

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

23 November 2011

Present: Councillor M Stanley in the Chair

Councillors Hayfield, Moore, Phillips and Smith

An apology for absence was received from Councillor Sweet (Councillor Moore as substitute).

1 **Declarations of Personal or Prejudicial Interests**

Any personal interests arising from the membership of Warwickshire County Council of Councillor Hayfield and membership of the various Town/Parish Councils of Councillors Moore (Baddesley Ensor), Phillips (Kingsbury) and M Stanley (Polesworth) were deemed to be declared at this meeting.

2 **Council Office Accommodation – Project Management**

The Sub-Group was invited to consider the available options for procuring a Project Manager for the Office Accommodation Project and Members were asked to agree the procurement method they wished officers to adopt.

Resolved:

- a **That the report be noted; and**
- b **That the preferred method for procuring a Project Manager be through a full, advertised, open tender process inviting applications from both the public and private sectors.**

3 **Cover for 24/7 Community Support Service**

The Assistant Director (Housing) reported on the staffing cover required for the Council's Community Support Service and the Sub-Group was asked to agree a suggested course of action.

Resolved:

- a **That a part time (18 hours), temporary Community Support Officer (18 months) be appointed; and**
- b **That the review of the Community Support Service consider how to effectively cover the 24/7 requirements of the service from the current staffing establishment.**

4 **Exclusion of the Public and Press**

Resolved:

That under Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A to the Act.

5 **Staffing Matter - Assistant Chief Executive and Solicitor to the Council's Division**

The Sub-Group was asked to consider a staffing matter within the Assistant Chief Executive and Solicitor to the Council's Division.

Resolved:

That the post of Senior Policy Support Officer detailed in the report of the Assistant Chief Executive and Solicitor to the Council be made redundant with effect from 31 March 2012 and deleted from the staffing establishment.

Chairman