

**UNITARY STRUCTURES SUB COMMITTEE
2 OCTOBER 1997**

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

Also Present: Councillor Angell (Chairman of Social Services Transition and
Housing Committee)

An Apology of Absence was received from:
Councillor McCormack

16. **Minutes**

The minutes of the meeting of the Sub Committee held on 28 August 1997 were approved as a correct record.

17. **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

18. **Education Department - Re-evaluation of Grades**

The Chairman has previously agreed that this item should be dealt with at this meeting to enable recruitment to key posts to progress at the earliest opportunity.

The Director of Education submitted a paper dealing with re-evaluations of three posts within the approved structure for the Education Department following changes of responsibilities confirmed at the meeting on 28 August. The Sub Committee noted that the additional costs proposed would be offset by the deletion of one post in Special Education and a down grading of one post in the Admissions and Awards Section.

RESOLVED that approval be given to the revised gradings indicated for the following posts:

SEN Manager	BGC
SEN Officer (Assessment and Statementing)	BGF
Admissions and Awards Manager	BGE

The Director confirmed that he would check on the need to advertise these posts through the Berkshire Prior Consideration ring fence and whether there are viable applicants from the County Council.

19. **Social Services and Housing Department - Proposed Structure**

The Sub Committee received a report from the Director of Social Services and Housing which set out the proposed structure for the combined Social Services and Housing functions. The report submitted identified the issues addressed by the proposed structure and the likely staffing costs although it was particularly noted that the budget position of the new authority would not become clear until later in the year when the Government identified its funding intentions. The Director of Social Services and Housing discussed with the Sub Committee the likely strategy in the event of there being a budget shortfall. The Sub Committee particularly discussed the relationship and working arrangements with services provided from the Corporate Centre but located within the department.

The Director also identified a total of 31 posts within the structure to replicate activities currently provided on a Berkshire wide basis but required to maintain existing service levels and a seamless transition. In some cases posts would be the subject of early recruitment proposals.

Following discussion, the Sub Committee:

RESOLVED that the proposed structure for the Social Services and Housing Department be approved in principle subject to budget considerations and that issues relating early recruitment be dealt with under delegated powers as previously authorised.

20. **Social Services and Housing Department - New Posts**

The Sub Committee received a report identifying four new posts required to strengthen existing teams and to ensure that service and performance standards were met. It was noted that the need for these posts had been previously considered and that provision had been made within contingency funds in the current year. Details of service and performance issues were noted and, following discussion, it was:

RESOLVED that

- (i) approval be given to the creation of a new post of Senior Housing Officer (Estates) within the approved structures;
- (ii) approval be given to two new posts within the Housing Benefits Section on one year fixed term contracts and that the need for a third post be reviewed in May 1998.

It was confirmed that there was no requirement to seek approval from the Personnel Sub-Committee for these posts.

21. **Meetings Programme**

The following programme of future meetings was agreed:

17 October - 4.00pm

Public and Environmental Services
Planning and Transportation

11 November - 4.00pm

Corporate Services
Policy Unit

The meeting commenced at 6.00pm and
concluded at 7.45pm.

CHAIRMAN