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# Employment Panel

Report of the meeting held on 8th June 2005

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## Matters for Information

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### 1. STAFF TRAVEL PLAN

The Panel has considered the content of the District Council's draft Travel Plan for 2005-2010, together with details of the issues raised during consultation with Council staff. The Plan is designed to set out a package of measures and initiatives to reduce the adverse impact of private car usage and to provide as wide a choice as possible for employees and Councillors in terms of alternative travel modes.

In considering the draft Plan, the Panel has noted that an Action Plan is currently being prepared, which will include a review of the existing car parking arrangements at Pathfinder House and Castle Hill House.

### 2. REQUESTS TO FILL VACANT POSTS

Having considered the circumstances applicable to vacancies in each of the three Council Directorates for a -

- ◆ Web Team Manager;
- ◆ Web Developer;
- ◆ Personnel and Development Manager;
- ◆ Training and Development Advisor; and
- ◆ Environmental Health Officer

- the Panel has authorised the Head of Personnel Services to commence recruitment in each case.

### 3. INFORMATION MANAGEMENT DIVISION – STAFFING

Having considered proposed changes to staffing in the Information Management Division, the Panel has agreed to establish a post of Systems Support Officer in the light of the likely cost implications and future requirements of the Division.

As part of the new arrangements, the Panel also has approved the deletion of the post of ICT Services Manager and, subject to Cabinet identifying the necessary funding, approved the award of a redundancy package to the employee concerned.

**4. HEADQUARTERS AND OTHER ACCOMMODATION –  
PROJECT MANAGEMENT**

In light of the proposed procurement and development of a new District Council headquarters and other accommodation, the Panel has considered proposals to establish a post of Project Director. Having considered the potential cost implications for the District Council in seeking to transfer an existing post holder for this purpose, the Panel has recommended to the Cabinet that, subject to her prior resignation as an employee, consideration be given to the retention of Mrs E Wilson in a consultancy capacity in connection with the project.

In acknowledgement of the specialist nature of this work and on the grounds that the engagement of Mrs Wilson in a consultancy capacity would represent the Council's best interests, the Panel has invited the Cabinet to approve the adoption of the single tender option as set out in paragraph 5.3E of the Code of Procurement. The Panel also has recommended that authority be delegated to the Chief Executive, after consultation with the Leader of the Council, and its Chairman to approve terms for the retention of Mrs Wilson's services.

In the event of Mrs Wilson resigning from the post of Director of Operational Services, the Panel has agreed that the vacancy be advertised and an appointment made.

J W Davies  
Chairman