

Decision under Delegated Powers

Officer Making the Decision

Head of Strategic Support

Recommendations

1. That the Democratic Services Manager post (M274) be re-graded to PO3 with the revised job profile as appended, with effect from 1st May 2018.
2. That the hours for post M275 (HR Admin Assistant) in cost centre A020 reduce by 8 hours, from 74 hours to 66 hours

Reasons

1. To update the job profile for the post and to implement the recommendation of the Job Evaluation panel in respect of grading.
2. To fund the cost of the regrading.

Authority for Decision

Authority 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, is delegated to the Head of Paid Service (Item 6 on page 8-4 of the Constitution). This has been further delegated to Heads of Services in certain situations (DD28 11/12), which this decision falls within.

Decision and Date

Background

In line with the Council's recruitment and selection policy, the job profile for Democratic Services Manager post has recently been reviewed pending a recruitment process for a permanent contract to replace the current fixed term arrangement, which expires at the end of April 2018.

The revised job profile has been assessed by the Job Evaluation panel, who have concluded that it should be re-graded from PO2 to PO3.

Comments from HR

HR Advisor: Anna Cairns (1/2/18)

Summary of Comments from HR: The changes to the Job Profile have been evaluated by an Independent Job Evaluation panel.

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

Financial Implications

At the top of the scale, the effect of the re-grade will be £5,400 per annum (including on-costs).

This will be met by reducing the hours for post M275 (HR Admin Assistant) in cost centre A020 by 8 hours, from 74 hours to 66 hours. These hours are currently vacant.

Risk Management

There are no risks associated with this decision.

Key Decision: No

Appendix: Revised Job Profile



Division:	Strategic Support
Job Title:	Democratic Services Manager
Grade:	PO2
Post Number:	M274
Base/Location:	Southfields Offices, Loughborough
Responsible To:	Head of Strategic Support
Responsible For:	Democratic Services Officers x 4, Civic Officers x 2 and Admin Support Assistant x 1
Key Relationships/ Liaison with:	Elected councillors and senior managers

Job Purpose

- To lead, manage and develop the Democratic Services & Mayoralty Team.
- To advise on governance and constitutional matters, and act as the Council's Deputy Monitoring Officer, particularly in relation to the Standards Framework and the Member Code of Conduct.
- To lead on the Member Development Programme.
- To lead on the management of the Council's overview and scrutiny processes and committees
- To deliver an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities

1.	To manage the staff and coordinate the work of the Democratic Services & Mayoralty Team, ensuring that meetings of the Council's committees and other bodies are administered effectively, and conform to legislative requirements.
2.	To manage the Civic Officers, ensuring that the Mayor and Deputy Major receive effective support to enable them to fulfil their civic duties and responsibilities.
3.	To act as the Council's Deputy Monitoring Officer, and provide cover in the absence of the Monitoring Officer.
4.	To provide guidance and advice to officers and to Members on governance and constitutional issues, including assisting the Monitoring Officer in

	keeping the Council's Constitution under review, and making recommendations for updates where required to ensure it remains up to date and representative of good practice. Ensure the Council's Schemes of Delegation are maintained and fit for purpose.
5.	To advise on the content and lead on the delivery of an effective Member Development Programme for each 4 year Council period, including supporting the meetings and work of the Member Reference Group, managing the Member training budget, and arranging for periodic personal reviews for Members to identify training and development needs.
6.	To ensure the effective administration of the Members' Allowance Scheme, including managing the budget for the scheme on a day to day basis.
7.	To manage an effective and productive Overview and Scrutiny function, ensuring that the annual Scrutiny Work programme is well organised, prioritised, focused and aligned with the Council's objectives.
8.	To develop and maintain relevant and up to date web and intranet information.
9.	To deliver efficient and effective support services for Members of the Council.
10.	To ensure that the Council's democratic processes in respect of meetings and decision making comply with statutory requirements and best practice.
11.	To deliver an effective and appropriate service to all service users, fairly and without discrimination.
12.	To plan and develop the use of IT in the area of Democratic Services, principally to enhance the efficiency of democratic processes and improve residents' access to councillors and decision making information
13.	To identify, plan and implement initiatives designed to increase access to the local government democratic process for the borough's local communities.
14.	To ensure the requirement for Forward Plans are met, programming business to support the work of the Council's decision making process.
15.	To provide strategic, operational and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.
16.	To promote and develop good working relations and collaborative arrangements with relevant third party organisations including private, voluntary and other public organisations, to forge effective partnership working.
17.	To ensure the effective commissioning, market testing and contract management of any services provided by external contractors, and ensure they are operating to all required standards and being delivered to specification and within budget; and to manage processes for the timely re-procurement of relevant contracts in liaison with the procurement and legal.
Special Factors	
The nature of the work will involve the jobholder carrying out work outside of normal working hours.	

This is a politically restricted post.

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: January 2018



Division:	Strategic Support
Job Title:	Democratic Services Manager
Grade:	PO2
Post Number:	M274

	Essential	Desirable	How assessed
Qualifications			
Educated to degree level (or equivalent vocational experience)	✓		App/Doc
IT related qualification (e.g., ECDL)		✓	App/Doc
Association of Democratic Services Officers - Certificate or Diploma		✓	App/Doc
Experience			
Experience of successfully managing local government democratic and scrutiny processes and formal decision making meetings	✓		App/Int
Leading and delivering a learning and development programme.	✓		App/Int
Experience of liaising with and supporting elected Members.	✓		App/Int
Experience of acting as a Deputy Monitoring Officer.		✓	App/Int
Experience of successfully leading and implementing changes in a service and/or working practice to deliver positive outcomes		✓	App/Int
Experience of successfully managing budgets.		✓	App/Int

Skills/Knowledge			
Experience of successfully managing and supervising staff.	✓		App/Int
Significant experience of successfully managing own workload and that of others in an environment where deadlines and priorities frequently change and are often conflicting.	✓		App/Int
Understanding of local authority scrutiny and decision making functions.	✓		App/Int
Computer literate (Word, Excel etc.,).	✓		App/Int
Experience of providing direct advice to elected members on the law and practice of meetings and other complex decision-making issues	✓		App/Int App/Int App/Int
Knowledge of civic protocols re local authority Mayors and related functions.		✓	App/Int
Interpersonal Skills			
Excellent oral and written communication skills to provide clear messages in a variety of internal and external contexts. This includes the highest standards of written communications and ability to analyse and interpret complex written material.	✓		App/Int
Diplomatic, tactful, and able to maintain strict political impartiality.	✓		App/Int

<p>Other requirements</p> <p>High ethical standards, common sense approach, able to work under pressure to meet deadlines.</p> <p>Able to attend evening meetings.</p> <p>An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.</p> <p>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.</p> <p>This is a Politically Restricted Post under the Local Government and Housing Act 1989 (as amended)</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int</p> <p>App/Int App/Int</p> <p>App/Int</p> <p>App/Int</p>
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<p>Key: App = Application form Test = Test Int = Interview</p>	<p>Pre = Presentation Med = Medical questionnaire Doc = Documentary evidence (e.g. certificates)</p>
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<p>Prepared by: Head of Strategic Support</p>	<p>Date: January 2018</p>
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