

**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)

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**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.