

Decision under Delegated Powers

Officer Making the Decision

Head of Governance & HR

Recommendations

1. To update the job profiles for the Electoral & Land Charges Assistant (M112 and L152) as appended, to amend the post numbers for both jobs to M112, and to regrade the post to grade C with effect from 10th November 2022 with any backdated salary payments being made to relevant existing postholders accordingly.
2. To update the job profile for the Senior Electoral & Land Charges Assistant (L131) as appended, and to regrade the post to grade E with effect from 10th November 2022 with any backdated salary payments being made to relevant existing postholders accordingly.
3. To delete 37 vacant hours from the Elections & Land Charges Apprentice post (M325) leaving 37 hours (occupied).
4. To increase the hours for post M112 from 44 hours to 59 hours.
5. To retain any remaining salary budget within cost centre E105.

Reasons

1. To amalgamate these post into one post number, and to implement the outcome of a recent JE review.
2. To implement the outcome of a recent JE review.
- 3&4 To remove the vacant apprentice hours and convert 22 vacant hours in post L131 into a full-time position to be advertised for recruitment.
5. To retain any remaining salary budget to support future elections.

Authority for Decision

The Chief Executive, as Head of Paid Service, has delegated authority within the Constitution 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.

This has been sub-delegated to Heads of Service in certain instances, which these recommendations fall within.

Decision and Date

Background

A management initiated JE review of posts L131 and M132 has recently been completed, which resulted in both posts being increased by one salary grade.

Posts M132 and L152 are the same position, and therefore both need to be amalgamated into one post number (M132).

37 vacant hours in post M325 are to be deleted, and used to increase the vacant 22 hours in post M132 to a full-time 37 hours, which will then be advertised for recruitment.

Relevant postholders in the Elections & Land Charges team have been consulted and are aware of and support these proposals.

Comments from HR

HR Adviser: Nicola Ward

Comments: Posts have been through JE on 10/11/22. Once the DD has been approved the variation E-Forms will need to be submitted. Management has confirmed that any back dated payment is to be made from 10/11/22 when the JE took place and not prior to this date.

Financial Implications

Change	Increase in Budget	Decrease in Budget
1. Regrade post M112 / L152 from B to C	3,600*	
2. Regrade post L131 from D to E	3,700*	

*The re-grades were agreed as part of the 'bleeding stumps' process approved in principle by SLT on the 4th October 2022 and will be included in the Budget process 2023/24.

Change	Increase in Budget	Decrease in Budget
3. Delete 37 vacant hours from post M325		-24,100
4. Increase hours of post M112 from 44 to 59	14,100	

Balance of £10,000 to be retained in Cost Centre E105.

Risk Management

There are no risks associated with this decision.

Key Decision:

No

Background Papers:

N/A



Division:	Governance & Human Resources
Job Title:	Electoral & Land Charges Assistant
Grade:	C
Post Number:	M112
Base/Location:	Council Offices
Responsible To:	Elections & Land Charges Manager
Responsible For:	Nil Staff
Key Relationships/ Liaison with:	

Job Purpose	
	<ol style="list-style-type: none"> 1. To provide administrative support and customer service assistance across the range of functions of the Electoral Services and Land Charges Section. 2. To provide an efficient service to both solicitors and others who request searches of the Land Charges Register, Con 29 enquiries and registration of Charges. 3. To assist in the efficient and accurate compilation and maintenance of the annual Register of Electors, including the list of absent voters. 4. To assist in the delivery of successful, transparent and resilient elections in the Borough and the two parliamentary Constituencies of Charnwood and Loughborough. 5. Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

JOB DESCRIPTION

Main Duties and Responsibilities

	Under the guidance of the Elections & Land Charges Manager and the Senior Elections & Land Charges Assistant:
	Local Land Charges:
1.	To undertake the efficient processing of all requests for searches using the Land Charges computer system to complete the official certificate of search and Con 29 enquiries.
2.	To assist in the maintenance of the Local Land Charges Register computer database as appropriate and to undertake the registration of charges ensuring that all information is accurate.
3.	To deal with both personal and telephone enquiries and undertake the procedures in respect of personal search requests.
4.	To receive and check applications, identifying additional questions and check that the appropriate fees are submitted, implementing agreed audit procedures as instructed by the Elections & Land Charges Manager.
5.	To produce documentation including letters, search replies etc. using the computer system as appropriate.

	Electoral Registration:
1.	Assist with compilation, publication and maintenance of the Electoral Register, including the Absent Voters lists, in accordance with current regulations.
2.	To assist with the maintenance of the electoral register database, including data from applications and administering changes to records.
3.	To assist with arrangements for all work necessary to ensure the efficient and proper conduct of the annual electoral registration canvass.

	Elections:
1.	Assist with the organisation and arrangements for all work necessary to ensure the proper conduct of Borough, Parish, County, Police & Crime Commissioner, UK Parliamentary Elections, and all referenda.
2.	To assist the Senior Elections & Land Charges Assistant to liaise with temporary elections staff and venues.
3.	Assist in the processing of absent vote applications, including enquiries, cancellations and re-issuing of postal votes.
4.	Assist with the preparation of documents and stationery required for proceedings at all electoral events, including but not limited to Ballot Boxes, Poll Cards and opening of Postal Votes.
5.	To attend and support the conduct of events related to the running of elections where required, including but not limited to staff briefings, the opening of postal votes and the counting of votes at the close of poll.

	General Duties:
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1.	To undertake training in electoral legislation and the use of computer systems used for the elections and local land charges process.
2.	To respond to enquiries from electors, members of the public, candidates and agents about various matters relating to elections and electoral registration, including but not limited to; eligibility to register to vote, the content and availability of the register of electors, absent voting, the requirement of voter identification and polling stations.
3.	Delivery of an effective and appropriate service to all users, fairly and without discrimination.
4.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies
Special Factors	
<ul style="list-style-type: none"> • The nature of the work may involve the jobholder carrying out work outside of normal working hours including weekends and/or bank holidays where required. • As a term of your employment you can be required to undertake such other duties commensurate with your grade, and /or hours of work, as may reasonable be required of you at your initial place of work or any other of the Authority's' establishments. 	

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: November 2022



Division:	Governance & Human Resources
Job Title:	Electoral & Land Charges Assistant
Grade:	C
Post Number:	M112

1.	Essential	Desirable	How assessed
<p>2. Qualifications</p> <p>GCSE passes at Grades A*-C/9-4 (or equivalent) including Maths and English Language</p> <p>Or</p> <p>3. Demonstrable experience identified within the section below.</p> <p>4.</p>	<p>✓</p> <p>✓</p>		<p>App/Doc</p> <p>App/Int</p>
<p>Experience</p> <p>5. Experience within a clerical / administrative environment</p> <p>6. Experience of working in a customer service or front-facing role dealing with the general public</p>	<p>✓</p> <p>✓</p>	<p>✓</p>	<p>App/Int</p> <p>App/Int</p> <p>App/Int</p>

Experience of working in elections or land charges		✓	App/Int
Experience of maintaining a database or record-keeping system			
7.			
Skills/Knowledge			
Working knowledge of Microsoft Office (especially Word, Excel and Outlook)	✓		App/Int/Test
Understanding of the importance of data protection rules and handling sensitive information	✓		App/Int
Experience of working with IT Systems	✓		App/Int
An understanding of the UK political system at a national and local level		✓	App/Int
Knowledge of operating an electoral management and/or local land charges software system, or another similar database		✓	App/Int
Ability to work effectively under pressure to tight deadlines for prolonged periods	✓		App/Int
Organised, methodical and proactive approach to changing workloads	✓		App/Int
Ability to positively and constructively adapt to change	✓		App/Int
Excellent attention to detail	✓		App/Int
Ability to understand and apply legislation		✓	App/Int
Ability to work on own initiative	✓		App/Int
Interpersonal Skills			
Excellent verbal and written communication skills.	✓		App/Int/Test
Ability to work closely and enthusiastically as part of a team	✓		App/Int
Ability to maintain a professional and impartial manner at all times	✓		App/Int
Political astuteness and sensitivity		✓	App/Int

Other requirements			
Ability to work additional hours during peak periods, including weekends and bank holidays as necessary	✓		App/Int
Recognition that annual leave may be restricted during peak periods	✓		App/Int
Willingness to undertake legislative and technical training	✓		App/Int
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations	✓		App/Int
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		App/Int
Holder of a full driving licence		✓	App/Doc

Key:

App = Application form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical questionnaire

Doc = Documentary evidence (e.g. certificates)

Reviewed by: Elections & Land Charges Manager

Date: November 2022

Division:	Governance & Human Resources
Job Title:	Senior Elections & Land Charges Assistant
Grade:	E
Post Number:	L131
Base/Location:	Council Offices
Responsible To:	Elections & Land Charges Manager
Responsible For:	2 permanent staff and a range of casual staff employed on a temporary basis during the annual canvass and in the lead up to an election.
Key Relationships/ Liaison with:	Electors, elected members, candidates and agents, external solicitors and land charge search companies, and internal colleagues for maintaining the land charges register

Job Purpose
<ol style="list-style-type: none"> 1. To administer and co-ordinate in all aspects of the electoral registration process, including the efficient and accurate compilation, preparation, publication and maintenance of the annual Register of Electors, including the absent voters, on behalf of the Electoral Registration Officer. 2. To plan, co-ordinate and deliver successful, transparent and resilient elections and referenda in the Borough and the two Parliamentary Constituencies of Charnwood and Loughborough, on behalf of the Returning Officer. 3. To provide an efficient service to both solicitors and others who request searches of the Land Charges Register, Con 29 enquiries and registration of Charges. 4. To provide a full range of administrative and clerical support and customer service assistance across the range of functions of the Electoral Services and Local Land Charges Section. 5. Delivery of an effective and appropriate service to all service users, fairly and without discrimination

Main Duties and Responsibilities
Local Land Charges:

1.	Undertake the efficient processing of all requests for searches using the Land Charges Computer system to complete the official certificate of search and Con 29 enquiries.
2.	Maintain the Local Land Charges Register computer database as appropriate and to undertake the registration of charges ensuring that all information is accurate.
3.	Deal with both personal and telephone enquiries and undertake the procedures in respect of personal search requests.
4.	Receive and check postal applications, identifying additional questions and check that the appropriate fees are submitted, implementing agreed audit procedures as instructed by the Elections & Land Charges Manager.
5.	Assist with the system administration of the Local Land Charges computer system, ensuring that all system problems and error messages are reported to the appropriate help desk, and to assist with the building of overlays.
6.	Produce documentation including letters, search replies etc. using computer systems as appropriate.
7.	Produce service performance statistics in respect of elections and land charge search turnaround times and income and report them to the Elections & Land Charges Manager.

	Electoral Registration:
1.	Assist with arrangements for all activities in the compilation, preparation, publication and maintenance of the annual revised Register of Electors, including the list of Absent Voters, in accordance with current regulations.
2.	To assist in the design and implementation of initiatives to raise awareness of voter registration and the requirement to provide photographic identification in polling stations to encourage maximum public participation in the electoral process.
3.	Supervision of the day-to-day procedures to maintain the Register of Electors, including examination and determination of all applications from all electors. Examine and determine applications from absent voters.
4.	Examine and determine applications from absent voters.
5.	Liaison with all local authority departments and external organisations in connection with the maintenance of the records and sharing of data.
6.	Arranging for the printing, checking, sale and distribution of all registers to elected members, local government departments, and parish clerks.
7.	Assistance with the preparation and implementation of the annual canvass of all properties in the Borough including the recruitment and supervision of canvassers, compiling canvass rounds, and preparing materials.
8.	In conjunction with the, Elections & Land Charges Manager supervise training of temporary election and canvassing staff, including the Contact Centre.
9.	Liaison with external print companies for printing requirements pertaining to electoral registration, including providing data for the production of Invitation to Register, Canvass Communication A, Canvass Communication B and Canvass Forms.

10.	Liaise with Single Responsible Officers including but not limited to Care Homes, Sheltered Housing, Student Halls of Accommodation regarding the annual canvass. Liaison with Loughborough University regarding data transference for the Register of Electors.
11.	To operate and manage the Electoral Management System by liaising with ICT and software suppliers to monitor efficacy, make recommendations for improvement, installing upgrades and delivering training as well as reporting issues.

	Elections:
1.	Assist with arrangements for all work necessary to ensure the proper conduct of Borough, Parish, County, Policy & Crime Commissioner, UK Parliamentary Elections, and all referenda.
2.	Assist with arrangement of the booking of venues for the use as polling stations and liaising with all relevant booking agents and key holders.
3.	Assist in the appointment and payment of temporary staff for various election duties including but not limited to Presiding Officers, Poll Clerks, Postal Vote Openers and Count Assistants.
4.	Liaison with and responding to queries from candidates and election agents where required about guidance resources and the nomination process.
5.	Assistance to check nomination papers received from candidates.
6.	Assistance with the publication of statutory notices, ensuring that documents are printed and published in accordance with regulations.
7.	Attendance to all electoral events to provide support where required.
8.	Supervise the preparation of all documents, stationery and equipment required for proceedings at polling stations, postal votes and counting of votes.
9.	Assist in dealing with absent vote enquiries, cancellations and re-issuing of postal votes.

	General Duties:
1.	Deputise in the absence of the Elections & Land Charges Manager.
2.	Maintain the website with information regarding the Register of Electors, Elections and Local Land Charges.
3.	To respond to enquiries from electors, members of the public, candidates and agents about various matters relating to elections and electoral registration, including but not limited to; eligibility to register to vote, the content and availability of the register of electors, absent voting, the requirement of voter identification and polling stations.
4.	To maintain knowledge of all relevant legislation and rules in respect of electoral matters and local land charges and relevant computer systems and undergo training where required.

5.	To supervise the day-to-day processing of all incoming and outgoing correspondence by post, email and telephone.
6.	To assist in the training and development of the Elections & Land Charges Assistant and/or Elections & Land Charges Apprentice.
7.	Delivery of an effective and appropriate service to all service users, fairly and without discrimination.
8.	As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you at your initial place of work or at any other of the Authority's establishments.
9.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours. including weekends and/or bank holidays where required.
- As a term of your employment you can be required to undertake such other duties commensurate with your grade, and /or hours of work, as may reasonable be required of you at your initial place of work or any other of the Authority's' establishments.

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Division:	Governance & Human Resources
Job Title:	Senior Elections & Land Charges Assistant
Grade:	E
Post Number:	L131

8.	Essential	Desirable	How assessed
<p>9. Qualifications</p> <p>AEA Certificate in electoral administration, or be willing to work towards</p> <p>GCSE passes at Grades A*-C/9-4 (or equivalent) including Maths and English Language</p> <p>Or</p> <p>10. Demonstrable experience identified within the section below</p>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Doc</p> <p>App/Doc</p> <p>App/Int</p>
<p>Experience</p> <p>11. Experience of working in the administration of elections and/or electoral registration</p> <p>12. Experience of working in administering Local Land Charges</p> <p>13. Experience of handling sensitive information</p> <p>14. Experience of working in a customer service or</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>App/Int</p> <p>App/Int</p> <p>App/Int</p> <p>App/Int</p>

front-facing role dealing with the general public			
15. Supervisory experience		✓	App/Int
Experience of project management		✓	App/Int
Skills/Knowledge			
Excellent knowledge of Microsoft Office. (especially Word, Excel and 'Outlook')	✓		App/Int
Considerable, in-depth knowledge of electoral legislation, regulations and statutory guidance	✓		App/Int
Knowledge and experience of operating an Electoral Management System	✓		App/Int
Knowledge of Xpress Electoral Management Software		✓	App/Int
Knowledge of data protection rules and their application in a similar environment	✓		App/Int
Use of GIS based or other computer software in processing of Land Charges Searches		✓	App/Int
Proficient general IT skills	✓		App/Int
Ability to work effectively under pressure to tight deadlines for prolonged periods	✓		App/Int
Organised, methodical and proactive approach to changing workloads	✓		App/Int
Ability to positively and constructively adapt to change	✓		App/Int
Excellent attention to detail	✓		App/Int
Ability to work on own initiative to resolve day-to-day queries	✓		App/Int
Ability to solve problems creatively	✓		App/Int
Interpersonal Skills			
Excellent verbal and written communication skills	✓		App/Int
Ability to work closely and enthusiastically as part of a team	✓		App/Int
Ability to maintain a professional and impartial manner at all times	✓		App/Int

Political astuteness and sensitivity	✓		App/Int
Other requirements			
Able to work additional hours during peak periods, including weekends and bank holidays as necessary	✓		App/Int
Recognition that annual leave may be restricted during peak periods	✓		App/Int
Willingness to undergo further legislative and practical training	✓		App/Int
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations	✓		App/Int
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		App/Int
Holder of a full driving licence	✓		App/Int

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