

Decision under Delegated Powers

Officer Making the Decision

Head of Governance & HR

Recommendation

That the Legal Services Manager post (M205) be regraded from salary grade PO4 to JNC A with effect from 1st December 2022 with the updated job profile attached as an appendix, and that the current postholder be placed onto the lowest point of that salary grade, also with effect from that date.

Reason

To implement the outcome of the Job Evaluation panel which determined that the post should be regraded to JNC A.

Authority for Decision

Heads of Service have delegated authority within the Constitution to change the grading of posts as a result of job evaluation.

Decision and Date

Background

As part of a management initiated JE review the job profile has been updated and reviewed with the current postholder (as appended).

The updated job profile was considered by a JE panel which decided that the post should be upgraded to salary scale JNC A.

The current postholder will be placed on the lowest point of that salary grade (SCP 50) with effect from 1st December 2022.

Comments from HR

HR Adviser: S Choudhury (01/12/22)

Comments: Once DD is signed off management will need to complete variation e-form so HR can issue relevant paperwork regarding grade change.

Financial Implications

A review of the salary grading of the Legal Services Manager post was agreed as part of the 'bleeding stumps' exercise approved in principle by the Senior Leadership Team on the 4th October 2022 and will be included in the Budget process 2023-24.

The total cost (inc on-costs) from Grade PO4 (top) to JNCA (top) is £8,437 (£8,400 rounded).

Risk Management

No specific risks have been identified with this decision.

Key Decision: No

	Council in order to ensure their legal support requirements are met.
5.	To deputise for the Head of Governance and Human Resources in accordance with the constitutions scheme of Delegation for the issue of all court proceedings, affixing of the common seal and associated planning and other functions (as set out in the constitution).
6.	To lead and manage the legal function of Charnwood Borough Council, including responsibility for staff recruitment and selection, conducting team briefings, personal development reviews/appraisals, staff motivation and any grievance and disciplinary issues.

7.	To manage and maintain a system for the storage and recording of key documents in the Council's Strong Room.
8.	To oversee all legal casework/enquiries into the service.
9.	To maintain a pro-active awareness of external issues which may result in future changes in demand to service requirements, or changes to the delivery of legal services, and to ensure the service is prepared and responsive to any such changes. Where appropriate, to liaise with external agencies in relation to any such issues.
10.	Providing (or arranging for) legal advice on key corporate projects, initiatives and issues as required to ensure lawful decision-making including support to committees.
11.	To provide legal support for the clearance of committee/cabinet reports as required.
12.	Ensuring that the Legal Services team operates in accordance with relevant professional standards, guidance and best practice.
13.	Approving instructions for external legal advice and to manage any instructions outsourced.
14.	
15.	Monitoring and controlling legal budget and expenditure, including external instructions and income generation, and authorising payments.
16.	Responsible for ensuring the Legal Services team structure meets the needs/demands of the Council, including ensuring sufficient capacity to meet service requirements and deliver an efficient service
17.	Determining whether to accept external instructions received from other Councils under relevant agreements, having regard to the capacity available within the team.
18.	To lead on the Litigation, Housing and Regulatory functions of the Legal Services team, and to carry out legal work for, and provide legal advice to the Council in relation to Litigation, Housing and Regulatory workload, including matters before the Courts, Inquiries and Tribunals.
17.	As a term of your employment you may be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.
18.	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.

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 Revised: November 2022



Division:	Legal Services
Job Title:	Legal Services Manager (Solicitor to the Council)
Grade:	JNC A
Post Number:	M205

	Essential	Desirable	How assessed
Qualifications			
Admitted Solicitor or Barrister	✓		App/Doc
Full driving licence and access to a vehicle	✓		App/Doc
Experience			
Extensive post qualification legal experience in Litigation and Housing or Regulatory work	✓		Int/App/ Doc
Staff management experience	✓		Int/App
Work within Local Government or other public sector authority	✓		Int/App
Skills/Knowledge			
Computer literate (including proficiency in using email, word processing, spreadsheets and the internet)	✓		Int/App
Advocacy at Inquiries and Tribunals		✓	Int/App
Understanding of the current significant issues facing Local Government		✓	Int/App
Interpersonal Skills			
Excellent verbal communication and report writing skills	✓		Int/App/ Doc
Able to work under own initiative and also as part of a team	✓		Int/App/ Doc
Ability to build good working relationships with colleagues and all levels of staff	✓		Int/App/ Doc
Good presentation skills, including use of MS Powerpoint		✓	Int/App/ Doc
Customer focused – able to prioritise the needs and requirements of our customers			Int

and continually ask, 'How can we make it better?'			
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Personal Circumstances			
Ability to work flexibly in order to meet deadlines	✓		Int
Other Requirements			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	✓		

Key:

App = Application form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical questionnaire

Doc = Documentary evidence (e.g. certificates)

Prepared by: Head of Governance & HR

Date: November 2022