



REPORT TO EXECUTIVE

PORTFOLIO AREA: CORPORATE RESOURCES

Date of Meeting: 26th November 2001

Public

Key Decision: No

Recorded in Forward Plan: No

Inside Policy Framework

Title: SUPPORT TO THE EXECUTIVE

Report of: Town Clerk & Chief Executive

Report reference: TC.231/01

Summary:

The report considers options for officer support to the Executive.

Recommendations:

Agree Executive Support arrangements as described through a part time scale 3-4 PA admin role and a scale 3 admin support to the Corporate Policy & Strategy Unit or through a senior support officer graded PO1 – 4 as previously reported.

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Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: TC

1. BACKGROUND INFORMATION AND OPTIONS

At its meeting on July 31st the Council approved funding for two new posts supporting the new political arrangements. An Overview and Scrutiny Support Officer and an Executive Support Officer both posts were graded PO 1-4. The Overview and Scrutiny Officer has been appointed and will commence work on January 3rd 2002. Following the introduction of the new political arrangements it became apparent however that the nature and type of support that the executive required is different to that originally envisaged. The recruitment process, which had commenced with the advertisement of the post, was therefore put on hold pending further discussion of the Executive's support requirements. The original job description is appended to the review of Member Support Arrangements, which is referred to elsewhere on this Agenda.

It is necessary to be clear about Members expectations for this post and the duties to be performed. The post is apolitical and must not be perceived as being politically biased or linked to any administration. It must also be located within an existing unit of the Authority for good management purposes, and it is proposed that any post supporting the executive be linked to Committee Administration for the purposes of line management and support.

There is a clear need for a PA admin support for the Executive. A PA/Admin post would support the Executive by arranging informal meetings for Members of the Executive, producing notes of meetings where applicable and typing letters and reports and acting as a point of contact, keeping records, filing and general administrative work. This administrative PA work would normally be graded at Scale 3 however due the wider scope of the post and the need for the post holder to work on their own initiative the Head of Personnel recommends that the post should be graded scale 3/4. With present workloads the demand from the Executive could be met through a part-time appointment (approx. 20 hours) at this scale. A draft job description is appended.

As far as general policy development work is concerned, the Executive are using the normal and existing channels such as the Chief Officers and the Corporate Policy and Strategy Unit. However, It is anticipated there will be a greater demand within the Policy & Strategy Unit from the new political arrangements for more policy development work (from both the Executive and Overview & Scrutiny). To meet this demand it is proposed that the capacity of the Corporate Policy and Strategy Unit be enhanced through the provision of dedicated administrative support. A full-time role post graded at scale 3 is proposed to arrange meetings, produce notes, general typing and administrative support work.

The estimated cost of both a part time scale 3-4 PA/Admin to the Executive and a full time post scale 3 in the Corporate Policy & Strategy Unit would be £26,464 including on-costs. This can be met from within the budget originally approved for the Executive Support Officer of £28,411 and produces a saving of approx. £1,947. This arrangement would provide support to the Executive in line with their needs by catering for their administrative and support needs whilst creating capacity within the Corporate Policy & Strategy Unit to help deliver more focussed policy development work.

2. CONSULTATION

Agree Executive Support arrangements as described through a part time scale 3-4 PA admin role and a scale 3 admin support to the Corporate Policy & Strategy Unit or through a senior support officer graded PO1 –4 as previously reported.

3. STAFFING/RESOURCES COMMENTS

The comments of the Head of Personnel Services have been taken into account in preparing the report.

8. RECOMMENDATIONS

Agree Executive Support arrangements as described through a part time scale 3-4 PA admin role and a scale 3 admin support to the Corporate Policy & Strategy Unit or through a senior support officer graded PO1 – 4 as previously reported.

9. REASONS FOR RECOMMENDATIONS

To ensure that the Executive has support commensurate with their needs.

Carlisle City Council
Town Clerk and Chief Executive Department

Job Description

The following information is furnished to assist staff joining the Council to understand and appreciate the work content of the post and the role they are to play in the organisation. However, the following points should be noted.

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the Job Description.
2. Over a period of time the duties and responsibilities outlined below may vary without changing the general character or level of responsibility of the job. Officers should not refuse to undertake work which is not listed below, but they should record any additional duties they are required to perform and these will be taken into account if the job description is reviewed.

<u>Title of Post</u>	PA to the Executive	<u>Post No</u>	SP
<u>Departmental Section</u>	Town Clerk and Chief Executive	<u>Grade</u>	Scale 3/4

1. Purpose of Job

To provide a confidential, efficient administrative and secretarial service to the Leader, Deputy Leader and Portfolio Holders.

2. Responsible To

The Town Clerk & Chief Executive and the Leader of the Council

3. Responsible For

To provide high quality administrative and secretarial support to Executive Members, ensuring an efficient and effective service enabling Portfolio Holders to make the most effective use of their time.

4. Decision Making

To decide which mail and callers to pass to the Leader, Deputy Leader and Portfolio Holders and which to direct elsewhere or handle his/herself.

5. Responsibility for Assets

Not applicable.

6. Main Activities

- 6.1 Deal with incoming post, answering where possible, or passing to the most appropriate person and attaching any relevant information or files, and dealing with outgoing mail.
- 6.2 Act as a receptionist to personal callers to the office; deal with those he/she can personally and pass others to the most appropriate person. Provide tea/coffee/refreshments for meetings etc as appropriate.
- 6.3 To screen telephone calls, answer questions and give information courteously and promptly to all callers and visitors.
- 6.4 Provide secretarial and administrative support for Executive Members. This includes copy typing, transcription from audiotape, word processing of reports and other confidential correspondence, filing, record keeping, photocopying, maintaining mailing/distribution lists, assisting with the organisation of and providing support for internal and external events.
- 6.5 Provide general administrative and secretarial support including, scheduling appointments, screening telephone calls, taking effective messages, answering enquiries, maintaining current databases and filing systems.
- 6.6 Distribute a range of information as appropriate, to other departments/Officers, partner organisations and other external bodies.
- 6.7 Arrange travel and accommodation, make bookings for conferences and other meetings in liaison with the Town Clerk & Chief Executive admin assistant.
- 6.8 To acquire and maintain a good working knowledge of the Department and Authority as a whole, with particular emphasis on the secretarial support required for the Executive, the Leader of the Council, Deputy Leader of the Council and Portfolio Holders.
- 6.9 Carry out such other duties and responsibilities as may reasonably be directed by the Town Clerk and Chief Executive or the Leader of the Council.

7. Special Features

None.

8. Conditions of Service

- 8.1 Salary scale 3/4 Spinal Column Points 14 to 17, currently £12,618 to £15,342 per annum.

8.2 The post is subject to the Conditions of Service of the National Joint Council for Local Government Services and to the provisions of the Local Government Pension Acts.

8.3 There will be a sick pay scheme in accordance with National Conditions.

8.4 Leave will be granted in accordance with the following:

Length of Service	Days Leave
Up to 5 years	23
Over 5 and up to 10 years	28
Over 10 and up to 15 years	30
Over 15 and up to 20 years	31
Over 20 years	33

You should note the following:

8.4.1 The extra statutory holidays on Easter Tuesday, Autumn Bank Holiday Tuesday and the Local Spring Bank Holiday Tuesday are incorporated into the annual leave entitlement.

8.4.2 On those occasions when Christmas or New Year holidays fall in such a way that only one day intervenes between the holiday and a weekend, staff will be required to take this day as a deduction from Annual Leave, should the Council wish the Civic Centre to remain closed.

8.5 Qualifying length of service is based upon Continuous 'Local Authority' service.

8.6 Subject to any future decision of the Council, the post is based at the Civic Centre.

8.7 A 37 hour, 5 day week is in operation.

August 2001