

**MINUTES OF THE GENERAL PURPOSES COMMITTEE  
THURSDAY, 24 SEPTEMBER 2009**

Councillors Meehan (Chair), Griffith (Vice-Chair), Aitken and Khan

Apologies Councillor Bloch, Bull and Davies

Also Present: Council Officers

<b>MINUTE NO.</b>	<b>SUBJECT/DECISION</b>
<b>GPCO15.</b>	<p><b>APOLOGIES FOR ABSENCE (IF ANY)</b></p> <p>Apologies for absence were received from Councillors Bloch, Bull and Davies.</p>
<b>GPCO16.</b>	<p><b>URGENT BUSINESS</b></p> <p>There was no urgent business.</p>
<b>GPCO17.</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest.</p>
<b>GPCO18.</b>	<p><b>DEPUTATIONS/PETITIONS</b></p> <p>There were no requests for deputations or petitions.</p>
<b>GPCO19.</b>	<p><b>RESTRUCTURING OF THE PARKING SERVICE</b></p> <p>The Committee received the report introduced by Ann Cunningham, Head of Parking Services and noted the issues arising from the independent review of the parking service as well as changes in legislation as detailed in the report.</p> <p>The proposed structure would include three teams: Parking Processing, Performance and Development and Parking Enforcement.</p> <p>Councillor Khan questioned the financial implications and was informed that the new structure was expected to cost an additional £60k but the recovery process would bring in £300k and so would not be a burden on the Council's financial budget.</p> <p><b>RESOLVED</b></p> <p>That the proposed organisational restructure of the parking service and the process for implementation be agreed.</p>
<b>GPCO20.</b>	<p><b>PEOPLE STRATEGY 2008-16</b></p> <p>The Committee received the report introduced by Stuart Young (Assistant Chief Executive – People and Organisational Development) and Philippa Morris</p>

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(Corporate Head of Organisational Development) updating on the progress in delivering the Council's People Strategy 2008 -16.

In response to Councillor Aitken's concerns about staff leaving and claims that the Council's mediation procedures were not working, Steve Davies (Head of Human Resources) explained that a revised Grievance Procedure had been introduced in March 2009 which actively used internal mediation as well as buying-in external facilitators to mediate.

**RESOLVED**

- i. That progress made in delivering against the seven themes of the People Strategy be noted.
- ii. That proposals for new or refocused work, detailed below, be noted:
  - Build management and workforce capacity following recent critical Ofsted inspections;
  - Encourage improvement and innovation; good people management; and effective partnership working;
  - Consider the impact of the recession and budget reductions on employee engagement, workforce planning and models of service delivery.

**GPCO21. EMPLOYMENT PROFILE 2008-09**

The Committee received the report advising of the key workforce statistics for the last financial year, introduced by Steve Davies (Head of Human Resources).

Councillor Griffith asked what strategy was in place to increase the number of black and ethnic minorities in top-earning positions. The Head of Human Resources explained that adverts were placed in appropriate media and search processes were used to try to attract people from minority groups. The Committee noted that the turnover at the top-levels of the workforce was not as high as in lower-levels and so there were fewer opportunities to attract minority groups. The Organisational Development Team ensured that black people were encouraged to attend leadership programmes.

Councillor Khan expressed concerns that 74% of the workforce were women. The Head of Human Resources highlighted that the Council offered a significant number of part-time and flexible roles which benefited women who had families. There were also many "carers" roles which tended to be taken-up by females.

The Chair highlighted that the diversity of recruitment panels were sometimes reflected in appointments and suggested that officers investigate that the best people were recruited to do the jobs within the Council's equal opportunities policy.

**RESOLVED**

- i. That the contents of the Employee Profile Analysis be noted.
- ii. That officers should report back to the Committee if evidence found that minority groups were not applying for high-level Council jobs for specific

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	reasons.
<b>GPCO22.</b>	<b>RECRUITMENT &amp; SELECTION PROCESS FOR THE POST OF CHIEF EXECUTIVE</b>  The Committee noted the report outlining the process for recruiting a new Chief Executive.  <b>RESOLVED</b>  That Councillor Meehan be nominated as the member from the General Purposes to take part in the recruitment and selection process, and that the agreed remaining panel participants be noted.
<b>GPCO23.</b>	<b>ANNUAL GOVERNANCE REPORT</b>  The Committee received the Annual Governance Report of Grant Thornton (the Council's appointed external auditor) introduced by Kevin Bartle (Head of Finance). Caroline Glitre, Paul Hughes and Paul Dossett from Grant Thornton attended the meeting and thanked the Council's officers for their co-operation during the audit process.  The Committee noted that there were some amendments to the accounts (which had no impact on the bottom line), but no areas of dispute. The action plan arising from the audit report had been agreed by the Council's management and will be presented to the Audit Committee on 5 <sup>th</sup> November 2009.  Councillor Khan expressed concerns that the issue of the control of Alexandra Palace Charitable Trust was not sufficient and that the action plan did not include anything relating to the records and management of the Trust.  Gerald Almeroth (Chief Financial Officer) drew the Committee's attention to page 13 of the report which stated that the Council had been assessed as "performing well (level 3)" in the area of managing finances.  <b>RESOLVED</b>  i. That the contents of the report and further verbal updates given from Grant Thornton representatives be noted.  ii. That the amendments to be made to the Statement of Accounts 2008/9 be noted and that authority to agree any final amendments be delegated to the Chief Financial Officer.
<b>GPCO24.</b>	<b>DELEGATED DECISIONS AND SIGNIFICANT ACTIONS</b>  i. <b>Member Nominations for the Recruitment &amp; Selection Process for the post of Head of Communications &amp; Consultation</b>  <b>RESOLVED</b>  That the delegated decision report be noted.

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	<p>ii. <b>Recruitment Director of Children &amp; Families post</b></p> <p><b>RESOLVED</b></p> <p>That the delegated decision report be noted.</p>
<b>GPCO25.</b>	<p><b>NEW ITEMS OF URGENT BUSINESS</b></p> <p>There were no new items.</p>
<b>GPCO26.</b>	<p><b>FUTURE MEETINGS</b></p> <p>Thursday 22<sup>nd</sup> October 2009 Tuesday 8<sup>th</sup> December 2009 Tuesday 2<sup>nd</sup> February 2010 Tuesday 13<sup>th</sup> April 2010</p>

The meeting ended at 21:10 hrs

Councillor GEORGE MEEHAN

Chair

**SIGNED AT MEETING.....DAY**

**OF.....**

**CHAIR.....**