

## Post of Head of Democratic Services Sub-Committee

**Minutes** of a meeting of the **Post of Head of Democratic Services Sub-Committee** held in the **Garden Room, Lewes House, 32 High Street, Lewes** on **Tuesday, 17 November 2009** at 1.30pm

### **Present:**

Councillor A C De Vecchi (Chair)

Councillors P F Gardiner and H J F Sheppard.

### **Minutes**

### **Action**

#### **131 Minutes**

The Minutes of the meeting held on 14 October 2009 were approved as a correct record and signed by the Chair.

#### **132 Urgent Item**

The Chair advised that she had agreed, in accordance with Section 100B(4)(b) of the Local Government Act 1972, that Report No 228/09 entitled "Legal and Democratic Services" (Agenda Item No 5 refers), be considered as a matter of urgency in order that the Sub-Committee could take its decisions based on the most up to date information which was available.

#### **133 Exclusion of the Public and Press**

##### Resolved:

**133.1** That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the Public and Press be excluded from the meeting during the discussion of Report No 228/09 entitled "Legal and Democratic Services", as there is likely to be a disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Act.

### 134 Legal and Democratic Services

The Sub-Committee considered Report No 228/09 relating to the grade for the new post of Head of Legal and Democratic Services.

The posts of Head of Housing Services, Head of Business Services and District Solicitor had all been graded at the level as detailed in paragraph 1.1 of the Report when salary levels were reviewed some years ago.

The Report had taken account of the changes which had occurred since that review and recommended to the Post of Head of Housing Services Sub-Committee that the combined duties of the new Head of Housing Services Post should be graded at the level detailed in paragraph 1.1 of Report No 228/09.

The new post of Head of Legal and Democratic Services would be taking on all the current responsibilities for Democratic Services including the elections team, the scrutiny process and the central administrative work which was needed to support the Council and its committees including the role of Monitoring Officer.

Appendix A to the Report set out details of salaries of similar posts which had been advertised during the last 24 months and which had been supplied to the Council by its consultants Tribal Resourcing. Some of those posts were in charge of departments whilst others were second tier posts within directorates where the ultimate responsibility for the service rested with the Director. Some were not Chief Officer posts.

The details set out in Recommendation 1 of the Report were based on an evaluation of the additional responsibilities which would be undertaken by the new post of Head of Legal and Democratic Services.

The remit of the Sub Committee was to deal with the consequences which resulted from the formation of the new department of Legal and Democratic Services. However, in looking through changes in responsibilities, it had been noted that the post of Head of Business Services, which was originally responsible for Information Technology and Personnel Services, had increased in responsibility with the addition of Corporate Support Services; the Geographical Information System and the printing and graphics functions.

The Report therefore suggested that those changes brought efficiencies in the management of the Council's work and that it would be appropriate to consider the market information on the grade for the post of Head of Business Services and to report such information to Cabinet when it considered these Minutes of the Sub-Committee.

Resolved:

**134.1** That the post of Head of Legal and Democratic Services be graded at the level detailed in Recommendation 1 of Report No 228/09; and

CE

**134.2** That it be noted that the salary grade of the post of Head of Business Services should be reviewed on market salary information.

CE (to  
note)

Reason for the Decisions:

To give effect to changes in the Corporate Management Team.

The meeting ended at 1.45 pm

A C De Vecchi  
Chair