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**BRECKLAND COUNCIL**

**At a Meeting of the**

**GENERAL PURPOSES COMMITTEE**

**Held on Wednesday, 4 January 2012 at 10.00 am in  
Norfolk Room, The Conference Suite, Elizabeth House, Dereham**

**PRESENT**

|                                |                     |
|--------------------------------|---------------------|
| Mr R.W. Duffield (Chairman)    | Mrs S.M. Matthews   |
| Mr S.G. Bambridge              | Mr B J Skull        |
| Mr P.J. Duigan (Vice-Chairman) | Mr D.R. Williams JP |
| Mr B J English                 | Mr T. J. Jermy      |

**Also Present**

|                 |   |
|-----------------|---|
| Mrs L.S. Turner | - Executive Member for Localism, Community & Environmental Services |
|-----------------|---|

**In Attendance**

|              |   |
|--------------|---|
| Mark Stokes  | - Deputy Chief Executive                |
| Natalie King | - HR Manager                            |
| Jane Osborne | - Committee Officer                     |
| Lon Jeal     | - Interim ICT/Customer Services Manager |
| David Incoll | - Legal Consultant                      |

**Action By**

**1/12 MINUTES**

With regard to paragraph 3 on page 3 of the Minutes, Cllr English wanted it noted that he had pointed out that grammar and phrasing in the reports needed to be "tidied up" and wanted his name recorded in all Minutes where appropriate in future.

Subject to the above being noted, the Minutes of the meeting held on 16 November 2011 were confirmed as a correct record and signed by the Chairman.

**2/12 APOLOGIES**

Apologies for absence had been received from Cllrs Clark, Steward, Green and Borrett. Cllr Jermy was in attendance as a substitute for Cllr Clark. Cllr Quadling's absence was noted.

**3/12 LOCAL JOINT CONSULTATIVE COMMITTEE 15 DECEMBER 2011**

It was noted that the recommendations in the Minutes would be dealt with under items 8-11 of the Agenda.

Subject to it being noted that Cllr Duigan was present at the LJCC held on 15 December 2011 it was,

**RESOLVED** to adopt the unconfirmed Minutes of the Local Joint Consultative Committee meeting held on 15 December 2011.

**Action By**

**4/12 NEXT MEETING**

The arrangements for the next meeting on 8 February 2012 at 10.00 a.m in the Anglia Room were noted. The Chief Executive would address the meeting on the potential of extending shared services.

**5/12 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that under Section 100(A) of the Local Government Act 1972, the press and the public be excluded from the meeting for the following items of business on the grounds that it involved the disclosure of exempt information as defined in paragraphs 1, 2 and 4 of Schedule 12A to the Act.

**6/12 COMMUNITY SERVICES RESTRUCTURING**

The Deputy Chief Executive presented the report which was a summary of work undertaken and answered questions raised by Members which covered multi-functional aspects of the organisation and some posts, contact with groups and parishes and youth engagement which was a priority to publically promote.

The corporate priorities of the Council and the principles upon which they were founded would become central to the approach and work of the Community Development Team going forward and the outcomes the team would endeavour to achieve.

The key changes to the existing structure were explained and discussed at length.

Some Members of the Committee including the Chairman voiced concern and felt that having a Lead Officer present when reports of this nature came to General Purposes would be beneficial. A comparison was given to the template and model used when the Licensing and Business Support Restructure was undertaken

The Executive Member for Localism, Community & Environmental Services gave Members some background information and statistics on work undertaken by Officers, and examples of how the service would move forward.

**RECOMMEND** to Council that :

The proposal to restructure the Community Development service in Breckland Council be endorsed.

**7/12 ICT REVIEW**

Lon Jeal, Interim ICT Management summarised the report. Cllr Jermy was pleased to see a generic job description and person specification included in the report which assisted Members with their understanding. Further Job Descriptions/Person Specifications had been produced.

**Action By**

**RECOMMEND** to Council that :

- (1) The new ICT staff structure be approved
- (2) Agree results of the JE process and financial implications

Cllrs English and Jermy asked to be provided with details of salary scales, which the HR Manager agreed to circulate following the meeting.

**Natalie  
King**

**8/12 LEGAL REVIEW**

The Deputy Chief Executive presented the report and introduced Mr David Incoll, Legal Consultant who answered questions and concerns raised by Members.

The Chairman asked for assurances that the Legal Services Co-Ordinator would have a legal background. Both the Deputy Chief Executive and Mr David Incoll confirmed that it was an essential criteria listed within the Job Description/Specification.

**RESOLVED** :

That the Deputy Chief Executive return to the General Purposes Committee on 8 February 2012 to update them following the end of the formal staff consultation period.

**RECOMMEND** to Council that :

That delegated authority is given to the two Council Leaders and the Chief Executive to sign off the restructure following formal consultation with Staff and Unions to ensure the restructure and efficiency savings can be achieved in 2012/13 onwards.

**9/12 HR REVIEW**

The HR Manager presented her report and explained that training and development was not included in the proposed re-structure, but would be picked up in a separate report for the General Purposes Committee to consider.

**RECOMMEND** to Council that :

- (1) The restructure of the existing HR Team to reduce establishment by 0.6 FTE be approved
- (2) Provide delegated authority to the Chief Executive to make one redundancy, subject to the outcomes of the consultation and selection process.

Cllr Bambridge took the opportunity of advising the HR Manager that in his opinion, Member training was working well. The HR Manager stated that a lot of work was being undertaken around The Localism Bill.

**Action By**

The Chairman asked the HR Manager to bring back to the General Purposes Committee updates on the Performance Related Pay Scheme and Out of Hours Payments.

**Natalie  
King**

The meeting closed at 12.00 pm

CHAIRMAN