

HUMAN RESOURCES COMMITTEE

DATE: Wednesday, 19 January 2022
TIME: 2.00 pm
VENUE: Fountains Room - Civic Centre, St Luke's Avenue, Harrogate, HG1 2AE

Notice is hereby given that the above meeting will take place for the purpose following and, by virtue of Section 100B(4)(b) of the Local Government Act 1972, any other matter(s) which the Chair considers should be dealt with at the meeting as a matter of urgency.

AGENDA

| Item | Title | Page Number |
|------|---|-------------|
| 1. | APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES: | |
| 2. | DECLARATIONS OF INTEREST: Members to advise of any declarations of interest. | |
| 3. | MINUTES: of the meeting of the Committee held on 16 December 2021. | 3 - 6 |
| 4. | EXEMPT INFORMATION: To determine whether to exclude the press and public during the consideration of any exempt information items. | |
| 5. | APPEAL AGAINST DISMISSAL: The Committee to consider an appeal by a former member of the Parks and Environmental Department. (Exempt Report – not available to the public) | 7 - 224 |

MEMBERSHIP: . Councillor Sue Lumby, Councillor Ed Darling, Councillor Graham Swift and Councillor Christine Willoughby.

Members are reminded that in order to expedite business at the meeting and enable Officers to adapt their presentations to address areas causing difficulty,

they are encouraged to contact Officers prior to the meeting with questions on technical issues in reports.

Please contact Charles Casey, Democratic Services Officer, at the Civic Centre, if you have any queries or need further information on this agenda - telephone or email Tel: 01423 500600 Email: democraticservices@harrogate.gov.uk

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**HUMAN RESOURCES COMMITTEE
HELD ON 16 DECEMBER 2021
(17.30 PM – 17.46 PM)**

PRESENT: Councillor Sue Lumby in the Chair. Councillors Ed Darling, Christine Willoughby and Robert Windass.

Late Arrivals: None

Early Departures: None

42/21 – APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES:

There were no apologies for absence.

(17.30 pm)

43/21 – DECLARATIONS OF INTEREST: There were no declarations of interest.

(17.30 pm)

44/21 – MINUTES: The Minutes of the meeting of the Committee held on 17 November 2021 were unanimously approved as a correct record and signed by the Chair.

(17.31 pm)

45/21 – EXEMPT INFORMATION:

RESOLVED (UNANIMOUSLY):

That, in accordance with Section 100A(4) of the Local Government Act 1972, in view of the nature of the business to be transacted, the meeting be not open to the public during the discussion of Minute 47/21 as there will be a disclosure of exempt information as defined in Section 100I of the Act.

The exempt information in question relates to individuals and the financial or business affairs of any particular person (including the authority holding that information) as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A to the Act.

(17:31 pm)

46/21 – PUBLIC ARRANGEMENTS – QUESTIONS: There were no questions to consider under Standing Order 27.

(17:32 pm)

MATTER DEALT WITH UNDER DELEGATED POWERS

47/21 – REVIEW – HARROGATE CONVENTION CENTRE STRUCTURE – PHASE 1:

The Director of Harrogate Convention Centre (DoHCC) and Head of Operations for the HCC (HoOHCC) submitted a written report which sought approval of phase 1

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restructure proposals relating to Harrogate Convention Centre following formal consultation with the staff and the unions. The Committee were asked to approve the phase 1 proposed structure in order that the assimilation and recruitment process could commence. The current structure and proposed new structure highlighting the roles covered by Phase 1 are provided at Appendices 1 and 2. Appendix 3 showed the number of posts on the existing structure and the number of posts on the new structure by team.

The proposed structure had been supported by Management Board on Monday 6 December 2021 and had been developed with the aim of providing a more dynamic and effective service which would focus on multi-tasking and innovation and allow the HCC to deliver efficiencies and a more cohesive management approach post Covid19.

RESOLVED (UNANIMOUSLY):

That (1) MB endorses that the phase 1 restructure proposals as set out in Appendix 2 for progression to HR Committee; and

(2) HR Committee approve the phase 1 proposed structure in order that the assimilation and recruitment process can commence. MB and HR Committee note the following which are set out in more detail in paragraph 5 of the report:

(a) Following consultation with staff and unions, the Review will be undertaken in two phases. Phase 1 consists of (1) the Commercial Team including Reception, Administration and Commercial and (2) the Operational Team's management and event planning functions and (3) the Sales Team.

(b) The employee and Trade Union consultation has been extended for two weeks in order for further consultation to take place. Phase 2 of the review will follow which will include Front of House, Housekeeping, Building Services and the Technical Team.

(c) Phase 1 will create a remodelled and refocused Commercial & Business Place Support Team. A new management role which reflects more accurately the responsibility involved with this position and the addition of new responsibilities is proposed. The additional responsibilities relate to the day-to-day management of a number of existing critical commercial contracts for the venue, the imminent arrival of a commercial e-commerce platform, and the development of a new, significant commission revenue stream from event sales. This proposal will result in two posts being deleted (Commercial Manger and Management Assistant) and the creation of four new posts (Executive Officer - Commercial Development, System Administrator, Business Place Support Apprentice and a Commercial Executive Assistant).

(d) Phase 1 will provide a more affordable, dynamic and effective administration & reception resource which will focus on multi-tasking and innovation and will enable a reception function to fully recharge for event services. This proposal will result in the deletion of two existing Receptionist posts, one of which is currently vacant.

(e) Phase 1 will consolidate the management of the Event Planning and Event Delivery functions to deliver efficiencies and a more cohesive management approach post COVID19. This will result in the deletion of the Venue Services Manager post and four Assistant Event Manager posts in

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Event Planning (one currently vacant). However it will also see the creation of four new posts in the Event Planning Team (Events and Venue Services Manager, Event Managers x 2 and Event Support Executive) and the renaming of the Event Planning Manager to Event Planning and Delivery Manager.

(f) Finally, within the Phase 1 review it is proposed that there is a minor structural change to the Sales team, deleting the occupied role of Business Development Manager and the currently vacant Sales Executive and replacing them with two Account Managers. Isolating business development at a senior level and an executive as a support function has not proved successful and a sales team recruited at the same level is considered to provide both clarity of purpose and successful sales results. The size of the sales team will be the same and we are currently recruiting a Venue Sales Manager to lead the team.

(g) Copies of the current structure and proposed new structure highlighting the roles covered by Phase 1 are provided at Appendices 1 & 2. Appendix 3 shows the number of posts on the existing structure and the number of posts on the new structure by team.

(h) The existing structure covered by Phase 1 has 23 posts. The restructure proposals put forward the removal of 13 posts from the current structure whilst creating 10 new posts, resulting in a net reduction of three posts. Of these 13 posts that management propose to delete, three are currently vacant whilst 10 are occupied. This will result in a new structure totalling 20 posts.

(i) In order to further mitigate compulsory redundancies, we have invited expressions of interest for voluntary redundancies.

(Minute dealt with in exempt session.)

(17.33 pm – 17:46 pm)

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

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