

## **Bolsover District Council**

### **Meeting of the Employment and Personnel Committee on 11<sup>th</sup> September 2024**

#### **Review of Governance**

#### **Report of the Director of Governance and Legal Services & Monitoring Officer**

<b>Classification</b>	This report is Public
<b>Report By</b>	Jim Fieldsend, Director of Governance and Legal Services & Monitoring Officer

#### **PURPOSE/SUMMARY OF REPORT**

To notify the Committee of the proposed changes to Governance and to seek delegated authority for the Chief Executive Officer to make a decision following completion of the required consultation with staff.

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#### **REPORT DETAILS**

##### **1. Background**

1.1 The Director of Governance and Legal Services & Monitoring Officer is undertaking a review of Governance. The service was reviewed in 2022 however recent changes have led to a further review.

1.2 Currently Governance consists of the following staff:

- 0.6 FTE Governance & Civic Manager (Grade 8);
- 0.4 FTE Governance & Civic Manager (Grade 8)/ 0.6 FTE Governance & Civic Officer (Grade 5)
- 2 x FTE Governance & Civic officers (Grade 5)
- 1 FTE Governance & Civic Assistant (living wage)

1.3 In addition to the above the Scrutiny Officer works closely with Governance however he is not an established member of the team.

1.4 The Governance & Civic Assistant is predominantly responsible for administering the post at the Arc. A recent management review has determined that the post function sits better in Customer Services and so the post has been transferred from Governance to Customer Services.

1.5 The 0.6 FTE Governance & Civic Manager has recently secured another senior governance position at a neighbouring authority. This has provided the opportunity to review the structure. Having two managers has proved to be a difficult

arrangement and the proposal is to have a single manager and three Governance & Civic Officers, one being a senior officer.

## **2. Details of Proposal or Information**

2.1 It is proposed that the 0.6 FTE Governance & Civic Manager and 0.4 FTE Governance & Civic Manager/ 0.6 FTE Governance & Civic Officer are replaced with:

- 1 FTE Governance & Civic Manager (Grade 10) and
- 1 FTE Senior Governance & Civic Officer (Grade 7).

2.2 The 2022 review resulted in a reduction in the level of responsibility for the manager of Governance. This resulted in the role being downgraded from a Grade 9 to a Grade 8. Due to the importance of a good Governance manager the Director of Governance and Legal Services & Monitoring Officer is looking to reverse this but also to enhance the position. Following a change to the job description this post will have more strategic responsibility than previously. At Grade 10 it will be on a par with other managers who report to the Director of Governance and Legal Services & Monitoring Officer and also comparable with other local authorities' Governance Managers.

2.3 It is also proposed that the Scrutiny Officer will become part of the Governance team and report directly to the Governance & Civic Manager. This will help the Scrutiny Officer as currently this is a stand-alone post which does not benefit from being within a team. This will need however the Governance Manager to have a good knowledge of scrutiny and its processes and this is reflected in the increase in the grade.

2.4 In addition it is proposed to re-establish the Senior Governance Officer (retitled Senior Governance & Civic Officer). This was a position disestablished by the 2022 review however the Director of Governance and Legal Services & Monitoring Officer would like to re-establish the position in order to provide adequate deputation to the Governance & Civic Manager. It also provides a suitable stepping stone for governance officers wishing to progress. The Senior Governance & Civic Officer would have some supervisory responsibilities over the two Governance & Civic Officers although overall management will be with the manager.

2.5 Relevant staff have been notified and we currently within a 30 day consultation. It is proposed that the Chief Executive Officer makes a final decision on the proposals set out in this report following completion of the consultation.

## **3. Reasons for Recommendation**

3.1 To improve both the Governance and Scrutiny functions at the Council.

## **4 Alternative Options and Reasons for Rejection**

4.1 To continue with the current arrangements. This is an appropriate time to review Governance in light of changes outlined in the report and the desire to create a managers position in line with other managers who report to the Director.

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## **RECOMMENDATION(S)**

That the Committee:

- (1) Notes the proposed changes;
- (2) Delegates the decision on whether to make the changes to the Chief Executive Officer following completion of the consultation with Governance staff;
- (3) recommend to Council that the increased budget required to fund the proposed changes be approved.

Approved by Councillor Duncan McGregor Portfolio Holder for Governance

### **IMPLICATIONS:**

**Finance and Risk:**      Yes       No

**Details:** An increased budget of £36,641 is required to fund the proposed changes in the report. This is based on current pay scales (excl. any estimates for pay awards) and all at the top of the grades. A breakdown of how this is calculated is as follows:

GOV007	Governance & Civic Manager	Grade8	0.60	32,814
GOV011	Governance & Civic Manager	Grade8	0.40	21,876
GOV008	Governance & Civic Officer	Grade5	0.60	22,429
				77,118

NEW	Governance & Civic Manager	Grade10	1.00	67,102
NEW	Senior Governance & Civic Officer	Grade7	1.00	46,657
				113,759

Cost 

36,641
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This will be a general fund cost.

On behalf of the Section 151 Officer

**Legal (including Data Protection):**      Yes       No

**Details:** n/a

On behalf of the Solicitor to the Council

**Environment:** Yes  No

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

**Details:** n/a

**Staffing:** Yes  No

**Details:** The Council's policies and procedures will be followed for recruitment to these posts.

On behalf of the Head of Paid Service

## DECISION INFORMATION

<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards, or which results in income or expenditure to the Council above the following thresholds:  <b>Revenue - £75,000</b> <input type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>	No

<b>District Wards Significantly Affected</b>	(please state which wards or state All if all wards are affected) <b>n/a</b>
<b>Consultation:</b> Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/>	Details:

## Links to Council Ambition: Customers, Economy, and Environment.

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## DOCUMENT INFORMATION

Appendix No	Title

**Background Papers**

*(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).*