

## **REPORT OF THE LEADER**

### **STAFFING REQUIREMENTS IN DEMOCRATIC SERVICES**

#### **Purpose of the Report**

1. To agree the establishment of a temporary 0.5 Researcher/Administrator at Grade 4 within democratic services to support the majority group.

#### **Information and Advice**

2. Currently the 34 members of the majority group have support from one researcher, one PA and three Member Support Assistants.
3. In the early days of the administration further support was provided by way of a secondment of a member of the Research team. This secondment ended on 9<sup>th</sup> September 2013.
4. It was clear that longer term the volume of work generated within the majority group would require additional support over and above that already provided. However this is not required on a full time basis.
5. It is proposed that a part time 0.5 post of researcher/administrator be established. It is further proposed that in light of the potential for changing requirements within the group that this post is established for a temporary period of two years
6. Funding for the post will be found from within Democratic Services existing budget.

#### **Other Options Considered**

7. Further temporary secondments or agency staff could be employed to cover at peak times but this is likely to be more expensive and will not provide a satisfactory level of service.

#### **Reason/s for Recommendation/s**

8. To ensure the majority group has an appropriate level of support to carry out their role effectively and efficiently.

## **Statutory and Policy Implications**

9. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Financial Implications**

The cost of the post will be met from within existing budgets The current salary for a Grade 4 post is £17,802-£20,198. These costs will be pro rata as the post is part time.

### **Human Resources Implications**

Recruitment to the post will be undertaken in accordance with the Council's current recruitment and selection codes of practice. The appointment to the post on a fixed term basis is in line with the vacancy control measures and should first of all be ringfenced for suitable redeployees in the first instance.

## **RECOMMENDATION/S**

10. That the establishment of a 0.5 post of Researcher/Administrator within Democratic Services on a temporary basis for two years be established.

**Councillor Alan Rhodes**  
**Leader of the Council**

**For any enquiries about this report please contact:**  
**Jayne Francis-Ward**

### **Constitutional Comments [HD – 02/10/2013]**

11. Policy Committee has the authority to agree the recommendation within the report.

### **Financial Comments [SEM 02/10/13]**

12. The financial implications are set out in the report.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Job Description and Person Specification

**Electoral Division(s) and Member(s) Affected**

- 'All'