

RECORD OF DECISIONS

FINANCE AND MANAGEMENT COMMITTEE

At the Meeting of the Finance and Management Committee held on 19th October 2006, the following decisions were taken.

Urgent decisions or those exempt from call-in are indicated in the third column of the table. These decisions cannot be called in and are effective immediately.

All other decisions may be called in until Tuesday, 31st October 2006.

A request to call in a decision must be made by at least three Members representing at least two political groups. The request must be made in writing to the Chief Executive¹.

If no request to call in a decision is received within this time limit then the decision becomes effective immediately.

<u>Agenda Item No.</u> ³	<u>OPEN REPORTS</u>	<u>Urgent/ Call-in Exempt</u>
6	<u>AGENDA ITEM</u> REPORT OF CORPORATE SCRUTINY COMMITTEE – SICKNESS ABSENCE	

	<p><u>DECISION:</u>²</p> <p>That Committee approve the following recommendations of the Corporate Scrutiny Committee in respect of sickness absence:-</p> <ol style="list-style-type: none"> (1) That given the financial and other impacts of long term sickness, at the same time recognising that each case is unique, consideration be given to defining the timescale for certain actions to take place in resolving long-term absence. (2) That Human Resources continue to monitor the reporting of sickness absences and completion of Return to Work interview forms and that senior management be advised of any failings in their area of responsibility. (3) That sickness absence performance be reported regularly, not only to senior staff, but throughout the Council to raise awareness of the impact absences can have and to make staff aware of performance against target. (4) That a programme of work be determined and costed for improvements to corridors, offices and work areas to provide a healthier working environment at the Council's Civic Offices. (5) That the Human Resources Division review and when appropriate bring forward proposed amendments to the Sickness Absence Management Policy. 	
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7	<u>AGENDA ITEM</u> MINUTES OF AUDIT SUB-COMMITTEE MEETING HELD ON 27TH SEPTEMBER 2006	
	DECISION: That the Minutes of the Audit Sub-Committee from the Meeting on 27th September 2006 be received and noted.	
8	<u>AGENDA ITEM</u> MINUTES OF IMPROVEMENT PANEL MEETING HELD ON 16TH AUGUST 2006	
	DECISION: That the Minutes of the Improvement Panel from the Meeting on 16th August 2006 be received and noted.	
9	<u>AGENDA ITEM</u> SERVICE PLANS 2006/2009	
	DECISION: (1) That the Service Plans for Finance and Property Services, Human Resources, IT and Customer Services, Legal & Democratic Services, Revenue Services and Policy and Economic Regeneration be approved as a basis for service delivery for the period to March 2009. (2) That future Service Plan reports only include information which is relevant to the work of this Committee.	
10	<u>AGENDA ITEM</u> ANNUAL REVIEW OF THE COUNCIL'S FINANCIAL STRATEGY	
	DECISION: That the Council's updated Financial Strategy be approved.	
11	<u>AGENDA ITEM</u> REVIEW OF THE COUNCIL'S CAPITAL INVESTMENT STRATEGY 2006 TO 2009	
	DECISION: (1) That the Council's updated Capital Investment Strategy 2006 to 2009 be approved. (2) That a Capital Allowance of £2.15 million be established to provide low cost affordable housing. (3) That, subject to operating within the Council's Capital Allowance, reinvestment of "retained" capital receipts be made in approved schemes to provide affordable housing, dependent on the resources being generated.	
12	<u>AGENDA ITEM</u> PROPOSED CREDIT CONTROL POLICY	
	DECISION: That the Credit Control Policy detailed in the report be approved.	

13	<u>AGENDA ITEM</u> CAPACITY BUILDING	
	DECISION: That the Committee approve the following:- (1) The proposals to engage a strategic partner to build capacity within the organisation. (2) That the £90,000 currently earmarked for Revenues and Benefits be utilised to meet part of the associated costs for building capacity	
14	<u>AGENDA ITEM</u> BADGER HOLLOWS LEISURE PARK, COTON PARK, LINTON	
	DECISION: That Committee approve the following:- (1) The granting of a lease of the recreation area at the Badger Hollows Leisure Park, Coton Park, Linton to Linton Parish Council for a term of 25 years at an initial peppercorn rent, the detailed heads of terms to be agreed with the Director of Community Services. (2) The payment by the District Council to Linton Parish Council of revenue support of £14,000 phased over the first three years of the lease.	
15	<u>AGENDA ITEM</u> COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS 1ST APRIL TO 30 SEPTEMBER 2006	
	DECISION: That the contents of the report on complaints and Freedom of Information requests for the period 1st April to 30th September 2006 be noted.	
16	<u>AGENDA ITEM</u> STATEMENT OF ACCOUNTS 2005/2006	
	DECISION: That the material amendments to the Council's statement of Accounts for the year ended 31st March 2006 be noted.	
17	<u>AGENDA ITEM</u> PRESENTATION: REVIEW OF THE INFORMATION TECHNOLOGY DIVISION	
	DECISION: That the content of the presentation: Review of the Information Technology Division be noted.	

EXEMPT REPORTS

22	<p>AGENDA ITEM REVIEW OF INFORMATION COMMUNICATION TECHNOLOGY DIVISION (PARAGRAPH 4)</p>	
	<p>DECISION: That Committee :-</p> <p>(1) Note the recommendations of the review of the Information Communication Technology (ICT) Division in Appendix C and the associated action plan in Appendix A of the report.</p> <p>(2) Approve the revised organisational structure for the Information Technology Division as detailed in Appendix B of the report and the indicative financial implications for adopting the structure as set out in paragraph 6.2 of the report. The proposals relate to the following posts:-</p>	

Current Post	Proposal
PC Support Analyst	Deletion from establishment
Business Analyst	Change of reporting line
GIS and NLPG Officer	Transfer from fixed-term to permanent employment Change of reporting line Assimilation of current post holder in accordance with the Council's procedure
LPG Assistant	Rename post to Helpdesk Analyst Transfer from fixed-term to permanent employment Review of duties/grade Change of reporting line Assimilation of current post holder in accordance with the Council's procedure
IT and e-Government Strategy Manager	Rename post to Programme/Project Manager Assimilation of current post holder in accordance with the Council's procedure
IT Operations and Network Manager	Rename post to IT Services Manager One additional post to report into the role
Systems Manager	Two additional post to report into the role

	<p>(3) Give its approval for consultation to commence in accordance with the Council's procedure for managing organisational change and that feedback from this exercise together with final proposals relating to this review be reported back to Committee for its approval.</p> <p>(4) Appoint Councillor Mrs. Lane and Councillor Bell as substitute to the Information Technology Steering Group.</p> <p>(5) That Councillor Mrs. Lane be appointed to the Website Action Group.</p>	
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23	<p><u>AGENDA ITEM</u> RESTRUCTURE OF THE LEISURE AND COMMUNITY DEVELOPMENT DIVISION (PARAGRAPHS 1 AND 3)</p>	
	<p>DECISION: That Committee approve the following:-</p> <ol style="list-style-type: none"> (1) The deletion of the post of Partnership Manager (Scale PO4) and Partnership Development Officer (Scale PO1). (2) The creation of the Partnership and Development Manager Post (Scale PO3). (3) That subject to the Council's assimilation process, the current Partnership Development Officer be assimilated into the post of Partnership and Development Manager. (4) The creation and recruitment of the Open Space Development Officer (Scale PO1) and Performance and Marketing Officer (Scale 5). (5) The part funding and recruitment of a Healthy Lifestyle Officer (Scale SO1). (6) The funding and extension of the Community Partnership Officer's (Scale SO1) contract until 31st March 2008. (7) The part funding and extension of the Safer Neighbourhoods Officer's (Substance Misuse) contract until 31st March 2008. (8) The funding and extension of the Environmental Development Officer's (Scale PO1) contract until 31st March 2008. (9) The creation and recruitment of an Arts and Play Officer (Scale SO2) and Community Dance Coach (Scale 5), subject to external funding or further efficiency savings. (10) Consultation with the relevant Trade Unions and staff affected on the proposals set out above and that another report be submitted to Committee on the Consultation exercise and final recommendations for consideration. 	
24	<p><u>AGENDA ITEM</u> HOUSING SERVICES STAFF STRUCTURE (PARAGRAPHS 3 AND 4)</p>	
	<p>DECISION: That Committee:-</p> <ol style="list-style-type: none"> (1) Approves in principle the amended staffing structure for the Housing Services Team as detailed in Appendix 2 of the report. (2) Give its approval for the consultation period to commence with all employees involved and the Trade Unions regarding the Housing Services team restructuring proposals, the consultation to be in accordance with the Council's guidance for managing organisational change. (3) Give its approval for the Director of Community Services, following consultation with the Chair of Housing and Community Services Committee, at the end of the consultation period and subject to the representations received to determine whether it is necessary for a further report on this matter to be submitted for Members' consideration. (4) Notes that the report was considered and approved by the Housing and Community Services Committee held on 12th October 2006. 	

DATED: 23rd October 2006
Chief Executive

- 1 Although it is not necessary to use a prescribed form, copies are available from the Chief Executive.
- 2 NOTE – this gives an outline of the committee decision for call-in purposes but it does not necessarily reflect the final wording for minute purposes.
- 3 Insert both the agenda item number and its heading.