

## Decision under Delegated Powers

### Officer Requesting the Decision

Head of Governance & HR

### Officer Making the Decision

Chief Executive

### Recommendations

1. To delete the vacant Elections & Land Charges Apprentice post (M325 – 37 hours).
2. To increase the hours for the Electoral & Land Charges Assistant post (M112) by 37 hours, from 59 hours to 96 hours.
3. Delete 7 hours vacancy on Post: M219 Democratic Services & Mayoralty Support Officer (Scale C scp12).

### Reasons

- 1-3. To ensure the necessary staffing resources are available to support service demands.

### 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.

### Decision and Date



**Robert Mitchell (he, him, his)**  
**Chief Executive**

01/02/2023

### Background

There are additional requirements arising from the Elections Act 2022, such as the introduction of voter ID, that place further responsibilities on the Elections team, as well as having to deliver the May 2023 Borough elections.

Recent attempts to recruit an apprentice have not been successful, and an Assistant post will also provide additional hours as there will not be day release arrangements.

### Comments from HR

HR Adviser: Anna Cairns (31/1/23)

Comments: This is a management decision regarding the posts required for the structure. The normal recruitment process should be followed.

### Financial Implications

	<b>Delete (£)</b>	<b>Add (£)</b>
Delete Post M325 Elections & Land Charges Apprentice	(24,000)	
Add 37hrs (from 59hrs to 96hrs) to M112 (Electoral Land Charges Assistant) – Grade C (scp12 top + pay award + on-costs)		37,500
Delete remaining unallocated salary budget within E105 (Register of Electors) – remaining amount from re-structure	(6,100)	
Delete 7hrs vacancy on Post: M219 Democratic Services & Mayoralty Support Officer (Scale C scp12)	(5,600)	
This remaining amount will be taken from the ‘bleeding stumps’ process as part of the Elections & Land Charges Team approved allocation of £10K. Approved in principle by SLT on the 4 <sup>th</sup> October and will be included in the Budget process 2023/24	(1,800)	
	<b>(37,500)</b>	<b>37,500</b>

### Risk Management

There are no risks associated with this decision.

### Key Decision:

No

### Background Papers:

N/A