

DERBYSHIRE COUNTY COUNCIL

**CABINET MEMBER MEETING
FOR COUNCIL SERVICES**

26 April 2018

**Report of the Strategic Director for Commissioning, Communities
and Policy**

ESTABLISHMENT OF A NEW POST – SUPPORT OFFICER

1. Purpose of the Report

To seek approval for the establishment of a permanent post of Support Officer in the Legal & Democratic Services Division of the Commissioning, Communities and Policy Department.

2. Information and Analysis

It is proposed to create a permanent position of Support Officer to assist the Business Manager including supervisory responsibility of the Member's secretaries.

The role will work with the Leader and Cabinet members to monitor the performance of projects, as well as assisting the council in delivering a range of strategic functions. A substantial focus of this role will be to proactively liaise between Cabinet Members and officers to ensure delivery of key actions and priorities as set by the administration. This will include undertaking high quality research on a range of issues and ensuring that the Leader and Elected Members have access to the information needed for key meetings and events.

3. Financial Considerations

The cost of the post is below:

	Pay Point	Grade 10 Salary	On-costs at 23.83%	Total
Minimum Cost	32	£26,830	£6394	£33,224
Maximum Cost	35	£29,777	£7096	£36,873

The costs can be met from within existing revenue budget.

4. HR Considerations

The post of Support Officer has been evaluated by the Council Job Evaluation Panel at Grade 10.

Recruitment to the post will be undertaken in accordance with the Council's recruitment and selection procedure.

5. Legal Considerations

As contained in the report

6. Other Considerations

In preparing this report the relevance of the following factors has been considered – prevention of crime and disorder, equality and diversity, environmental, health, property, social value and transport considerations.

7. Key Decision

No.

8. Is it necessary to waive the call-in period?

No.

9. OFFICER'S RECOMMENDATION

That the Cabinet Member approves the establishment of the position of Support Officer as detailed in the report.

EMMA ALEXANDER
STRATEGIC DIRECTOR FOR COMMISSIONING, COMMUNITIES
AND POLICY