 Employment Committee 21 March 2018		Agenda Item No. 9
Title	Additional Resources within Democratic Services	
For further information about this report please contact	Graham Leach Democratic Services Manager & Deputy Monitoring Officer 01926 456114 graham.leach@warwickdc.gov.uk	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers	None	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	12/3/2018	Andrew Jones
Head of Service		
CMT		
Section 151 Officer	12/3/2018	Mike Snow
Monitoring Officer	12/3/2018	Andrew Jones
Finance	12/3/2018	Jenny Clayton
Portfolio Holder(s)	12/3/2018	Andrew Mobbs
Consultation & Community Engagement		
N/A		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 The report brings forward proposals for an additional post within Electoral Services and revised posts within the Corporate Support Team to enable an improved delivery of service.

2. **Recommendation**

- 2.1 That the additional post of Electoral Services Support & IER Canvasser is added to the Electoral Services Team as illustrated at Appendix 1 to the report.
- 2.2 That the Corporate Support Assistance Post WD00008 be deleted from the establishment.
- 2.3 That a new post of Corporate Support Officer be added to the establishment

3. **Reasons for the Recommendation**

- 3.1 The introduction of Individual Electoral Registration in 2014 changed the requirements on individuals to undertake electoral registration themselves. This presented a challenge with two specific areas Residential Care Homes and student accommodation, which has been nationally recognised.
- 3.2 Since 2014 Electoral Services have undertaken the canvass of residential care homes within the team themselves, however this has been intermittent and to varying levels of support as the work has had to be undertaken based on other demands within the team.
- 3.3 The team have encountered difficulties in working with the care homes to ensure that the Electoral Register is updated and elector's democratic rights are maintained. The challenges are many from getting care home managers to engage with the process to recognising that some residents may not be able to easily provide the identification required to submit an application to register.
- 3.4 The Electoral Commission guidance advice is to separate Residential and Care establishments from Electoral Services other canvassing activity and engage with the Residential and Care establishments on an individual basis. This is because of the specific support that is required.
- 3.5 At present there are over 40 residential care homes within Warwick District with currently have 900 residents registered to vote.
- 3.6 In addition the Electoral Services Team have an agreement in place working with Warwick University to enable students to share their details for electoral registration purposes before they start at the university. This has seen a significant number of students being registered to vote but this data needs to be processed correctly and the relationship with other universities and colleges needs to be expanded in a similar approach.
- 3.7 Therefore, it is proposed that the Electoral Services Support & IER Canvasser will provide this dedicated support and to be the recognised point of contact to enable relationships to be built upon. The post would equate to 0.23fte, however when in operation would see the individual working fulltime for a limited period of time quarterly to work with each care home. In addition it is envisaged that the post holder will support the team during elections through

working longer hours which would be charged directly back to the relevant election(s). This would then help provide greater resilience within Electoral Services which has been identified by the Electoral Commission within all Electoral Services Teams.

- 3.8 The Corporate Support Team covers a number of core administrative functions across the Council. The Corporate Support Manager has reduced their working hours and it is proposed that the team should be taking over the management of a greater number of core contracts across the Council, including office supplies, all pay and capita along with migration of PCSN compliance action plan.
- 3.9 The revisions proposed within the Corporate Support Team seek to introduce a new post at a more senior level within the team to support this work. While a post is deleted this post has not been advertised since it became vacant in abeyance of this proposal coming forward. This has resulted in the above contracts not being transferred to the teams and slowing the restructure of other teams within the Council.
- 3.10 The new post, which is supported by the officers within the team, would also enable a greater career development opportunity within the team. It is also an intended outcome that from the revisions in the establishment there will be sufficient funding for an apprentice to be recruited within the team.

4. Policy Framework

4.1 Fit for the Future (FFF)

The Council’s FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council’s FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
The Electoral Services	No direct impact	No direct impact

Support & IER Canvasser role will provide greater support for individuals to be registered to vote and therefore play a key role in the community		
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
<i>To be completed</i>	<i>Both the roles will enable the service to reflect the demands based on the specific teams through having appropriate levels of resources available.</i>	<i>To be completed</i>

4.2 Supporting Strategies - The report does not directly relate to any of the supporting strategies.

4.3 Changes to Existing Policies – the report does not propose any amendments to Existing Policies

4.3 Impact Assessments – An impact assessment has not been undertaken because the report does not propose any changes to Policy.

5. Budgetary Framework

5.1 The report does not impact on budget framework for the Council.

5.2 The Electoral Services Support & IER Canvasser will be funded through the annual budget allocated for Canvassers as part of the Annual Canvass budget. This will not reduce the level of canvassers undertaking this statutory role as part of the Annual Canvass because this officer will also form part of this team.

5.3 The funding for the Corporate Support Officer will be funded from the current vacant post and the saving from the reduced hours of the Corporate Support Team Manager.

6. Risks

6.1 The main risks associated with report relate to not approving the proposals.

- 6.2 In respect of the Electoral Services Support & IER Canvasser the role is intended to supplement the existing Electoral Services Team at election times. However they will also be contributing to the statutory duty of the Electoral Registration Officer in ensuring everyone who is entitled to register to vote does so.
- 6.3 With regard to the Corporate Support Officer this role is designed to transfer services from within another team as part of their redesign of services. Therefore if this is not introduced this would impact on the ability for the other service area redesign to be completed.

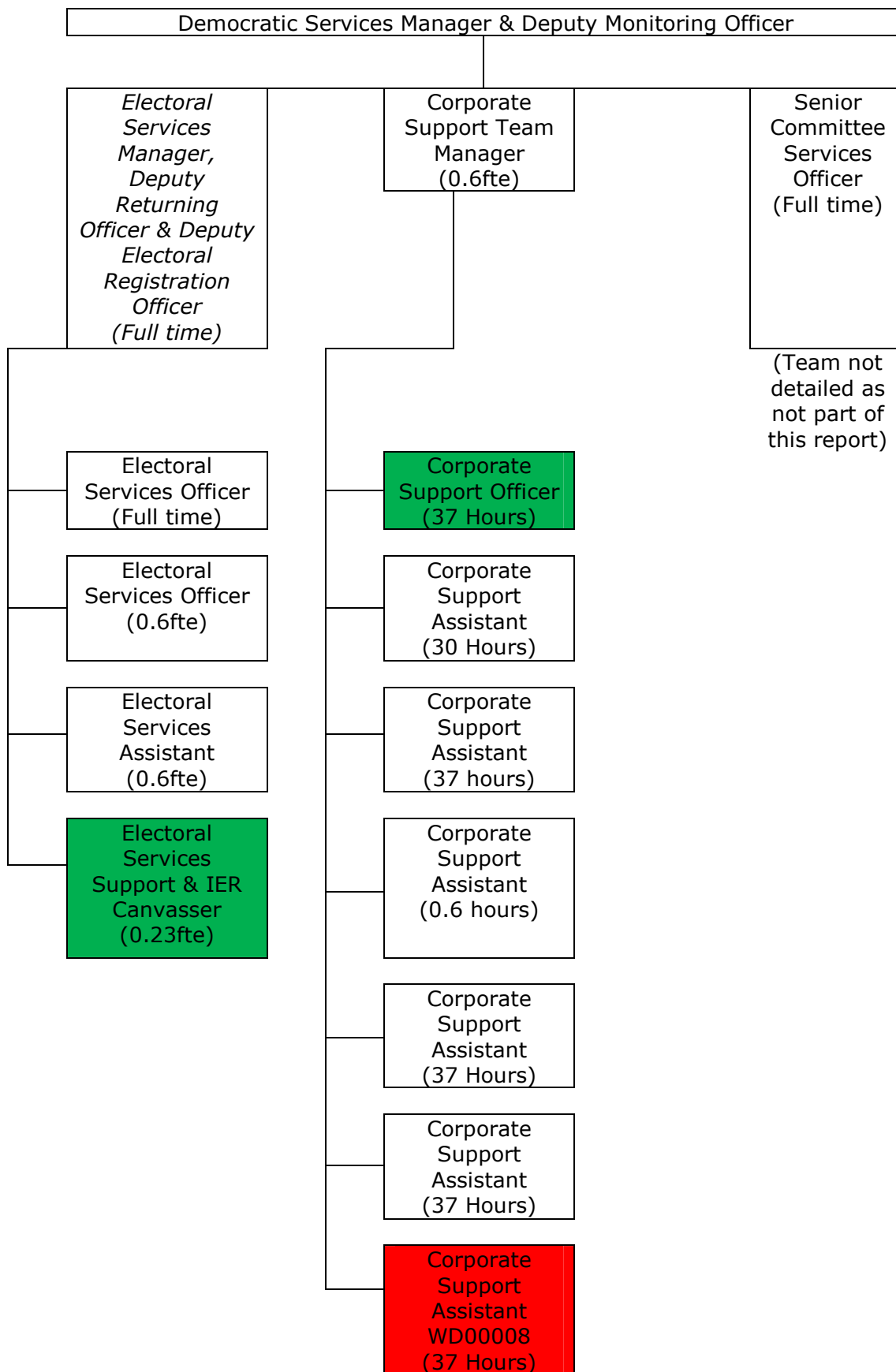
7. Alternative Option(s) considered

- 7.1 It was considered that the informal work undertaken by Canvassers as required by law and appointed by the Electoral Registration Officer (in the same way Presiding Officers are by the Returning Officer) could continue. However by establishing a more formal arrangement and post, the Council would benefit from being able to train and develop the post holder and the post holder would have the reassurance of a permanent position.
- 7.2 The Corporate Support Officer role has been advertised as a secondment opportunity within the Council but no applications were made. Therefore it was considered to seek approval for the post on a permanent basis because it was considered that the role and the team would be required as a core support function until at least the Council moves HQ.

8. Background

- 8.1 UK statistics show that 4% of people aged over 65 (416,000) are living in care homes. Warwick District Council has over 108,000 registered electors with the projected growth to 123,333 electors by 2023. Within the District there are over 40 Residential and Care establishments with registered 900 electors in them. Therefore based on the national average it is anticipated that the number of electors registered within care homes will increase over the next five years.

Appendix 1



Shaded Green = new posts to be added

Shaded Red = post to be deleted