

PERSONNEL COMMITTEE

5 May 2004

Attendance:

Councillors:

Collin (Chairman) (P)

Allgood (P)
Baxter (P)
Bennetts (P)
Coates (P)
Cook (P)

Craig (P)
Goodall (P)
Hatch (P)
Learney (P)
Merritt (P)

1453. **MINUTES**

RESOLVED:

That the minutes of the previous meeting of the Committee (less exempt appendix) held on 8 March 2004 be approved and adopted.

1454. **PLANNING DELIVERY GRANT**
(Reports CAB856 and PER71 (Extract) refer)

Members considered the above report in conjunction with a report that detailed proposals for improvements to the Council's Planning Enforcement service (Minute 1230 and Report EA29 post refers).

Members noted that the report had also been considered at the meeting of Cabinet held on 20 April 2004 and referred to the relevant minute extract (Report PER71 refers).

The Director of Development Services answered questions and clarified a number of points regarding the proposed areas of spend following the award to the Council of the Planning Delivery Grant (Appendix 1 of the report refers). The Director of Personnel also confirmed a number of personnel policy issues.

Members concluded that they were satisfied with the proposals for temporary staff to deliver improvements to the Development Services Department, including Planning Enforcement. Furthermore, it was noted that although most of the improvements would ideally be long-term or permanent proposals, it was not possible to predict future levels of grant award, although alternative funding might be available.

The Committee went into exempt session to discuss how the new staffing structure related to existing posts.

1455. **EXEMPT BUSINESS**

RESOLVED:

That the public be excluded from the meeting during the consideration of the following items of business because it is likely that, if members of the public were present, there would be disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

<u>Minute Number</u>	<u>Item</u>	<u>Description of Exempt Information</u>
1456	Planning Enforcement	Information relating to a particular employee, former employee or applicant to become an employee of, or a particular office-holder, former office-holder or applicant to become an office-holder under the authority. (Para 1 to Schedule 12A refers).
1457	Exempt Minute of meeting held on 8 March 2004 <ul style="list-style-type: none"> • City Secretary and Solicitor's Department – Minor Establishment Changes 	

1456. **PLANNING ENFORCEMENT**
(Reports EA29 and PER71 (Extract) refers)

Members also noted an addendum to the report that had been circulated subsequent to the meeting of the Environment and Access Performance Improvement Committee. This set out the existing structure and proposed changes to the Legal Section of the City Secretary and Solicitor's Department.

The City Secretary and Solicitor advised that the proposed new Senior Legal Assistant would not be responsible to the Enforcement Manager (or situated in the Development Services Department) as specialist support from the Legal Section would be necessary. However, the postholder would work in close liaison with the Enforcement team.

Further to a question, the Director of Personnel confirmed the Council's policies towards staff working in potentially violent situations.

The Director of Development Services reported on potential future funding of the improvements to the Enforcement Section should the grants be not forthcoming in future years. This included the possibility of additional revenue from increases in planning application fees that were currently under consideration by the Government.

RESOLVED:

That approval be given for the following additional posts in the Enforcement Section of the Development Services Department and the Legal Section of the City Secretary and Solicitor's Department:

(a) Enforcement Manager at scale 7 (subject to Job Evaluation) (SCP 46 £33,642) be agreed (paragraph 3.5 of the report) with an annual cost of £41,716 including on-costs of 24%.

(b) Customer Liaison Officer (Enforcement) at scale 3 (subject to Job Evaluation) (SCP 16 £14,196) (with an annual cost of £17,603 including on-costs.

(d) Half full time post of Compliance Officer at scale 4 (subject to Job Evaluation) (SCP 24 £18,012 FTE) with an annual cost of £11,167 (0.5FTE) including on-costs.

(e) Senior Legal Assistant at scale 5 (subject to Job Evaluation) (SCP £25,245 FTE) with an annual cost of £31,052 including on-costs

1457. **EXEMPT MINUTE OF MEETING HELD ON 8 MARCH 2004**

RESOLVED:

That the exempt minute of the previous meeting of the Committee held on 8 March 2004 relating to minor changes to the staffing structure of the City Secretary and Solicitor's Department, be approved and adopted.

The meeting commenced at 6.00pm and concluded at 7.20pm

Chairman