

Decision under Delegated Powers

Officer Requesting the Decision

Head of Strategic Support

Officer Making the Decision

Chief Executive

Recommendations


1. That the following posts be deleted from the establishment:
 - Governance & Scrutiny Research Officer (M208)
 - Team Leader – Democratic Services & Mayoralty (A045)
2. That a post of Democratic Services Manager be created at salary grade PO2, with the job description and person specification as set out in the implementation report (Appendix A), reporting to the Head of Strategic Support
3. That an additional 10 hours per week be created for the Democratic Services Officer posts (L303), to be allocated as and when needed as plain-time overtime
4. That the part-time post of Information Officer (M209) be transferred to Revenues, Benefits and Customer Services, reporting to the Corporate Service Development Officer in that service area
5. That the job description of the Information Officer post (M209) be amended to that set out in the implementation report (Appendix A)
6. That an additional ongoing budget of £13,700 be transferred from Strategic Support to Revenues, Benefits & Customer Services to resource the increasing workload arising from FOI requests and other related service demands
7. That any remaining savings arising from these changes should be offered up as an ongoing budget saving
8. That any redundancy costs arising from these changes should be funded from the reinvestment reserve
9. That the Head of Strategic Support be given delegated authority to undertake the recruitment and selection processes for the Democratic Services Manager post from the 2 'ring fenced' employees, and to determine a suitable implementation date for all the changes to come into effect

Reasons

- 1 to 9 To implement restructure proposals to deal with workload and resourcing issues following a formal consultation carried out under the Council's organisational change policy and procedure.

Decision

Approved.



3rd December 2013

Authority for Decision

The Chief Executive, as Head of Paid Service, has delegated authority 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.

Background

The detailed background is set out in the implementation report and the original consultation document (Appendix A).

Staff and Trade Unions have been consulted with, and the organisational change policy and procedure has been followed.

Appendix C also includes a summary of the responses received during the consultation period, and the consideration given to them.

Comments from HR

HR Advisor: Steve Copeland

Summary of Comments from HR: This review is about ensuring that the Service is run as efficiently and effectively as possible. Currently, two managers undertake a number of operational as well as management processes, the new structure will ensure that the manager concentrates on management and operational issues are delegated to the team.

The reduction in Team Leader posts from two to one is the only way that this efficiency will be obtained.

HR seen recommendations (both draft and final): Yes

Financial Implications

Detail	Grade	Current Budget £	Top of Scale £
<u>Posts to be Deleted (current budgets):</u> Governance & Scrutiny Research Officer (M208)	PO2	-45,700	-46,800
Team Leader – Democratic Services & Mayoralty (A045)	PO1	-41,900	-41,900
<u>Post to be Created (at top of scale):</u> Democratic Services Manager	PO2	46,800	46,800
<u>Additional Hours to be Created:</u> Democratic Services Officer (L303) – 10 hours per week	SO1	9,600	9,800
<u>Additional Funding to be Transferred to Revenues, Benefits & Customer Services</u> Based on 0.5FTE Information Officer (M209) with on-costs	Sc5	13,700	13,700
NET ONGOING BUDGET SAVINGS		-17,500	-18,400

The maximum potential redundancy costs arising are estimated as £15,876.

Any redundancy costs arising from these changes will be funded from the reinvestment reserve.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Challenge by an affected employee regarding the proposed changes	Possible	Minor	The Council's organisational change policy and procedure has been followed, a consultation process has been undertaken, and advice taken from HR during the process
Adverse impact on service delivery as a result of the changes	Unlikely	Minor	One of the main reasons behind the proposals is to create extra capacity to deal with ongoing increases in FOI workload. The changes affecting democratic services will be monitored, and ongoing admin support needs will be reviewed by the new Democratic Services Manager

Background papers

As set out in the Appendices

Key Decision: No

Officer to contact: Adrian Ward (01509) 634573
adrian.ward@charnwood.gov.uk

APPENDIX A – IMPLEMENTATION REPORT

RESTRUCTURE PROPOSALS - GOVERNANCE & SCRUTINY RESEARCH AND DEMOCRATIC SERVICES & MAYORALTY TEAMS

Background

A formal consultation process under the Council's organisational change policy and procedure was commenced on 12th September 2013 concerning proposals to restructure the above teams within the Strategic Support Service. A copy of the original consultation document is attached as Appendix 1.

The proposals were designed to deal with a significant and ongoing increase in FOI workload, and other issues within the two teams.

In summary the proposals were to:

- Delete the current posts of Governance & Scrutiny Research Officer (PO2) and Team Leader – Democratic Services & Mayoralty (PO1)
- Create a new post of Democratic Services Manager (PO2), which would also be the Deputy Monitoring Officer
- Create an additional 10 hours per week for the Democratic Services Officer posts (SO1) to take over committee clerking support for Council, Cabinet and OSG meetings
- Move the current 0.5FTE Information Officer Post, which currently deals with FOI requests and related matters to Revenues, Benefits & Customer Services
- Transfer ongoing budget funding of £13.7k per annum with the Information Officer post to allow the Head of Revenues, Benefits & Customer Services to deal with the increasing FOI workload.

The proposals were also estimated to result in a net ongoing annual saving of c.£18k per annum (based on current budgets).

Summary of consultation responses

Seven responses to the consultation proposals were received, and each responder has received an individual reply.

The following table summarises the issues raised:

Issue / Theme Raised	Lead Officer Comments / Observations
General support for the proposals (4 responses).	Views noted.
Need to consider support for Scrutiny Panels and lead officer roles in the absence of the Governance & Scrutiny research Officer role (4 responses).	This is something the Head of Strategic Support will look at in conjunction with the Democratic Services Manager.
The 10 hours per week proposed for Democratic Services Officers to cover	Views noted.

committee admin work currently done by the Team Leader is sufficient (4 responses).	
Admin support within Democratic Services & Mayoralty could be used more effectively to improve the overall efficiency of the team (2 responses).	As set out in the proposals this is something the Democratic Services Manager will look at.
Clarification requested re what responsibilities will transfer to Customer Services with the Information Officer (2 responses).	<p>Further discussions with the Head of Revenues, Benefits & Customer Service have been undertaken. To clarify, what will transfer is: dealing with FOI/EIR and Data Protection requests, and liaison with the Local Government Ombudsman. Suitable line management arrangements will be put in place, and training undertaken as required to ensure that there is sufficient resilience and expertise to support the Information Officer within Customer Services.</p> <p>Information Security responsibilities will be the responsibility of the Information Security Committee (of officers), who will delegate individual tasks as required. Data Protection and Information Security training requirements will form part of the corporate training programme.</p>
Detailed suggestions for dealing with FOI/EIR requests moving forwards (1 response).	The Head of Revenues, Benefits & Customer Services will consider these suggestions.
Queries about how cover for insurance tasks will be provided in future (1 response).	The Audit & Risk Manager is currently looking at how cover for the Insurance Officer can best be provided.
Alternative suggestions for dealing with the Information Officer role moving forwards and other places where it could report to (1 response).	These have been considered, and it is still felt that the 'best fit' lies within Customer Services.
Queries over admin support for the Deputy Monitoring Officer role, indicating that it is currently insufficient (1 response).	It is recognised that there is currently insufficient admin support for this role, and that is one reason behind the proposals, and in particular indicating that the Democratic Services Manager will review the level of admin support within the team moving forwards. Ensuring that sufficient admin support is one way in which capacity within the new role can potentially be improved over the current arrangements, and efficiencies identified by ensuring that tasks are completed at

	a more suitable level of responsibility.
Query as to whether the Democratic Services Manager will have the capacity to undertake the Deputy Monitoring Officer role (1 response).	Other responses to the consultation suggest that there may be some capacity available from the Democratic Services Officers to support the Democratic Services Manager role, and that working arrangements within the team could be reviewed to generate further efficiencies. The new postholder will also have the opportunity to review admin support within the team to ensure that this is sufficient to support themselves and the wider team. I am therefore confident that overall capacity will be sufficient moving forwards.
Query over the suggested current levels of overlap between the Governance & Scrutiny Research Officer and the Team Leader – Democratic Services & Mayoralty (2 responses).	Information supplied by one of the current postholders during the consultation period indicated areas of overlap within the two job descriptions. Other examples include dual attendances at various meetings such as the Member Reference Group, and SMT and meetings for Cabinet clearance and the forward programme.
A suggestion that the scope of the restructure review should be widened to include the whole of Strategic Support, or other Heads of Service areas across the Council, with the aim of minimising redundancies and generating greater efficiencies (1 response).	The current proposals are targeted at specific issues within 2 teams, and it is not necessary to widen the scope of the review.
A suggestion that the process that has been followed does not comply with the requirements of the Council's organisational change policy (1 response).	HR advice has been sought during the key stages of the process, and they have confirmed that the requirements of the policy have been followed.
A suggestion that not enough has been done to minimise any potential redundancies (1 response).	The requirements of the policy in terms of seeking to minimise redundancies have been followed wherever applicable. However, the policy does recognise that in some circumstances there may have to be redundancies. Again HR advice has been taken and their view is that the process has been reasonable and in accordance with the policy.
A suggestion that there may not be excessive workloads in some cases as suggested in the consultation document (1 response).	The member of staff concerned had commented on several occasions prior to the commencement of the consultation about their heavy workload and the impact this was having.

Recommendations

It is recommended that:

1. That the following posts be deleted from the establishment:
 - Governance & Scrutiny Research Officer (M208)
 - Team Leader – Democratic Services & Mayoralty (A045)
2. That a post of Democratic Services Manager be created at salary grade PO2, with the job description and person specification as set out in the consultation document (Appendix 1)
3. That an additional 10 hours per week be created for the Democratic Services Officer posts (L303), to be allocated as and when needed as plain-time overtime
4. That the part-time post of Information Officer (M209) be transferred to Revenues, Benefits and Customer Services, reporting to the Corporate Service Development Officer in that service area
5. That the job description of the Information Officer post (M209) be amended to that set out in the implementation report (Appendix 2)
6. That an ongoing budget of £13,700 be transferred from Strategic Support to Revenues, Benefits & Customer Services to resource the increasing workload arising from FOI requests and other related service demands
7. That any remaining savings arising from these changes should be offered up as an ongoing budget saving
8. That any redundancy costs arising from these changes should be funded from the reinvestment reserve
9. That the Head of Strategic Support be given delegated authority to undertake the recruitment and selection processes for the Democratic Services Manager post from the 2 'ring fenced' employees, and to determine a suitable implementation date for all the changes to come into effect.

For the following reasons:

- 1to9. To implement restructure proposals to deal with workload and resourcing issues following a formal consultation carried out under the Council's organisational change policy and procedure.

Financial Implications

Detail	Grade	£
<u>Posts to be Deleted (current budgets):</u>		
Governance & Scrutiny Research Officer (M208)	PO2	45,700
Team Leader – Democratic Services & Mayoralty (A045)	PO1	41,900
<u>Post to be Created (at top of scale):</u>		
Democratic Services Manager	PO2	(46,800)
<u>Additional Hours to be Created:</u>		
Democratic Services Officer (L303) – 10 hours per week	SO1	(11,000)
<u>Funding to be Transferred to Revenues, Benefits & Customer Services</u>		
Based on 0.5FTE Information Officer (M209) with on-costs	Sc5	(13,700)

NET ONGOING BUDGET SAVINGS		16,100
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Note: the net savings figure differs from the original estimate of £18k because the new post and additional hours being created have been costed at the top of the grades rather than current budget figures.

Structure charts, with grades, are set out in the original consultation document (Appendix A).

The maximum potential redundancy costs arising are estimated as £15,876.

Legal Implications

None arising.

Implementation Timetable

The recommendations give delegated authority to the Head of Strategic Support to determine a suitable implementation date for proposals. It is anticipated that this will be sometime before 31st December 2013.



STRATEGIC SUPPORT

CONSULTATION DOCUMENT FOR DEMOCRATIC SERVICES & GOVERNANCE RESTRUCTURE

September 2013

I. Background

A restructure of the Strategic Support service was undertaken in October 2011. This focussed largely on those posts which reported directly to the Head of Strategic Support, as well as replacing what had been the Programme Office team with a new Improvement & Organisational Development team

Since that restructure, there have been some increases and issues with workloads which now need addressing, which can be summarised as:

- ❖ A significant and continuing increase in the volume of Freedom of Information and Environmental Information (FOI/EIR) requests being received, which has reached the point where additional resources are needed. This function currently sits within the Governance team of Strategic Support, and there is a question as to whether it could be better placed elsewhere. For information, the total numbers received are:
2009/10: 269
2010/11: 351
2011/12: 446
2012/13: 937
2013/14: 566 (in 4 months – projection for year is therefore c1,700)
- ❖ The Governance & Scrutiny Research Officer has raised concerns about an excessive workload which can occur at times, at least partially caused by the volume of FOI/EIR requests outlined above.
- ❖ The Team Leader – Democratic Services & Mayoralty has also raised concerns about workload, and it appears that this is at least in part due to the mix of managerial and operational responsibilities currently undertaken by this post.
- ❖ Some overlap between responsibilities of the Governance & Scrutiny Research and Democratic Services functions, particularly in respect of support for Scrutiny, constitutional issues, and Member development. This can lead to a lack of clarity over who should lead on these matters, and leads to a duplication of work with both current postholders regularly having to hold catch-up meetings so they are both kept informed about relevant issues and development.

These are matters which now need addressing if the relevant functions are to continue to be able to deliver an efficient and effective service. There is an evident need to increase

operational capacity in some areas and to more clearly delineate management responsibilities from operational functions.

Streamlining management roles and increasing operational capacity will also deliver efficiency savings by ensuring that the resources required to deliver services are at the appropriate salary grading level for the relevant functions.

This is important as the Council continues to seek efficiency savings where possible in the delivery of all its services. There will be further significant budget pressures over the next few years, and we need to take prompt action to identify savings wherever possible.

It is therefore proposed to delete the two current managerial posts of Governance & Scrutiny Research Officer, and Team Leader – Democratic Services & Mayoralty, and establish one new post of Democratic Services Manager with managerial responsibility for the Democratic Services & Mayoralty team. This post would also be designated as the Council's Deputy Monitoring Officer. The post has been job evaluated at salary grade PO2.

The post-holder would have no direct responsibility for clerking committee meetings, which would allow sufficient time for them to focus on managerial duties, constitutional and Deputy Monitoring Officer matters, Member support and development, and higher level support for the scrutiny function.

There are currently 121.5 hours per week provided by 4 Democratic Services Officers, 2 of whom are part-time. It is proposed to increase the number of hours provided at this level by 10 hours per week to replace the committee support resources currently provided by the deleted Team Leader – Democratic Services & Mayoralty post.

There is currently a vacant full time Sc3 admin support post within the Democratic Services & Mayoralty team which is being covered by an agency member of staff. It is proposed that these arrangements would continue on an interim basis, to allow the new Democratic Services Manager time to assess the ongoing administrative support needs of the team following the changes proposed within this consultation document.

There is also a need to review working patterns and contractual arrangements within the Democratic Services & Mayoralty team, and this is something that the Democratic Services Manager would be tasked with once they are appointed. This is because many staff within the team regularly work at evenings and weekends, and we need to ensure that effective and efficient arrangements are in place to facilitate this moving forwards.

It is proposed that the current part-time post of Information Officer (dealing with FOI and Data Protection Act requests), would be transferred to Revenues, Benefits & Customer Services, as it is considered the linkages with corporate customer services and the Lagan system indicate that this is the most logical place for this responsibility to rest. Additional ongoing budget funding of £13.7k (equivalent to a further 0.5FTE Information Officer post) would also be transferred to deal with the continuing increase in the volume of such requests being made. The Head of Revenues, Benefits & Customer Services would determine management reporting arrangements, and how to best utilise the additional funding, and the post would report directly to him on an interim basis.

Overall, these proposals would streamline management arrangements, increase operational level capacity to support service requirements, and would generate ongoing efficiency

savings to the Council of approximately £18k per annum. Should there be any redundancy or pay protection costs arising, these would be met from the reinvestment reserve.

2. Current structure

The following current posts are proposed for deletion:

Job Title	Grade	Headcount	Full time equivalent (FTE) posts
Governance & Scrutiny Research Officer	PO2	1	1
Team Leader – Democratic Services & Mayoralty	PO1	1	1

The post of Information Officer (Sc5), which is currently a 0.5 FTE part-time post reporting to the Governance & Scrutiny Research Officer, would be transferred from Strategic Support to Revenues, Benefits & Customer Services.

An additional 10 hours per week are proposed to be delivered by the Democratic Services Officer posts (SO1) - there are currently 4 staff in these posts.

Therefore 4 posts (7 post holders) are directly affected by these proposals.

3. Proposed structure

The following new post is proposed, for which a job description and person specification is attached:

Job title	Grade	Full time equivalent (FTE) posts
Democratic Services Manager	PO2	1

As stated previously, the Information Officer post (Sc5) which is currently part-time (0.5 FTE), would be transferred to Revenues, Benefits & Customer Services, with the existing member of staff remaining in post (reporting to the Head of Service on an interim basis), together with additional ongoing budget funding of £13.7k per annum.

Also, an additional 10 hours per week are proposed for the Democratic Services Officer level (SO1).

4. Measures to avoid or minimise redundancies

The Council is committed to minimising the number of compulsory redundancies and therefore the following measures will be fully explored:

- suspension of recruitment in the relevant teams;

- voluntary reductions in hours;
- voluntary redundancies.

5. Comparability & Selection Process

The following new post contains elements of the current jobs of the Governance & Scrutiny Research Officer (Michael Hopkins) and the Team Leader – Democratic Services & Mayoralty (Darren Tilley).

Job Title	Grade	Number of FTE
Democratic Services Manager (new)	PO2	1

The new post has therefore been judged as comparable for both these officers and would be ring-fenced to them, as their current posts are at risk as a result of these proposals. The proposed selection process is set out in section 7 below.

There are two proposed options for allocating the additional 10 hours per week that are proposed for the Democratic Services Officer posts. Comments on these options would be welcomed as part of the consultation responses.

Firstly, following the selection for the new Democratic Services Manager post, all the remaining staff directly affected except for the Information Officer, could be asked to express an interest in the additional 10 hours per week to become part of their contracts of employment (subject to individual staff not exceeding 37 contractual working hours per week in total).

Alternatively, the hours could be made available on an 'as needed' basis, and used to provide additional non-contractual paid over-time (at plain time), depending on service needs and requirements.

The current Information Officer postholder will remain in that job (on a part-time 0.5FTE basis) and will be transferred to Revenues, Benefits & Customer Services.

Comparability appeals:

During the consultation period, an employee is entitled to challenge the decision regarding which posts they are deemed to be comparable with or not. Any challenges should be submitted in writing to the Lead Officer, Adrian Ward, within the first 10 working days of the consultation period, in order to give adequate time for consideration and to make any alterations to the proposals. Consultation will not end until after the challenge has been considered and the outcome communicated in writing to all affected employees (as a successful challenge may result in changes in the posts available to other employees).

Job preferences:

One week after formal consultation has ended and implementation has been agreed, each employee will be required to submit to the Lead Officer, Adrian Ward, a list of jobs that they wish to be considered for using the Job Preference Form.

Employees can seek assistance from the lead HR Advisor (Steve Copeland) regarding the completion of job preference forms.

Redeployment:

During implementation of the restructuring, an employee who has failed to obtain a job following a selection process will receive redeployment status from the point where it is confirmed that they have not been able to obtain a comparable post in the new structure.

6. Working arrangements

All posts will continue to be based at Southfields. Regular evening working will be required for all the Democratic Services posts to support meetings.

7. Selection

The selection process for the Democratic Services Manager post will include a written submission, a presentation, and an interview. The selection panel will consist of the Head of Strategic Support, and another senior manager or a representative from HR.

An HR Advisor will also assist in all the selection stages as required.

8. Redundancy & Flexible Retirement

Requests for voluntary redundancy may be made by any affected officers. Such requests should be made in writing to the Head of Strategic Support by 18 October 2013. Any such requests will be reviewed against the criteria of costs, and skills needed to be retained.

Any compulsory redundancy notices would be served at the end of the relevant selection stage applicable to the officer concerned. All employees subject to compulsory redundancy would be given a 3 month notice period, during which they would remain on the redeployment register.

The method of calculating of redundancy payments is as set the 'Compensation' section in the Organisational Change Policy and Procedure. Further information and guidance can be obtained from the lead HR Advisor (Steve Copeland).

Requests for flexible retirement can also be made by any of the affected officers who would be entitled under the Council's flexible retirement policy. Further information and guidance can be obtained from the lead HR Advisor (Steve Copeland). Such requests should be made to the Head of Strategic Support.

9. Supportive measures

Counselling Service

Employees affected by organisational change can contact the AMICA Telephone Counselling Service for confidential advice and support (Tel: 0116 254 4388).

Time off to seek alternative employment or arrange training

Employees being made redundant who either have redeployment status or have been continuously employed for 2 years or more will be granted reasonable time off work with pay during their notice period to look for new employment or to arrange training for future employment. This will include time off to attend job interviews and visit employment agencies or Jobcentre Plus in connection with new employment. Employees who are on the redeployment register can discuss with their manager or with the Head of Strategic Support what training and development opportunities are available and appropriate to them, and the Council will endeavour to meet reasonable training and development requests.

10. Equality Impact Assessment

An equality impact assessment has been undertaken, and a copy is attached to this consultation document.

No significant implications have been identified.

11. Indicative timescales and dates

- ❖ Proposed timescale for consultation and implementation, including dates of meetings during the consultation period
- ❖ Detail engagement and communication methods

Suggested events list:

Event	Timescale / Proposed Date
❖ Start of formal consultation period	12 September 2013
❖ Meetings to take place with directly affected staff	12 September 2013 onwards
❖ Deadline for comparability challenges	27 September 2013
❖ Deadline for consultation responses	18 October 2013
❖ Job preference forms to be completed and returned	To be notified

❖ Selection <ul style="list-style-type: none"> i. Applications/written submission ii. Interviews iii. Skills matrix 	To be notified
❖ Implementation of new structure	November / December 2013

12. Consultation feedback

The Council is committed to full and meaningful consultation with employees and with our recognised trade unions. Consultation will be undertaken with a view to reaching agreement and any representations or counter proposals made will be fully considered.

Responses to this Consultation Document should be submitted in writing or by email to the Head of Strategic Support (adrian.ward@charnwood.gov.uk), by 5pm on 18 October 2013.

All affected employees and trade unions who submit a response will receive a written reply setting out how any issues they raise have been considered.

13. Authorisation

This Consultation Document has been agreed by the HR Business Partner and Strategic Director

Approved by Strategic Director
Simon Jackson
Date: 4/9/13

Approved by HR Business Partner
Caroline Fairchild
Date: 4/9/13



Division:	Strategic Support
Job Title:	Democratic Services Manager
Grade:	PO2
Post Number:	TBC
Base/Location:	Southfields Offices, Loughborough
Responsible To:	Head of Strategic Support
Responsible For:	Democratic Services Officers, Civic Officers and Admin Support Staff
Key Relationships/ Liaison with:	Elected councillors and senior managers

Job Purpose	
	<ul style="list-style-type: none"> • To manage the Democratic Services & Mayoralty Team • To act as the Council's Deputy Monitoring Officer • To advise on governance and constitutional matters • To coordinate the Member Development Programme • To deliver an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities	
1	To manage the staff and coordinate the work of the Democratic Services & Mayoralty Team, ensuring that meetings of the Council's committees and other bodies are administered effectively.
2	To manage the Civic Officers, ensuring that the Mayor and Deputy Mayor receive effective support to enable them to fulfil their civic duties and responsibilities.
3	To act as the Council's Deputy Monitoring Officer, and provide cover in the absence of the Monitoring Officer.
4	To provide guidance and advice to officers and to Members on governance and constitutional issues, including assisting the Monitoring Officer in keeping the

	Council's Constitution under review, and making recommendations for updates where required to ensure it remains up to date and representative of good practice.
5	To coordinate an effective Member Development Programme, including supporting the meetings and work of the Member Reference Group, managing the Member training budget, and arranging for periodic personal reviews for Members to identify training and development needs.
6	To ensure the effective administration of the Members' Allowance Scheme, including managing the budget for the scheme on a day to day basis.
7	To assist in coordinating the scrutiny work programme, and to provide support and advice for the scrutiny function.
8	To develop and maintain relevant and up to date web and intranet information.
9	To deliver efficient and effective support services for Members of the Council.
10	To ensure that the Council's democratic processes in respect of meetings and decision making comply with statutory requirements and best practice.
11	To deliver an effective and appropriate service to all service users, fairly and without discrimination.
Special Factors	
The nature of the work will involve the jobholder carrying out work outside of normal working hours.	
This is a politically restricted post.	

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: **August 2013**



Charnwood

Division:	Strategic Support
Job Title:	Democratic Services Manager
Grade:	PO2
Post Number:	TBC

	Essential	Desirable	How assessed
Qualifications			
Educated to degree level (or equivalent vocational experience)	✓		App/Doc
IT related qualification (eg. ECDL)		✓	App/Doc
Experience			
Meetings administration in a local authority or similar environment	✓		App/Int
Coordinating and delivering a learning and development programme		✓	App/Int
Experience of liaising with and supporting elected Members		✓	App/Int
Experience of acting as a Deputy Monitoring Officer		✓	App/Int
Skills/Knowledge			
Well developed staff management skills	✓		App/Int
Understanding of local authority scrutiny and decision making functions	✓		App/Int
Computer literate (Word, Excel etc)	✓		App/Int
Law and procedures relating to local authority meetings	✓		App/Int
High level written communication skills	✓		App/Int
Knowledge of civic protocols re local authority Mayors and related functions		✓	App/Int
Interpersonal Skills			Pre/
Effective verbal communicator	✓		App/Int
Diplomatic, tactful, and able to maintain strict political impartiality	✓		App/Int

PERSONNEL COMMUNICATION

Other requirements			
High ethical standards, common sense approach, able to work under pressure to meet deadlines	✓		App/Int
Able to attend evening meetings	✓		App/Int
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		App/Int

Key:	
App = Application form	Pre = Presentation
Test = Test	Med = Medical questionnaire
Int = Interview	Doc = Documentary evidence (e.g. certificates)

Prepared by: Adrian Ward	Date: August 2013
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Governance & Scrutiny Research –
Existing Structure

Governance & Scrutiny
Research Officer (PO2)

Information Officer (Sc5)
(0.5 FTE)

Democratic Services & Mayoralty –
Existing Structure

Team Leader -
Democratic Services &
Mayoralty (PO1)

Democratic Services
Officers (SO1)
(3.28 FTE)

Mayoralty Officers (Sc4)
(2 FTE)

Democratic Services &
Mayoralty Support
Officers (Sc3)
(1.5 FTE)



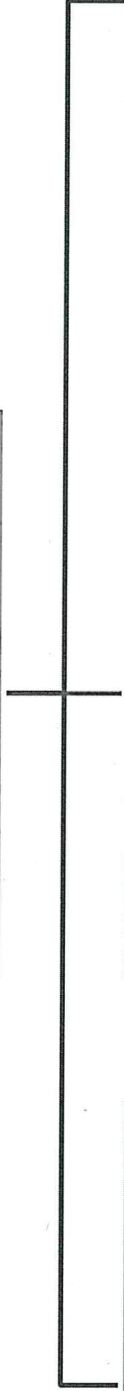
Democratic Services –
Proposed Structure

Democratic Services
Manager (PO2)
NEW POST

Democratic Services
Officers (SO1)
(3.55 FTE)

Mayoralty Officers (Sc4)
(2 FTE)

Democratic Services &
Mayoralty Support
Officers (Sc3)
(1.5 FTE)



Charnwood Borough Council
Equality Impact Assessment
'Knowing you customers needs'

Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

Legislation - Equality duty:

As a local authority who provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Gender
9. Sexual orientation

What is prohibited?

1. Direct discrimination, including by association and perception.
2. Indirect discrimination – now covers all characteristics.
3. Pregnancy and maternity discrimination.
4. Harassment.
5. Third party harassment.
6. Discrimination arising from disability.

7. Duty to make reasonable adjustments.

Note: Complete the action plan as you go through the questions

Title of the policy	Democratic Services & Governance Restructure
Date	September 2013
Lead Officer	Adrian Ward
Who else is involved in undertaking this assessment?	Steve Copeland - HR Advisor

Step 1 – Overview of policy/function being assessed

A. Outline: What is the purpose of this policy? (specify aims and objectives)
Restructure of the Democratic Services and Governance functions.
B. What specific groups is the policy designed to affect/impact?
Some staff are directly affected by the proposals.
C. Which groups have been consulted as part of the creation or review of the policy?
Staff have been consulted informally, and there will be a formal consultation phase.

Step 2 – What we already know and where there are gaps

<p>A. List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to ethnicity, religion, sexual orientation, disability, age, gender, transgender etc.</p> <p>Data/information such as:</p> <ul style="list-style-type: none"> ▪ Consultation ▪ Previous Equality Impact Assessments ▪ Demographic information ▪ Anecdotal and other evidence
<p>Number of directly affected members of staff: 7 (4 posts)</p> <p>Male: 3 (all full-time) Female: 4 (1 full-time and 3 part-time)</p> <p>Age Profile: 31 to 40: 3 41 to 50: 3</p>

60+: 1
Ethnicity: All white British
Disability: None aware of
Religion: Insufficient data
Sexuality: Insufficient data
B. What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (please list)
The information suggests that there is no adverse impact on any particular equality grounds.

Step 3 – Do we need to seek the views of others? If so, who?

A. In light of the answers you have given in step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.
No.

Step 4 – Assessing the impacts

	In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative on the groups specified and provide an explanation for your decision. (please refer to the general duties on the front page)
Age	No discernible impact
Disability (physical, visual, hearing, learning disabilities, mental health)	No discernible impact
Gender	No discernible impact
Religious Belief	No discernible impact

Racial Group	No discernible impact
Sexual Orientation	No discernible impact
Transgender	No discernible impact
Other protected groups (pregnancy & maternity, marriage & civil partnership)	No discernible impact
Other socially excluded groups (low literacy, priority neighbourhoods, socio-economic, etc)	No discernible impact
All	No discernible impact

Step 5 – Action Plan

Please include any identified concerns/actions/issues in this action plan:			
<i>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</i>			
Question Number (Ref)	Action	Responsible Officer	Target Date
	No actions have been identified.		

Step 6 – Who needs to know about the outcomes of this assessment and how will they be informed

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	Y	Via formal consultation process
Service users		
Partners and stakeholders		
Others		
To ensure ease of access, what other communication needs/concerns are there?		None

Step 7 – Conclusion (to be completed and signed by the Service Head)

Please delete as appropriate
I agree / disagree with this assessment / action plan
If disagree, state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Service Head):
Date:

Please send completed & signed assessment to: Rachel Beaumont

Appendix – Information Officer Revised Job Description

JOB DESCRIPTION

Job Title: Information Officer (0.5 FTE part-time)	Grade: Sc5
Division: Revenues, Benefits & Customer Services	Accountable to: TBC
Current Postholder:	Responsible for: Nil Staff
Post No: M209	

Purpose of Job:

To co-ordinate responses to requests under the Freedom of Information Act and related enquiries, and to coordinate responses to enquiries from the Local Government Ombudsman.

Duties and Responsibilities

- 1 To co-ordinate responses to requests received under Freedom of Information and Data Protection legislation by recording and acknowledging requests, drafting responses and using the IT system developed for this purpose to ensure that target turnaround times are achieved.
- 2 To liaise with managers across the authority to obtain the information needed to respond to Freedom of Information, Data Protection and Ombudsman requests.
- 3 Update the Council's website and intranet with relevant information.
- 4 Undertake appropriate training and development as determined by Performance Development Reviews.
- 5 Maintain proficiency in the use of the Council's standard IT equipment and desktop software consistent with the requirements of the post.
- 6 Delivery of an effective and appropriate service to all service users, fairly and without discrimination.
- 7 As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you at your initial place of work or at any other of the Authority's establishments.

Note:

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the postholder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the grading of the post.

This job description is current at November 2013.

Management have the right to vary the duties after consultation with you.

Agreed
Human Resources Advisor

