

15 JANUARY 2020

**REPORT OF THE EXECUTIVE DIRECTOR ORGANISATION AND HEAD OF PAID SERVICE****REVISED STRUCTURE TO SUPPORT THE ESTABLISHMENT OF THE NEW SHARED LEGAL SERVICE****EXEMPT INFORMATION**

None

**PURPOSE**

- To seek approval for revision to structures within the Elections and Legal and Democratic Services teams to support the establishment of a Shared Services Agreement with Lichfield District Council and South Staffordshire District Council
- To agree the commencement of formal consultation with those directly affected

**RECOMMENDATIONS**

That the Committee:

1. Approves the proposed structure within the Legal and Democratic Services team as detailed within the report
2. Approves the staffing changes within the Elections Team as detailed within the report
3. Authorise the Executive Director Organisation to implement the changes including the completion of formal consultation with those directly affected by the proposed changes.

**EXECUTIVE SUMMARY**

Cabinet at its meeting on 19<sup>th</sup> December, 2019 approved the creation of shared legal service with South Staffs and Lichfield District Councils. The new service will require staffing changes within both the Elections and Legal and Democratic Services teams. In summary, the proposed changes recommend:

- The deletion of the post of Head of Legal and Democratic Services
- The deletion of the post of Civic, Democratic and Elections Officer
- The creation of the post of Legal Admin and Democratic Services Manager
- A change in job title for the Senior Elections Officer to that of Election Manager
- An increase in hours for the post of Elections Services Assistant
- An increase in hours for the post of Admin Assistant (Demo)

**BACKGROUND****Current Structure**

The current structure of the Legal and Democratic Services team that currently supports the provision of legal services is shown below at **Appendix 1**. All administrative resources within

the team are also required to provide support to the elections process as when required.

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 directly 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.

## **PROPOSED STAFFING CHANGES**

### **Elections Team**

In terms 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 Electoral Services Assistant be made permanent and increased from 30 hours per week to 37 hours per week (job description attached at **Appendix 2**). 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.

### **Legal and Democratic Services Team**

In terms of the Legal and Democratic Services team the changes proposed as a result of administering the new shared legal service it is proposed that:

- a new post of Legal Administration and Democratic Services Manager be created. This post will report directly to the Executive Director Organisation and have overall operational responsibility for delivering the service as well as administering the new contract (job description attached at **Appendix 3**).
- the current role of Executive PA be expanded to provide a wider range of PA and administrative duties across the Corporate Management Team (job description attached at **Appendix 4**). In addition, it is proposed that this post report directly to the Legal Admin and Democratic Service Manager to increase the availability of administrative support and offer better co-ordination and business continuity across the team
- the posts of Scrutiny and Democratic Services Officer, Driver Attendant (x2), Legal Services Support Officer and the post of Admin Officer report to the Legal Admin and Democratic Services Manager
- the post of Admin Assistant be made permanent and increased from 20 to 30 hours (job description attached at **Appendix 5**).

The proposed structure deletes the two posts i.e. that of Head of Legal and Democratic Services and the Civic, Democratic and Elections Officer. The Council's Managing Change process and Employment Stability Policy will be followed. Informal discussions with Trade Unions have taken place and they are fully supportive of the proposals. Formal consultations

will take place if the proposals are approved by Committee.

## **FINANCIAL IMPLICATIONS**

All staffing changes as summarised above, were included in the approved Cabinet report of 19<sup>th</sup> December and are detailed at **Appendix 6**.

All proposals recommended can be met within existing budgets to include a surplus to contribute to the Retained Fund.

## **Report Author**

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## **Appendices**

1. Legal and Democratic Services Current and Proposed Structure
2. Job Profile – Electoral Services Assistant
3. Job Profile – Legal Admin and Democratic Services Manager
4. Job Profile – Executive PA
5. Job Profile – Admin Assistant (Demo)
6. Financial Implications

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