



REGENERATION AND ENVIRONMENT SCRUTINY COMMITTEE – 17TH SEPTEMBER 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 of the outcome of discussions and consultations with trade unions and staff regarding a restructure of staff at Blackwood Miners Institute (BMI)

2. SUMMARY

- 2.1 Members will recall that a report regarding a new staff structure at Blackwood Miners Institute was presented to the Regeneration and Environment Scrutiny Committee on the 2nd July 2013. This report provides details of the conclusions of the discussions following formal consultation with trade unions and staff.

3. LINKS TO STRATEGY

- 3.1 Arts Council for Wales' vision is a creative Wales where the Arts are central to the life of a nation.
- 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 At the Regeneration and Environment Scrutiny Committee of the 2nd July 2013 members requested that a decision in respect of staffing arrangements at Blackwood Miners Institute be deferred pending further information from consultations with the trade unions and staff involved with the proposed restructure.
- 4.2 The Proposals Included:
- The re-titling of the General Manager post to that of Theatre and Arts Service Manager
 - The deletion of two part time cooks posts as the café has been replaced by a dance studio

- The replacement of current casual relief Duty Managers on zero hour contracts with two permanent part time posts of Duty Manager (16 hours each, Grade 5, SCP 18). The two new permanent posts will be ring fenced to the four staff that currently performing the duties on a relief-buy-regular basis over a protracted period. This includes the two part time cooks who previously had dual roles.
- The current role of Administration and Finance Officer be upgraded to include Duty Manager responsibilities. Subject to job evaluation it was anticipated that the grade of the post would go from a Grade 4 to a Grade 5.
- The deletion of one full time (37 hour) and one part time (17 hour) caretaker posts, as a consequence of planned and reactive maintenance duties and budget being transferred to Facilities Management in April 2012, with no adverse effect on service delivery.

4.3 In dealing with the proposals and consultation with staff the following points have emerged:

- The post of Theatre and Arts Service Manager has been evaluated at a Grade 10, the same grade as the current General Manager. Staff have been consulted on the proposal including the Arts Development Manager (currently on secondment) and no objections have been received.
- The two part time cooks recognise that there is no longer a role for the service with the closure of the café and that they are given the opportunity to apply for the two part time Duty Manager posts. The two other relief Duty Managers have indicated that they may wish to apply for the ring fenced positions of part time Duty Manager on sight of the job description. For two of the four existing relief/part-time Duty Managers not successful in securing the permanent part time posts, they will be kept on the establishment as relief duty managers to cover any absences and large performances. The job has been evaluated as a Grade 5, one Grade higher than the part time cooks.
- The job Description for the Administration and Finance Officer has been evaluated and has been confirmed at a Grade 5.
- The GMB have considered the report and have no real concerns with most of the proposals as they see a benefit from the structure being proposed.

4.4 However they have raised concerns on the proposed deletion of the full time and part time caretaker posts, on the evidence of details provided by one of the caretakers outlining his role. Both the GMB and the caretakers argue that there is a need for the caretakers to be on site on a daily basis to respond promptly, efficiently and in a professional manner to last minute requests from Manager, customers and contractors currently refurbishing the building. They argue that this service cannot be provided by Facilities Management. They point out that their daily duties include taking out of refuse bins, reactive maintenance such as unblocking of toilets, arranging tables and chairs throughout the building, assisting the technicians with the setting up of equipment and responding to security call outs.

4.5 Management have carried out a careful and detailed analysis of their roles and responsibilities both in the initial proposal to Scrutiny Committee and subsequent consideration of the written points made by the GMB and caretakers.

4.6 The conclusion is that there are insufficient responsibilities to justify the employment of one full time and one part time caretaker. This is because under the new operational arrangements for the facility some tasks such as the arrangement of the auditorium would be carried out by Facilities Management on a pre-booked basis. Other daily duties can be carried out by the Duty Managers.

4.7 Reactive maintenance is already carried out by the Facilities Management and the experience over the past eighteen months has been that requests for service have been dealt with by

efficiently and effectively in a timely manner. The position of being a key holder, on call out does not justify one full time and one part time position as this service can be carried out by the Facilities Management.

- 4.8 The Technical Department consists of a Technical Manager, Assistant Technician and Technical apprentice. It is not the responsibility of caretakers to undertake these duties as it is not in their job description or included in the job evaluation. Moreover, these roles require technical knowledge and training.
- 4.9 Members should note that the proposed deletion of the two posts is not just of a cost saving exercise, although there will be a financial benefit to the service. The proposal is about having a structure in place that meets the current and future needs and is fit for purpose.
- 4.10 Following comments from the Trades Unions, a meeting was held at the Blackwood Miners' Institute on August 15th 2013 between the two affected caretakers, their union representative, the Head of Regeneration and Planning, Operations Manager and HR Officer.
- 4.11 At the meeting, the caretakers and Trade Unions Representatives reiterated written comments that there was a need for their roles and that Facilities Management would be unable to carry out reactive duties if not permanently present in the building.
- 4.12 The Management response was that the auditorium changes (around 30 per annum) for performances would be pre-programmed to be delivered by Facilities Management. Any unplanned and routine work for example setting out rooms for meetings, putting out bins would be carried out by other BMI staff as part of their normal duties.
- 4.13 There were questions about whether urgent repairs could be dealt with by Facilities Management as quickly as in-house caretakers. In response, management stated that the service from Facilities Management was usually delivered promptly, and it would be a function of Facilities Management that this continued in the future.
- 4.14 The caretakers expressed concerns about their ability to secure alternative roles via redeployment due to availability and also that their age may be a drawback. The response was that caretaker roles did come up from time-to-time and that redeployees would always receive first consideration for any appropriate vacancies. Moreover, caretakers in other Council facilities cover a wide demographic area. The Caretakers were advised that, in accordance with the Council's agreed procedures, every effort would be made to assist them in securing an alternative placement.
- 4.15 The caretakers also asked if there could be consideration given to them not being placed in the redeployment pool, if the eventual members' decision was to delete the posts from the structure as they found the thought of this stressful. It was stated that placing employees at risk in the redeployment pool was current Council policy.

5. EQUALITIES IMPLICATIONS

- 5.1 Consultations with staff have been undertaken in liaison with Human Resources and no equality implications have been identified.

6. FINANCIAL IMPLICATIONS

- 6.1 The estimated savings from the proposed staff restructure include:

Deletion of two part time catering/cooks posts	£21,598 saving
Deletion of one full time and one part time caretaking posts	£30,770 saving
Reduction in average annual casual relief duty managers costs previously not covered by the cooks.	£7,042 saving
Deletion of distribution costs, from marketing budget	£3,991 saving

Additional costs of formalising two part time Duty Managers	£19,308
Uplift of Finance and Administrative Officer from Grade 4 to Grade 5	£2,957
Net Financial savings	£41,136

7. PERSONNEL IMPLICATIONS

- 7.1 Recruitment of the permanent part time, Duty Managers will be ring fenced for existing casual relief Duty Managers. For two of the four existing casual/relief Duty Managers not successful in obtaining the permanent part time positions, they will be kept on the establishment as relief Duty Managers.

With the exception of the possible redeployment of caretaking staff, this structure should ensure the continued employment of existing staff.

8. CONSULTATIONS

- 8.1 Listed consultees views have been included in the report.

9. RECOMMENDATIONS

- 9.1 That Scrutiny Committee support the recommendation to Cabinet to delete a full time caretaker and one part time caretaker post and agree that two permanent part time Duty Managers be created and the positions are ring fenced for the existing 4 relief Duty Managers.

- 9.2 That the two staff members be offered redeployment within the Council.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 That Scrutiny Committee consider the report and make necessary recommendations for consideration by Cabinet.

11. STATUTORY POWER

- 11.1 Local Government Act 2000

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Appendices:
Appendix 1 Personnel Structures