

TRANSFORMATION COMMITTEE

MONDAY, 20 FEBRUARY 2006

DECISIONS

Set out below is a summary of the decisions taken at the meeting of the Transformation Committee held on Monday, 20 February 2006. The wording used does not necessarily reflect the actual wording that will appear in the minutes.

If you have any queries about any matters referred to in this decision sheet please contact Susan May.

1. MINUTES

The Minutes of the meeting of 19 January 2006 were confirmed as a correct record.

2. EXCLUSION OF PUBLIC

RESOLVED that the public be excluded from the remainder of the meeting on the grounds that consideration is likely to involve the disclosure of exempt information as defined in paragraphs 1, 9 and 11 of Part 1 of Schedule 12A of the Local Government Act 1972.

3. JOB DESCRIPTIONS AND COMPETENCIES FOR SERVICE HEADS

By a majority vote, the Committee **RESOLVED** that

- (a) The Council moves towards developing a framework of competencies that can be used throughout the authority for all job descriptions;
- (b) pending the introduction of an organisation wide competency framework, the Assistant Director competencies presented to the meeting be used as a basis for the postholders' future development and appraisals, and for any Assistant Director recruitment.

4. FUNCTIONS AND SERVICES - ALLOCATION TO TOP TIER POSTS

In view of the finding of the consultants that the current second tier structure was fit for purpose at this stage, the Committee, by a majority vote, **RESOLVED** that

- (a) No action is taken at this stage to affect the structure or salary level of the Assistant Director level pending a detailed review of the structure; but
- (b) A review of the Assistant Director structure take place within 6 months of the appointment of the Chief Executive;
- (c) The reporting lines of Assistant Directors to the senior Management Team be split as shown in Table 3 of Mouchel Parkman's report, back office functions reporting to the Chief Executive and front line services to the Executive Director, with planning strategy being transferred to the Chief Executive;
- (d) The reporting lines should be open to flexibility in the light of experience once the senior Management Team is in place.

5. FIRST AT RISK CONSULTATION INTERVIEWS

The Committee, by a majority vote, **RESOLVED** that

- (a) The application for voluntary redundancy from the Development Services Director be accepted;
- (b) The application for voluntary redundancy from the Finance and Resources Director be rejected.

6. CHIEF EXECUTIVE'S POST

By a majority vote, the Committee **RECOMMEND TO COUNCIL** that

- (a) The application for voluntary redundancy from Chief Executive be accepted and his contract be terminated on 30 June 2006;
- (b) The terms for the redundancy of the Chief Executive as proposed by ALACE be accepted.

The Chairman of Council was asked to take steps to take the recommendations to a special meeting of Council.

The Committee

AGREED that, subject to Council accepting the above recommendations, the internal advertisement of the post of Chief Executive proceed.

7. STAFF AND MEDIA COMMUNICATION AND CONSULTATION

It was **NOTED** that the Chief Executive had been asked to provide a weekly update to all staff, and

AGREED that the Information and Customer Services Portfolio Holder, with the Communications Team, develop and implement a media communication strategy.

8. DATE OF NEXT MEETING

Monday, 6 March 2006 at 12 noon.

