

## Decision under Delegated Powers

### Officer Requesting the Decision

Head of Strategic Support

### Officer Making the Decision

Chief Executive

### Recommendation

That the post of Elections & Land Charges Apprentice L152 (37 hours - £190 per week), which was created for a fixed term period of up to 18 months from the existing post of Electoral & Land Charges Assistant (22.5 hours – Sc3) within DD63 13/14, be converted back to the substantive post for a fixed term contract at 37 hours per week as from 6<sup>th</sup> January 2015 to 30<sup>th</sup> November 2015.

### Reason

To allow for the resourcing of the anticipated workload over the forthcoming period which will include major combined elections and the continuing implementation of Individual Electoral Registration, and pending any changes which may occur to resource requirements within the team as a result of the proposed transfer of some land charges functions to the Land Registry.

### Authority for Decision

Section 8 of the Constitution gives the Chief Executive authority to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts in any single case.

### Decision and Date

APPROVED



20<sup>th</sup> NOVEMBER 2014

### Background

The apprentice post was created by DD63 13/14 for a period of up to 18 months, and the current post-holder started in post on 6 January 2014 for a 12 month apprenticeship, which will come to an end on 5 January 2015.

The service is facing a busy period over the next few months, with major combined elections in May 2015, and the ongoing implementation of IER.

There is also some uncertainty over future resource requirements due to the developing proposals by the government to transfer some land charges functions nationally to the Land Registry.

This will put the current apprentice post-holder 'at risk', and she will therefore go onto the redeployment register, which means she will be able to apply for the new fixed term post if she wishes to do so.

### **Comments from HR**

HR Advisor: Gayle Baker

#### Summary of Comments from HR:

The proposal is in line with the Council's Equal Opportunity Policy and recruitment practice. In effect, the apprentice will have preferential treatment for this post alongside any other staff who may be 'at risk'. If this candidate is successful then this would be a useful example of how the Apprenticeship Policy can help the Council to address the age profile of employees and support workforce planning.

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

### **Financial Implications**

The current budgeted costs of the apprentice post are £13,200pa. The proposed costs of the full-time Sc3 Assistant post would be £20,700pa at the bottom of the scale, rising to £22,200pa at the top of the scale, although the proposal is for a fixed term contract until 30th November 2015.

The additional costs arising will be funded by a virement from E105 A0151, which includes an element to allow for the extra costs of implementing Individual Electoral Registration.

### **Risk Management**

No specific risks have been identified with this report.

Key Decision: No

Background Papers: DD63 13/14.