

**SUBJECT: STAFFING STRUCTURE – LOCAL DEMOCRACY AND BUSINESS SUPPORT**

**MEETING: INDIVIDUAL CABINET MEMBER DECISION**

**CABINET MEMBER: COUNCILLOR PAUL JORDAN**

**DATE: 12<sup>th</sup> June 2019**

**1. PURPOSE:**

To propose staffing changes within the Local Democracy Section and Business Support Teams which will increase the capacity in policy development and scrutiny increasing the support provided to members and improving the robustness of forward planners. This will be done by reducing administrative tasks and capitalising on progress made in recent years with the Modern Government system, the live streaming of meetings and changes to resourcelink.

**2. RECOMMENDATIONS:**

- 2.1 That a new role of Policy and Scrutiny Officer be created
- 2.2 That 2.47 FTE positions of Democratic Services Officer be deleted
- 2.3 That 2.0 FTE posts of Committee Officer be created
- 2.4 That new 1.6 FTE positions of Member Support Officer be created
- 2.5 That the 0.6 FTE position of Administrative Assistant (Chairman and Leaders) be deleted
- 2.6 That 1.0 FTE positions of Members Secretary be deleted
- 2.7 That the Chairman and Leaders Secretary assumes management responsibility of member support
- 2.8 That the Senior Democratic Services Officer be redesignated as Senior Democracy and Business Support Officer and assumes line management for the Business Support Team

- 2.9 That job descriptions and pay bands within the Business Support Team are consolidated and the two support staff currently part of the Enterprise and Resources directorates are transferred to this central team.
- 2.10 In the event that officers are not successful in securing a position in the new structure or through redeployment, that any redundancy costs will be met from service budgets in the first instance but if this is not possible, that a report be brought to Cabinet seeking funding from reserves.

### **3. KEY ISSUES:**

- 3.1 The Local Democracy Team has benefitted from advances in technology in recent years: The adoption of the Modern Government ICT system has reduced the amount of time it takes to compile agendas, these are no longer printed which has brought about financial savings and a reduction in administrative duties; members expenses are now submitted and approved electronically, and; live streaming means that the production of minutes is easier as democratic services officers are able to refer back to the meeting recording to produce a record of discussions. This means that minutes of some meetings such as Select Committees can be produced after the event.
- 3.2 A report from Wales Audit Office carried out in 2018 has highlighted a lack of capacity in the scrutiny function which has been supported by comments from members. This is likely to be exacerbated as the authority begins to deliver more functions through regional and collaborative arrangements such as the Cardiff Capital Region which will require joint scrutiny.
- 3.3 The Democratic Services Committee has been looking at the extent to which our current arrangements facilitate citizen engagement with local democracy. They have concluded there is a need for fundamental change in how we attract the public in debating major issues. The fifteen minute public open forum provides an opportunity for the public to offer a view on the agenda subject matter or to suggest items for future scrutiny. However, it cannot serve as the only mechanism to engage people in democratic debate. Creating a new Policy and Scrutiny Officer role would enable more to be done to engage people earlier in debating and shaping solutions to the pressing issues in our communities and to secure earlier public involvement in debating potentially contentious issues to identify alternative solutions and secure buy-in where needed.
- 3.4 A new role of Policy and Scrutiny Officer aligned with both the Performance Manager and Scrutiny Manager would facilitate greater focus on assisting officers improve the quality of reports and developing evaluations which would give Cabinet and Council robust evidence about the longer term impact of decisions whilst enabling Select Committees to draw on these evaluations to inform

scrutiny work programmes. This officer would attend committees and other meetings to advise the chair providing enhanced scrutiny capacity. They would assume responsibility for keeping a note of the meeting reducing the need for two officers to be present at Select Committees and enabling a formal minute to be produced from contemporaneous notes and the meeting recording. The minutes of select committee meetings would be produced in a more concise format focusing on lines of questioning, responses and subsequent action points.

- 3.5 The existing role of Democratic Services Officers would be removed and replaced by Committee Officers. The Senior Democratic Services Officer will continue to manage this function and will also assume line management responsibility for the business support team who provide support to senior managers. This will improve alignment between officers and councillors and in particular help improve the robustness and clarity of the forward planner.
- 3.6 A repurposed Member Support Officer role will replace the Members Secretary role and will provide a more professional internal customer support for elected members, acting as a source of information, arranging appointments and members training whilst focusing on broader development which would enhance the experience and professional development of members during their time on Council. This team would provide digital first aid to councillors, championing the use of technology such as Skype and making it easier for members to attend meetings remotely in line with recent changes to the constitution, reducing travel time and the financial costs of meetings. They would also take a more pro-active role and a liaison between officer and political decision-making ensuring earlier and more detailed forward planners to improve involvement and decision-making.
- 3.7 These changes will result in the deletion of some posts. It also sees the creation of new opportunities to take the service forward with refreshed purpose and pace. In the event that colleagues are unsuccessful in securing positions within the new structure, then opportunities will be sought through the council's protection of employment policy. In the event that this is not possible there could potentially be redundancy costs.
- 3.8 Those posts that are being amended or deleted are shown below alongside the present arrangements. Role profiles for those positions which have been substantially amended. Pay bands for new roles are subject to the outcome of job evaluation

### As Is

Post	Band	FTE	
Local Democracy Manager	J	1	
Senior Democratic Services Officer	G	1	
Democractic Services Officer	E	2.47	delete
Chairman and Leaders Secretary	E	1.0	
Admin Assistant (Leader and Chairman)	C	0.54	delete
Members Secretary	D	1.0	delete
Scrutiny Manager	I	1	
Administrative Assistant (Enterprise and Resources)	D	1.6	delete
Business Support Officer	E	0.6	
Cost (inc on-costs)			£308,503

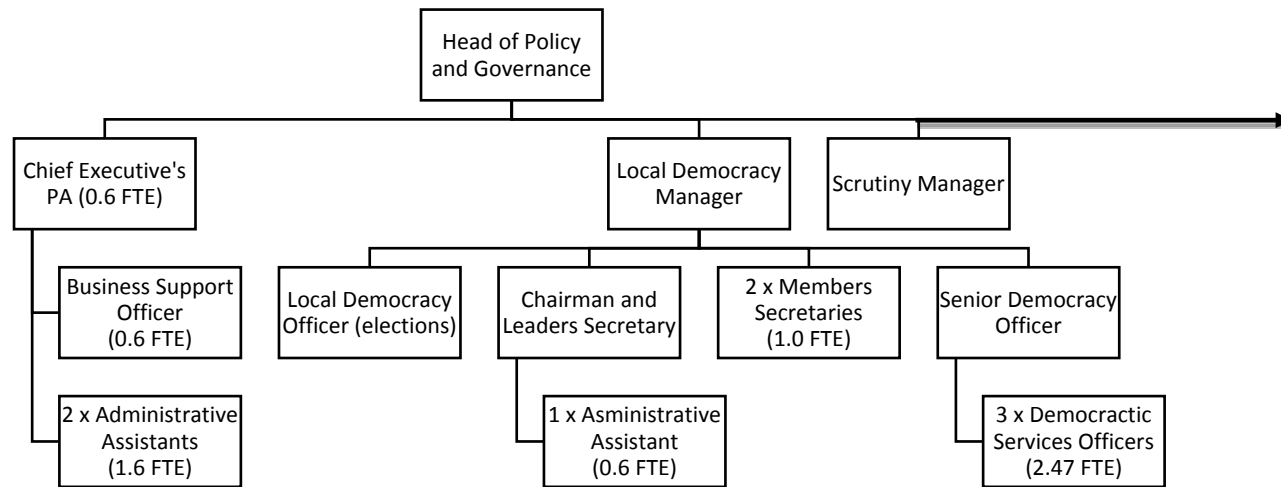
### Proposed

Post	Band	FTE	
Local Democracy Manager	J	1	
Senior Democracy and Business Support Officer	G	1	revised role
Committee Officer	E	2.0	new role
Chairman and Leader's Secretary	E	1.0	
Member Support Officer	D	1.54	new role
Scrutiny Manager	I	1	
Policy and Scrutiny Officer	G	1	
Business Support Officer	E	2.2	revised role
Cost (inc on-costs)			£326,969

Job descriptions for the new and revised roles are contained in appendix 1. These are subject to job evaluation. Costs for the proposed structure are shown as scale points applicable in 2019-20. This will rise to £341,426 when all staff reach the top of their scale points. The proposed structure is shown in the diagram below:

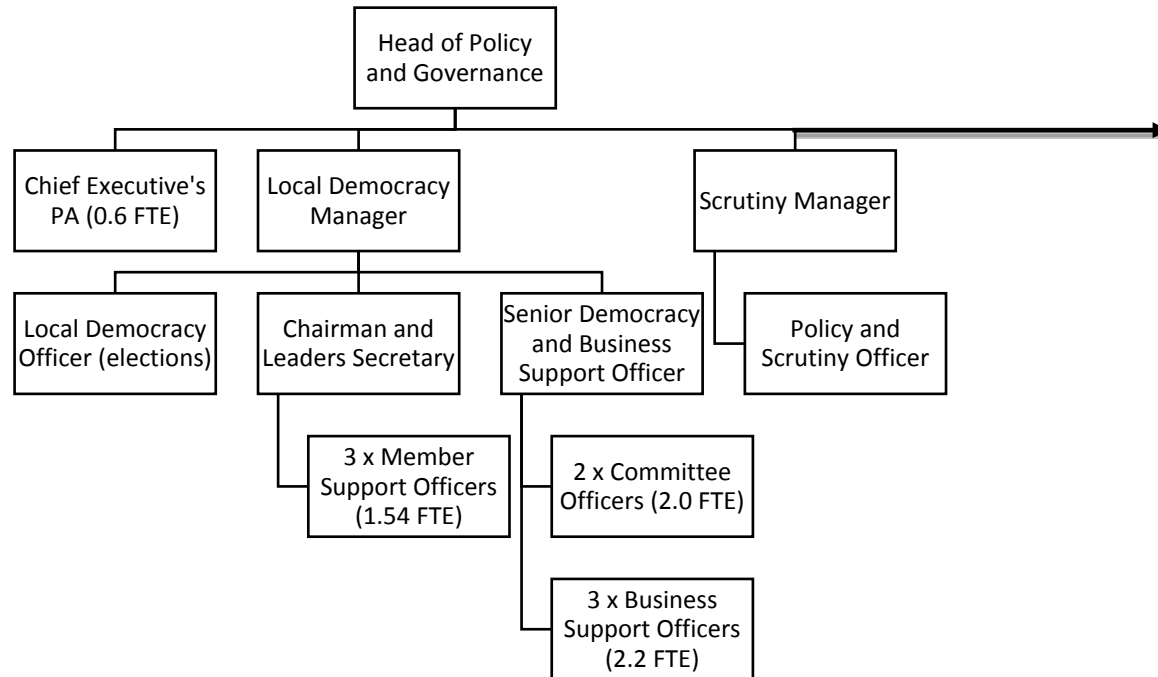
## Structure (as is)

(only shows teams affected by the proposals, not all of those within the responsibility of the Head of Policy and Governance)



## Structure (proposed)

(only shows teams affected by the proposals, not all of those within the responsibility of the Head of Policy and Governance)



**4. REASONS:**

To deliver ensure effective staffing arrangements that will enable robust decision-making and scrutiny alongside a professional support service for councillors that maximises the potential of digital technology and offers greater opportunity for member development.

**5. RESOURCE IMPLICATIONS:**

The changes will result in an increase in costs of £18,468 per full year in 2019-20 rising to £25,321 once all employees reach the top of their respective pay spine. This will be afforded within departmental budgets.

**6. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING)**

The report has no direct impact upon front-line services and as a result a full assessment has not been deemed necessary

**7. CONSULTEES:**

Senior Leadership Team  
Cabinet  
Unison / GMB  
Staff impacted by the changes  
People Services  
Department Accountant

Staff consultation has resulted in a number of amendments to the draft role profiles that had been produced and shared with staff as part of a two week consultation.

**8. BACKGROUND PAPERS:**

None

9. **AUTHOR:**  
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10. **CONTACT DETAILS:**  
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<b>ROLE TITLE:</b>	<b>Policy and Scrutiny Officer (New)</b>
	Permanent
<b>POST ID:</b>	tbc
<b>GRADE:</b>	Band G - (Subject to Job Evaluation)
<b>HOURS:</b>	full-time / part-time (Monday to Friday)

### **The purpose of this role**

To ensure that the council's policy and scrutiny functions provide an effective mechanism to identify and evaluate evidence, improve services and involve people in the scrutiny and decision-making processes.

### **Expectations and outcomes**

To work with members of select committees and officers to contribute to policy development and improve the performance and delivery of council services

To provide advice to committee members using legislative, policy and research expertise by analysing information and providing advice and guidance to members

To assist the development of a scrutiny work programme which is clearly aligned to the priorities and policy framework of the council alongside the issues of greatest importance to the community.

To support improved use of evidence in the evaluation and scrutiny of council services

### **Your responsibilities are to**

- 1) Support the development of the scrutiny work programme, giving regard to the priorities of the council as outlined in the policy framework, alongside issues of importance to local communities. This will involve informal engagement and arranging consultation with key stakeholders, and developing these proposals for scrutiny.
- 2) Support constructive working relations between officers and the council's cabinet and select committees to facilitate meaningful scrutiny.
- 3) Ensure that committees and sub-groups comply with all constitutional and legislative requirements by providing pro-active advice to the committee and officers.
- 4) Provide a concise note of scrutiny meetings which clearly capture the challenge, questioning and any resulting recommendations, ensuring that these are used to inform any subsequent reports to council or cabinet.
- 5) Contribute to any working or sub-groups ensuring that these are well-evidenced and impartial identifying and engaging experts and evidence and producing reasoned, well-written reports with practical recommendations.

- 6) Deliver reviews and evaluations that are well-evidenced, objective and impartial. This involves scoping reviews, project managing reviews, identifying and liaising with key witnesses, evidence gathering in support of scrutiny reviews and producing well reasoned reports with practical recommendations.
- 7) Work effectively with elected members and senior officers using integrity, diplomacy, confidence and sound judgement and act appropriately and in line with the member/officer behaviours protocol. This requires maintaining the confidentiality of personal and sensitive information in a political environment.
- 8) Work with colleagues across the organisation to assist in ensuring that the Council's decision-making is robust, transparent and understandable to the public.
- 9) Attend meetings of select committees, sub-groups, working groups, pre-meetings providing advice and presenting reports as required.
- 10) Provide independent and impartial advice and guidance to select committee members, including guidance on questioning strategies and the discharge of their democratic roles and constitutional and governance issues.
- 11) Assist with the development of partnership working and collaborative scrutiny with other local authorities, public bodies and partner organisations, collecting information and data and preparing issues for discussion.
- 12) Maintain awareness of changes in legislation, policy and practice in respect of the scrutiny function
- 13) To maintain an in-depth and current knowledge of overview and scrutiny and other local government developments, participating in training and development activities to enhance competence within job role.
- 14) Have a commitment to delivering the vision and behaving in accordance with the values of Monmouthshire County Council.
- 15) Maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.
- 16) Actively support the principles and practice of equality of opportunity as set out in the Council's Equal Opportunity Policy.
- 17) Undertake any ad-hoc duties commensurate with the level of the post.

**ROLE TITLE:**        **Committee Officer (New)**  
                              Permanent

**POST ID:**            tbc

**GRADE:**             Band E – (Subject to Job Evaluation)

**HOURS:**             full-time / part-time (Monday to Friday)

### **The purpose of this role**

To support open and transparent local democracy and governance by providing effective and accurate administration of council meetings by arranging work programmes, agendas, ensuring timely dispatch of information and providing an accurate record of meetings and decisions.

### **Expectations and outcomes**

To work closely with elected members and senior officers of the council to contribute to effective governance and decision making arrangements.

To ensure the effective and timely collation, quality assurance and distribution of agenda for a wide range of meetings

To maintain and working knowledge of the council's constitution to ensure that chairs and members

### **Your responsibilities are to**

- 1) Carry out preparatory work necessary for successful and robust local decision-making, taking the lead on managing the agenda process for meetings and liaising with Chief Officers, Heads of Service, members and senior managers in the organisation.
- 2) Ensure that all documentation (e.g. agendas, decision logs, minutes and public notices) is produced, despatched and published efficiently and on time in accordance with agreed timescales using the Modern Government ICT System.
- 3) Be proactive in advising the chair and members on procedural matters and interpretation of the constitution to ensure effective meetings with clear outcomes
- 4) To be able to provide independent and impartial advice and guidance to select committee members in the absence of the Scrutiny Manager and Policy and Scrutiny Officer, including providing guidance on questioning strategies
- 5) Produce a minute of meetings and accurately record decisions made in accordance with the Council's constitution.
- 6) Initiate the follow-up of agreed actions agreed ensuring that appropriate officers are clear about responsibilities arising from decisions and recommendations.

- 7) Work closely with Business Support Officers to ensure that forward planners look to the long-term, are fully populated and inform effective democratic processes
- 8) Contribute to promoting and developing opportunities for digital services including the effective operation of ICT systems to manage agendas, calendars, reports, decisions and minutes.
- 9) Operating the systems for live-streaming and recording meetings seeking to resolve problems where necessary to ensure that the political process is open and accessible
- 10) Support elected members in all aspects of their role
- 11) Provide support to, and liaise with, a range of committees and outside bodies which have county councillors as part of their membership.
- 12) Working with others to deliver training and support for councillors using ICT and other digital tools that will assist them in performing their roles
- 13) Work with outside bodies, partners and other local authorities for the successful delivery of services.
- 14) Promote increased involvement and engagement with members of the public
- 15) To assist with the administration of elections and electoral registration when required.
- 16) Have a commitment to delivering the vision and behaving in accordance with the values of Monmouthshire County Council.
- 17) Maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.
- 18) Actively support the principles and practice of equality of opportunity as set out in the Council's Equal Opportunity Policy.
- 19) Undertake any ad-hoc duties commensurate with the level of the post.

**ROLE TITLE:**        **Member Support Officer (New)**  
Permanent

**POST ID:**            tbc

**GRADE:**             Band D – (Subject to Job Evaluation)

**HOURS:**             full-time / part-time (Monday to Friday)

### **The purpose of this role**

To employ a pro-active approach to the delivery of business and administrative support to senior managers and elected members of the council including the effective use of technology and management of forward planners.

### **Expectations and outcomes**

To work closely with senior managers and elected members to ensure effective business support which contributes to effective governance and decision-making.

To co-ordinate the flow of communication between senior managers, elected members, community councils and citizens.

To maintain a good knowledge of the technology used by a modern organisation and ensure that this is deployed to maximise the efficient and effective use of capacity and capability time and available capacity.

### **Your responsibilities are to:**

- 1) Work pro-actively with elected members to manage electronic diaries for council meetings and appointments to outside bodies helping ensure efficient use of capacity;
- 2) Assist with travel arrangements for members including attendance at conferences and events
- 3) Arrange, co-ordinate and facilitate meetings on behalf of elected members, leadership team and other senior managers;
- 4) Produce documents to strict deadlines and ensuring a high standard of accuracy and presentation;
- 5) Coordinate and publish the agenda and decision for individual cabinet member decisions in accordance with the constitution and relevant legislation, updating the forward plan and liaising with officers and the business support team to ensure the plan is accurate and reports and submitted on time.
- 6) To arrange and promote civic and fundraising events on behalf of the Chairman of the Council

- 7) To meet civic heads and senior officers and visitors from other organisations on behalf of the chairman and leader.
- 8) To make travel arrangements on behalf of the chairman and effectively co-ordinate attendance at civic events
- 9) Provide assistance in making arrangements for events including venue hire and arrangements for catering and audio-visual equipment where required;
- 10) Be part of a network of officers delivering pro-active responses to queries from internal and external customers which minimises the number of hand-offs required to other parts of the organisations;
- 11) Maintain an awareness of the priorities and key issues being dealt with by the organisation;
- 12) Co-ordinate timely, accurate and considered responses to correspondence on behalf of senior leaders and elected members managing communications and identifying opportunities to improve processes where necessary;
- 13) Provide support with elections including registration and assisting with postal votes
- 14) Dealing with enquiries from community and town councils, ensuring that they understand how to log queries on the My Monmouthshire systems and ensuring a response from officers where necessary
- 15) Respond to e-mails and letters on behalf of elected members and senior managers where necessary;
- 16) Provide information management support for Cabinet and other elected members ensuring effective document management, storage and retrieval in accordance with the General Data Protection Regulation;
- 17) Set up and support the technology for video conferencing and tele-conference calls ensuring that software and hardware is set up in advance of meetings;
- 18) Provide digital first aid to senior managers and elected members to ensure they can maximise the benefits of the available technology and maintain productivity throughout the working week;
- 19) Use financial systems to place orders, pay invoices and maintain oversight of small budgets where required;
- 20) Ensure councillors DBS checks are in place and liaise with the information commissioners office to ensure councillors GDPR registrations are in place
- 21) Deal with Freedom of Information requests related to councillors in accordance with statutory processes and timescales
- 22) Prepare paperwork to ensure that councillors and co-opted members are paid allowances and expenses in line with guidance from the Independent Remuneration Panel for Wales.
- 23) Be able to set up live streaming of meetings and upload meeting recordings to the council's YouTube channel where appropriate.
- 24) Have a commitment to delivering the vision and behaving in accordance with the values of Monmouthshire County Council.

- 25) Maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.
- 26) Actively support the principles and practice of equality of opportunity as set out in the Council's Equal Opportunity Policy.
- 27) Undertake any ad-hoc duties commensurate with the level of the post.

**ROLE TITLE:**        **Business Support Officer**  
Permanent

**POST ID:**            tbc

**GRADE:**             Band E

**HOURS:**             full-time / part-time (Monday to Friday)

**Expectation and Outcomes of this Role:-**

To work closely with senior managers and elected members to ensure effective business support which contributes to effective governance and decision-making.

To co-ordinate the flow of communication between senior managers, elected members, community councils and citizens.

To maintain a good knowledge of the technology used by a modern organisation and ensure that this is deployed to maximise the efficient and effective use of capacity and capability time and available capacity.

**Your responsibilities are to:-**

- 1) Manage forward planners for directorate management teams and senior leadership team ensuring that these look to the long-term, are fully populated and are clearly communicated to the local democracy team to inform effective democratic processes;
- 2) Work pro-actively with senior managers to manage diaries and appointments helping ensure efficient use of capacity across the working week;
- 3) Co-ordinate agendas for management teams ensuring that papers are available and clear records of discussions are kept where required;
- 4) Arrange, co-ordinate and facilitate meetings on behalf of leadership team and other senior managers producing agendas and taking minutes;
- 5) To compile and collate complex documents to strict deadlines and ensuring a high standard of accuracy and presentation;
- 6) Compile, type and format reports and documents to the high standards expected by businesses and residents taking an active role in quality assurance and standards;
- 7) Provide assistance in making arrangements for community engagement events including venue hire and arrangements for catering and audio-visual equipment where required;
- 8) Be part of a network of officers delivering pro-active responses to queries from internal and external customers which minimises the number of hand-offs required to other parts of the organisations;
- 9) Maintain an awareness of the priorities and key issues being dealt with by the organisation;



- 10) Co-ordinate timely, accurate and considered responses to correspondence on behalf of senior leaders managing communications and identifying opportunities to improve processes where necessary;
- 11) Respond to e-mails and letters on behalf of Chief Officers where necessary;
- 12) Provide information management support for the leadership team ensuring effective document management, storage and retrieval in accordance with the General Data Protection Regulation;
- 13) Co-ordinate Freedom of Information and Subject Access Requests working closely with the authority's Data Protection Officer;
- 14) Set up and support the technology for video conferencing and tele-conference calls ensuring that software and hardware is set up in advance of meetings;
- 15) Provide digital first aid to senior managers and elected members to ensure they can maximise the benefits of the available technology and maintain productivity throughout the working week;
- 16) Be a digital champion in the field of business administration, maintaining awareness and developing the skills necessary to ensure that officers and members are able to benefit from advances in technology;
- 17) Use financial systems to place orders, pay invoices and maintain oversight of small budgets where required;
- 18) Be able to set up live streaming of meetings and upload meeting recordings to the council's YouTube channel where appropriate.
- 19) Have a commitment to delivering the vision and behaving in accordance with the values of Monmouthshire County Council.
- 20) Maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.
- 21) Actively support the principles and practice of equality of opportunity as set out in the Council's Equal Opportunity Policy.
- 22) Undertake any ad-hoc duties commensurate with the level of the post.

**ROLE TITLE:**        **Senior Democracy and Business Support Officer**

Permanent

**POST ID:**            tbc

**GRADE:**             Band G – (Revised JD Subject to Job Evaluation)

**HOURS:**             full-time (Monday to Friday)

### **The purpose of this role**

To support open and transparent local democracy and governance by co-ordinating the effective and accurate administration of council meetings, forward planners, actions and decision logs and coordinating administrative support to the senior leadership team to facilitate the effective forward planning of effective working between members and senior officers.

### **Expectations and outcomes**

To co-ordinate close working between elected members and senior officers of the council to contribute to effective governance and decision making arrangements.

To ensure and oversee the effective and timely collation, quality assurance and distribution of agenda for a wide range of meetings involving members and senior leaders

To maintain and working knowledge of the council's constitution to ensure that chairs and members have a clear understanding of the process and procedure underpinning their roles

### **Your responsibilities are to:**

- 1) Manage and coordinate the administration of the councils democratic system and support to the senior leadership team ensuring the effective preparation of agendas and minutes in a timely manner using technology to maximise efficiency
- 2) Provide advice and support to all members on matters of the constitution and other issues pertinent to the activities of members.
- 3) Directly administer and minute council, cabinet, standards committee and political leadership group and any of the other committees to ensure an equal spread of committee coverage by the team.
- 4) Provide line management to Business Support Officers to enable the effective co-ordination of all aspects of support to the senior leadership team
- 5) Ensure that forward planners look to the long-term, are fully populated and inform effective democratic processes
- 6) Ensure that action and recommendations coming out of committees are addressed by the appropriate officer and updates provided to the next appropriate meeting.
- 7) To be responsible for the supervision, training, development, performance management and health and safety for staff supervised and to assist with presiding officer and poll clerk training.

- 8) To have an up-to-date knowledge of legislation pertinent to the role to ensure that the role is performed effectively and to ensure that members of the public, political parties etc. are supplied with correct information.
- 9) Ensure that senior managers and elected members can maximise the benefits of the available technology and maintain productivity throughout the working week;
- 10) Ensure that members are provided with relevant training to enable them to use technology to undertake their roles effectively
- 11) Operating the systems for live-streaming and recording meetings seeking to resolve problems where necessary to ensure that the political process is open and accessible
- 12) Provide support as and when necessary to enable the elections process to operate efficiently and effectively.
- 13) Actively manage and develop the democracy element of the corporate web site to ensure that is accessible and supports and promotes the democratic function of the council.
- 14) Ensure the regular update of members records, register of interests, council year book, and diary, past agendas and reports, lists of background papers and minutes index and all other associated committee administration processes e.g. Standing orders, financial regulations, scheme of delegation, attendance records, members allowances and responsibilities to outside bodies.
- 15) Work outside normal hours from time to time as the demands of the post and emergencies dictate.
- 16) Have a commitment to delivering the vision and behaving in accordance with the values of Monmouthshire County Council.
- 17) Maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.
- 18) Actively support the principles and practice of equality of opportunity as set out in the Council's Equal Opportunity Policy.
- 19) Undertake any ad-hoc duties commensurate with the level of the post.

**ROLE TITLE:**        **Local Democracy Manager**  
                              Permanent

**POST ID:**            tbc

**GRADE:**             Band J – (Revised JD Subject to Job Evaluation)

**HOURS:**             full-time (Monday to Friday)

### **The purpose of this role**

To manage the local democracy team ensuring the democratic process, including elections, electoral registration and the administration of the democratic function operates efficiently and effectively and that opportunities for participation in the democratic process at local, regional, national and European level are maximised.

### **Expectations and outcomes**

To ensure the effective operation of Council, Cabinet, Committees and other meetings which are integral to the provision of an effective and transparent democracy function.

To ensure the effective management of elections, electoral registration, boundary changes and associated processes in the county

To ensure the provision of the support to elected members to enable them to fulfil their roles effectively

### **Your responsibilities are to:**

- 1) Manage all elections and referenda which fall wholly or partly within the Monmouthshire County Council area.
- 2) Organise the annual canvass for the accurate compilation of the register of electors.
- 3) Maintain the electoral register for Monmouthshire County Council, including the management of processes for dealing with absent voters, overseas electors, Crown servants etc.
- 4) Keep under review the boundaries of the communities within the Council's area and to give advice on the response to proposals for their constitution, abolition or alteration.
- 5) Manage the administration of the council's committee system including the preparation of agenda's, and minutes and the administrative support to all members.
- 6) Oversee the effective co-ordination of all aspects of support to the senior leadership team
- 7) Manage the budgets for the local democracy service.
- 8) Maintain a working knowledge of the constitution and legislation pertinent to the role
- 9) Ensure the provision of technology and systems necessary to ensure that the political process is open and accessible

- 10) To be responsible for the supervision, training, development, performance management and health and safety for staff supervised directly in the section and to assist with presiding officer and poll clerk training.
- 11) To have an up-to-date knowledge of legislation pertinent to the role to ensure that the role is performed effectively and to ensure that members of the public, political parties etc. are supplied with correct information.
- 12) To act as system administrator for the electoral registration and elections computer system (Pickwick), liaising with the IT department and external supplier to ensure an effective operation. To undertake system upgrades and the testing of new programmes and to implement changes arising from boundary reviews and to be responsible for the accuracy of the database.
- 13) Provide advice and support to all members of the council.
- 14) Monitor and review the political management arrangements of the council, including, including the calculation of political balance, as necessary ensuring the legality and probity of practises and procedures for and at meetings, keeping abreast of and advising on new forma of political management.
- 15) Ensure the regular update of members records, register of interests, council year book, and diary, past agendas and reports, lists of background papers and minutes index and all other associated committee administration processes e.g. Standing orders, financial regulations, scheme of delegation, attendance records, members allowances and responsibilities to outside bodies.
- 16) To be responsible for policy development working with both internal and external partners to increase voter turnout and registration awareness, including outreach work with schools and all traditionally hard to engage sections of the community.
- 17) Develop a comprehensive and cost effective programme of information/publicity initiatives to raise awareness about electoral registration and elections, leading to greater levels of voter registration and public engagement and to project manage publicity campaigns as and when required.
- 18) To be responsible for the preparation of all statistics, benchmarking and other data etc. relating to the electoral register and electoral results including all information required for inclusion in reports to the Electoral Commission. To be responsible for improving service delivery by introducing changes informed by the analysis of data.
- 19) To work outside normal hours from time to time as the demands of the post and emergencies dictate.
- 20) Have a commitment to delivering the vision and behaving in accordance with the values of Monmouthshire County Council.
- 21) Maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.
- 22) Actively support the principles and practice of equality of opportunity as set out in the Council's Equal Opportunity Policy.
- 23) Undertake any ad-hoc duties commensurate with the level of the post.