

**UNITARY STRUCTURES SUB COMMITTEE  
17 OCTOBER 1997**

Present: Councillor Ward (Chairman), Councillors Mrs Keene,  
McCormack and Sargeant

Apologies for absence were submitted on behalf of Councillor Bettison

Also in attendance: Councillors Mrs Ballin and Egan

22. **Minutes**

The minutes of the meeting of the Sub Committee held on 2 October 1997 were approved as a correct record.

23. **Exclusion of Public and Press**

**RESOLVED** that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the remainder of the meeting, which would involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to employees

24. **Corporate Services: Redesignation of Transfer Status**

The Sub Committee considered a report by the Director of Corporate Services, in which it was proposed to reduce the number of Assistant Borough Finance Officers from four to three. This change was in advance of the main review of the department and its effect would be to alter the “unchanged” designation of the Assistant Borough Finance Officer (Audit) post to that of “changed” with the postholder being put into the Prior Consideration pool of employees.

**RESOLVED** that

- (i) the posts of Assistant Borough Finance Officer (Audit) and Assistant Borough Finance Officer (Research) be amalgamated into a new post of Assistant Borough Finance Officer (Audit & Technical); and
- (ii) the post of Assistant Borough Finance Officer (Audit) be redesignated as a “changed” post.

25. **Public and Environmental Services Department - Proposed Structure**

The Director of Public and Environmental Services submitted a report which set out proposed changes to the original draft structure, together with indicative costs for the Department. These proposals included the creation of five posts offset by the deletion of four posts and the regrading of four posts.

**RESOLVED** that

- (i) the adjustments to the previous structure, including the creation of five posts offset by the deletion of four posts and the regrading of four posts, (as set out on pages 9 and 10 of the agenda) and the indicative costs of the structure of the Public and Environmental Services Department (as set out on page 10 of the agenda) be approved;
- (ii) there be no recruitment to the following five created posts until the final budgetary position is known:
  - Food Safety/Health Promotions Officer
  - Environmental Monitoring Officer
  - Trading Standards Officer
  - Agenda 21 Promotions Officer
  - Administration Assistant (Licensing)
- (iii) there be no recruitment to the following two regraded posts until the final budgetary position is known:
  - Trading Standards Officer
  - Safety Officer (p/t); and
- (iv) the creation of a Dog Warden/Pest Control Assistant post be approved in principle, subject to the funding arrangements being considered by the Public and Environmental Services Committee on 8 January 1998.

26. **Planning and Transportation Department - Proposed Structures**

The Director of Planning and Transportation submitted a report, which proposed some changes to the draft structure for the Department. The report included consideration of 17 posts which had been previously identified by the Resource Analysis Focus Group as requiring further justification.

**RESOLVED** that the revised staffing structure for the Planning and Transportation Department (as set out on pages 21 to 37 of the agenda) and the indicative costs (as set out on page 28 of the agenda) be approved.

The meeting commenced at 4.00pm and concluded at 5.28pm.

**CHAIRMAN**