



**MINUTES OF A MEETING OF THE  
APPOINTMENTS AND STAFFING  
COMMITTEE  
HELD ON 15th JANUARY 2020**

PRESENT: Councillor D Cook (Chair), Councillors M Cook, S Doyle and P Standen

The following officers were present: Anica Goodwin (Executive Director Organisation), Rob Barnes (Executive Director Communities) and Anna Miller (Assistant Director – Growth & Regeneration)

**15 SUSPENSION OF COMMITTEE PROCEDURE RULES**

To consider suspending the procedure rule regarding substitution of Members for the meeting by passing the following resolution:

That the rule in the Constitution that prevents the substitution of Members on the Appointments and Staffing Committee be suspended for this meeting.

**RESOLVED** That the procedure rule in the Constitution that prevents the substitution of Members on the Appointments and Staffing Committee be suspended for this meeting.

*(Moved by Councillor D Cook and seconded by Councillor S Doyle)*

**RESOLVED** That Councillor P Standen be the substitute at this meeting for Councillor Dr S People

*(Moved by Councillor D Cook and seconded by Councillor M Cook)*

**16 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 12<sup>th</sup> November 2019 were approved and signed as a correct record.

*(Moved by Councillor M Cook and seconded by Councillor S Doyle)*

**17 DECLARATIONS OF INTEREST**

Councillor P Standen declared a non-pecuniary interest in item 4 of the agenda and will leave the meeting for this item.

**18 REVISED STRUCTURE TO SUPPORT THE ESTABLISHMENT OF THE NEW SHARED LEGAL SERVICE**

Councillor P Standen left the meeting.

The Executive Director Organisation and Head of Paid Service sought approval for revision to structures within the Elections and Legal and Democratic Services teams to support the establishment of a Shared Services Agreement with Lichfield District Council and South Staffordshire District Council, and to agree the commencement of formal consultation with those directly affected.

**RESOLVED** That the Committee:

- 1 Approved the proposed structure within the Legal and Democratic Services team as detailed within the report
- 2 Approved the staffing changes within the Elections Team as detailed within the report
- 3 Authorised the Executive Director Organisation to implement the changes including the completion of formal consultation with those directly affected by the proposed changes

*(Moved by Councillor D Cook and seconded by Councillor S Doyle)*

**19 ORGANISATIONAL CHANGE- BUSINESS SUPPORT**

Councillor P Standen re-joined the meeting.

The Executive Director Communities sought approval to agree a revised staffing structure and new approach to the provision of 'Business Support' functions, and to agree the commencement of formal consultation with those directly affected

**RESOLVED** That the Committee:

- 1 Approved the deletion from the Council's staffing establishment of the following roles:

|                                      |      |
|--------------------------------------|------|
| Business Support Manager F           | 0.88 |
| Business Support Manager F           | 1    |
| Business Support Administrator F     | 1    |
| Business Administration Assistant- D | 0.8  |

|                                      |      |
|--------------------------------------|------|
| Business Administration Assistant- D | 0.81 |
| Business Administration Assistant- D | 1    |
| Business Administration Assistant- D | 1    |
| Business Administration Assistant- D | 1    |
| Business Administration Assistant- D | 1    |
| Business Administration Assistant- D | 1    |
| Environmental Support Officer- D     | 1    |
| Environmental Support Officer- D     | 1    |
| Environmental Support Officer- D     | 0.6  |

- 2 Approved the permanent addition to the Council's staffing establishment of the following roles:

|   |      |   |
|---|------|---|
| Business Administration Manager G           | 1    |   |
| ICT System Support Officer F                | 1    |   |
| Senior Business Administration Assistant- E |      | 1 |
| Business Administration Assistant- D        | 0.8  |   |
| Business Administration Assistant- D        | 0.41 |   |
| Business Administration Assistant- D        | 0.81 |   |
| Business Administration Assistant- D        | 1    |   |
| Business Administration Assistant- D        | 1    |   |
| Business Administration Assistant- D        | 1    |   |
| Business Administration Assistant- D        | 1    |   |
| Business Administration Assistant- D        | 1    |   |
| Business Administration Assistant- D        | 1    |   |
| Business Administration Assistant- D        | 1    |   |

- 3 Authorised the Executive Director Communities to implement the changes including the completion of formal consultation with those directly affected by the proposed changes

*(Moved by Councillor D Cook and seconded by Councillor P Standen)*

## 20 PLANNING SERVICES RE-ORGANISATION

The Assistant Director Growth and Regeneration sought approval to agree a revised staffing structure and new approach to the delivery of the Planning Service

**RESOLVED** That the Committee:

1. Approved the deletion from the Council's staffing establishment of the following roles:

- Senior Development Management

Officer – Grade G

- Senior Policy and Delivery Officer – Grade G

2. Approved the permanent addition to the Council's staffing establishment of the following roles:

- Head of Planning – Grade I
- Planning Information and Monitoring Officer – Grade E

3. Authorised the Head of Paid Service to implement the changes.

*(Moved by Councillor M Cook and seconded by Councillor P Standen)*

## 21 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 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 D Cook and seconded by Councillor M Cook)*

## 22 NEIGHBOURHOOD SERVICE POST

The Committee received the report of the Executive Director Communities regarding the Neighbourhood Service Post.

**RESOLVED** that the Committee approved the recommendations in the report.

*(Moved by Councillor P Standen and seconded by Councillor S Doyle)*

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Chair