

DEMOCRATIC SERVICES COMMITTEE

REPORT OF THE HEAD OF CORPORATE STRATEGY AND DEMOCRATIC SERVICES – K.JONES

12 February 2015

SECTION B – MATTER FOR INFORMATION

WARD(S) AFFECTED: ALL

ROLE AND RESOURCES OF THE HEAD OF DEMOCRATIC SERVICES

Purpose of Report

To provide Members with an update in relation to the role and resources of the Head of Democratic Services in light of 2015/16 budget savings targets.

Background

As outlined in the Local Government (Wales) Measure 2011 each County and County Borough is required to designate one of their officers to the post of ‘Head of Democratic Services’ and provide that officer with sufficient support to undertake their role.

One of the core functions of the Head of Democratic Services is to:-

‘...to make reports and recommendations in respect of the number and grades of staff required to discharge Democratic Services functions and the appointment, organisation and proper management of those staff’.

Current Position

Due to the continued necessity to pursue savings targets as outlined in the 2015/16 budget it has been necessary to implement a number of changes to the staffing arrangements to the current structure of the Electoral and Democratic Services team.

With the cessation of two Scrutiny Officer secondments in December 2014, amendments to the organisational structure of the team have been required to create an administrative post to help provide additional support and capacity.

In addition, a new hybrid role of Democratic Services Officer has been created merging the previous posts of Member Service Officers and Scrutiny Officers into one new generic role. This will allow for greater resource flexibility within the team as well as helping to enhance the skill set and knowledge base of individual officers.

A copy of the new organisational structure adopted by the Head of Democratic Services is attached for Members information.

Financial Implications

Departmental budget savings will be achieved by changing the current organisational structure arrangement.

Recommendations

It is recommended as follows:-

- (a) That the above report be noted.

List of Background Papers

Local Government (Wales) Measure 2011

Statutory Guidance from the Local Government (Wales) Measure 2011

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