

APPENDIX H

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 3 FEBRUARY 2009

Title:

AMENDMENTS TO SENIOR MANAGEMENT REPORTING RESPONSIBILITIES

[Portfolio Holder: Cllr Mrs Denise le Gal]

[Wards Affected: N/A]

Summary and purpose:

This report seeks the endorsement of the Executive to actions proposed by the Head of Paid Service (Chief Executive) to alter a number of senior management reporting arrangements in the interests of service continuity.

How this report relates to the Council's Corporate Priorities:

Effective senior management reporting arrangements are essential to the delivery of all of the Council's corporate priorities.

Equality and Diversity Implications:

There are no implications specific to this report.

Resource/Value for Money implications:

The reporting arrangements proposed by the Head of Paid Service will ensure that senior management expertise is deployed effectively to meet the management needs of Waverley's service delivery.

There are no financial implications arising from these proposals.

Legal Implications:

There are no legal implications arising from this report.

-
1. It is the legal responsibility of the Chief Executive, in her statutory role as Head of Paid Service, where she considers it appropriate to do so, to report to Councillors on proposals for the co-ordination of the Council's functions, and the organisation of the Council's staff. (Local Government and Housing Act 1989).

2. The Chief Executive considers it appropriate at this particular moment, to recommend certain amendments to the line-management reporting arrangements for some of the Council's service functions, to enable the Council to deliver its service and regulatory functions effectively in the light of experience, and taking into account the ill-health of a key member of staff.
3. The amendments to reporting arrangements proposed are as follows:
 - The transfer of line management responsibility for the Head of Building Control & Car Parking to the Strategic Director (Environmental Services);
 - The transfer of responsibility for the Council's statutory Licensing functions to the Head of Democratic Services.

These if agreed will necessitate changes to the Scheme of Delegation.

4. The reasons for these proposed amendments are: to distribute work-load responsibilities more evenly, to ensure sufficient Strategic Director capacity to cover all areas of service required (by ensuring that each Strategic Director has no more than four service heads as direct reports); and to ensure appropriate experience and knowledge are deployed towards critical areas of service delivery.
5. In addition, the Chief Executive considers it appropriate to seek Council endorsement of two further operational amendments arising from recent changes in personnel:
 - With the retirement of the East Street project co-ordinator, this key project responsibility has been taken up by the Head of Housing Special Projects. It is proposed that line management responsibility for that service head be transferred to the Chief Executive, in recognition of the strategic importance of the East Street project, and in order to provide project management continuity.
 - Changes in personnel within the Council's legal team have resulted in the Head of Democratic Services assuming responsibility for the management of that service function. It is proposed that this arrangement be made permanent, and the Head of Democratic Services be re-designated as "Head of Democratic and Legal Services".
6. It is not considered appropriate to instigate more wide-reaching changes to the management structure of the Council at this time. Councillors will undoubtedly wish to continue to monitor the effectiveness of the organisation's management arrangements, and in particular, to keep the role and functioning of the Strategic Director team under review, to ensure that the organisation is succeeding in delivering Council priorities and strategies, and producing the desired outcomes for our communities. It is recommended, therefore, that the restructuring Special Interest Group be convened on a quarterly basis to review the operation of the Council's staffing structure, and

to advise the Head of Paid Service and Human Resources portfolio holder, as appropriate.

Recommendation:

1. That the Executive endorse:
 - The transfer of line-management responsibility for the Head of Building Control and Car Parking to the Strategic Director (Environmental Services);
 - The transfer of responsibility for the licensing service to the Head of Democratic Services;
 - The allocation of permanent responsibility for the Council's legal service function to the Head of Democratic Services, and the consequential redesignation of that post as "Head of Democratic and Legal Services";and
 - The transfer of line-management responsibility for the Head of Housing Special Projects to the Chief Executive;

and recommend these alterations in the management reporting arrangements and scheme of delegation to Council, and

2. That the Human Resources portfolio holder convene the restructuring SIG on a quarterly basis, to monitor and evaluate the effectiveness of the Council's senior management arrangements, and make recommendations as appropriate.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

CONTACT OFFICER:

Name: Mary Orton

Telephone: 01483 523208

E-mail: mary.orton@waverley.gov.uk