

**CITY AND COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**

Employment Conditions Committee: 24 April 2006

Report of the Assistant Chief Executive

REVIEW OF CHIEF OFFICER ARRANGEMENTS - UPDATE

Background

1. This Committee, on 17 October 2005, considered and approved proposals to reshape the Chief Officer tier to achieve efficiency savings and to better align Chief Officers with the priorities for the Council so that there is a clearer line of sight between the work they do and the outcomes identified in the Corporate Plan. The proposals agreed were designed to reduce the number of Chief Officers from 16 to 13 with the Voluntary Severance Scheme being made available to achieve such reductions. They have been involved in assessing the grade of all Chief Officer posts where portfolios have changed. This report provides Elected Members with an update on progress.

Issues

2. Since October, the following has taken place:
 - The Voluntary Severance of 3 Chief Officers (wef 31.3.06) has been facilitated (i.e. Chris Pike, Malcolm Evans and Paul Jenkins).
 - Appointments have been made to the following new Chief Officer posts
 - Transport, Infrastructure and Waste – Phil Sherratt (from 3rd Jan, 2006)
 - Project, Design and Development – Tony Riches (from 3rd Jan, 2006)
 - Strategic Planning & Environment - Sean Hannaby (external appointment, starts on 3 July 2006)
3. The following Chief Officer posts (and postholders) remain unchanged.
 - Philip Lenz: Human Resources
 - Kate Berry: Legal & Democratic Services (Monitoring Officer)
 - Maria Michael: Childrens Services
 - Margaret Ellis: Adults Services
(Neelam Bhardwaja: Corporate Manager is designated as Director of Social Services).
 - Christine Salter: Financial Services (Section 151 Officer)
 - Hugh Knight: Schools & Lifelong Learning (Director of Education)
 - Crispin O'Connell: ICT
4. Where Chief Officer responsibilities have changed, but not significantly, the following people have been confirmed in post:

- Sarah McGill – Housing and Neighbourhood Renewal
 - Martin Hamilton – Scrutiny, Change and Efficiency.
5. In relation to the Culture, Sports and Events Chief Officer post, a number of changes have been proposed to the original portfolio considered by this Committee in October 2005.
6. A number of functions from the Culture, Sports and Events portfolio have since been transferred as follows:
- (a) To transfer to the Communications Service Area:
 - Marketing and Sponsorship
 - Events
 - (b) To transfer to Policy and Economic Development Service Area:
 - Marketing and Visitor Services
 - (c) To transfer to Financial Services Area:
 - Venues

However, the post has been redesignated as Culture, Leisure & Parks and Trevor Gough has now been confirmed into that post.

7. Attached as Appendix 1 is Senior Management Structure of the Council from 1.4.06 and Appendix 2 provides details of functions included across all portfolios
8. Pending the arrival of Sean Hannaby, the following functions will in the interim report directly to the Corporate Director (Sustainable Cardiff):
- Strategic Planning
 - Development & Building Control
 - Environmental & Public Protection
 - Consumer Protection
 - County Analysts
9. In conjunction with the review of Chief Officer arrangements, a realignment of secretarial support has also been necessary. This has involved facilitating and responding to Voluntary Severance requests and seeking expressions of interest in ring fenced secretarial jobs at a number of levels within the organisation. This has now been concluded and secretarial arrangements at Chief Executive, Corporate Director and Chief Officer levels have been confirmed.

Schools and Lifelong Learning

10. In a report to this Committee of 23 March 2005, a longer-term ambition of transferring Schools and Lifelong Learning to the Corporate Director (Opportunities Cardiff) was agreed. It is, however, felt that this would not be appropriate until 2007 to allow a progression from Special Measures and the new Corporate Director sufficient time to embed the changes required in Adults and Children's Services. In the interim, it is proposed that the Assistant Chief Executive takes responsibility for Schools and Lifelong Learning.

Investment for Reform/Benefit to service user

11. The restructuring proposals will enhance corporate working and contribute efficiency savings that can be channelled into front line services, thus improving service delivery.

Council Policies Supported

12. The proposals outlined with establish a clearer line of sight between Chief Officer roles and the outcomes identified in the Corporate Plan.

Advice

13. This report has been prepared in consultation with relevant Corporate Managers and reflects their advice. It contains all the information necessary to allow Members to arrive at a reasonable view, taking into account the following advice.

Legal Implications

14. S112 Local Government Act 1972 requires the Authority to appoint such officers as it thinks necessary for the discharge of its functions. In addition to the Head of the Paid Service (the Chief Executive in this Authority) the Authority is also required to appoint or designate officers in statutory roles and the Council's current appointments are indicated in brackets in paragraph 3 of this report.

Financial Implications

15. The Chief Officer arrangements and senior management structures set out in this report are all met from within existing budgets.

Human Resource Implications

16. The implementation of the new arrangements has been achieved by utilising the Voluntary Severance Scheme, thereby reducing the number of Chief Officer posts from 16 to 13. The opportunity has also been taken to realign the associated secretarial support arrangements and again the Voluntary Severance Scheme has been used to achieve the required numbers to support the new Chief Officer structure.

Trade Union Comments

17. The Trade Unions noted the organisational changes to be effective from 1 April 2006 and sought a period of time to allow these arrangements to fully bed in. They were already aware of possible future changes proposed for Adults Services e.g. Meals on Wheels service, etc discussed as part of the 2006/7 budget process and reiterated the need for continued consultation with the Trade Unions on such issues.

RECOMMENDATION

18. It is recommended that the progress with the Chief Officer restructure and associated secretarial realignment be noted.

JO FARRAR ASSISTANT CHIEF EXECUTIVE

The following appendices are attached:

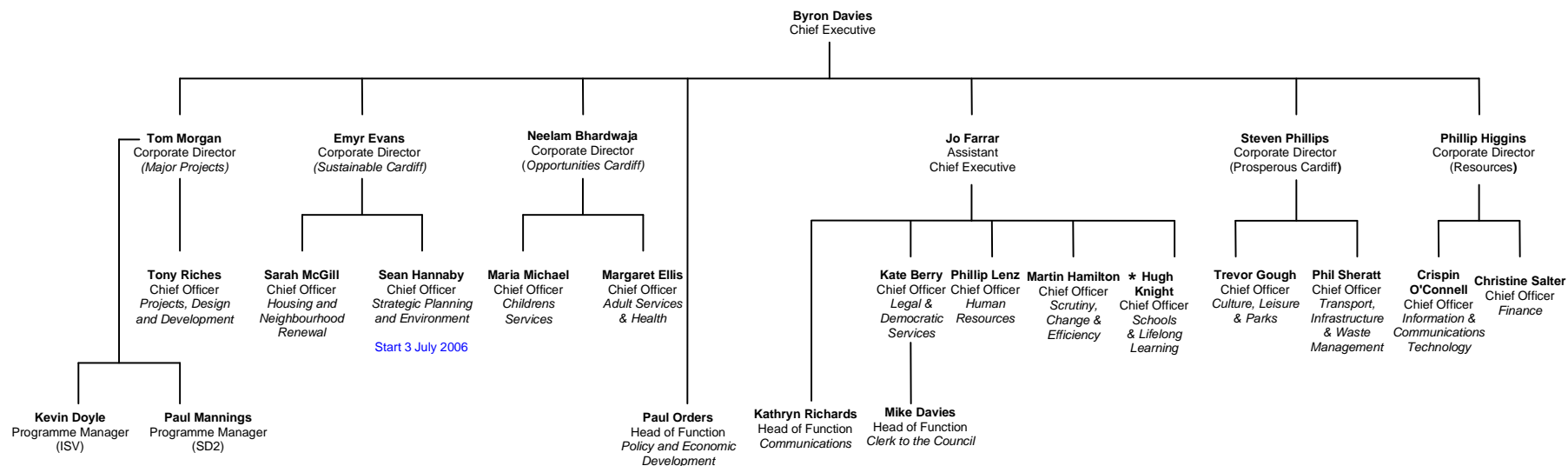
- Appendix 1 : Senior Management Structure of Council from 1.4.06
- Appendix 2: Functions across all portfolios

Background Papers

- Report to Employment Conditions Committee 17 October 2005 “Review of Chief Officer Arrangements”.

Appendix One

COUNCIL STRUCTURE CHART FROM 1ST APRIL 2006



Notes

- * Schools and Lifelong Learning to be transferred to Jo Farrar until April 2007

A Healthy City

Adult Care and Health (Margaret Ellis)

A City of Opportunities

Children's Services (Maria Michael)

Schools and Lifelong Learning (Hugh Knight)

A Clean and Attractive City

Transport, Infrastructure and Waste (Phil Sherratt)

Sustainable Waste

Collection Services

Cleaner Cardiff

Landfill Site and Regional Working

Transport Policy and Development

Public Transport

Highway and Street Operations

Traffic Management

Telematics

A Creative and Exciting City

Culture, Leisure and Parks (Trevor Gough)

Arts

Sports

Leisure Facilities

Libraries

Parks and Bereavement

Culture

A Vibrant and Thriving City

Strategic Planning and Environment (Sean Hannaby Starting 3rd July)

Strategic Planning
Development and Building Control
Environment and Public Protection
County Analysts
Consumer Protection

Major Projects

SD2 (Paul Mannings)
ISV (Kevin Doyle)

Projects Design and Development (Tony Riches)

Centre of Excellence
Design & Construction Management
Commercial Development
Cardiff Harbour Authority

A Bright, Safe City

Housing and Neighbourhood Renewal (Sarah McGill)

Communities First
Housing Management
Housing Advice and Benefits
Private Sector Housing
Neighbourhood Renewal
Community Safety
Cardiff Enterprise Centres
Disable Grants
Community Alarm Service

Scrutiny, Change and Efficiency (Martin Hamilton)

Scrutiny

Cardiff Improvement Centre

Change Programme

Efficiency Programme

Human Resources (Philip Lenz)

HR (Operational and Resourcing)

Equalities

Health and Safety

Occupational Health

Leadership and Development

Absence Management

ICT (Crispin O'Connell)

IT Services

Single Non-emergency Number

C2C

Consumer Direct Wales

Connect to Out of Hours GP Service

Telecommunications

Finance (Christine Salter)

Revenues

Procurement and Supplies

Accountancy Services

Internal Audit & Risk Management

Pension Fund Investments

Payroll, Pensions & Payments

Strategic Estates

Valuation

Venues

Serving the City

Legal and Democratic Services (Kate Berry)

Community
Litigation
Property and Development
Records and Common Services

HEADS OF FUNCTION

Serving the City

Communication (Kathryn Richards)

Internal and External Communication
The Media
Welsh Language Team
Marketing and Sponsorship
Events
Protocol

Clerk to the Council (Mike Davies)

Committee Services
Executive Business Office
Member Services and Executive Member Support
Democratic Support
Electoral Services

Transforming the City

Policy & Economic Development (Paul Orders)

Corporate Policy Development
European Policy and International Links
Corporate and Community Planning
Tourism/Marketing & Visitor Centres
Economic Development
Research and Consultation
Community Engagement