



Borough of Tamworth

Marmion House,
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APPOINTMENTS AND STAFFING COMMITTEE

6 September 2021

Dear Councillor

A meeting of the Appointments and Staffing Committee will be held in **Council Chamber, Marmion House, Lichfield Street, Tamworth, B79 7BZ on Tuesday, 14th September, 2021 at 6.00 pm.** Members of the Committee are requested to attend.

Yours faithfully

A handwritten signature in black ink, consisting of stylized initials and a long horizontal line extending to the right.

Chief Executive

A G E N D A

NON CONFIDENTIAL

- 1 Apologies for Absence**
- 2 Minutes of the Previous Meeting (Pages 5 - 8)**
- 3 Declarations of Interest**

To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.

When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.

4 Appointment of Garage Administrator Role - temporary contract (Pages 9 - 12)

(Report of the Leasehold and Estate Manager)

5 Exclusion of the Press and Public

To consider excluding the Press and Public from the meeting by passing the following resolution:-

“That in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and/ or 4 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public”

At the time this agenda is published no representations have been received that this part of the meeting should be open to the public

6 SMART Working (Pages 13 - 58)

(Report of the Executive Director, Organisation)

Access arrangements

If you have any particular access requirements when attending the meeting, please contact Democratic Services on 01827 709267 or e-mail democratic-services@tamworth.gov.uk. We can then endeavour to ensure that any particular requirements you may have are catered for.

Filming of Meetings

The public part of this meeting may be filmed and broadcast. Please refer to the Council's Protocol on Filming, Videoing, Photography and Audio Recording at Council meetings which can be found [here](#) for further information.

If a member of the public is particularly concerned about being filmed, please contact a member of Democratic Services before selecting a seat.

FAQs

For further information about the Council's Committee arrangements please see the FAQ page [here](#)

To Councillors: J Oates, D Cook, S Doyle, S Peple and R Pritchard.

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**MINUTES OF A MEETING OF THE
APPOINTMENTS AND STAFFING
COMMITTEE
HELD ON 21st JULY 2021**

Present: Councillor J Oates (Chair), Councillors D Cook, S Doyle, R Pritchard and Dr S People

The Following Officers were present: Anica Goodwin (Executive Director Organisation), Jo Hutchison (Democratic Services, Scrutiny and Elections Officer), Zoe Wolicki (Assistant Director People) and Jackie Noble (Head HR and Organisational Development)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor S People and Councillor Dr S People attended as her substitute.

2 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 6 April 2021 were approved and signed as a correct record.

(Moved by Councillor D Cook and seconded by Councillor Dr S People)

3 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

4 TEMPORARY GROWTH AND ENTERPRISE OFFICER

The Report of the Assistant Director, Growth and Regeneration to agree an additional but temporary post of Growth and Enterprise Officer, associated with delivering specific projects around Street Trading Policy and Car Park Operations focused on income generating activities with designated targets and outputs was presented by the Assistant Director, People.

Two additional recommendations to those set out in the report were also moved and seconded, with all four recommendations carried.

RESOLVED That the Committee:

1. Approved the creation of an additional Growth and Enterprise Officer at Grade F, 3 days a week, temporary for 18 months
2. Authorised the Chief Executive to implement the changes
3. Agreed that any future pay award for the new role would be line with pay awards to all Borough staff

(Moved by Councillor D Cook and seconded by Councillor Dr S Peuple)

4. Delegated authority to the Leader of the Council and the Chief Executive to resolve any issues to support the required recruitment.

(Moved by Councillor Dr S Peuple and seconded by Councillor D Cook)

5 PAY POLICY STATEMENT 2021

The Report of the Head of Human Resources and Organisational Development detailed Tamworth Borough Council's Pay Policy Statement so that statutory guidance as set out in S38 of the Localism Act was adhered to.

RESOLVED that the Committee approved the Pay Policy Statement 2021 to be presented to Full Council for adoption and publication in line with the Localism Act 2011.

(Moved by Councillor J Oates and seconded by Councillor R Pritchard)

6 SOCIAL MEDIA POLICY

The Report of the Assistant Director People detailed the development of a Social Media Policy for employees, casual workers and contractors of Tamworth Borough Council which provided a framework for employees in their use of social media.

The Committee thanked Officers for their work in developing this policy.

RESOLVED that the Committee approved the Social Media Policy for employees, casual workers and contractors for immediate implementation.

(Moved by Councillor J Oates and seconded by Councillor R Pritchard)

7 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That;

in accordance with the provisions of the Local Authorities

(Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and / or 4 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public

(Moved by Councillor J Oates and seconded by Councillor Dr S Peple)

8 SUMMARY OF HR CHANGES TO 31ST MARCH 2021

The Report of the Head of Human Resources and Organisational Development detailed a summary of employment changes made to the Council's staffing structure by officers under the scheme of delegation and in line with prevailing policies. The time period is 1st April 2020 – 31st March 2021.

RESOLVED that the Committee:

1. Endorsed the Report and thanked senior management for their work during the year; and
2. Delegated authority to the Chair to consider the communication of relevant summary information to all councillors.

(Moved by Councillor D Cook and seconded by Councillor Dr S Peple)

Chair _____

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APPOINTMENTS AND STAFFING COMMITTEE

TUESDAY, 14 SEPTEMBER 2021

REPORT OF THE LEASEHOLD AND ESTATE MANAGER

APPOINTMENT OF GARAGE ADMINISTRATOR ROLE - TEMPORARY CONTRACT

EXEMPT INFORMATION

None

PURPOSE

The report is in relation to the appointment of a temporary Garage Administrator for the duration of the garage renewal delivery project (approx. 2 years) ending October 2023.

This report seeks approval from the Committee to create a temporary Garage Administrator post for 2 years from appointment or project completion whichever is sooner.

RECOMMENDATIONS

It is recommended that the Committee consider the report and agree to the appointment of the post of temporary Garage Administrator for 2 years.

EXECUTIVE SUMMARY

The garage renewal project was agreed at cabinet in July 2021 and as part of that report project additional resource was identified to enable the project to run efficiently and ensure that all administration duties associated with the project are fully met.

It has been identified that the post will be responsible for the following duties;

1. Managing tenancies in Orchard and writing out to give notice to quit on any that are tenanted with 30 days' Voids and Allocations will continue with the role of garage sign ups as usual.
2. To assist in the decant and offer rubbish clearances so garages are vacated in a timely manner
3. Work with contractor and Tenant Liaison Officer to ensure local area communications are carried out.
4. To offer alternative garages/or assist with signposting to finding a garage working alongside the Voids and Allocations team in order to resolve any issues.
5. To manage the garage rent accounts and ensure payments are collected and or refunds are given
6. Where we have a site that is to be partially re-built to need to decant to near site or suspend account for the construction period and then re-let. Garages will continue to be re-let by the Voids and Allocations team
7. To manage the garages in Orchard by removing or adding depending on the outcomes agreed. site visits and key management will be managed until the site is handed over at which point Voids and Allocations will manage as usual
8. To communicate with contractors ensuring that all communications are completed and that the garage sites are handed over within timescales agreed.

9. Regular updates from the contractor (weekly work in progress) and this will need to be communicated to senior managers and members regarding project delivery only.
10. Work with the communication team around any good news stories and assist with the marketing of any sites that are replaced with new garages and future facilities where possible.
11. Resolve any outstanding complaints issues as a first stage
12. It is proposed that the post will be directly funded from the capital budgets associated with the project. The job attracts Grade D as well as an essential car user allowance.

RESOURCE IMPLICATIONS

The post will be funded from the capital budgets for the garage renewal programme budget. This post has been through the JE process and is graded at grade D

There is insufficient capacity within the existing establishment to manage the high level of tenancy transactions that will result from this project, not funding and approving this post will mean that it will not be possible to manage the voiding and re-letting of garages.

This post will see the management of all aspects of the process relating to the decant and reinstatement of garage tenants but only while the post is in place for the 2 years as mentioned.

Further risks can be seen as the resource and management post project but post exists to deal with any decant and re-letting of garages and other admin duties during the project only.

Financial information regarding the post over the 2 years

GRADE D	2021/22			2022/23			2023/24		
	Pay	on- cost @	total	Pay	on- cost @	total	Pay	on- cost @	total
		26%			26%			26%	
7	20,594	5,354	25,948	21,109	5,488	26,597	21,637	5,626	27,263
8	21,005	5,461	26,466	21,530	5,598	27,128	22,068	5,738	27,806
9	21,426	5,571	26,997	21,962	5,710	27,672	22,511	5,853	28,364
10	21,855	5,682	27,537	22,401	5,824	28,225	22,961	5,970	28,931
11	22,292	5,796	28,088	22,849	5,941	28,790	23,420	6,089	29,509
12	22,738	5,912	28,650	23,306	6,060	29,366	23,889	6,211	30,100

LEGAL/RISK IMPLICATIONS BACKGROUND

The resourcing for the garage programme is understood and the project has a separate risk assessment which is kept under review.

The replacement of useable garages on sites will increase demand and resource for lettings

There is insufficient capacity within the existing establishment to manage the high level of tenancy transactions that will result from this project not funding and approving this post will mean that it will not be possible to manage the voiding and re-letting of garages. If attempts were made to make use of the existing staff dealing with garages -it would result in the programme becoming protracted and this is likely to result in higher construction costs and increased void losses on the newly built garages.

The main risk to be considered will be the over run of the project if it is not completed within 2 years and the post will need to end due to further financial impact and the fact that this may attract redundancy if the employment goes beyond the 2 year point.

Important to note; recommended liaison between this new role and the V&A team in relation to demand management is required and is a separate issue to this.

Once sites are developed, they will become the responsibility of Voids and Allocations to manage.

SUSTAINABILITY IMPLICATIONS

Sustainability of garage estates directly contributes to the corporate strategic priorities around developing and safeguarding our open spaces and environment.

BACKGROUND INFORMATION

Cabinet report for garages. June 2021

REPORT AUTHOR

Trevor Wylie – Leasehold and Estate Manager

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