

Decision under Delegated Powers

Officer Requesting the Decision

Democratic Services Manager

Officer Making the Decision

Head of Strategic Support

Recommendations

1. That the number of hours on the establishment for the post of Democratic Services Officer (post number L303) be increased from 131.5 to 133.5 hours per week with effect from 1st February 2016.
2. That the number of hours on the establishment for the post of Democratic Services and Mayoralty Support Officer (post number M219) be decreased from 55.5 to 37 hours per week with effect from 1st February 2016.
3. That the unused budget arising from these two recommendations of £8,300 in a full year and £1,400 in 2015/16 be vired to cost centre A015 (Civic Expenses Service Unit).

Reasons

1. To create sufficient hours to recruit to a full-time vacancy when this arises, which would better meet the needs of the service and is likely to lead to greater interest from applicants.
2. To remove vacant hours from the establishment which are not required.
3. To ensure that the salary budget is sufficient to cover the overtime and enhancements for unsocial hours that are required to deliver the service.

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:

Background

The Committee Services team within Democratic Services comprises four Democratic Services Officers, currently two are full-time and two are part-time. The proposed changes would create a team with three full-time and one part-time (22.5 hours per week) members of staff which better meets the needs of the service and could assist in managing the peaks in the demands on the team.

The restructure of Democratic Services in December 2013 created a budget for 10 hours plain time overtime to cover the additional demands on Democratic Services Officers that the restructure would create. The intention was always that these hours should if possible be allocated permanently to members of the team. In addition there are 18.5 vacant hours in another post in the team, that of Democratic Services and Mayoralty Support Officer. Experience of having this vacancy suggests that these additional hours are not required.

The changes proposed are summarised in the table below.

Post	Current Structure	Proposed Structure
Democratic Services Manager	1 x 37 hours	1 x 37 hours
Democratic Services Officer	2 x 37 hours 1 x 22.5 hours 1 x 22 hours + budgeted overtime hours	3 x 37 hours 1 x 22.5 hours
Democratic Services and Mayoralty Support Officer	1 x 37 hours 0.5 x 37 hours (vacant)	1 x 37 hours
Civic Officer	2 x 37 hours + budget for overtime and enhancements	2 x 37 hours + budget for overtime and enhancements

Following changes to the hours worked by the different Democratic Services Officers (Exempt DD 126 14/15 refers) the overtime budget has been used infrequently. This is because the members of the team are not in a position to work additional hours on a regular basis, thus putting additional pressure on the

team during busy periods. This has also restricted the ability of the Democratic Services Manager to delegate non-administrative tasks to Democratic Services Officers. Current circumstances provide an opportunity to provide a permanent reallocation of hours within the service that will meet its ongoing needs both in terms of Democratic Services Officer time and the service as a whole.

A vacancy will shortly arise in the Committee Services team and the recommendations would enable the following to be achieved:

- a full-time position for a Democratic Services Officer can be advertised by adding some of the available salary budget to the part-time vacancy;
- the vacant hours in the Democratic Services and Mayoralty Support Officer post that are no longer required can be deleted;
- the remaining salary budget can be transferred to the Mayoralty team to cover the overtime and enhancements for unsocial hours that are required to deliver the service;
- leave open the option to consider whether a senior Democratic Services Officer post should be created from one of the Democratic Services Officer positions.

Members of the team have been consulted on the proposed changes and the following comments were made:

- There was no need for the vacant 18.5 hours in the Support Officer post to be retained.
- It was not clear that there was a need to recruit to a full-time vacancy to meet just the current work of the Democratic Services Officers. However benefits could be seen for the service as a whole in providing the opportunity for more work to be delegated by the Democratic Services Manager.
- The option of creating a Senior Democratic Services Officer role was seen as having some benefits in reducing the line management reports of the Democratic Services Manager. If the option was pursued there would have to be clarity about the purpose and responsibilities of the role and how this was different from both the Democratic Services Officers and the Democratic Services Manager.

Comments from HR

HR Advisor: Anna Cairns (17/2/16)

Summary of Comments from HR: All other part-time staff have been made aware of this change in available hours.

Recruitment of the post should follow the normal recruitment process.

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

Financial Implications

The budget for post L303 increases from £126,400 to £128,500 in a full year. The deleting of the vacancy of 18.5 hours for the Democratic Services and Mayoralty Support Officer post (post number M219) gives a saving of £10,400 in a full year.

There is sufficient budget available to make the proposed changes and leave a balance of £8,300 in a full year and £1,400 for the two months in 2015/16. It is proposed that this balance is vired from the G100 salary budget to the A015 (Civic Expenses Service Unit) salary budget.

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

Risk Management

No specific risks have been identified with this report.

Background Papers:	DD 28 11/12
previous delegated decisions)	(sub-delegation to Heads of Service)
	DD 68 13/14
	(restructure of Democratic Services)
	DD 126 14/15 (Exempt)
	(changes in contracted hours within the
	Committee Services team)
	DD 60 15/16
	(reallocation of functions and budget from
	Democratic Services to Business Support Unit)