

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

12 October 2015

Report of the Head of Corporate Strategy and Democratic Services – Karen Jones

Matter for Decision

Wards Affected:

All Wards

REVISION TO ORGANISATIONAL STRUCTURE - ELECTORAL SERVICES

Purpose of the Report

1. To seek Member approval to make changes to the structure of the Electoral Services team with the deletion of the Electoral Services Trainee post JEID 0017 and the creation of the Deputy Registration Officer post JEID 3556.

Background

2. The Electoral Services Team have responsibility for the organisational and operational arrangements for the compilation of the Register of Electors, the maintenance of rolling Individual Electoral Registration, absent voting processes and special category electors.

3. The team also manage and co-ordinate all aspects of the election process for all major elections, referenda and casual vacancy by-elections and have responsibility for periodic reviews of polling districts, places and stations and oversee the conduct of any boundary reviews.

Proposal

4. It is proposed to delete the post of Electoral Services Trainee and create a post of Deputy Registration Officer.
5. The current organisational structure for the team is outlined in Appendix 1 while the proposed amended structure is included in Appendix 2.
6. As part of the development programme for the Electoral Services Trainee post, it is required that the postholder pursues a course of study, leading to the attainment of a professional qualification in Electoral Administration from the relevant qualifying body (Association of Electoral Administrators).
7. Following the postholder's successful attainment of the qualification in February 2015, and subsequent annual personal development review, it is necessary to consider the future of the postholder now that his traineeship is attained.
8. Furthermore, the introduction of Individual Electoral Registration has altered the workload of the Electoral Services Team with 'new burden' responsibilities linked to the need to perform data matching and data mining activities to allow for a more complete and accurate electoral register. Consequently, a post of Deputy Registration Officer is necessary to discharge the new duties particularly associated with Individual Electoral Registration.
9. This post also creates important succession planning opportunities in a very specialist area of work.

Financial Impact

10. The creation of the new post of Deputy Registration Officer (Grade 5) and the deletion of the post of Electoral Services Trainee (Grade 3) will place an initial immediate cost pressure of £3,757 on the Electoral Services salaries budget.

11. As a result, increased savings requirements will be required within the wider Corporate Strategy and Democratic Services budget which are set out in the Forward Financial Plan (FFP), but approaches are being made to the Cabinet Office to ensure resources are secured to fully fund the implementation and maintenance of Individual Electoral Registration.

Workforce Impacts

12. Consultation has been undertaken with the affected postholder and wider team members. There are no objections to these proposals which will be managed in accordance with the Council's Management of Change in Partnership Policy.

Legal Impacts

13. The proposals comply with Employment Law and the Council's own employment policy framework.

Risk Management

14. Without this change, there is a high risk that the Council will not be able to meet its duties to maintain an accurate electoral register. In addition, there is also a high risk that the Council will be unable to maintain critical capacity and skills for undertaking specialist work upon the retirement of the current Electoral Registration Officer

Consultation

15. The required staff consultation has been undertaken.

Recommendations

16. To approve the deletion of the Electoral Service Trainee post JEID 0017 from the Electoral Services organisational structure with effect from the date of this meeting.
17. To approve the creation of the Deputy Registration Officer post JEID 3556 within the Electoral Services organisation structure with effect from the date of this meeting.

Reasons for Proposed Decision

18. To ensure that the Electoral Services team can continue to meet its statutory duties in relation to Electoral Registration and Elections and provide robust succession planning for the service area.

Appendices

19. Appendix 1 - Current Organisational Structure for Electoral Services
20. Appendix 2 - Proposed Organisational Structure for Electoral Services
21. Appendix 3 - Financial Appraisal/Statement

List of Background Papers

22. None.

Officer Contact

Rhys George - Electoral and Democratic Services Manager

e-mail: r.j.george@npt.gov.uk

Telephone: 01639 763719

Clare Sim - Senior Electoral Services Officer

e-mail: c.sim@npt.gov.uk

Telephone: 01639 763180