

EMPLOYMENT AND GENERAL COMMITTEE

Monday, 16th December, 2013

Present:-

Councillor Elliott (Chair)

Councillors	Fanshawe	King
	Blank	Neil Rayner
	Higginbottom	Simmons

*Matters dealt with under the Delegation Scheme

1 APOLOGIES FOR ABSENCE

No apologies were received.

2 MINUTES - 7TH AUGUST 2013

RESOLVED – That the minutes of the meeting of the Committee held on 7th August, 2013 be approved as a correct record and signed by the Chair.

3 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE 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 involve the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972'

4 MARKET HALL CARETAKING SERVICE (EC140)

The Head of Regeneration submitted a report to review the caretaking service within the newly reopened Market Hall.

It was noted that there were currently 4 caretaking posts on the establishment, 2 full time caretakers and 2 part-time caretakers contracted to work 7½ hours per week, one of which is vacant.

Because of the changes to some of the duties of the role of the caretaker their job descriptions and person specifications have been revised to reflect the additional responsibilities of the posts.

To ensure that all caretaking duties and responsibilities can be carried out it is proposed that the combined hours of the part time posts be increased from 15 to 32 hours per week. In addition to cover for holidays, extra opening hours, etc, each post holder will be required to work an additional 200 hours as part of their contract. These hours will be worked at the discretion of the Town Centre Operations Manager, in consultation with the staff concerned.

This will result in an additional 1,284 hours per annum of caretaking hours over and above what is currently on the establishment. This will be off set, however, by the fact that bespoke toilet attendants will no longer be required and less Venues caretaking hours will be necessary, particularly during the day.

This proposed caretaking provision will allow the building to be open from 7.30 am to 6 pm, Monday to Saturday with at least one caretaker on duty throughout these hours. These hours may have to be increased, if bookings for the Assembly Rooms develop more than anticipated.

To ensure sufficient flexibility it is proposed that two caretakers would have to be recruited, one at 16 hours per week plus an additional 200 hours and the other at 8½ hours, plus an additional 200 hours.

- RESOLVED -**
- (1) That the overall hours of the part-time Market Hall caretaking posts be increased from 15 hours to 32 hours per week, with an additional 400 contracted hours per annum.
 - (2) That the caretaker hours be offered, in the first instance internally to staff currently on the Redeployment Register, as a 16 hour and 8½ hour post, with 200 annualised hours each.
 - (3) That the hours of the caretakers be reviewed after 6 months of operation.