

Decision under Delegated Powers

Officer Making the Decision

Head of Strategic Support

Recommendations

1. To delete the following posts within the Elections & Land Charges team for staff who are leaving the council's employment, and to replace them with two apprenticeship positions, for the period of the relevant apprenticeship qualifications:
 - L131 Senior Electoral & Land Charges Assistant (22.5 hours per week) – effective from 31/5/22
 - M112 Electoral & Land Charges Assistant (37 hours per week) – effective from 3/5/22
2. To create the two apprenticeship posts be titled as 'Elections & Land Charges Apprentice' (M235 existing job profile has been updated).
3. That any remaining salary budget be retained to fund overtime payments or temporary staff within the Elections & Land Charges team, if required.

Reasons

- 1 to 3. To make arrangements for the staffing of the Elections & Land Charges team following pending staff departures (effective dates are the last dates of employment of the current post-holders).

Authority for Decision

Part 8, section 8.2.6 of the Constitution gives the Chief Executive authority to agree changes to the establishment, within budget and without major operational disruption or interruption of services or involving a change from direct to indirect provision or vice-versa or other policy implications. This has been sub-delegated to Strategic Directors and Heads of Service in certain circumstances, which this proposal falls within.

Decision and Date

Background

Two members of staff within the Elections & Land Charges team are due to leave the Council's employment, and recent experiences at other nearby local councils suggest that it may well be difficult to recruit suitably experienced replacements.

It is therefore considered that the preferred option is to recruit two apprentices, who will undertake a Business Administration apprenticeship course

Any remaining salary budget will be retained to fund overtime or temporary staff within the team if this is required.

Comments from HR

HR Advisor: Shaminul Choudhury (07/04/22)

It is my understanding management have discussed the apprenticeships to be offered with Kevin Brewin. Once the job profile is finalised the normal recruitment process should be followed.

Financial Implications

Current total annual budget:

Savings

L131 (22.5 hours): £21,100

M112 (37 hours): £28,400

TOTAL: £49,500

Cost of 2 apprentice posts:

Elections & Land Charges Apprentice based on top of the Apprentice scale (23year old+) = £48,100

(£17,190 x 40% on-costs = £24,066 x 2fte = £48,132 (£48,100 rounded))

Balance to be retained: £1,400 within E105

Is a virement (budget transfer) required to fund this decision? *No*

Risk Management

No specific risks have been identified with this decision.

Key Decision: No

Background Papers: None