

REPORT TO Executive

Date of Meeting: 8th November 2016

Report of: Corporate Manager, Democratic & Civic Support

Title: REVIEW OF STAFFING – DEMOCRATIC & CIVIC SUPPORT

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1.1 What is the report about?

1.1 This report provides a business case which examines the need to increase the staffing provision within the Democratic Services (Committees) team to ensure that the services provided can be delivered in the most effective and efficient way.

2. Recommendations:

2.1 That Council be RECOMMENDED that

2.1.1 That the Administrative Assistant within the Democratic Services (Committees) team be extended to be full time; and

2.1.2 The Council's budget be adjusted accordingly.

3. Reasons for the recommendation:

3.1 The reasons are set out in the business case as detailed in paragraph 8 this report.

4. What are the resource implications including non financial resources.

4.1 The costs attributable to the additional element of this posts (including on-costs) are:-

- Administrative Assistant (Part time (0.32fte) Grade 4) £7,221.65

5. Section 151 Officer comments:

5.1 In order to provide funding the Council will need to identify savings elsewhere.

6. What are the legal aspects?

6.1 There are no legal implications arising from this report

7. Monitoring Officer's comments:

7.1 Provided that a fair and transparent recruitment process is followed, this report raises no issues for the Monitoring Officer.

8. Report details:

- 8.1 Members approved the creation of a Part Time (0.68fte) Administrative Assistant post within the Democratic Services (Committees) team at Executive on 13th September 2016. This was ratified by Council on 18th October 2016.
- 8.2 Since that initial report, further work has been undertaken on the needs of the team, both now and in the longer term, and it has been recognised that whilst the previously agreed part time post would be initially sufficient, it would be preferable if it were a full time post. This would ensure greater flexibility with the work which it could undertake, as well as provide a greater amount of cover for other staff within the team; and allow for a successful post holder to gain a suitable and relevant qualification whilst in the post.
- 8.3 As this is a further request for additional resources, it is appropriate that this be brought to the Executive for approval

9. How does the decision contribute to the Council's Corporate Plan?

- 9.1 The proposed additions will allow for the decision making process of the authority, as well as those of Joint Committees and any combined authority arrangements in which the City Council is involved, to be consistently delivered;

10. What risks are there and how can they be reduced?

- 10.1 There is an ever increasing demand being put on this service. Without adequate and appropriate resources being available, the Council may fail in its responsibility to ensure that all decisions are taken in accordance with the law and internal policies and procedures.

11. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

- 11.1 None applicable with this decision

12. Are there any other options?

- 12.1 Continue with the already approved resource of a part time (0.68fte) Administrative Assistant post and prioritise the work which it could undertake accordingly

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Local Government (Access to Information) Act 1972 (as amended)
Background papers used in compiling this report:-

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