



Directorate Restructuring Panel Tuesday, 19th November, 2013

Place: Committee Room 2, Civic Offices, High Street, Epping

Time: 6.30 am

Democratic Services: I. Willett

5. HEAD OF PAID SERVICE REPORT (Pages 3 - 12)

(Chief Executive) To consider a report on outstanding issues relating to the Head of Paid Service report due for submission to the Council meeting on 17 December 2013 (attached).

7. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Paragraph Number	Information
8	Top Management – Salary Proposals and Voluntary Redundancies	1&2	– information relating to an individual or which is likely to reveal the identity of an individual.

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Confidential Items Commencement: Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the

press and public to be completed by 10.00 p.m. at the latest.

- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers: Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

8. SALARIES/VOLUNTARY REDUNDANCIES

(Chief Executive) To consider a report (circulated separately under confidential cover)

Report to: Directorate Restructuring Panel

Date of Meeting: 19 November 2013

Subject: Directorate Restructuring – Four Directorate Proposal and Related Matters

Officer Contact: Glen Chipp (01992 564758)

Committee Secretary: Ian Willett (01992 564243)

Recommendation:

To consider the issues raised in this report and comment to the Chief Executive for consideration in connection with his Head of Paid Service (HOP) report to the Council on 17 December 2013.

1. Introduction

1.1 This report reviews issues raised at the last Panel meeting when the Chief Executive and Members commented on a number of ideas relating to the proposed Directorate Structure. The Chief Executive undertook:

- (a) to consider and report on issues which arose from consultation;
- (b) to consider points raised by the Panel;
- (c) to report on any further developments following the last Panel meeting

1.2 This meeting is a further opportunity for the Panel to comment on the proposals before the Chief Executive finalises his HOP report, which is due for submission to the next Council meeting.

2. Matters for Review

2.1 These are outlined below:

(a) Draft Recommendations for the HOP Report

... These are set out in Appendix 1 to this report.

(b) Four Directorate Structure

... The Panel expressed a view at the last meeting that a four Directorate structure would assist the Council in the transition to new working arrangements in a period of financial restrictions. A revised four Directorate structure is attached as Appendix 2.

(c) Directorate Structure – Key Changes

- (i) **Statutory Officers** – these designations are shown as part of the duties of the relevant post holders in the new structure (Directors of Resources and Governance). There are no separate job descriptions for these roles.
- (ii) **Directorate Titles** – the Directorate of Place is proposed to be re-named Directorate for Neighbourhoods. Directorate of Governance and Law now omits “law”. No change is proposed in respect of the Directorate for Communities.
- (iii) **Overview and Scrutiny - Lead Officer**– this is now shown as part of the responsibilities of Director of Neighbourhoods/Deputy Chief Executive and reflects current responsibilities;
- (iv) **Assistant Director Designations** – only one change has been made, namely, Assistant Director Neighbourhoods has become Assistant Director Neighbourhood Services, to distinguish it from the Director’s post title.
- (v) **Economic Development** – there is a substantive post (“Assistant Director Forward Planning and Economic Development”) with responsibility for this and related functions. The post holder concerned is currently on maternity leave. To cover the duties of the post, it is proposed to create an Acting Assistant Director position (12 months fixed term from 1 April 2014) in order to manage these duties until the post holder returns to work;
- (vi) **Assistant Director (Governance and Performance Management)** – as indicated at the last meeting, this new post has been reviewed and is discussed further in private session.

(d) Returning Officer

Specific arrangements will be made in connection with handover of duties to a new Returning Officer after the May 2014 elections. The handover will take place at the conclusion of 21 day statutory period for any challenge to the District Council elections on 22 May 2013. This will avoid a situation where a new Returning Officer would have to defend an election petition in respect of elections where he had not officiated.

A similar deferral is proposed in respect of one of the Deputy Returning Officers. The new retirement date for both is therefore 14 June 2014.

(e) Director of Environment and Street Scene

A deferred retirement date of 31 May 2014 is proposed to recognise the post holders work on the waste management contract procurement..

(f) Retirement/Redundancies/Salaries

These are dealt with in a separate report to be considered in private session.

3. Implementation of the New Structure

3.1 Assimilation/Appointments

All potential applicants for Director posts in the new structure have been asked to confirm their positions regarding assimilation into the new Director posts in the new structure. Likewise, those Directors and Assistant Directors whose current posts have disappeared from the structure have been asked for confirmation of their position regarding possible voluntary redundancy.

A report will be given by the Chief Executive on the outcome of this consultation and its implications for assimilation/interview arrangements. All assimilation and appointments to the new structure would be conditional on the approval by the Council of the four Directorate structure on 17 December 2013.

3.2 Internal Appointments

It is proposed that any posts which are to be filled by competitive recruitment, following the approval of the new Directorate structure, should be initially conducted by internal advertisement.

4. Delegated Authority

- 4.1 It is proposed that a complete review of officer delegation should be undertaken by the Monitoring Officer, in consultation with the other Directors and submitted to the Council via the Constitution and Member Services Scrutiny Panel before the new structure comes into operation.

5. Financial Appraisal of Proposed Structure

- 5.1 This is dealt with in a report in private session.

6. Publication of HOP Report

- 6.1 The report will be published with the Council agenda on 5 December 2013.

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APPENDIX 1 - DRAFT RECOMMENDATIONS FOR HEAD OF PAID SERVICE REPORT

(1) That the following posts be deleted from the Establishment with effect from 1 April 2014, namely,

Deputy Chief Executive

Director of Corporate Support Services

Director of Finance and ICT

Director of Housing and

Director of Planning and Economic Development;

(2) That the post of Director of Environment & Street Scene be deleted from the Establishment with effect from the 31 May 2014;

(3) That the post of Assistant to the Chief Executive be deleted from the Establishment with effect from the 12 June 2014;

(4) That subject to recommendations (1)-(3) the termination of the employment of the Director of Planning and Economic Development on 31 March 2014, the Director of Environment & Street Scene on the 31 May 2014 and the Assistant to the Chief Executive on the 12 June 2014 be agreed on the grounds of voluntary redundancy /early retirement, in accordance with the costs reported;

(5) That four new Director posts be created with effect from 1 April 2014, namely

Director of Communities

Director of Governance (Solicitor to the Council & Monitoring Officer)

Director of Neighbourhoods (Deputy Chief Executive)

Director of Resources (Chief Financial Officer /s151 Officer);

(6) That the salary scale for the four new Director posts be agreed as reported;

(7) That the revised Directorate Structure set out in Appendix 2 to the report and reflecting the proposals recommended in (1) – (6), above be approved;

(8) That subject to recommendations (1)-(7), and in accordance with the views of the Restructuring Panel, the following appointments be agreed by Council with effect from the 1 April 2014:

Director of Communities	A. Hall
Director of Governance (Solicitor to the Council & Monitoring Officer)	C.O'Boyle
Director of Neighbourhoods (Deputy Chief Executive)	D. MacNab
Director of Resources (Chief Financial Officer /s151 Officer)	R. Palmer;

(9) That the following posts be deleted from the Establishment with effect from 1 April 2014, namely,

Assistant Director (Benefits)

Assistant Director (Revenues)

Assistant Director (Accountancy)

Assistant Director (ICT)

Assistant Director (Facilities management & Emergency Planning)

Assistant Director (HR)

Assistant Director (Legal)

Assistant Director (Development Control)

Assistant Director (Forward Planning, Conservation & Policy)

Assistant Director (Building Control)

Assistant Director (Community & Culture)

Assistant Director (Housing Property)

Assistant Director (Housing Operations)

Assistant Director (Private Sector & Resources)

Assistant Director (Environmental and Neighbourhoods)

Assistant Director (Technical Services)

Assistant Director (Performance & Operations) and

Chief Internal Auditor;

(10) That the post of Assistant Director (Democratic Services) be deleted from the Establishment with effect from the 31 May 2014;

(11) That subject to recommendations (9) – (10) above, the termination of the employment of the Assistant Director (Facilities Management & Emergency Planning) on 31 March 2014 and the Assistant Director (Democratic Services) on the 31 May 2014 be agreed on the grounds of voluntary redundancy/early retirement, in accordance with the costs reported;

(12) That the following new Assistant Director posts be created with effect from 1 April 2014:

Assistant Director (Human Resources)

Assistant Director (Benefits)

Assistant Director (Revenues)

Assistant Director (Accountancy)

Assistant Director (ICT & Facilities Management)

Assistant Director (Governance & Performance Management)

Assistant Director (Legal Services)

Assistant Director (Development Management)

Assistant Director (Neighbourhood Services)

Assistant Director (Technical Services)

Assistant Director (Forward Planning & Economic Development)

Assistant Director (Housing Property)

Assistant Director (Housing Operations)

Assistant Director (Private Sector Housing & Communities Support)

Assistant Director (Community Services)

Chief Internal Auditor;

(13) That in accordance with Council restructuring practice, the direct assimilation of current post holders into the new Assistant Director positions be agreed as follows:

Assistant Director (HR)	Assistant Director (HR)	P. Maginnis
Assistant Director (Benefits)	Assistant Director (Benefits)	J. Twinn
Assistant Director (Revenues)	Assistant Director (Revenues)	R. Pavey
Assistant Director (Accountancy)	Assistant Director (Accountancy)	P.Maddock
Assistant Director (Legal)	Assistant Director (Legal Services)	A Mitchell
Assistant Director (Development Control)	Assistant Director (Development Management)	N. Richardson
Assistant Director (Community & Culture)	Assistant Director (Community Services)	J. Chandler
Assistant Director (Housing Property)	Assistant Director (Housing Property)	P Pledger
Assistant Director (Housing Operations)	Assistant Director (Housing Operations)	R. Wilson

Assistant Director (Private Sector & Resources Communities Support)	Assistant Director (Private Sector Housing & L. Swan
Assistant Director (Forward Planning Conservation & Policy)	Assistant Director (Forward Planning & Economic Development) K.Polyzoides
Assistant Director (Environmental & Neighbourhoods)	Assistant Director (Neighbourhood Services) J. Nolan
Assistant Director (Technical Services)	Assistant Director (Technical Services) Q. Durrani;

(14) That in accordance with Council restructuring practice, the direct assimilation of current post holder (B.Bassington) into the new Chief Internal Auditor position be agreed;

(15) That a temporary post of Assistant Director (Economic Development), for a fixed term of one year, reporting to the Director of Governance, be created with effect from 1 April 2014;

(16) That the appointment process for the temporary Assistant Director (Economic Development) be by internal advertisement in the first instance and be conducted as soon as practicable;

(17) That the appointment process for the new Assistant Director (ICT & Facilities Management) be ring –fenced to the current holder of the post of Assistant Director (ICT) and conducted by the Director of Resources (Chief Financial Officer/s151 Officer) as soon as practicable;.

(18) That the appointment process for the new Assistant Director (Governance & Performance Management) be by internal advertisement in the first instance and conducted by the Director of Governance (Solicitor to the Council& Monitoring Officer)as soon as practicable;.

(19) That the salary scale for the new Assistant Director posts and the Chief Internal Auditor be agreed as reported in private session, subject to job evaluation and further consultation with the Trade Unions if appropriate;

(20) That the legal advice from Essex Legal Services as to the processes adopted be noted;

(21) That the Chief Executive be designated as the Returning Officer and Electoral Registration Officer for the Epping Forest District with effect from 14/6/14; and

(22) That the Monitoring Officer and the Constitution & Member Services Scrutiny Panel carry out a review of officer delegation to ensure that these take account of the new Directorate structure before the latter comes into operation.

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