RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER

DATE OF DECISION | 30 July 2012 | DECISION MAKER | (Name and Job Title) | Alan Franks | Managing Director

DECISION REFERENCE | AF/15/2012

RECORD OF THE DECISION

a) The issue
The team is facing a period of sustained pressure within elections which begins with the implementation of the Police & Crime Commissioner elections in November. To accommodate this, the Annual canvass has been brought forward and will begin almost immediately after the May Elections. Once the Police & Crime Commissioner elections have been concluded, the election team will need to begin preparations for the implementation of the Single Voter Registration Process; renewed postal voting arrangements and the review of Constitutional boundaries implemented by the Boundary Commission. These are significant changes which will require a significant amount of the Principal Democratic Services Officers time. With this in train, it is likely that other developments within the unit, principally the potential change in Governance arrangements to the committee system and the implementation of a new committee minutes retrieval system, etc., would increase workloads significantly.

With these anticipated work pressures, there is a need to look to redirecting resources to relieve the Principal Democratic Services Officer of the management pressures associated with the committee team. The preferred option was to change management responsibilities between the Principal Democratic Services Officer and the Principal Democratic Services Officer (Overview & Scrutiny). The revised structure is attached as Appendix A. Full consultation using the management of Change Policy has been concluded. There were no objections to the proposals.

b) The Decision
That the structure at Appendix A be implemented with effect from 30 July 2012.

REASON FOR THE DECISION
To prepare for changes brought about in current legislation,

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

Ward RELEVANCE
None
### FINANCIAL AND BUDGET IMPLICATIONS

There are no direct financial implications from this proposal. It has, however, highlighted the need to amend the job profile for the Principal Democratic Services Officer (Overview & Scrutiny) to reflect existing management responsibilities.

### CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

The portfolio for Central services was consulted at the outset of the consultation exercise and raised no objection. Full consultation, has taken place with affected employees and trade unions. No adverse comments have been received.

### IMPLICATIONS OF DECISION (eg LEGAL, RISK MANAGEMENT, HUMAN RESOURCES, ENVIRONMENTAL, EQUAL OPPORTUNITIES)

The decision will strengthen the management resources within Democratic Services and free up the Principal Democratic Services Officer to focus upon the challenges brought by Single Voter Registration and other electoral changes.

### ANY OTHER COMMENTS

None

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**RETURN TO DIRECTOR – GOVERNANCE & RECREATION AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER**