

INTERNAL SERVICES SUB COMMITTEE held at 7.30 pm at COUNCIL OFFICES LONDON ROAD on 13 JUNE 2001

Present:- Councillor E C Abrahams – Chairman
Councillors Mrs C M Bayley, Mrs C A Cant, D M Jones,
R A Merrion, A R Row and R W L Stone

Officers in attendance:- M R Dellow, Mrs C Hughes, J K Mercer and
P J Snow.

IS1 APOLOGIES

Apologies for absence were received from Councillors W F Bowker and A R Thawley.

IS2 MINUTES

The Minutes of the meeting held on 7 February 2001 were received, confirmed and signed by the Chairman as a correct record.

IS3 BUSINESS ARISING

Minute IS33 – Workload and Staffing in Development Control

In response to a question the Head of Personnel and Office Services said that the personnel difficulties in the Development Control business centre were in the process of being resolved.

IS4 CARRY FORWARD OF TRAINING BUDGET UNDERSPEND

The Head of Personnel and Office Services presented a report seeking approval to carry forward to the present financial year the sum of £8,000 unspent from the Consultants Training Budget in 2000/01. Staff changes during the year had meant that the emphasis on training had been diluted in the latter part of the year.

Officers were now trying to develop a core training approach to underpin the Council's agreed objectives and principles. This approach would result in future training needs being identified, costed and programmed.

The Head of IT and Audit Services confirmed that most staff had now received appropriate IT training. Provision was being made to incorporate suitable induction training and to enable existing staff to undergo refresher training where this was required.

RECOMMENDED that the sum of £8,000 unspent from the financial year 2000/01 be carried forward to this year's training budget.

IS5 IT WORKING PARTY

The minutes of the meeting of the IT Working Party held on 10 May 2001 were received.

IT20(iv) - Members' Project

Councillor Merrion commented on the results of a questionnaire recently sent to all Members. The questionnaire had elicited a 50% response and a mixture of opinions had resulted. The current policy was to aim for more information to be provided on the Intranet although a small minority of members did not wish to receive information via this medium. The current level of IT support was judged to be about right.

Councillor Row referred to the withdrawal of the weekly circulation to Members of planning applications. He said that no announcement had been made that the list would no longer be sent to members and he understood the information was now available via the Intranet. There was general agreement that the Working Party had not considered changing the method of supplying this information and the Head of IT and Audit services agreed to explore the reasons for this decision. In response to another question he also said that officers would be prepared to rerun the programme of IT training for Members.

RESOLVED that the minutes of the meeting of the IT Working Party held on 10 May 2001 be approved and adopted including the recommendations under Minutes IT20(4)(a) and (b).

IS6 RACE RELATIONS AMENDMENT ACT 2000

The Sub-Committee received a report outlining changes introduced by the Race Relations Amendment Act 2000 which included a new general duty on public authorities to promote racial equality and prevent racial discrimination.

IS7 PAYROLL SERVICES

The Chairman agreed to the consideration of this item because an urgent decision was needed to utilise under spending from 2000/01 prior to the closure of the accounts.

The Chief Accountant presented a report detailing options for the future delivery of the Council's payroll service. A draft functional specification had now been prepared and was currently being evaluated for the addition of standard contract terms. It was likely that three different options would be available for consideration. Members were also advised of the proposed consultation arrangements.

RECOMMENDED that

- 1 the project to identify options for delivery of the Council's payroll service continue within the wider context of opportunities presented by this year's review of corporate support services.

- 2 Up to £8,500 of any under spending in 2000/01 be carried forward to fund an extension of the current interim agency arrangements.

IS8 EXCLUSION OF THE PUBLIC

RESOLVED that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12A of the Act.

IS9 HONORARIUM PAYMENT

The Sub-Committee received a report recommending that an honorarium be awarded to the holder of post 004 in recognition of additional responsibilities undertaken during the review of management structure.

In response to a question, it was confirmed that any honorarium awarded would be classified as superannuable income.

RESOLVED that approval be given to an honorarium payment to the holder of post no 004 for additional responsibilities undertaken during the management review on the basis of the details specified in paragraph 6 of the report.

IS10 LAST MEETING OF INTERNAL SERVICES SUB COMMITTEE

The Chairman thanked members and officers for the support they had provided at meetings held during the past year.

The meeting ended at 8.05 pm