

JOINT CABINET AND EMPLOYMENT & GENERAL COMMITTEE

Tuesday, 8th September, 2020

Present:-

Councillor P Gilby (Chair)

Councillors Blank
Davenport
T Gilby
Ludlow
Serjeant
Simmons

Councillors Mannion-Brunt
Brittain
Holmes
J Innes
T Murphy
K Falconer

*Matters dealt with under the Delegation Scheme

51 **DECLARATION OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

52 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors D Collins and Sarvent.

53 **MINUTES**

RESOLVED –

That the minutes of the meeting of Cabinet held on 14 July, 2020 be approved as a correct record and signed by the Chair.

54 **EXCLUSION OF PUBLIC**

RESOLVED –

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act.

55 **MEMBER AND CIVIC SUPPORT**

The Assistant Director – Policy and Communications submitted a report reviewing the current staffing resource within the member and civic support function.

The current resource levels and the increased pressures on the member and civic support function were outlined. The report set out the alternative options and made the case for an Executive Assistant resource to support the executive level administrative and research needs of the Leader and Deputy Leader.

The report identified the financial implications of the proposed Executive Assistant post and set out the risks of not making available such an additional resource. The job description and person specification for the proposed post were attached to the officer's report at Appendix 1. The revised job description and person specification of the Member and Civic Support Officer were attached to the officer's report at Appendix 2.

***RESOLVED –**

1. That the new post of Executive Assistant (Leader and Deputy Leader) be established.
2. That the Member and Civic Support officer roles be retained, and the current post holders be assimilated into the revised Member and Civic Support officer roles.
3. That funding for the new post, as set out in section 7 of the officer's report, be approved.

REASON FOR DECISIONS

To provide the enhanced level of member and civic support required to effectively manage current and future demands of the service.