

EMPLOYMENT AND GENERAL COMMITTEE MEETING

Monday, 24th August, 2015

Present:-

Councillor Simmons (Vice Chair in the Chair)

Councillors	Simmons	J Innes
	Blank	Davenport
	Dickinson	

*Matters dealt with under the Delegation Scheme

8 **DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

9 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Elliott.

10 **MINUTES**

RESOLVED –

That the Minutes of the Meeting of the Committee held on 27 July, 2015 be approved as a correct record and signed by the Chair.

11 **ELECTION SERVICE STAFFING**

The Democratic Services and Elections Manager submitted a report seeking approval to increase the permanent establishment within the Democratic Services Electoral Services Team by an additional 15 hours in the post of Elections Assistant to make the post full time. The report examined the adequacy of current staffing arrangements to meet the demands and responsibilities of the service, having regard to significant statutory change in electoral services in recent years, and benchmarking with other similar sized authorities. The report concluded that a further half time resource in the post of Elections Assistant was necessary to

help build resilience and capacity in the service. It was noted that the increase in the establishment staffing could be met from within existing budgets.

The Access to Information Procedure Rules, contained in the Council's Constitution state that for Council Committee meetings notice of a meeting shorter than five clear days may be given. The Vice-Chair had agreed that due to the urgency of starting the recruitment process for filling the vacant post it had been necessary to call the meeting of the Committee giving less than five clear days' notice.

***RESOLVED -**

That the permanent establishment within the Democratic Services Electoral Services Team be increased by an additional 15 hours in the post of Elections Assistant.