

Summary of Staffing Implication Associated with Shared Legal Service

Current Structure

The current structure that supports the provision of legal services is shown below at diagram 1. All administrative resources within the team also provide support to the elections process.

Given the post of the Head of Legal and Democratic Services has been vacant since February 2019 temporary staffing arrangements have been in place to offer further resource and line management for the team. Temporary staffing arrangements due to the increase of elections workload is also currently in place. Further the Right to Buy and Land Charges team is under resourced and no succession planning is in place at this time.

The Elections Team who report to the Head of Audit and Governance and Monitoring Officer, currently comprise of 1.8 FTE and is not sufficient to support the on-going requirements of the Electoral Services Commission.

Staffing Implications

Should Cabinet approve the option to implement the shared legal service, the supporting structure within both the Elections and Democratic teams needs to be strengthened and further resourced. A further detailed report with revised job descriptions will be considered by Appointments and Staffing Committee in the New Year but in summary the changes required within the Democratic Services Team are detailed at Diagram 2.

In term of the Elections team the changes proposed will be that of a new title of Election Manager (from Senior Elections Officer) and that the post of Elections Services Assistant be increased to 37 hours from 30 hours per week. These changes will offer increased resilience, succession planning opportunity as well as improving business continuity within the service. In addition, these proposed changes will provide the necessary additional resources to maintain the high standards required by the Electoral Services Commission so as to prevent damage to the Authority's reputation should the service fail to effectively deliver electoral registration or the election process.

Financial Implications

All staffing changes as summarised above, will be included in a report to be considered by Appointments and Staffing Committee early in the New Year. However, all costs associated with the proposed changes to both the Elections and Democratic Services teams are detailed at **Appendix 4**

Diagram 1 - Current structure Democratic Services

Current

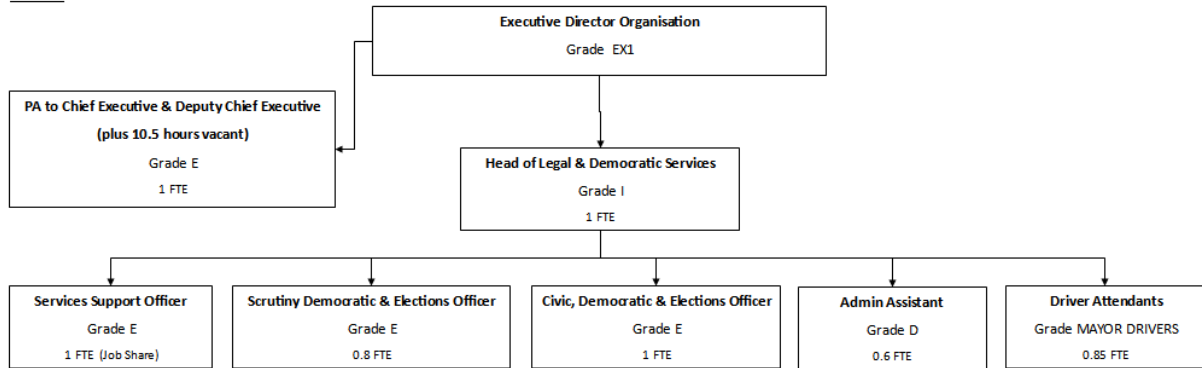


Diagram 2 - Proposed Structure Democratic Services

Proposed

