

PERSONNEL COMMITTEE

4.30 P.M.

28TH FEBRUARY 2012

PRESENT:- Councillors Paul Gardner (Chairman), Alycia James (Vice-Chairman), Shirley Burns, Jonathan Dixon, Melanie Forrest, Sylvia Rogerson and David Smith

Officers in attendance:-

Mark Cullinan	Chief Executive
Sarah Taylor	Head of Governance and Monitoring Officer (except minute 48)
Stuart Hampson	Human Resources Manager
Debbie Chambers	Democratic Services Manager

43 DECLARATIONS OF INTEREST

There were no declarations of interest.

44 MINUTES OF THE MEETING HELD ON 31 JANUARY 2012

The minutes of the meeting held on 31 January 2012 were agreed as a correct record and signed by the Chairman.

45 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN.

There were no items of urgent business.

46 EXCLUSION OF THE PRESS AND PUBLIC

Resolved:

That, in accordance with Section 100A(4) 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 it could involve the possible disclosure of exempt information as defined in paragraph 1 and 2 of Schedule 12A of that Act.

47 TERMINATION IN THE INTERESTS OF EFFICIENCY (Page 1)

The Head of Governance introduced a report seeking Members' approval for a termination of employment of a member of staff in Democratic Services, in the interests of efficiency. The report was exempt from publication by virtue of paragraphs (1) and (2) of Schedule 12A of the Local Government Act 1972.

Resolved:

The resolution is set out in a minute exempt from publication by virtue of paragraphs (1) and (2) of Schedule 12A of the Local Government Act 1972.

48 SENIOR MANAGEMENT RESTRUCTURE (Pages 2 - 3)

The Committee considered a report from the Chief Executive to consider establishment changes in the light of the restructuring arrangements (appended to these minutes) approved by Cabinet on 14 February 2012. The report was exempt from publication by virtue of paragraphs (1) and (2) of Schedule 12A of the Local Government Act 1972.

Resolved:

- (1) That the disestablishment of the Deputy Chief Executive post (TC0001) be approved.
- (2) Resolution (2) is set out in a minute exempt from publication by virtue of paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972.

Chairman

(The meeting ended at 6.20 p.m.)

**Any queries regarding these minutes, please contact
Debbie Chambers, Democratic Services, telephone 01524 582057 or e-mail
dchambers@lancaster.gov.uk**

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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CHIEF EXECUTIVE

PROPERTY, PARTNERSHIPS AND PERFORMANCE

- CORPORATE PROPERTY OFFICER
- KEY PARTNERSHIPS
- PERFORMANCE

FINANCIAL SERVICES

- SECTION 151 OFFICER
- Financial services – Accountancy – financial advice/information
- Exchequer services
- Insurance & risk management
- Treasury management and investment
- Audit
- Procurement
- Revenues and Benefits (shared service)
- Council tax
- Business rates
- Benefits administration
- Information Services

GOVERNANCE

- MONITORING OFFICER
- HR services Employee relations
- Employee development
- Recruitment
- Organisational development
- Legal services
- Legal advice
- Licensing
- Land charges
- Democratic services
- Committee administration
- Election support
- Civic functions
- Members and Mayoral support

COMMUNITY ENGAGEMENT

- Wellbeing Sport and leisure centres/ community pools/parks
- Partnerships LDLSP
- Performance management
- External funding/ programmes
- Communications, Marketing and events
- Visitor Information Centres
- Customer services

ENVIRONMENTAL SERVICES

- Refuse collection
- Recycling & waste minimisation
- Street cleansing
- Grounds maintenance
- Vehicle maintenance
- Highway maintenance
- Street lighting
- Maintenance of parks and play areas
- Repairs and maintenance

HEALTH AND HOUSING SERVICES

- Public health & safety
- Environmental protection
- Administration
- Housing standards
- Homelessness
- Policy & support
- Estate management
- Allocations & void management

REGENERATION AND POLICY

- Policy and delivery LDF/Area Action Plans
- Housing strategy
- Regeneration, urban design
- Business support/visitor economy
- Engineering services Environmental management
- Coastal defences
- Shoreline/Flood Risk Management
- AONB
- Development management
- Planning applications
- Building regulations Enforcement
- Tree Preservation Orders