

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

16 July 2012

Present: Councillor M Stanley in the Chair

Councillors Hayfield, Phillips, Smith and Sweet

Councillors Humphreys, Moore and Morson were also in attendance.

1 **Disclosable Pecuniary and Non-Pecuniary Interest**

None were declared at the meeting.

2 **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 2011 to March 2012 and some further information on action taken in managing absence.

Resolved:

That the report be noted.

3 **Support for the Landscape Management Section**

The Assistant Director (Leisure and Community Development) sought approval for the appointment of a temporary (18 months) Landscape Officer to support the work of the Landscape Management section of the Leisure and Community Development Division in delivering the priorities set out in North Warwickshire Green Space Strategy. The Sub-Group was asked to agree a suggested course of action.

Resolved:

That the proposal to appoint to a temporary post of Landscape Officer, as outlined in the report of the Assistant Director (Leisure and Community Development), be approved.

4 **Extension of the B.O.B Community Hub Support Officer**

The Sub-Group was informed of a decision taken under the Chief Executive's emergency powers in May 2012 to grant permission for an 18-month extension to the temporary position of the B.O.B Community Hub Support Officer allowing it to be advertised without Board

approval. The decision was taken after consultation with the Leader and both the Chairman and Shadow Spokesperson of the Resources Board.

Resolved:

That the report be noted.

5 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.

6 Corporate Services Apprenticeships Proposal and Staffing Updated.

The Assistant Director (Corporate Services) sought approval for the creation of two, two year Apprenticeships within Corporate Services Division and provided an update on approved staffing changes. The Sub-Group was asked to agree a suggested course of action.

Resolved:

- a That the proposals to establish a two year Apprenticeship in Central Services and another in Information Services be approved;**
- b That the increase in DC's (Information Services Officer) hours be noted; and**
- c That the proposal to recruit to MJ (Central Services Officer) post as a result of her retirement be noted.**

M Stanley
Chairman