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## **PROPOSAL TO AMEND THE DESIGNATION OF THE TWO STATUTORY POSTS OF CHIEF FINANCIAL OFFICER AND MONITORING OFFICER**

To: **General Purposes Committee – 5 February 2014**

Main Portfolio Area: **Leader of the Council and Cabinet Member for Strategic Economic Development Services**

By: **Head of Paid Service**

Classification: **Unrestricted**

Ward: **All**

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**Summary:** To set out for Members proposed changes to the designations of the Council's Chief Financial Officer and Monitoring Officer in the context of a corporate restructure.

### **For Recommendation**

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#### **1.0 Introduction and Background**

- 1.1 It is almost three years since the last corporate restructure in 2011. This brought the designation of Chief Financial Officer and Head of Paid Service together onto the role of Chief Executive and designated the Corporate and Regulatory Services Manager as Monitoring Officer. These changes were made as part of a larger organisational restructure to reduce staffing costs in response to the known grant funding cuts in 2011/12 and 2012/13.
- 1.2 The management structure of 2011 was designed on the basis that the remaining support services would ultimately move into EK Services. However in 2012 it was realised that this was unlikely to happen and the structure was changed to include a new post of Director of Corporate Services and Transformation. This recognised the need to have robust management of the support services that remained with the council. It also added capacity to take forward a transformation programme, to enable the Council to develop plans to deal with the continuing budget cuts.
- 1.3 In light of the continuing reductions in the Government grants, and the fact that the Council is holding a number of vacancies in key senior posts, it is timely to review the structure. This is to make sure that our much reduced resources are directed to our priorities whilst providing us with sufficient flexibility for the current and future needs.

#### **2.0 The Current Situation**

- 2.1 Since 2011, the Chief Executive has been performing both the statutory posts of Head of Paid Service and Chief Financial Officer. In view of the ongoing reduction in government grants and the requirement for the Council to have a heightened focus on its financial strategy, the Council needs to add capacity in the area of strategic financial management.
- 2.2 Since 2011, the Corporate and Regulatory Services Manager has performed the statutory post of Monitoring Officer. The Corporate and Regulatory Services Manager

has responsibility for a wide range of services (environmental health, licensing and land charges, CCTV, legal and democratic). With the council's focus on outcomes for customers, there are greater efficiencies and potential for improved outcomes by grouping services differently. The proposal sees the services of environmental health, licensing and land charges being grouped together within Community Services, CCTV being grouped with other enforcement services within Operational Services and legal and democratic services remaining within Corporate Services (renamed Corporate Resources). The result of this proposed change is that the post of Corporate and Regulatory Services Manager will be deleted.

### **3.0 The Proposals**

- 3.1 Attached at **Annex 1** are the final proposals for changes to the Council's corporate senior management structure. These proposals describe the outcome of an initial consultation with Unions (Unison and GMB) and formal consultation with staff and now detail a new structure to which members are requested to lend their support.
- 3.2 The proposal is firstly to move the designation of Chief Financial Officer from the Chief Executive to the Director of Corporate Resources. This will increase the capacity at a senior level for strategic financial management and support the Council's many and varied commercial transactions.
- 3.3 Secondly the proposal designates the Legal Services Manager as the Monitoring Officer. This reflects the fact that the skills and experience of the legal services manager and the requirement of the MO role are very similar and will enable a narrowed but deeper focus for the role holder to support the needs of officers and Members in the operation of the Council's constitution.
- 3.4 The proposals are still subject to the completion of a consultation period during which further comments will be considered. Consequent to this, should any changes to the proposal at 3.2 and 3.3 above be required, these will be referred back to this committee for approval.
- 3.5 The Council already provides delegated authority to the Chief Executive and Corporate Management Team to progress all staffing matters but given the proposed changes to the two statutory posts (Monitoring Officer and Chief Financial Officer), the General Purposes Committee are requested to approve these for recommendation to full Council. .
- 3.6 If the changes as detailed at paragraphs 3.2 and 3.3 above are approved by the committee and subsequently by Council, selection (as per the Council's Standing Orders) to the new positions will commence following the completion of the consultation period.

### **4.0 Options**

- 4.1 The committee approve the changes to the two statutory posts as set out in the report.
- 4.2 The committee do not approve the changes to the two statutory posts. Should this be the preferred option then the committee are requested to agree which posts in the new structure should hold the designation of Chief Financial Officer and Monitoring Officer.

## **5.0 Corporate Implications**

### **5.1 Financial and VAT**

- 5.1.1 The proposed changes (which facilitate other organisation structure changes) will deliver full year savings in excess of £150,000 a year. This will be facilitated by up to ten redundancies. Based on the financial modelling that has been completed, it is believed that severance costs will be containable within existing budgets and through the use of appropriate reserves (excluding the General Reserve).

### **5.2 Legal**

- 5.2.1 The Council is required by the Local Government Acts to employ suitably qualified individuals as Head of Paid Service, Chief Financial Officer and Monitoring Officer. The proposed structure complies with those requirements.

### **5.3 Corporate**

- 5.3.1 An initial consultation has taken place with both staff and unions and all comments have been considered and fed into this proposal. The council is required to consider further comments until the consultation period is completed.
- 5.3.2 The council will comply with its relevant policies and procedures.

### **5.4 Equity and Equalities**

- 5.4.1 There are no implications.

## **6.0 Recommendation(s)**

- 6.1 General Purposes Committee is asked to confirm agreement with the proposal as set out in this report and recommend to Council that:
- 6.1.1 The statutory post of Chief Financial Officer is designated to the Director of Resources.
- 6.1.2 The statutory post of Monitoring Officer is designated to the Legal Services Manager.

## **7.0 Decision Making Process**

- 7.1 Responsibility for confirming the two statutory posts lies with full Council

Contact Officer:	Sue McGonigal, Chief Executive
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### **Annex List**

Annex 1	Organisation structure chart.
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### **Corporate Consultation Undertaken**

Finance	Sue McGonigal, Chief Executive and s151 Officer
Legal	Steven Boyle, Interim Legal Services Manager