

**MINUTES OF A MEETING OF THE
PERSONNEL BOARD
HELD ON 29 SEPTEMBER 2016 FROM 6.00 PM TO 6.30 PM**

Committee Members Present

Councillors: Stuart Munro (Chairman), Prue Bray, Pauline Helliard-Symons, Charles Margetts and Barrie Patman

Officers Present

Madeleine Shopland, Principal Democratic Services Officer
Andy Couldrick, Chief Executive
Sarah Swindley, HR Business Partner
Heather Thwaites, Director of Environment

9. APOLOGIES

Apologies for absence were submitted from Councillors Alistair Auty and Pauline Jorgensen.

10. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 5 July 2016 were confirmed as a correct record and signed by the Chairman.

11. DECLARATION OF INTEREST

There were no declarations of interest made.

12. PUBLIC QUESTION TIME

There were no public questions.

13. MEMBER QUESTION TIME

There were no Member questions.

14. SHAPING THE COUNCIL OF THE FUTURE

The Chief Executive presented a report regarding Shaping the Council of the Future.

During the discussion of this item the following points were made:

- Subject to the Personnel's Board approval of the undertaking of compulsory redundancies as required to move to the proposed organisation model, taking into account the Council's duty to mitigate this requirement wherever feasible, the Executive would consider the final articulation of the business case later that evening.
- Councillor Bray commented that it was not yet known exactly where redundancies would be made in the Council or how many. She asked what the maximum financial implications would be of this. Andy Couldrick commented that the programme would be implemented in phases, primarily in the new year. The first phase would consider Strategy and Commissioning and the Support Services and would likely take place January to March. By early June it was expected that there would be a clearer picture. Members were reminded that work to allocate to the structure would take place throughout the programme and that judicious vacancy management would continue.
- Councillor Helliard-Symons commented that some Members had expressed concern that Ignite had not undertaken such a programme with a unitary council before and

that the councils who had previously operated the model, had been district councils. Andy Couldrick commented that Ignite had experience of working with unitary and London Borough councils. Andy Couldrick reassured Members that the role of Ignite was essentially to facilitate the Council's own programme.

- Councillor Helliar-Symons stated that the successful implementation of the improvements to the Council's IT systems was vital to the success of the programme. She suggested that a small Member Working Group be established to monitor the implementation of the elements of the programme relating to IT. Councillor Bray requested that Opposition councillors be involved in this.
- It was noted that the Executive would be updated on the programme's progress on a quarterly basis. The Board felt that it would be helpful if all Members were similarly updated.
- Councillor Patman commented that benefit realisation would be a key part of ensuring the smooth progress of the programme. Heather Thwaites indicated that workstreams would be established and benefits identified early on.
- Councillor Margetts questioned the figure of £10,000 for infrastructure costs relating to the Council's website. Andy Couldrick indicated that the website would not be replaced but that existing capability would be enhanced.
- Councillor Margetts asked what the impact would be should a key person leave the Council midway through the programme. Andy Couldrick stressed that populating the top tiers of the structure quickly would help to provide staff with confidence in the implementation of the programme.
- It was emphasised that staff skills, aptitude and behaviours would underpin what the programme would achieve.
- Councillor Bray questioned whether there would be sufficient capacity in Human Resources should assessment centres be established. Sarah Swindley indicated that should the business case be approved by the Executive, additional HR resource would be considered.

RESOLVED: That

- 1) the business case be recommended to the Executive for approval.
- 2) the requirement to undertake compulsory redundancies as required to move to the proposed organisation model, taking into account our duty to mitigate this requirement wherever feasible, be approved.