

## Decision under Delegated Powers

### Officer Requesting the Decision

Democratic Services Manager

### Officer Making the Decision

Head of Strategic Support

### Recommendation

That post number M219 (Democratic Services and Mayoralty Support Officer) be regraded from Scale 3 to Scale 4 with effect from 2nd September 2015.

### Reason

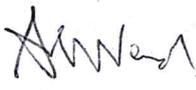
Following a request for a review, the job description for the post was updated to reflect the current duties undertaken as part of the role. The amended job description was considered by a job evaluation panel on 22nd March 2016. The panel concluded that the grade for the post should be changed.

### Authority for Decision

Section 8 of the constitution contains authority for the Chief Executive to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case (item 6 on page 8-4 of the Constitution). This has been sub-delegated to Heads of Service in certain circumstances (DD 28 11/12) which this decision falls within.

### Decision and Date

Agreed:

 9/5/16

### Background

The role of the Democratic Services and Mayoralty Support Officer has evolved as a result of the restructure of Democratic Services implemented in January 2014 (DD 68 13/14 refers). A review of the grading of the post was therefore carried out

in accordance with the Council's Job Evaluation procedure. This has resulted in an amended job description being prepared for the post, which is attached to this decision, and the job being regraded from Scale 3 to Scale 4.

#### Comments from HR

HR Advisor: Anna Cairns (3/5/16)

Summary of Comments from HR: This post was part of an Employee Initiative Re-evaluation process and was reviewed by a JE Panel. The post was scored to be Grade 4.

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

#### Financial Implications

For the period from 2nd September 2015 to 31st March 2016 the cost of the higher grade is £900. This can be met from salary underspends within the Democratic Services team for 2015/16.

For 2016/17 and future years it is necessary to fund the cost at the higher grade at the top of scale 4. This cost is £3,400 and can be met by viring back this amount from the £8,300 previously vired to cost centre A015 (Civic Expenses Service Unit) (DD 121 15/16 refers).

There are therefore no net costs or savings arising from these proposals.

#### Risk Management

No specific risks have been identified with this report.

Key Decision:

No

Background Papers:  
(previous delegated decisions)

DD 28 11/12  
(sub-delegation to Heads of Service)  
DD 68 13/14  
(restructure of Democratic Services)  
DD 121 15/16  
(reallocation of hours in Committee Services)

## Amended Job Description



<b>Division:</b>	Strategic Support Democratic Services and Mayoralty
<b>Job Title:</b>	Democratic Services and Mayoralty Support Officer
<b>Grade:</b>	Scale 4
<b>Post Number:</b>	M219
<b>Base/Location:</b>	Council Offices, Southfield Road, Loughborough
<b>Responsible To:</b>	Democratic Services Manager
<b>Responsible For:</b>	N/A
<b>Key Relationships/ Liaison with:</b>	Support Role to the Team Leader and Head of Service. Regular contact with The Mayor, Councillors, Senior Officers and Colleagues. First point of contact with Service Customers.

Job Purpose
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| <ul style="list-style-type: none"> <li>• To provide administrative and general support to the Democratic Services and Mayoralty Team, utilising a range of computer software including word processing, electronic diaries, desk top publishing, spreadsheets, and databases.</li> <li>• Supporting the Democratic Services Manager through providing administrative tasks relevant to his role.</li> <li>• Delivery of an effective and appropriate service to all service users, fairly and without discrimination.</li> </ul> |
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Main Duties and Responsibilities	
1	Act as the first point of contact for Democratic Services and Mayoralty by taking telephone enquiries, processing incoming mail (including electronic mail), creating and updating files and records as necessary and dealing with general enquiries to the section ensuring accurate information and advice is given or that enquiries are directed to the appropriate member of staff.
2	Co-ordinating the civic diary, providing detailed information regarding civic engagements and providing advice and assistance on protocol and civic matters and liaising effectively with Councillors, Officers and external individuals/organisations.
3	Maintain and Publish Register of Member's Interests forms for Charnwood Borough Councillors and Parish and Town Councillors.
4	Monitor and maintain Councillor entries in the Information Commissioner's Office Register of Data Controllers ensuring they are up to date and relevant.
5	Oversee the process for dealing with, responding to and publishing Petitions received by the Council.
6	Support the process for dealing with officer delegated decisions through maintaining the intranet site, publishing relevant decisions and preparing reports on staffing decisions that are taken.
7	Provide administrative and general support (including highly sensitive and confidential work) to the Head of Service and Team Manager, including diary management, arranging meetings, updating records and producing and dealing with correspondence and to Councillors.
8	Producing agendas, reports, minutes and associated correspondence, in accordance with the agreed deadlines and ensuring that archived copies of committee agendas, reports and minutes (both electronic and hard copy) are kept, filed and indexed.
9	Implementing and maintaining administrative systems, financial records, processing of orders and invoices in accordance with accounting requirements for the Team.
10	Organising civic functions, receptions, meetings, twinning visits and other events, including administrative, publicity and practical arrangements, in consultation with the relevant individuals, organisations and agencies.
11	Provide administrative and general support for the coordination and development of the Council's Scrutiny system, Member Development and Training Programme and for other services to Councillors.
12	Maintaining and developing the Council and Democracy sections of the Council's web site and the intranet.

13	Dealing with Council appointments to outside bodies, partnership bodies and charitable organisations.
14	Provide general support to the team, including proof reading, updating records, filing, ordering stationary and equipment, photocopying, faxing, updating diaries, databases and lists and general support to the division, including support for elections during busy periods.
<b>Special Factors</b>	
<ul style="list-style-type: none"> <li>• The nature of the work may involve the jobholder carrying out work outside of normal working hours.</li> </ul>	

**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: 11th March 2016**

