

**Subject: Job Evaluation Of Legal Assistant Post CDLL 39**

**Meeting: Individual Cabinet Member Decision**

**Date: 28<sup>th</sup> October 2016**

**Divisions/Wards Affected: All**

**1. PURPOSE:**

To approve the result of the job evaluation review recommending that the pay scale of the Legal Assistant post (CDLL 39) move from Band G (29 – 33) to Band H (33 -37).

**2. RECOMMENDATIONS:**

To regrade the pay scale of Legal Assistant post (CDLL 39) from Band G (29 - 33) to Band H (33 - 37).

**3. KEY ISSUES:**

Due to the retirement of a legal officer in May this year, the responsibility of acting as clerk to the school admission panel transferred to the Legal Assistant post CDLL 39 in addition to the current duties of the post. This is an important role with the independent panel being made up of lay persons and education professionals to consider appeals by parents of children who have been refused places in schools by the Local Education Authority.

The current post holder requested a job evaluation review take place and the result of the review recommends that post CDLL 39 be regraded from Band G to Band H to take into account the new duties and responsibilities and the knowledge and skills required by the post.

Attached to the report at appendix 1 is a new job description for post CDLL 39 to reflect the changes.

**4. REASONS:**

To acknowledge the change in duties and responsibilities of post CDLL 39 as reflected by the job evaluation exercise on the post.

**5. RESOURCE IMPLICATIONS:**

It is proposed that the increase in salary be backdated to 1<sup>st</sup> June 2016, when the previous clerk to the school admission appeals panel retired from the

council. This will result in a further £830 increase to the Legal Services and Land Charges budget which can be managed for the current financial year due to a staff vacancy remaining unfilled. However going forward a budget pressure will be created up to £3031 when the top of the scale is reached.

**6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

6.1 There are no sustainable development or equality implications.

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:**

7.1 There are no safeguarding or corporate parenting implications.

**8. CONSULTEES:**

People Services

**9. BACKGROUND PAPERS:**

None

**10. AUTHOR:**

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**11. CONTACT DETAILS:**

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