

JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE**Tuesday, 25th March, 2014**

Present:-

Councillor Gilby (In the Chair)

Councillors	Blank	McManus
	Elliott	Russell
	King	Serjeant
	Ludlow	Simmons
Non Voting	Brown	Huckle
Members	Hill	Martin Stone
	Hollingworth	

*Matters dealt with under Executive Powers

**25 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations were received.

26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Burrows, Gibson and Higginbottom.

27 MINUTES**RESOLVED –**

That the Minutes of the meeting of the Joint Cabinet and Employment and General Committee of 28 January, 2014 be approved as a correct record and signed by the Chair.

28 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 involves the likely disclosure of exempt information as defined in Paragraphs 1, 3 and 4 of Part 1 of Schedule 12A to the Local Government Act 1972 – on the grounds that it contained information relating to any individual, information relating to the financial or business affairs of the authority and information relating to any consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of the authority.

29 SUPPORT SERVICES RESTRUCTURE

The Head of Business Transformation submitted proposals for a revised Support Services structure.

The restructure was intended to achieve savings while maintaining effective administrative support for Housing, Environment, Resources and Planning services.

Restructures affecting support staff working in other services had already been undertaken.

The proposals had been formulated by a Project Board chaired by the Executive Member for Governance and Organisational Development.

The objectives of the review were:

- to provide a fit for purpose Support Services function
- to secure a cashable saving for the General Fund
- to support the Great Place, Great Service transformation programme
- to increase responsiveness to demand
- to introduce new technology to increase efficiency.

The example of Derby City Council showed how the restructuring and centralisation of Support Services could make savings and achieve economies of scale. By standardising practices, increasing flexibility

within teams, improving coordination and more effectively managing the distribution of workload, savings and efficiencies could be achieved.

A LEAN Review had been carried out by staff trained in the in-house Project Academy, reporting in November 2013. It had recommended changes in working practices to improve efficiency, in the short term, and had indicated where new technology could be introduced to achieve further efficiencies in the medium term.

The report compared the current and proposed staffing structures, and advised that reductions in staffing could be achieved by voluntary redundancy, flexible retirement and redeployment.

Staff would be offered training and support, so that they would be able to undertake a wider range of administrative tasks, increasing their flexibility. And, would be deployed in centralised teams; and their methods of working reviewed and standardised.

A Service Level Agreement would be developed for aspects of support work for the Planning service, and the support services requirements of Housing and Environmental services reviewed, to identify possible improvements and cost reduction opportunities.

In 2014/15 a Document Management System would be introduced. Following implementation, it was envisaged that a further review of the support services structure would take place with the potential for additional economies.

***RESOLVED –**

That the Head of Business Transformation be authorised to implement the proposals for a revised Support Services structure.

REASONS FOR DECISION

1. A fit for purpose Support Services Structure has been created for the medium term.
2. Financial savings have been secured to support the Council in achieving a balanced budget.

3. New technology will be introduced to improve the efficiency and effectiveness of the current operating systems.