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Our Ref: TS/AFW/1494/10.2

APPENDIX D

Date: 30 October 2000

Councillor V Patel
Councillor R Pritchard
Councillor J Thomas
Councillor B Bryant

Dear Councillor

REVIEW OF THE CHIEF EXECUTIVE'S OFFICE URGENT ACTION

Deadline and Reason for Urgency

1. I am consulting you on behalf of the Chief Executive about urgent action he intends to take, subject to your views, under Standing Order 44. Please add your views to the second copy of this letter and return it to me by Wednesday 20 September.
2. The matter is urgent in order to resolve uncertainty as soon as possible for staff at risk. A decision will enable the slotting-in process to begin at a meeting with staff on 21 September.

Decision Required

3. The decision required is to implement the 14 September recommendations of the Chief Executive's Office Review Working Party. These are enclosed, together with the report to which they relate. The recommendations were unanimously agreed by the Members present (Councillors Willmott, Patel, Draycott, Garrity, Hunt Bodell-Stagg and O'Brien).

Summary of Issues

4. On 11 July the Policy & Resources Committee agreed the future role of the Chief Executive's Office and the transfer of certain functions to the Environment and Development and the Town Clerk's Departments. The enclosed report contains officer recommendations for concluding the review, including new staffing structures. These took account of detailed consultation with the staff involved and the trades unions. Two trades union representatives attended the Working Party meeting and gave further views which were taken into account.

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5. The Working Party supported the officer recommendations, except that they felt that two further functions should transfer to the Environment and Development Department:
 - European and regional policy, in view of its association with regeneration and bidding expertise.
 - The racial harassment project, in view of its association with crime and disorder work.

6. These two changes require further staff and trades union consultation, and a decision by the Cabinet. Pending that process, the other parts of the proposed arrangements can be taken forward so as to alleviate the uncertainty of as many of the staff as quickly as possible. Implementing the Working Party's recommendations would achieve this.

Member Views

I support/do not support¹ the recommendations.

Comments:

Signed:

Dated:

¹ Please delete as appropriate

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Chief Executive's Decision

I hereby implement the 14 September 2000 recommendation of the Working Party.

Signed:

Dated:

Yours sincerely

**TOM STEPHENSON
TOWN CLERK**

cc: Rodney Green - Chief Executive
Mike Forrester - Director of Housing