

TONBRIDGE & MALLING BOROUGH COUNCIL

GENERAL PURPOSES COMMITTEE

27 June 2005

Report of Central Services Director

Part 1- Public

Matters for Recommendation to Council

1 DEMOCRATIC SERVICES OFFICER – HOURS

The report recommends the regularisation of the increase in hours of one of the job share partners to accommodate the servicing of Management Team meetings.

1.1 Background

1.1.1 Members may recall that in the report on changes to Central and Executive Services submitted to the meeting on 23 November 2004, provision was made for an addition to the Democratic Services section's establishment of one day per week. It was envisaged that this resource would be used to service Management Team meetings and was set at Scale 4.

1.1.2 The post of Democratic Services Officer (Scale 5/6) is occupied on a job share basis, one partner working three days and the other two days per week (22 and 15 hours respectively). In January 2005 the latter postholder offered to work an extra day to undertake the attendance and servicing of Management Team meetings and this arrangement has proved very satisfactory. I would now like to formalise the increase in hours of this part of the job share from 15 to 22.5 hours at an annual cost of £1,782. I would remind Members that the restructuring agreed in November produced a net saving of £11,364, rising to £28,141 when early retirement costs are settled.

1.2 Recommendation

1.2.1 It is RECOMMENDED that the hours of post DA0304, Democratic Services Officer, be increased by 7.5 hours with effect from 1 August 2005.

Background papers:

contact: Claire Fox

Nil

Richard Jefferys
Central Services Director