

JOB PROFILE – PERSONAL ASSISTANT TO LEADER

EXECUTIVE MEMBER: Councillor Elaine Woodburn
LEAD OFFICER: Martin Jepson, Head of Legal and Democratic Services
REPORT AUTHOR: Tim Capper, Democratic Services Manager

Summary and Recommendation: Seeks agreement to a new post of Personal Assistant to the Leader of the Council on the basis of the attached Job Profile, and to the post being advertised, subject to the Executive agreeing funding.

1. INTRODUCTION

1.1 This report proposes establishment of a new post in Democratic Services to provide dedicated administrative support to the Leader of the Council and the Deputy Leaders

2. EXISTING ARRANGEMENTS

2.1 Since 2005 administrative support to the Leader has been provided by the Chief Executive's Personal Assistant, with added support from Democratic Services staff. Prior to 2005 this service was provided by the Mayor's Secretary, again with added help from other posts in Democratic Services. These arrangements have worked well but need reviewing in view of changing demands on Members' time.

3. PROPOSALS

3.1 Following discussions between the Leader, the Chief Executive and the Head of Legal and Democratic Services the view has been taken that the current arrangement is no longer viable, due to the need for increased support to leading members from the unitary government agenda, and the continuing growth of the Council's involvement in nuclear and decommissioning issues, among other key topical issues. The recent appointment of 3 new Deputy Leaders to drive forward the Council's priorities in the 5 year Corporate Plan will add to the level of support needed.

3.2 Existing resources in both the Chief Executive/Directors' office and Democratic Services are fully stretched in provision of services in their respective areas and cannot provide the necessary level of support for leading Members which is now required.

3.3 For these reasons it is proposed that a new post of Personal Assistant to the Leader is established within Democratic Services to provide dedicated secretarial and administrative support to the Leader and the Deputy Leaders. The proposed grade for the post is Scale 4 and the draft Job Description is attached at Appendix "A".

4. COMPARISONS WITH OTHER AUTHORITIES

4.1 Both Allerdale BC and Carlisle CC have established full-time posts of personal assistant to the Leader which are similar to the proposal in this report. Barrow BC and South Lakeland DC currently retain the arrangement whereby the Chief Executive's PA provides support to the Leader also.

5. FINANCIAL AND HUMAN RESOURCES IMPLICATIONS (INCLUDING SOURCES OF FINANCE)

5.1 The financial implications are an annual cost of £22,184 at top of grade, including on costs. Funding of the post will be a matter for the Executive to determine.

6. IMPACT ON CORPORATE PLAN

6.1 The proposal will impact on the Corporate Plan in that it will provide key support to leading Members in driving forward progress on implementing the Council's key objectives.

List of Appendices

Appendix A – Job Profile

List of Background Documents:

List of Consultees:

Leader

Chief Executive

Head of Legal and Democratic Services

Head of Finance and Business Development

Head of Policy and Performance
HR Manager

CHECKLIST FOR DEALING WITH KEY ISSUES

Please confirm against the issue if the key issues below have been addressed .
This can be by either a short narrative or quoting the paragraph number in the
report in which it has been covered.

Impact on Crime and Disorder	None
Impact on Sustainability	None
Impact on Rural Proofing	None
Health and Safety Implications	None
Impact on Equality and Diversity Issues	None
Children and Young Persons Implications	None
Human Rights Act Implications	None