

## Decision under Delegated Powers

### Officer Requesting Decision

Elections & Land Charges Manager

### Officer Making the Decision

Chief Executive

### Recommendations

To increase the hours for post M112 from 96 hours to 133 hours.

### Reasons

To ensure that a full-time position can be advertised for recruitment.

### Authority for Decision

Under Section 8 of the current Constitution the Head of Paid Service (Chief Executive) has delegated authority 'to agree changes to the establishment, within budget and without major operational disruption or interruption or services or involving a change from direct to indirect provision or vice versa or other policy implications' (item 6 on page 8-4 of the Constitution).

### Decision and Date



12.01.2024

### Background

The Elections Act 2022 has introduced a number of measures which will change the UK electoral system. This decision is to reflect the increased workload and maintain the level of resource required.

### Report Implications

### Comments from HR

HR Advisor: Nicola Ward

Summary of Comments from HR: The position will provide the resources required within the department. Ensure e-forms are completed as required.

HR seen recommendations (both draft and final, if amended): Y

### **Financial Implications**

The costs (including on-costs) for 1 x full-time Elections & Land Charges Assistant M112 at salary Grade C is approximately £36,600 in 2023-24.

Any costs arising in 2023/24 will be financed out of vacant salary savings from the Head of Governance post (M452).

Funding would initially be sourced from the New Burdens Funding due to be received in April 2024 will be used to cover staff costs in 2024/25 and into 2025/26, depending on the amount of new burdens funding received.

If there is a shortfall in 2024/25 this will be funded from the Reinvestment Reserve. Costs relating to future years are dependent on any future pay awards and inflationary increases.

From 2025/26 this post should be financed within the establishment via a service pressure identified within the next budget setting round.

### **Risk Management**

No specific risks have been identified with this report.

Key Decision: No

Background Papers: None