

**UNITARY STRUCTURES SUB COMMITTEE  
16 DECEMBER 1997**

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

**Also present: Councillor North**

31 **Minutes**

The minutes of the meeting of the Sub Committee held on 11 November 1997 were approved as a correct record.

32 **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 involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act.

(1) Information relating to employees.

33 **Corporate Services Department Proposed Structures (Item 4)**

The Director of Corporate Services submitted proposed variations to the draft structures for the Administration and the Legal Services Business Units for the Sub Committee's consideration.

As a result of the Council's additional office requirements from early January 1998, it was recommended that an additional post of Assistant Office Superintendent should be created to provide full cover at all times and that the hours of two of the existing Assistant Office Superintendents should be increased from 28 hours to 39 hours per week reflecting existing work requirements currently met through overtime working. It was further recommended that the two existing part-time posts of Courier responsible for deliveries between civic buildings, all other Council establishments and Members should be increased to full time within the approved structure which provided for 3 full-time Courier posts. The Director also advised the Sub Committee of the perceived need to strengthen the legal team dealing with Education and Social Services within the Legal Services Business Unit to ensure that the Council's interests are properly protected.

Members of the Sub Committee expressed particular concerns regarding the need for flexibility in providing security cover and caretaking services at the Council's offices and the view was expressed that flexibility would be maximised by the continued use of part-time posts backed by overtime levels. The Sub Committee formed the view that this point should be examined in more detail.

**RESOLVED** that

- (i) the Chairman be authorised to approve the creation of an additional post of Assistant Office Superintendent of up to 39 hours per week following more detailed consideration of working arrangements and costs;
- (ii) approval be given to the proposed change of hours of the existing two posts of Assistant Office Superintendent from 28 hours to 39 hours per week;
- (iii) approval be given to the conversion of the two existing part-time posts of Courier to full time;
- (iv) subject to the agreement of the Directors of Social Services and Housing and of Education, approval be given to the redesignation of the post of Senior Legal Assistant (BG/F) to Assistant Solicitor (BGD/E).

34 **Leisure Services Department - Post designated as Countryside and Heritage Officer (Item 5(i))**

The Acting Borough Leisure Officer submitted proposals for the regrading and redesignation of the existing post of Countryside and Heritage Officer in line with the three other Section Head posts within the Leisure Services Department structure.

**RESOLVED** that with effect from 2 February 1998 the post of Countryside and Heritage Officer be redesignated Head of Countryside and Heritage (BG/C).

35 **Libraries : Electronic Public Information (Item 5(ii))**

The Sub Committee noted that the Council had previously agreed to replace the County Council's existing electronic public information system through enhancement of the Borough Council's web site and considered proposals for the creation of two new posts (1.5FTE) within the Libraries and Information Section of the Leisure Services Department in order to maintain and develop the service.

In considering these proposals, Members of the Sub Committee discussed the future use of the service in terms of information provision and management and marketing the Borough Council, and the close linkages with functions provided from within the Policy Development Unit on a corporate basis. It was felt that this aspect should be examined more closely although the Sub Committee fully supported the need for the service to be adequately staffed.

**RESOLVED** that approval be given to the creation of two additional posts amounting to 1.5 FTE's within the Libraries and Information Section of the Leisure Services Department on the basis of the report submitted.

36 **Unchanged/New Posts - Policy Development Unit (Item 6)**

The Sub Committee gave consideration to a detailed report on the transfer status of one post in structure for the Policy Development Unit approved at the previous meeting (Minute 29(ii) refers). The Sub Committee noted the revised range of duties attached to the post together with general procedural advice submitted earlier by the Borough Solicitor and an analysis of the relevant duties in the format used previously to determine the transfer status of posts which had been challenged by the County Council.

**RESOLVED** that, in the light of the increased responsibilities attached to the post of Partnership Officer within the Policy Development Unit, the post be designated as “changed”.

The meeting commenced at 4.30pm and concluded at 6.15pm.

**CHAIRMAN**