

West Wiltshire District Council

Cabinet

2 June 2004

New Management Structure

1. Purpose

The purpose of this report is to ask approval from Cabinet to move budgets between budget headings to achieve the objectives of the restructuring.

There will be no net cost to the Council.

2. Background

The proposals for restructuring the Council were set out in the special seminar for Council held on the 12th of May.

The details have also been published in special editions of the in-house newsletter, Corridors.

3. Need for Change

The CPA review concluded that there was a need to change the Council's structures.

Senior posts have been left vacant and the Council's priorities have evolved since the 'fitness for purpose' review in 2000, resulting in a corporate management structure that no longer meets current needs. This is a significant problem given the amount the Council has on its agenda. It is essential that structures and resources are clear and well aligned to priorities.

4. Responsibilities

The changes include the new Corporate Team structures which have now been approved by council.

The additional proposals are delegated to the Head of Paid Service, the Chief Executive, in accordance with the Council's constitution and the Local Government Act 2000.

The proposals have been designed to be flexible and capable of coping with future change. They also incorporate good management practice. They are also designed to reflect the cabinet's revised priorities which were approved on 5th May.

To effect the changes some movement of budgets between services will be required. There is also the need for an early retirement. All of these changes are self financing. Despite no overall increase in costs they will result in more capacity to deliver the council's priorities.

Cabinet needs to approve the process of approving the virement of budgets to achieve the changes set out in the next section of this report.

5. Proposed Changes

The changes relate to:

- A new Corporate Team (already approved)
- A new streamlined structure involving 14 service managers (as previously published but with the manager for Revenues and Benefits also to be referred to as a service manager)
- Some specific changes to individual posts, some deletions of posts and some new posts (all to help deliver the cabinets priorities more effectively).

The detail that supports the second and third elements of the changes has also been published but is repeated here for completeness.

- *Greater customer focus in revenues & benefits as well as planning.* Equivalent changes in other services can be expected later as the Customers First project progresses.
- *Simpler management arrangements for:*
 - Planning Policy and Development Control
 - Revenues & Benefits, which are to be linked to finance
 - Commercial Services, with a dedicated manager
 - Environmental Health, with a dedicated manager.
- *More staff resources for:*
 - Planning (mainly through the planning delivery grants and also following last year's successful service development bid)
 - Recycling project work as well as contract monitoring
 - Affordable housing (enabling role.)
 - A project manager for the Housing PFI project (to be paid for by the project).
 - A dedicated and integrated team dealing with leisure, recreation and community leadership (this includes support for the LSP).
 - New dedicated support for the scrutiny role linked to the performance management team.

6. Timetable

The restructuring is moving ahead with some pace. There will be a meeting of LJCC on the 7th June to consider any issues raised by staff and the unions. After that changes can proceed very quickly.

There are a few new specialist posts that can be advertised prior to the LJCC meeting. This has been discussed with the unions. Most changes below Corporate Team level will take place after the LJCC meeting. The new Corporate Team structure has already been implemented. It is intended that all changes including necessary recruitment will take place during June and July.

7. Financial Implications

All of the changes set out in this report are self financing. The new posts are paid for by the new more streamlined management arrangements and existing vacant posts.

A detailed summary of the costs will be presented at the meeting.

8. Options

A range of options have already been explored with the cabinet. The main issue is whether to pursue an early retirement in the interests of the efficiency of the service to help fund some of the changes. This is set out in a separate report also on this agenda.

9. Recommendations

The cabinet is recommended to:

- Note that the new structures are designed to be cost neutral whilst helping to create additional capacity to enable the council to achieve its priorities
- Delegate responsibility for the transfer of budget amounts between budget headings to enable the restructuring to the Chief Executive in consultation with the member portfolio holder for Corporate and financial issues.
- Require that any changes to budgets in accordance with the above approval be carried out with the advice of the Head of Finance and be self financing.

Councillor Phillips
Leader

Andrew Pate
Chief Executive

24 May 2004

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