

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

13 January 2015

Present: Councillor Sweet in the Chair

Councillors Humphreys, Phillips, Smith and Winter

An apology for absence was received from Councillor M Stanley (substitute Councillor Winter).

1 Disclosable Pecuniary and Non-Pecuniary Interests

None were declared at the meeting.

2 Combined Authorities

The Assistant Chief Executive and Solicitor to the Council updated the Sub-Group on the possibility of setting up one or more combined authorities in the Region and there was a general discussion on the issues. Further reports would be submitted to the Council in due course as the position became clearer.

3 Results of Change to the One Stop Shop Opening Hours

The Assistant Chief Executive (Community Services) reported on the outcome of the pilot agreed in 14 April 2014 to open the Council's One Stop Shop and Contact Centre on a number of days when the Council would traditionally have been closed to members of the public during 2014.

Resolved:

- a That the outcome of the pilot to open the Contact Centre and One Stop Shop be noted; and**
- b That formal consultation is started immediately with Staff and the Trade Unions on the proposals to open the Councils One Stop Shop and Contact Centre on a permanent basis from 2015/16 onwards.**

4 Exclusion of the Public and Press

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press 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 Schedule 12A to the Act.

5 Shared Service Proposal and Structure Change in the Revenue and Benefits Division

The Assistant Chief Executive (Community Services) reported on proposed changes to the current Revenues and Benefits staffing structure and the Sub-Group was asked to agree a suggested course of action.

Resolved:

- a That all the changes proposed in the report of the Assistant Chief Executive (Community Services) take effect from 1 February 2015 to coincide with the retirement of the Revenues and Benefits Manager;**
- b That the post of Revenues and Benefits Manager (Grade 15) be left vacant on the structure and that the managerial responsibilities attached to this post be undertaken by the Revenues and Benefits Manager from Nuneaton & Bedworth Borough Council on a 2.5 day per week arrangement initially until March 2016;**
- c That an honoraria payment as set out in the report be paid to the Senior Systems Support Officer (Grade 11) until March 2016 for undertaking additional management responsibilities as a result of the part time nature of the proposed shared management arrangement;**
- d That one day of the post of the Financial Inclusion Manager (Grade 11) be recharged to Nuneaton & Bedworth Borough Council to assist them in developing a more inclusive approach to supporting their customers for which an honoraria payment as set out in the report be paid to the Financial Inclusion Manager until 31 March 2016;**
- e That the appointment of a temporary full time customer services officer (Grade 5/6) until 31 March 2016 in order to free up the time for the Assistant Customer Contact Managers (Grade 9) to undertake non-managerial functions under the proposed part time arrangement be approved; and**
- f That the shared service collaboration arrangements proposed with Nuneaton and Bedworth Borough Council be approved and that the Assistant Chief Executive (Community Services) be authorised to agree formal governance arrangements.**

Chairman