

 <b>Employment Committee – 17<sup>th</sup> September 2014</b>		<b>Agenda Item No. 7</b>
<b>Title</b>	Revision to the Council's Service Area Structure	
<b>For further information about this report please contact</b>	<a href="mailto:Andrew.jones@warwickdc.gov.uk">Andrew.jones@warwickdc.gov.uk</a> (01926) 456830	
<b>Wards of the District directly affected</b>		
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	N/A	
<b>Background Papers</b>		

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality &amp; Sustainability Impact Assessment Undertaken</b>	No (If No state why below)
Not applicable	

<b>Officer/Councillor Approval</b>	<b>Date</b>	<b>Name</b>
Deputy Chief Executive & Monitoring Officer	13 <sup>th</sup> August 2014	Author
CMT	1 <sup>st</sup> September 2014	Chris Elliott, Bill Hunt, Author
Section 151 Officer	1 <sup>st</sup> September 2014	Mike Snow
Portfolio Holder(s)	1 <sup>st</sup> September 2014	Councillor Mobbs & Councillor Caborn
Heads of Service	14 <sup>th</sup> August 2014	Richard Hall, Rose Winship, Tracy Darke, Mike Snow, Rob Hoof
<b>Consultation &amp; Community Engagement</b>		
Trade Unions.		
<b>Final Decision?</b>	Yes	
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. **SUMMARY**

- 1.1 This report is to consider the disbanding of the Corporate & Community Services Service Area with consequential line reporting changes.

## 2. **RECOMMENDATIONS**

- 2.1 That the Service Area of Corporate & Community Services is disbanded.
- 2.2 That the post of Head of Corporate & Community Services is deleted from the council's staffing establishment.
- 2.3 That subject to agreeing recommendations 2.1 and 2.2, the following line reporting changes is agreed:
- a) That the Community Partnership Team joins Health & Community Protection Service Area with the Community Partnership Team Manager post reporting to the Head of Health & Community Protection;
  - b) That the Bereavement Services Team joins Neighbourhood Services Service Area with the Bereavement Services Manager post reporting to the Head of Neighbourhood Services;
  - c) That the One Stop Shop and Customer Service Centre functions (which are managed by Warwickshire County Council) join Neighbourhood Services Service Area;
  - d) That the Organisational Development Officer x 3 posts report to the Customer Contact Manager post;
  - e) That the Customer Contact Manager post reports to the Human Resources Manager post;
  - f) That the Human Resources team joins the Chief Executive's Office with the Human Resources Manager post reporting to the Chief Executive;
  - g) That ICT Services joins the Chief Executive's Office with the ICT Manager post reporting to the Deputy Chief Executive (AJ);
  - h) That the Head of Finance reports to the Deputy Chief Executive (AJ).

(A full breakdown of the proposed service structure responsibilities can be seen at Appendix A).

## 3. **REASONS FOR THE RECOMMENDATIONS**

- 3.1 During the past twelve months Corporate & Community Services (C&CS) has been operating without a Head of Service with the responsibilities being split between the Chief Executive (taking on HR and Payroll) and the Deputy Chief Executive (AJ) (taking on ICT, Community Partnership Team, Organisational Development, Media Room, DMC and Website).
- 3.2 The experience of this period has led Corporate Management Team (CMT) to conclude that there would be limited risk to the organisation if the C&CS Service Area was disbanded and there was a distribution of the Service Area's teams to other parts of the Council's service structure.
- 3.3 The recommendations in 2.2 have been discussed with the Council's Heads of Service and have their full support.

#### **4. POLICY FRAMEWORK**

- 4.1 The Council has adopted Fit For the Future as its strategic approach to dealing with the challenges facing the Council. Within Fit For the Future is a Change Programme to deliver benefits in three areas; Customer Service, Financial stability and Organisational change.
- 4.2 The proposals in this report enable a significant saving to be realised whilst protecting the service delivery capacity of the organisation.

#### **5. BUDGETARY FRAMEWORK**

- 5.1 The deletion of the Head of Corporate & Community Services post will realise an ongoing saving of £74,000 from 2015/16. The salary from this post has been used in the current year towards the interim staffing arrangements that are in place.

#### **6. ALTERNATIVE OPTION(S) CONSIDERED**

- 6.1 It is possible to place the functions of the Council in different parts of the service structure; however the proposals for Member's consideration are believed by senior officers to be the "best fit".

#### **7. RISKS**

- 7.1 There is a risk that a reduction in Head of Service capacity may impact the delivery of the Council's ambitions. The experience of the last twelve months suggests that by spreading responsibility for service functions across the organisation, this risk has been mitigated.
- 7.2 There is a risk that the proposed distribution of service functions creates some problematic service alignment. The Council's Senior Management Team will monitor the position on an ongoing basis.