

**NORTH LINCOLNSHIRE COUNCIL**

**CABINET MEMBER FOR  
POLICY AND FINANCE**

**CREATION OF LEGAL ASSISTANT: PROPERTY  
(LEGAL SERVICES)**

**1. OBJECT AND KEY POINTS IN THIS REPORT**

- 1.1 To seek approval to the creation of a Legal Assistant: Property (Grade 5) post in Legal Services for a fixed term of two years.
- 1.2 This post will strengthen capacity within Legal Services to support Property Services in delivery of the Council's Investment and Disposals Programme.

**2. BACKGROUND INFORMATION**

- 2.1 Discussions between officers within Legal Services and Property Services have highlighted the need to strengthen Legal Services' capacity to provide property related legal support to Property Services to enable it to deliver the Council's Investment and Disposals Programme.
- 2.2 Currently the majority of dedicated legal property support is provided through one officer, Assistant Solicitor: Property, and it is considered necessary that this support is supplemented by the establishment of the above post, specifically to assist but also release the Assistant Solicitor: Property to concentrate on the more complex and technically challenging transactions arising from the Council's Investment and Disposals Programme.
- 2.3 The current proposal is to seek to fill the post to the equivalent of 0.6 fte on a fixed term basis of two years.

**3. OPTIONS FOR CONSIDERATION**

- 3.1 To approve the establishment of the post as detailed herein.
- 3.2 Not to approve the establishment of the post.

#### **4. ANALYSIS OF OPTIONS**

- 4.1 Approving the establishment of this post will strengthen the capacity within Legal Services to support Property Services in delivery of the Council's Investment and Disposals Programme.
- 4.2 It should also provide a more balanced and proportionate provision of legal support so that this post is able to take over the more routine and straightforward property matters thereby releasing the Assistant Solicitor: Property to focus on the more complex and technically challenging transactions arising from the Council's Investment and Disposals Programme.
- 4.3 To not approve the establishment of the post will leave Legal Services under capacitated in being able to support Property Services in delivery of the Council's Investment and Disposals Programme.

#### **5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)**

- 5.1 The annual cost of funding the post amounts to £13577.40 based upon salary and mid-points and including on 29.5% on-costs. The full cost is to be met by Property Services from the Property Trading Account.

#### **6. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)**

- 6.1 Not applicable.

#### **7. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED**

- 7.1 The development of this post follows discussions with the Director of Places and both the Head of Estate and Asset Management and Head of Asset Management and Construction who fully support its establishment for the reasons stated in this report.

#### **8. RECOMMENDATIONS**

- 8.1 That the Cabinet Member approves the establishment of a Legal Assistant (Property) at Grade 5 with immediate effect.

DIRECTOR OF POLICY AND RESOURCES

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**Background Papers used in the preparation of this report: None**