



AGENDA ITEM 4

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: Employment Report
Meeting: Central Scotland Valuation Joint Board
Date: 18th November 2016
Author: Pete Wildman, Assessor & Electoral Registration Officer

1.0 INTRODUCTION

- 1.1 This report is to seek the Board's permission to extend the current staffing establishment to include two permanent full time Electoral Canvasser positions.
- 1.2 The Assessor under 10 (1) of the Scheme of Delegation is only authorised to appoint employees within the approved establishment. Therefore Board approval is necessary for the increase in establishment.

2.0 BACKGROUND

- 2.1 The introduction of Individual Electoral Registration (IER) brought in an ongoing requirement to visit properties where no Invitation to Register (ITR) has been returned from a potential elector. Unlike the Household Enquiry Forms (HEF) which are mainly issued as part of the annual canvass the issue and follow up of ITRs is an all year exercise. This is particularly the case with Care Homes where there is an ongoing need to register new residents.
- 2.2 As this was a new requirement from September 2014, it was unclear what the likely workload would be, it was therefore decided to appoint canvassers on a temporary basis to allow time to evaluate the ongoing workload. I would now anticipate that we will now need full time year round canvassers plus additional temporary canvassers during the annual canvass.
- 2.3 The funding for the new registration system is dependent on additional funding from the Cabinet Office which it should be noted is not guaranteed in the longer term. The current annual canvass model is likely to continue until at least 2019 and there are currently no proposals to amend the ITR process including the requirement for follow up visits.

- 2.4 We currently employ four employees who have been on temporary contracts since December 2014 all of them hold or have held the post of a temporary canvasser. Their contracts currently end on 30th November 2016.
- 2.5 We also currently employ ten temporary canvassers who started from October onwards and whose contracts expire on 25th November 2016.

3.0 PROPOSED ACTION

- 3.1 I would like to seek to appoint two permanent full time canvassers with effect from 1 December 2016.
- 3.2 The post of Electoral Canvasser has already been evaluated by the Job Evaluation Team at Clackmannanshire Council and is a Grade 2 post (Currently £17,100.26 - £17,611.26).
- 3.3 There is no immediate financial impact as the cost of the canvasser salaries and on costs including superannuation contributions would simply transfer from the canvasser budget, currently £100,000, to the salary budget with a consequent reduction in the canvasser budget.
- 3.4 I have consulted with Human Resources at Clackmannanshire Council and the Treasurer in preparing this report. I have also sought and obtained the Treasurer's agreement to this proposal.

4.0 RECOMMENDATION

- 4.1 That the Board authorises me expand the current staffing establishment by the addition of two full time Grade 2 Electoral Canvasser positions.

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Pete Wildman
Assessor & Electoral Registration Officer
Date: 18th November 2016