

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

DEMOCRATIC SERVICES COMMITTEE

1 February 2018

Report of the Head of Corporate Strategy and Democratic Services – K.Jones

Matter for Decision

Wards Affected:

All Wards

Review of Staffing Structure – Democratic Services

Purpose of the Report

1. To seek approval for the staffing structure required to support the Council's democratic services functions.

Background

2. Committee received an interim report in 2017 highlighting implications for the staffing structure that supports the Council's democratic functions arising from:
 - the ongoing requirement to find further budget savings;
 - a shift in approach indicated by the new administration; and
 - the need to respond to new legislative demands.
3. It was agreed that a further report would be provided to the Democratic Services Committee in early 2018 setting out the conclusions reached by the statutory head of democratic services as to the staffing requirements for supporting the democratic arrangements of the Council. This report discharges that commitment.

4. Members are reminded that matters related to the staffing of Democratic Services functions fall within the purview of the Democratic Services Committee and Council, not the Personnel Committee (Local Government (Wales) Measure 2011).

Changes Proposed

5. The Democratic Services Committee, at its meeting on 27th July 2017, endorsed changes to the democratic services staffing structure, as advised by the Head of Democratic Services.
6. The establishment of an Executive Officer to support the Council's Executive has proven to be effective. The Job Description, Person Specification has now been finalised and graded through the Council's Job Evaluation Scheme. The post was been filled on a temporary basis following a recruitment process ring-fenced to the existing complement of staff. It is proposed that if the structure is approved that the individual who has filled the post on a temporary basis be confirmed in post.
7. The only other change that is being proposed to the structure now is that the Democratic Services Assistant report to the Snr Scrutiny and Member Development Officer to ensure there is an appropriate balance of resources allocated between scrutiny, member development and committee administration.

Financial Impact

8. The financial cost of the structure is contained within the proposed budget allocation for 2018/19. A saving of £19,000 has been identified from the changes reported in July 2017 as a result of reducing and rationalising transport arrangements.

Consultation

9. All staff directly affected by these proposals and their trade union representatives have been consulted about these changes and there is no objection to these proposals being progressed.

Recommendation

10. That the Democratic Services Committee approves the structure set out in Appendix 1 and commends this to Council.

11. That, subject to the above recommendation being approved, the officer who has filled the Senior Executive Officer role on a temporary basis be confirmed in post.

Reason for Decision

12. To support the Council's democratic services functions.

Implementation of Decision

13. The decision is proposed for immediate implementation.

Appendices

14. Appendix 1 - Proposed structure chart – January 2018

List of Background Papers

15. None.

Officer Contacts

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Proposed Electoral and Democratic Services – January 2018

