

UNITARY STRUCTURES SUB COMMITTEE
28 AUGUST 1997

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

Apologies: Councillor Sargeant

8. Minutes - 8 July 1997.

The minutes of the meeting of the Sub Committee held on 8 July 1997 were approved as correct record.

9. Departmental Structures - Education.

The Sub Committee received a report from the Director of Education detailing the Director's justifications for posts which had been queried by the Resource Allocation Focus Group. The Director of Education also tabled a document detailing the Department's new proposed structures.

The Sub Committee noted that the following posts needed to be created and filled as soon as possible:-

Awards and Admissions Manager
Senior Education Welfare Officer
Information and Governor Services Officer
Children and Families Officer
Senior Advisor/Inspector
Four Advisor/Inspectors

It was also noted that the Advisor/Inspectors' standard terms and conditions were Soulbury grades and the Borough Personnel Manager would investigate how these grades could be integrated with the Bracknell Grades.

Where Berkshire County Council staff were recruited to Bracknell Forest posts, arrangements for the new staff to start work would be negotiated with the Education Department.

RESOLVED:

- (i) that the proposed changes to the third tier structure be approved;
- (ii) that the changes to the gradings of the posts be approved;
- (iii) that the inclusion of the posts listed in these minutes be approved to permit the recruitment process to proceed.

10. **Departmental Structures - Leisure Services.**

The Sub Committee received a report from the Acting Borough Leisure Officer detailing new proposed structures for the Leisure Services Department.

It was noted that the Leisure Strategy was currently out to consultation and that the Leisure Services Committee would be deciding on its adoption later in the year.

It was noted that in the Youth and Community Service the new post of Training Officer appeared and the Acting Borough Leisure Officer explained that this was in response to the needs of Youth and Community volunteers. The Sub Committee expressed concern about the Sports/Events Development Officer in the Recreation and Amenities Section. It was agreed that no decision should be made at this stage, pending the outcome of the consultation on the Leisure Strategy.

The Acting Borough Leisure Officer drew attention to the post of Bibliographic Librarian in the Libraries, Arts and Information Section, which was necessary to appoint immediately.

RESOLVED that the staffing structures set out in Annexe A to the report be approved, subject to:

- (a) the immediate appointment of a Bibliographic Librarian;
- (b) decisions on the Sports/Events Development Officer be deferred at this stage.

11. **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 meeting for the consideration of Items 6 and 7 which involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- 1 Information relating to individual employees of the Council.

12. **Planning and Transportation Directorate - Surveying Division.
Post Designated: Principal Building Surveyor (Property)**

The Sub Committee received a report containing exempt information from the Director of Planning and Transportation detailing the need to appoint to this post in order to be able to deal with maintenance and minor works to the buildings the Council would have transferred to it from Berkshire County Council on vesting day.

RESOLVED that the post of Principal Building Surveyor (Property) in the Planning and Transportation Directorate be released for early filling.

13. **Planning and Transportation Directorate - Surveying Division.
Post Designated: Head of Property**

The Sub Committee received a report containing exempt information from the Director of Planning and Transportation detailing the need to recruit to the post of Head of Property. It was noted that the Head of Property post was currently covered by a consultant having been held vacant pending LGR.

RESOLVED that the post of Head of Property in the Planning and Transportation Directorate be advised and filled in accordance with the agreed timetable for posts of this salary band.

14. **Legal Section Recruitment.**

(The Chairman agreed to the consideration of this item as a matter of urgency on the grounds that the prior consideration recruitment process for posts at the level of those for which authorisation was being sought was due to commence, immediately and to ensure the Council had access to the full range of legal services that it would require after vesting day.)

The Sub Committee received a report, tabled at the meeting, from the Borough Solicitor detailing the need for three posts of Senior Solicitors to be Team Leaders for the Legal Section of Corporate Services.

RESOLVED that the Borough Solicitor be authorised to recruit to each of the three Senior Solicitor posts shown on the draft structure appended to the report.

15. **Dates of Future Meetings.**

It was confirmed that the programme of meetings for the Sub Committee would be as follows:-

Time	Date	Subject
5.30pm	Thursday 18 September	Planning & Transportation and Policy Unit
6.00pm	Thursday 2 October	Social Services and Housing
5.30pm	Tuesday 21 October	Corporate Services and Public & Environmental Services

The meeting commenced at 5.30pm and concluded at 7.30pm.

CHAIRMAN