

SFJA11

Contribute to developing democratic and decision making structures and procedures



Overview

Local authorities have an important responsibility for ensuring that their democratic and decision making structures are regularly reviewed and updated to bring them in line with legal requirements, established best practice, the needs and expectations of their communities, elected representatives and other key interest groups. They must also ensure that these structures and procedures follow the principles of effectiveness, efficiency, equity, transparency and accountability. Developing democratic and decision making structures and procedures could include the structures and procedures of the council as a whole, or discrete but significant elements within it.

Target Group

This unit is appropriate to the work of local government staff working, for example, in Committee Services, Democratic Services, Scrutiny or other departments that have an important role in assisting the local authority to achieve the most effective and appropriate democratic and decision making structures and procedures.

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Performance criteria

- You must be able to:*
- P1 gather relevant and up-to-date information on:
 - P1.1 current and, where relevant, possible future legislation
 - P1.2 guidance from national and local government sources
 - P1.3 current developments in other local authorities that are developing new models
 - P2 identify research and analysis including:
 - P2.1 basic requirements of current and, where appropriate, future legislation
 - P2.2 degree of choice allowed in developing new models
 - P2.3 existing good practice
 - P3 you can take into account:
 - P3.1 your organisation's corporate aims and objectives
 - P3.2 the efficiency, effectiveness, equity, transparency and accountability of current arrangements
 - P3.3 the needs and expectations of key stakeholders, including the general public
 - P4 provide possible models for change that:
 - P4.1 clearly reflect your research and analysis
 - P4.2 are sufficiently different to provide genuine choice
 - P4.3 provide supporting evidence and discussion of pros and cons
 - P5 assist key decision makers to choose or adapt a suggested model, following agreed decision making procedures

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Knowledge and understanding

You need to know and understand:

- K1 the sources of relevant information on the requirements for democratic and decision making structures and procedures, in particular: UK government departments, Scottish Executive, Welsh and Northern Ireland Assemblies (where appropriate to the candidate's work), relevant local government associations, relevant local government networks
- K2 the principles and importance of networking with other local authorities
- K3 methods of collecting and collating relevant information, including the use of information technology
- K4 the importance of storing information securely and ensuring it is available for future use
- K5 relevant information sources within the local authority, in particular: elected members, other officers and relevant reports
- K6 the importance of collecting representative samples of views and political opinions and how to do so
- K7 how to evaluate the efficiency and effectiveness of local authority democratic and decision making structures and procedures
- K8 how to evaluate the needs and expectations of elected members and officers
- K9 how to evaluate the needs and expectations of the public and other key interest groups
- K10 the range of different models of democratic and decision making structures and procedures that are compatible with external requirements, in particular legislation
- K11 the importance of seeking guidance from competent sources
- K12 the importance of providing supportive evidence for the proposed models and how to do so
- K13 how to develop and present an analysis of strengths, weaknesses, opportunities and threats
- K14 procedures for reaching decisions on structures and procedures within the local authority
- K15 the importance of providing clear, accurate and politically independent information and advice and how to do so
- K16 the importance of fully documenting the analysis of feedback and how to do so

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Additional Information

Behaviours

You must show that you work in the following way

- 1 you use cost-effective, time-effective and ethical means to gather, store and retrieve information
- 2 you constantly seek to improve performance
- 3 you constructively challenge the status quo and seek better alternatives
- 4 you generate and recognise imaginative and innovative solutions
- 5 you present information clearly, concisely, accurately and in ways that promote understanding
- 6 you apply new learning effectively to changing situations
- 7 you take personal responsibility for making things happen
- 8 you focus personal attention on specific details that are critical to achieving successful results
- 9 you push for concrete information in an ambiguous situation
- 10 you analyse and structure information to develop knowledge that can be shared
- 11 you identify clearly the benefits to people of a proposed course of action
- 12 you develop plans to meet the requirements of policy makers
- 13 you reinforce the links between specific objectives, areas of work and strategic goals
- 14 you identify the strengths, weaknesses , opportunities and threats to current and future work

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Links to other NOS

- 1 A51 Take effective decisions
- 2 C11 Manage your own resources and professional development
- 3 C22 Maintain and develop effective working relationships in local government
- 4 C32 Facilitate the implementation of local government legislation regulations and procedures

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