17 MINUTES

RESOLVED –

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee on 14 July, 2015 be approved as a correct record and signed by the Chair.

18 **PROCUREMENT PROVISION OPTIONS**

The Business Transformation Manager submitted a report providing options with regards to the future of procurement support provision for Chesterfield Borough Council.

The report identified the Council's key requirements of a procurement service moving forward and outlined the reasons why the temporary arrangements in place since 2013 were no longer appropriate in order to provide an effective and efficient service in the future.

The report detailed four possible options for future procurement provision:

- Shared Service – Chesterfield NHS Procurement Consortium
- Reshaped in-house procurement team
- Shared Service – Derbyshire County Council
- Full specification – market test

including an analysis of the advantages and disadvantages and the financial implications of each option.

Consultation on the proposals had been undertaken with Unison and details of this process were included in the report, along with an assessment of the risks associated with the proposals and actions to mitigate these.

It was recommended that the Shared Service with Chesterfield NHS Procurement Consortium provided the best option in respect of experience and expertise in local government procurement, capacity to ensure compliance with legal requirements and to develop strategy and policy, availability of an e-tendering system and a small financial saving.

It was noted that this option would also provide the opportunity for Members to be consulted on the development of the Council's procurement strategy.

*** RESOLVED –**

- (1) That approval be given for Chesterfield Borough Council to join the NHS Procurement consortium for a period of three years at an annual fee of £39,000, conditional on a comprehensive Service Level Agreement being developed by the Business

Transformation Manager in consultation with the Senior Leadership Team and Corporate Management Team to capture all foreseeable requirements, and agreed with the NHS Procurement Consortium.

- (2) That a 0.5FTE Client Officer role be established to support the new procurement arrangements and to support the work of the current PPP Client Officer.

REASONS FOR DECISIONS

To ensure resilience, consistency, stability and continuity of procurement support provision for the next three years.

To ensure value for money.

To contribute towards the Corporate Plan aim of the Council becoming financially self-sufficient by 2020.

19 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, 3 and 4, on the grounds that they contained information relating to individuals, financial and business affairs and to consultations or negotiations in connection with any labour relations matter arising between the authority and employees of the authority.

20 ZERO HOURS CONTRACTS AT CHESTERFIELD VENUES

The Arts and Venues Manager submitted a report informing Members how zero hours contracts were currently used at the Chesterfield Venues and seeking approval to replace them with annualised hours contracts.

The report detailed the outcome of the review of zero hours posts at the venues following the introduction of the Council's Zero Hours Policy in

November 2014. This covered Duty Managers, Front of House staff and Technical staff. The review concluded that replacing zero hours contracts with annualised hours contracts best suited the delivery of the service and provided security of hours for the staff concerned.

The proposed annualised hours posts were equivalent to approximately 80% of hours actually worked in 2014, providing sufficient flexibility if there were fewer performances and events in the future. It was likely that staff would have the opportunity to work additional hours above their contracted annualised hours, and the operation of the system would be reviewed on a regular basis.

Consultation had been undertaken with the staff impacted by these proposals and the relevant Trade Unions and details of this were included in the report, along with the human resources and equalities implications and an assessment of the risks associated with the proposals and actions to mitigate these.

It was not anticipated that there would be any significant financial impact arising from the implementation of these proposals.

The report outlined possible alternative options, although these were not considered to meet the Council's Zero Hours Policy or the needs of the service.

The report detailed the proposed plans for implementation of annualised hours contracts, it being noted that there would be the possibility for existing staff to remain on zero hours contracts if they preferred, albeit with reduced hours available for work.

*** RESOLVED –**

- (1) That the principle of replacing zero hours contracts with annualised hours contracts at the Chesterfield Venues be approved.
- (2) That the 48 annualised hours posts, as detailed in section 6 of the report, be put on the establishment.
- (3) That the Arts and Venues Manager be authorised to effect the appointment of existing staff to the annualised hours contracted posts having regard to the Council's policies and protocols.

- (4) That all zero hours posts which are replaced with annualised hours posts internally through this process be deleted from the establishment.
- (5) That any of the 48 annualised hours posts that are not filled internally be advertised externally.
- (6) That all the 48 newly established posts be paid monthly for the time worked that month.
- (7) That any member of staff who does not wish to apply for an annualised contract may retain their zero hours contract on the understanding that less hours will be available to them.
- (8) That the three existing contractual hours front of house staff posts be deleted from the establishment and replaced by annualised contracts.
- (9) That the five existing duty managers posts on grade 4 be regraded to grade 5, so that staff can be required to work from all Council venues.

REASON FOR DECISIONS

To ensure that the Council complies with the Zero Hours Policy introduced in November 2014.

21 VISITOR INFORMATION CENTRE STAFFING REORGANISATION

The Cultural and Visitor Services Manager submitted a report seeking approval to a number of proposed changes to staff roles, responsibilities and contractual arrangements, in order to provide a single unified service for all users of the information and sales hub based at the Visitor Information Centre (VIC).

Following the relocation of marketing, venue hire and box office staff in to the VIC in January 2014 there had been a significant increase in footfall and overall ticket sales, requiring a review of job roles and reporting lines in order to maintain high levels of customer satisfaction.

The report detailed the current staffing establishment for the VIC, box office and support services administration function and the proposed new structure, including annualised hours contracts for box office staff and flexibility of arrangements to provide a service at the venues when performances were being held. It was proposed to introduce a new post of Ticketing and Hire Supervisor and a copy of the draft job description and person specification was attached to the report.

Consultation had been undertaken with the staff impacted by these proposals and the relevant Trade Unions and details of this were included in the report, along with the human resources, equalities and financial implications and an assessment of the risks associated with the proposals and actions to mitigate these.

The report outlined possible alternative options, although it was considered that these would not enable the level of service to customers to be maintained or improved.

The report detailed the proposed plans for implementation of the revised structure at the VIC and the move to annualised hours contracts for box office staff at the venues.

*** RESOLVED –**

- (1) That the 3.82 FTE (totalling 141.5 hours per week) Visitor Information Centre Assistant posts be deleted from the establishment and be replaced by 5.34 FTE (totalling 197.5 hours per week) Visitor Information and Sales Assistant posts.
- (2) That the two contractual Box Office Assistant posts (totalling 30 hours per week), the post of Box Office Co-ordinator (37 hours per week) and the post of Admin Support Assistant (30 hours per week) be deleted from the establishment.
- (3) That the post of Ticketing and Hire Supervisor (37 hours per week) be put on the establishment.
- (4) That the principle of replacing all Box Office Assistant posts on zero hours contracts with annualised hours contracts be approved.
- (5) That annualised Box Office Assistant hours of 980 hours per

annum be put on the establishment.

- (6) That annualised Box Office Assistants be paid monthly for the time worked that month.
- (7) That any of the annualised Box Office Assistant hours that are not filled internally be advertised externally.
- (8) That any Box Office Assistant who does not wish to apply for an annualised contract may retain their zero hours contract on the understanding that less hours will be available.
- (9) That the revised structures for the Venues and the Visitor Information Centre as at Appendix B to the report be approved.
- (10) That the Arts and Venues Manager and the Tourism, Museum and Events Manager be authorised to effect the appointments to the proposed structure having regard to the Council's policies and protocols.

REASON FOR DECISIONS

To improve the operation of the Visitor Information Centre and Chesterfield Venues in order to provide a better service to visitors and residents of the town.

22 REVIEW OF CRÈCHE SERVICES

The Sport and Leisure Manager submitted a report for Members to consider the continued provision of crèche services within the Sport and Leisure Facility programmes.

The report set out the issues to be considered in respect of the future of in house crèche provision at the new Queen's Park Sports Centre (QPSC), the future of the externally contracted crèche provision at the Healthy Living Centre (HLC), Staveley and the potential for reinvestment of identified crèche savings in targeted and prioritised community health and well-being partnership initiatives aimed at reducing health inequalities in the borough, and developing sustainable social capital and community resilience.

The current usage of the crèche services at QPSC and HLC was low and the services incurred a subsidy of approximately £60,000 per year. During consultation on the services for the new facility at Queen's Park in 2013 demand for crèche services was the lowest priority. Details of the consultation were attached to the report.

The report outlined options for alternative provision, including programmes to encourage participation by the family unit and reinvestment in new or extending current initiatives to encourage participation in sport and physical activity in the borough's communities. It was confirmed that arrangements would be made to signpost current users of the crèche service to other locally available services.

The report set out the financial, human resources and equalities implications, along with an assessment of the risks associated with the proposals and actions to mitigate these. Consultation had been undertaken with the Council staff affected and their Trade Unions and also with the external provider of crèche services at HLC, and details of this were included in the report.

*** RESOLVED –**

- (1) That the in-house Crèche service provided at Queen's Park Sports Centre be withdrawn by 31 December 2015 and does not transfer to the new Queen's Park facility.
- (2) That the external contractor at the Healthy Living Centre be consulted and one of two options adopted:
 - Crèche closure – subject to a 3 month notice period.
 - Current contractor providing a proposal for use of the creche space on an independent basis and making a commercial payment to the Council as per other similar on site operations such as Catering and Beauty services currently in place.
- (3) That the Sport and Leisure team develop alternative activities within the respective site programmes to better facilitate participative activities for parents, carers and children.
- (4) That alternative use of the current Crèche space at the Healthy Living Centre be considered to maximise opportunities in meeting

the Council's value for money priority and 2020 performance expectations.

- (5) That an element of savings from the current crèche operations be redirected into reducing health inequalities in deprived ward areas in the borough including extension of the Village Games initiative.

REASON FOR DECISIONS

To ensure that the Sport and Leisure service is fit for purpose and as a consequence able to maximise performance, continuous improvement and development to ensure that the Council's Corporate Vision and Plan 2016 – 2020 is achieved.

23 PROPOSED RESTRUCTURE OF THE PERSONAL ASSISTANTS

The Support Services Manager submitted a report for Members to consider proposals for a revised structure of the Personal Assistants providing a secretarial service to the Chief Executive, the Senior Leadership Team, the Housing Management Team and Service Managers.

The duties and responsibilities of the four Personal Assistant posts had been re-examined, resulting in revised job descriptions and job evaluation scores for two of the posts. A revised proposed structure for the Personal Assistant posts was detailed in the report, it being noted that further changes may be required once the Corporate Management Team restructure had been completed.

Consultation had been undertaken with the staff affected by these proposals and their Trade Union representatives, and the human resources, equalities and financial implications were detailed in the report, along with an assessment of the risks associated with the proposals and actions to mitigate these.

It was confirmed that existing arrangements to support the Housing Management Team and Service Managers would continue pending any further changes resulting from the Corporate Management Team restructure.

*** RESOLVED –**

That the Support Services Manager be authorised to implement the proposed restructure of the Personal Assistants.

REASON FOR DECISION

To recognise the duties and responsibilities carried out by the Personal Assistants and for the appropriate remuneration to be made to those staff.