

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

15 December 2015

Present: Councillor Hayfield in the Chair

Councillors Davey, Humphreys, Phillips, Singh and Sweet

Apologies for absence were received from Councillor Jenns (substitute Councillor Davey) and Councillor M Stanley (Substitute Councillor Phillips).

Councillors Bell and Simpson were also in attendance.

1 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

2 **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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in Schedule 12A to the Act.

3 **Atherstone Leisure Complex – Extension of the Swimming Lessons Programme**

The Assistant Director (Leisure and Community Development) reported on a staffing matter within his Division and the Sub-Group was asked to agree a suggested course of action.

Resolved:

That the staffing implications of the Community and Environment Board's decision to extend the swimming lessons programme at Atherstone Leisure Complex from 38 weeks to 50 weeks per year with effect from April 2016 be approved, with the exception of the proposal to appoint a part-time Swimming Administrator, which will be considered within the context provided by a future report on the staffing structure within the Leisure and Community Development Division.

4 **Shared Service Proposal and Structure Change in the Community Services Division**

The Assistant Chief Executive (Community Services) reported on a shared service proposal and structure change in his Division and the Sub-Group was asked to agree a suggested course of action.

Resolved:

- a **That the shared service collaboration arrangements with Nuneaton and Bedworth Borough Council (NBBC) to be introduced on a permanent basis with effect from 4 January 2016 unless stated otherwise be approved;**
- b **That the post of Revenues and Benefits Manager (Grade 15) be deleted from the NWBC establishment and the key managerial responsibilities attached to this post be undertaken by the “Head of Revenues and Benefits Shared Services Manager” from NBBC on a 2.5 day per week arrangement for which they will be reimbursed;**
- c **That the Council share its Senior Systems Support Officer to be renamed “Systems Support Shared Services Manager” (Grade 13) with NBBC on a 2.5 day per week arrangement for which NWBC will be reimbursed;**
- d **That the Council share its Financial Inclusion Manager to be renamed “Benefits and Financial Inclusion Shared Services Manager” (Grade 13) with NBBC on a 2 day per week arrangement for which NWBC will be reimbursed. This will take effect from a date to be agreed;**
- e **That the Council purchase 2 days per week support from the to be renamed “Revenues Shared Services Manager” employed by NBBC to provide management support for which they will be reimbursed. This will take effect from a date to be agreed;**
- f **That the transfer of the reporting line of the Community Projects Officer (Community Hubs) into the Customer Contact Manager be approved;**
- g **That the grade of the Customer Contact Manager be increased to Grade 13 in light of this change to their remit and responsibilities;**

- h That the permanent reduction in the working hours of the Council's Senior Benefit Officer to a 3 day per week arrangement be approved;**
- i That the Council purchase 2 days per week support from NBBC for undertaking appeal and technical benefits support and 1 day per week for undertaking court support and other specialist technical recovery work; and**
- j That all savings identified are retained in the Divisions budget until a wider review of the divisional staffing structure is completed by May 2016.**

The remaining matters were all considered in public session.

5 Progress Report on Human Resources Issues

The Assistant Director (Finance and Human Resources) reported on the progress against the Human Resources Strategy Action Plan, work being done by the Human Resources team, the sickness levels for the period of April 2015 to September 2015 and provided some further information on action taken in managing absence.

Resolved:

That the report be noted.

6 Devolution / Combined Authorities

The Chief Executive reported on recent events in respect of the Devolution/Combined Authorities agenda. In particular he highlighted a recent Warwickshire roundtable event attended by himself and the Leader of the Council and a number of amendments recently announced by the Secretary of State to the Cities and Local Government Devolution Bill 2015-16. Members were also informed that the Chief Executive and the Leader of the Council were attending a regional meeting on 18 December updating on the Devolution Deal and the West Midland Combined Authorities.

Resolved:

That the report be noted.

7 Area Forums and Scrutiny

Members were invited to consider the detail of changes to the Scrutiny function agreed at the last meeting of the Sub-Group and the initial steps for a review of Area Forums.

Recommended to the Executive Board:

- a That the Constitutional changes in respect of Scrutiny detailed in the report of the Assistant Chief Executive and Solicitor to the Council be agreed subject to the approval of Full Council;**

Resolved:

- b That the following steps for the review of Area Forums be agreed**
 - i) That initial discussions be undertaken with Warwickshire County Council and the Police;**
 - ii) That the Communications Task and Finish Group be asked to consider how we seek the views of the public, hard to reach groups and other partners;**
 - iii) That the views of Parish and Town Councils be sought in due course once the initial discussions and consultation set out above have been concluded; and**
 - iv) That further reports on the review of Area Forums be submitted to the Sub-Group.**

C Hayfield
Chairman