

Appendix 4 – Management Structure

The following changes shall be made

Part 7 of the Constitution ('Management Structure') be replaced with the following:-

Part 7



1. Introduction

- 1.1 The Council's officer management structure comprises the Corporate Management Team and Extended Corporate Management Team.
- 1.2 The Council's Chief Executive, as Head of Paid Service, is ultimately responsible to the Council for the management of all staff.

2. Organisational Chart

- 2.1 Appendix 1 shows an organisational chart of the Council's officer management structure.

3. Chief Officer Management Team

- 3.1 The Chief Officer Management Team has the following officers:-
 - (1) The Chief Executive;
 - (2) The Director of Corporate Services
 - (3) The Director of Development Services;
 - (4) Head of Resources (including any Acting Head of Resources)
 - (5) Head of Regeneration (including any Acting Head of Regeneration)
 - (6) Head of Corporate Finance

4. Extended Corporate Management Team

- 4.1 The Extended Corporate Management Team is:-

(1)	Head of Legal & Democratic Services
(2)	Democratic Services Officer
(3)	Customer Relationship Manager
(4)	Health & Safety Manager
(5)	Community Strategy Manager

(6)	Senior Human Resources Officer (including any Acting SHRO)
(7)	Performance, Improvement and Equality Manager
(8)	Environmental Services Manager
(9)	Chief Environmental Health Officer
(10)	Development and Building Control Manager
(11)	Head of Leisure Services (including any Acting Head of Leisure Services)
(12)	Benefits Manager (including any Acting Benefits Manager)
(13)	Housing Strategy Manager
(14)	Regeneration and Planning Strategy Manager
(15)	Regeneration Programmes Manager
(16)	Community Development Manager
(17)	Assistant Director of Development Services

5. Functions

5.1 The Council's functions are delivered through the officer management structure as described in the following tables. Where specific details follow any generic description this is without prejudice to any such generic description i.e. it does not detract from the all-embracing nature of the generic description.

Chief Executive

Department or Service	Functions
Corporate	<ul style="list-style-type: none"> • Management • Head of Paid Service functions • Administrative Leadership • Advice • Corporate Health & Safety
Regeneration/ Economic Development	<ul style="list-style-type: none"> • Asset Management • Land Disposal & Acquisition • Industrial/Commercial Property Management • Communal Room Property Management • Infrastructure Management • Strategic Planning • Economic Regeneration • Regeneration Programme Management • Town Centre Management • Community Safety • Private Sector Renewal • Voluntary and Community Sector • Supporting resident & community involvement
Strategy and Enabling	<ul style="list-style-type: none"> • Housing Strategy
	<ul style="list-style-type: none"> • Homelessness Strategy

	<ul style="list-style-type: none"> • HECA Strategy
	<ul style="list-style-type: none"> • Older Persons Strategy
	<ul style="list-style-type: none"> • Supported Housing Strategy
	<ul style="list-style-type: none"> • Fuel Poverty
	<ul style="list-style-type: none"> • Empty Homes
	<ul style="list-style-type: none"> • Supporting People Strategy
	<ul style="list-style-type: none"> • Crime and Disorder Strategy
	<ul style="list-style-type: none"> • RSL Liaison
	<ul style="list-style-type: none"> • Supporting People
	<ul style="list-style-type: none"> • Landlords Accreditation

Director of Development Services

Department or Service	Functions
Environmental Health	<ul style="list-style-type: none"> • Environmental Health (including enforcement powers relating thereto and for the sake of clarity this includes contaminated land matters under current legislative powers as well as food safety matters) • Licensing (including enforcement powers relating thereto and for the sake of clarity the powers to suspend or revoke immediately licences under current legislative powers including the power to suspend or revoke immediately in the interests of public safety) • Health & Safety • Private Sector Renewal (including loans and grants and private sector housing enforcement) • Smokefree matters including enforcement
Planning	<ul style="list-style-type: none"> • Town and Country Planning and Development Control • Building Control
Leisure Services	<ul style="list-style-type: none"> • Leisure facility management • Community recreation • Sports and arts development • Tourist information • Marketing and events • Community facilitation, including enabling and supporting. • Management of parks and open spaces • Management of Off-Street Parking

	Places (including making off-street parking places orders, giving associated notices and enforcement)
Environmental Services	<ul style="list-style-type: none"> • Environmental works including matters in the Clean Neighbourhoods and Environment Act and associated provisions • Management of Off-Street Parking Places (including making off-street parking places orders, giving associated notices and enforcement) • Management of the Environment including making designation orders and including enforcement)

Head of Resources

Department or Service	Functions
Accountancy	<ul style="list-style-type: none"> • Banking • Budget • Financial advice • Statutory accounts • Treasury management
Financial Services	<ul style="list-style-type: none"> • Exchequer • Payroll • Purchasing and Procurement • Risk and Insurance
Internal Audit	<ul style="list-style-type: none"> • Internal audit
Information Technology	<ul style="list-style-type: none"> • ICT (Information and Communication Technology)
Revenues and Benefits	<ul style="list-style-type: none"> • Administration of council tax and National Non Domestic Rates (NNDR) • Collection of council tax and NNDR • Administration of council tax and housing benefits

Director of Corporate Services

Department or Service	Functions
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Organisational Development	<ul style="list-style-type: none"> • Personnel Services • Training and Development • Health & Safety & Welfare
Communities and Partnerships	<ul style="list-style-type: none"> • Local Strategic Partnership • Sustainable Communities
Strategy	<ul style="list-style-type: none"> • Corporate Plan • Performance, Improvement & Equalities
Civics	<ul style="list-style-type: none"> • Ceremonial and civics
Customer Relations	<ul style="list-style-type: none"> • Customer Relations • Civic Buildings • Concessionary Fares • Press & PR & Design
<i>Legal and Democratic Services</i>	
Legal Services	<p>Legal Services to the Council including relating to:</p> <ul style="list-style-type: none"> • Advice and representation • Anti-social Behaviour matters • Conveyancing and Right to Buy • Employment matters • Environmental Health • Housing • Landlord and Tenant • Licensing • Litigation (Criminal and Civil) • Planning • The making of and dealing with statutory orders, notices, rules and regulations, statements and representations • Anything required to protect the interests of the Council or the public
Land Charges	<ul style="list-style-type: none"> • Local Land Charges
Democratic Support Services	<ul style="list-style-type: none"> • Committee and Member support services
Elections and electoral registration	<ul style="list-style-type: none"> • Elections and electoral registration
Scrutiny Support	<ul style="list-style-type: none"> • Scrutiny support
Corporate Governance	<ul style="list-style-type: none"> • Corporate advice • Corporate governance • Standards including Monitoring Officer functions
Corporate Administration	<ul style="list-style-type: none"> • Printing/Reproduction

	<ul style="list-style-type: none"> • Records • Information Requests including Data Protection, and Freedom of Information • Statutory notices, advertisements and the like
Local Authority Liaison	<ul style="list-style-type: none"> • Parish/Town Council liaison • County Council liaison • Local authority reorganisation