

Decision under Delegated Powers

Officer Making the Decision

Head of Strategic Support

Recommendation

To amend the job descriptions and person specifications for posts L131 and L151 as set out in Appendix A, and to combine the posts into one (post reference L131), with a total of 59.5 establishment hours (of which 37 are currently filled)

Reason

To ensure that the job descriptions are up to date and to enable vacant hours to be recruited to so that the Elections and Land Charges team is appropriately staffed.

Decision

Approved.

21/10/2013

X *A.R. Ward*

Head of Strategic Support

Signed by: Ward Adrian

Authority for Decision

Section 8.2 of the Constitution gives delegated authority to the Head of Paid Service 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. This has been sub-delegated to Heads of Service in certain situations, which applies in this instance.

Background

Posts L131 and L151 are generic posts within the Elections and Land Charges teams. It has become apparent that the job descriptions for the posts need to be amended to ensure they reflect the actual duties and responsibilities attaching to the posts. The two current post holders have been consulted about the proposed changes, and are in agreement with them. The amended job descriptions have been subject to job evaluation, which has confirmed that the changes do not alter the current salary grades of the posts. For future clarity, it is also proposed to combine the positions into one establishment post (post ref L131).

Previous delegated decisions have resulted in 22.5 vacant hours per week being left on the establishment for the posts:

DD19.12/13: reduced the hours of post L151 to from 20 to 15 per week, leaving 5 hours vacant on the establishment.

DD56.12/13: reduced the hours of post L131 to from 37 to 22 per week, leaving 15 hours vacant on the establishment.

Additionally 2.5 further hours from previous changes to working patterns.

Once the two posts have been combined, it is proposed to recruit to 20 of the vacant hours as a part-time position. The remaining 2.5 vacant hours will be dealt with shortly as part of changes to ensure that adequate resources are in place to support the transition to Individual Electoral Registration.

Comments from HR

The amended job description and person specification has been job evaluated, and HR have confirmed that there is no change in salary grading.

Financial Implications

There are no financial implications arising from these recommendations – the current 22.5 vacant hours remain on the establishment and are allowed for within budgets.

Of the 59.5 current establishment hours:

22 are currently filled by a part-time postholder of post L131

15 are currently filled by a part-time postholder of post L151

22.5 are currently vacant (15 from post L131, and 7.5 from post L151).

Risk Management

There are no risks arising from this decision.

Background papers

Job descriptions and Person Specifications (Appendix A)

Key Decision: No

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| 3. | Assist with compilation, publication and maintenance of the Full, Edited and 'Rolling' versions of the Electoral Register together with absent voters lists, in accordance with current regulations. Provide rolling registration information on a monthly basis to government departments, political agents, councillors and parish clerks. |
| 4. | Assist in the processing of postal vote applications before, during and after Elections, including enquiries, cancellations and re-issue. |
| 5. | Supervise the preparation of ballot boxes and distribution of poll cards, supervise and assist during the issue, receipt and opening of postal votes. Record and produce replacement postal ballot papers. |
| 6. | Operate and manage a computerised Register of Electors and Elections management programme. Train and supervise temporary staff on the computerised programme. Maintain record of election results and statistical records including the completion of election returns. |
| 7. | Assist with the organisation of referenda, and elections, major and minor. Input and update the election management system. Produce data and organise payments to staff and tax office. |
| 8. | Organise the recruitment of canvassers. Compile canvass rounds, prepare materials for canvassers during the canvass period. Maintain database of canvassers, calculate payments and produce payment lists for action by the Finance department. Liaise with colleagues and other institutions. Supervise the team of central staff involved in the management of the electoral canvass. |
| 9. | Provide data for the production of canvass forms. Liaise with the university regarding data transference for register of electors Supervise and assist the inputting and updating of information, via Express software system, from canvass forms. |
| 10 | In conjunction with the Team Leader – Electoral and Land Charges, supervise training of temporary election and canvassing staff. |
| 11 | Maintain website with information regarding Register of Electors, Elections and Land Charges. |
| 12 | Responsible for ensuring staff receive adequate training to provide the skills required to achieve corporate objectives. |
| 13 | Oversee and support the receipt, checking, processing and returning of all land charge search applications including personal, postal and electronic via the appropriate channel. |
| 14 | Assist in maintaining the Local Land Charges Register computer database as appropriate and to undertake the registration of charges accurately. |
| 15 | Assist with the system administration of the Northgate M3 computer system Land Charges module, ensuring that all system errors are reported as appropriate. |
| 16 | Reconcile payments received using Agresso, produce service performance statistics in respect of elections and land charge search turnaround times and income and report them to the Team Leader – Electoral and Land Charges. |

17 Oversee the implementation of agreed audit procedures.

Special Factors

The nature of the work may involve the jobholder carrying out work outside of normal working hours.

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: Sept 2013

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| Key: App = Application form Int = Interview Doc = Documents (eg. Certificates) Ref - References | | | |
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Date: Sept 2013

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