



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE - 2ND JULY 2013

**SUBJECT: MANAGEMENT ARRANGEMENTS – THEATRE AND ARTS SERVICE,
(BLACKWOOD MINERS’ INSTITUTE)**

REPORT BY: ACTING DEPUTY CHIEF EXECUTIVE

1. **PURPOSE OF REPORT**

- 1.1 To inform members and seek their views regarding a new staff structure at the Blackwood Miners’ Institute (BMI), which supports current operational needs in the newly refurbished building.

2. **SUMMARY**

- 2.1 The background to the report follows an internal audit of the BMI in the summer/autumn of 2012 and a major refurbishment of the building which is well underway. The proposed new staff structure offers service efficiencies, budget savings and a structure in keeping with the arrangements in the refurbished building.

3. **LINKS TO STRATEGY**

- 3.1 The Arts Service contributes to the Caerphilly County Borough Council improvement Objective: IO 5: Promote the benefits of a healthy and active lifestyle, increase participation in leisure and sport.
- 3.2 Increasing opportunities for and participation in leisure, sport, cultural and arts activities is a key aim in the Education for Life objective in the Community Strategy.
- 3.3 Culture, Leisure and the Arts is a key element in the Regeneration Strategy in Regenerating Communities and Raising Aspirations.

4. **THE REPORT**

- 4.1 The current £1.35 million refurbishment at the BMI needs a structure to meet current and future needs if audience numbers grow as is anticipated.
- 4.2 The current structure includes the post of General Manager (Grade 10) and Arts Development Manager (Grade 9). The Job Description of the General Manager does not specifically include reference to overall management responsibility for Arts Development; however, in practice, the General Manager does perform this function.
- 4.3 It is consequently proposed to formalise this by re-titling the General Manager post to that of Theatre and Arts Service Manager. This post is currently being re-evaluated based on the

specific inclusion of responsibility for Arts Development, but it is anticipated that it will remain as a Grade 10, and that there will be no budget implications.

- 4.4 Because the refurbishment of the building has replaced the café with a dance studio, it is intended to delete two posts of part-time cooks as they are no longer needed.
- 4.5 Currently Duty Manager duties are covered by the Deputy Theatre Manager and four Casual Duty Managers (Grade 4). In the new structure it is intended to replace the current casual arrangements with two permanent part-time posts of Duty Managers (16 hours each – Grade 5, scp 18). These posts would cover evening and weekend duties as required. The two new permanent posts will be ring-fenced to the four staff who currently perform the duties on a casual basis. This includes the two part-time cooks who in the past had dual roles. The two new salaries will be covered from the salaries of the part-time cooks posts which will be deleted from the structure.
- 4.6 In addition it is proposed that the current role of Administration and Finance Officer is upgraded to include overall Duty Manager responsibility. Subject to job evaluation it is anticipated that the grade for this post will go from a Grade 4 to a Grade 5.
- 4.7 Up till now the BMI has employed one full-time (37 hours) and one part-time (17 hours) caretaker. However, since April 2012 the responsibility for reactive and planned maintenance has transferred to Facilities Management within Social Services. Thus there is no longer a requirement for these roles and it is proposed to delete these two posts from the establishment. The two caretakers will be offered redeployment within the Council. Should redeployment be unsuccessful then there is a possibility of redundancy with associated costs. (The deletion of the posts will achieve revenue savings for the authority).
- 4.8 In order to achieve additional savings it is also proposed to reduce the marketing budget by £3,991 (budget for distribution) and absorb these costs within the core marketing budget.
- 4.9 Informal meetings have been held with the GMB Trade Union. The GMB wished to express concern for the two affected caretakers, although they are content with the process being pursued. Unison have also been consulted and have expressed a wish for the new structure to be considered by scrutiny.

5. EQUALITIES IMPLICATIONS

- 5.1 Equality implications will be fully explored, as part of the consultation process should the restructuring be approved by Cabinet.

6. FINANCIAL IMPLICATIONS

- 6.1 The estimated savings from the proposed staff restructure include:
- Deletion of two catering/cooks posts - £21,598 saving;
 - Deletion of two caretaking posts - £30,770 saving;
 - Deletion of distribution, part of the marketing budget - £3,991 saving.
- 6.2 The estimated additional costs of reorganising Duty Manager responsibilities are estimated at £19,308.
- 6.3 The estimated uplift from a Grade 4 to the top of Grade 5 for the Administration and Finance Officer is estimated to be £2,957.
- 6.4 The net financial savings from the proposed restructure are £34,094.

7. PERSONNEL IMPLICATIONS

- 7.1 Posts will be ring-fenced to Arts Service staff only. Recruitment of newly created posts will be ring-fenced to existing staff within the service.
- 7.2 With the exception of the possible redeployment of the caretaking staff, this structure should ensure the continued employment of existing staff, and helps achieve financial savings.

8. CONSULTATIONS

- 8.1 The report reflects the views of the listed consultees.

9. RECOMMENDATIONS

- 9.1 That Scrutiny Committee considers the report and make necessary recommendations for consideration by Cabinet, prior to the commencement of Consultation with Trade Unions and staff.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 In order to progress the proposal and to ensure that effective consultation with staff, Trade Unions and members take place prior to the implementation of the proposed restructure.

11. STATUTORY POWER

- 11.1 Local Government Act 2000.

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Consultees: Councillor Ken James, Cabinet Member for Regeneration Planning and Sustainable Development
Nigel Barnett, Acting Chief Executive
Sandra Aspinall, Acting Deputy Chief Executive
Dave Street, Acting Director, Social Services
Nicole Scammell, Acting Director, Corporate Services
Ian MacVicar – Group Manager, Operations
Sharon Casey, General Manager, BMI
Gail Williams, Principal Solicitor (Corporate/Deputy Monitoring Officer)
Andrew Goodwin, Principal Personnel Officer
Mike Eedy, Finance Manager
Veronica Simmonds, Finance Officer
GMB
Unison

Appendices:
Appendix 1 – Personnel Structures.