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BRECKLAND COUNCIL

At a Meeting of the

GENERAL PURPOSES COMMITTEE

**Held on Wednesday, 9 January 2013 at 10.00 am in
Norfolk Room, The Conference Suite, Elizabeth House, Dereham**

PRESENT

Mr P.J. Duigan (Chairman)	Councillor M. Chapman-Allen
Mr T R Carter (Vice-Chairman)	Mr C. S. Clark
Mr S.G. Bambridge	Mrs A.L. Steward
Mrs B Canham	Mrs E. M. Jolly (Substitute Member)

Also Present

Councillor C Bowes	Mr T. J. Jermy
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In Attendance

Dominic Chessum	- Joint Marketing & Communications Team Leader
Mark Stokes	- Deputy Chief Executive
Helen McAleer	- Senior Committee Officer

1/13 MINUTES (AGENDA ITEM 1)

The Minutes of the meeting held on 22 November 2012 were confirmed as a correct record and signed by the Chairman.

2/13 APOLOGIES (AGENDA ITEM 2)

Apologies for absence were received from Mr Borrett, Mrs Matthews, Mr Skull and Mr Williams.

Mrs Jolly was present as substitute for Mrs Matthews.

Councillor Bowes and Mr Jermy were in attendance.

3/13 DECLARATION OF INTERESTS (AGENDA ITEM 3)

No declarations were made.

4/13 URGENT BUSINESS (AGENDA ITEM 4)

None.

Action By

5/13 LOCAL JOINT CONSULTATIVE COMMITTEE (AGENDA ITEM 5)

The Chairman noted that the General Purposes Committee on 22 November 2012 had received verbal updates from the Chairman of the Local Joint Consultative Committee from their meeting which had been held earlier on the same day.

The Chairman asked how the Performance Related Pay item was progressing and the Deputy Chief Executive advised that the matter was being researched and developed.

With regard to Minute No 64/11, Mrs Steward asked about the timeline for funding and was informed that an application for funding had been made to the EDRF and confirmation of the outcome of that bid was expected by the end of the month.

Mr Bambridge noted that the posts had already been advertised. The Deputy Chief Executive confirmed that was the case so that everything would be in place to commence as soon as the project funding was confirmed.

In response to a question from Mrs Chapman-Allen regarding Minute No 66/12, it was confirmed that the counselling would be provided externally.

RESOLVED that the unconfirmed Minutes of the Local Joint Consultative Committee meeting held on 22 November 2012 be adopted.

6/13 HOMEWORKING / HOME ENABLED SCHEME FOR ARP STAFF (AGENDA ITEM 6)

Members had previously been informed that this item had been withdrawn from the Agenda. It would be presented to the Local Joint Consultative Committee on 14 February 2013 and then to the next General Purposes Committee on 27 February 2013.

7/13 NEXT MEETING (AGENDA ITEM 7)

The arrangements for the next meeting on Wednesday 27 February 2013 at 10.00am in the Norfolk Room, Conference Suite, Elizabeth House, were noted.

8/13 EXCLUSION OF PRESS & PUBLIC (AGENDA ITEM 8)

RESOLVED that under Section 100(A) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the disclosure of exempt information as defined in paragraph 4 of Part 1 of Schedule 12A to the Act.

9/13 CHANGES TO THE PROVISION OF GRAPHIC DESIGN (AGENDA ITEM 9)

Members were given time to read comments from Unison which had been tabled.

The Deputy Chief Executive advised Members that the comments from Unison would be 'taken on board' and used as part of the consultation.

The Joint Marketing & Communications Team Leader then presented the report which provided Members with three options. The need and demand for graphic design was changing and he believed that savings could be made by outsourcing the service.

Mr Bambridge asked how much work was already outsourced. He wondered if it would be practical to bring that work back in-house to keep the post.

It was explained that graphics were changing and there was likely to be demand for digitization and digital animation in future. It was acknowledged that there were risks with outsourcing the service but it was felt that the risks of keeping it in-house were greater and that the cost of training staff to meet the new requirements would out-weigh potential savings.

It was clarified that more than one supplier would be used to ensure prices were kept low.

Mrs Jolly raised several concerns about the figures quoted in the Proforma B. The discrepancies were explained.

Mrs Chapman-Allen was concerned about the knock-on effects to the print room of losing the post and the potential risks of untrained staff using the print room equipment.

Mrs Steward however, felt that as an entrepreneurial Council it was right to look for new ways of working. She was glad that the Unison comments would be taken into consideration but supported the recommendation.

The Chairman pointed out that the risks of changing were clearly documented, but it was not made clear what the risks of maintaining the status-quo would be.

The Joint Marketing & Communications Team Leader advised that those risks were not having the necessary skill-set to provide the required service and also the possibility of sickness absence affecting the service.

Action By

RESOLVED that

- (a) consultation with affected staff on the changes to graphic design provision should begin; and
- (b) authority be delegated to the Chief Executive to make final arrangements for the provision of a graphic design service in line with Option 1.1 of the report.

The meeting closed at 10.30 am

CHAIRMAN