

CHIEF EXECUTIVE'S OFFICE

RECOMMENDATIONS

- 1.1 Agree the creation of a Chief Executive's Office as outlined in the report.
- 1.2 Agree the creation of the temporary post of Assistant Director Policy, Performance and Communication to manage the Chief Executive's Office for a period of up to 18 months pending the outcome of the wider corporate restructure.

SUPPORTING INFORMATION

- 2.1 This report sets out proposals to create a Chief Executive's Office to support the work of the Chief Executive.
- 2.2 Most local authorities have a Chief Executive's Department or Office to support the work of the Chief Executive covering a range of strategic functions. In Derby, these functions are currently located within the Resources and Corporate and Adult Services Departments. There is currently no dedicated support for the Chief Executive.
- 2.3 In advance of any wider corporate restructure, it is proposed that a Chief Executive's Office should be created to support the work of the Chief Executive in the following areas...
 - Policy
 - Performance Management
 - Transformation
 - Communications and consultation.
- 2.4 It is proposed that with effect from 5 October 2009 the following units will be transferred from their existing departments to a newly formed Chief Executive's Office...
 - Change Management and Performance Unit (currently within Corporate Finance and Performance in Resources).
 - Communications and Consultation (currently within Democratic Services in Corporate and Adult Services).

- 2.5 As new structures are developed for the organisation, other elements of work may be incorporated into the Chief Executive's Office.
- 2.6 Initially there will be limited changes to the team structures within the Chief Executive's Office with all staff from the existing Units listed in paragraph 2.3 being moved into the new Office.
- 2.7 It is proposed that the Chief Executive's Office will be managed by a newly-created, temporary post of Assistant Director – Policy, Performance and Communication. The proposed move of the two Units from Resources and Corporate and Adult Services to the Chief Executive's Office will be dealt with as a formal restructure and it is proposed to ring-fence applications for the new temporary AD post in the first instance to the two existing Heads of Service affected by the restructure. In line with existing practice, expressions of interest in the post will be invited from the two post-holders and a member panel will be convened to determine a temporary appointment. This approach conforms with the requirements of the Officer Employment Procedure Rules in Section 4 of the Constitution. Should the post be filled from this first round of recruitment process the resultant vacant post will be frozen until a permanent structure for the Chief Executive's Office is agreed.
- 2.8 The changes set out in this report are being made in advance of a wider corporate restructure and so the senior role within the Chief Executive's Office is temporary. Any senior permanent post or posts will be dependent on the outcome of the wider restructure. The duration for the appointment will be for up to 18 months initially.
- 2.9 A copy of the Job Description for the temporary Assistant Director post is included at Appendix 2.
- 2.10 The proposed structure of the Unit is outlined in Appendix 3. The structure diagram shows the functions below the temporary AD post rather than posts. This structure will be subject to review by the temporary Assistant Director and any changes will be made through consultation with employees and through the appropriate Scheme of Delegation Reports.

For more information contact:	Rod Wood, Assistant Director – HR e-mail rod.wood@derby.gov.uk None
Background papers:	Appendix 1 – Implications
List of appendices:	Appendix 2 – Job Description – Assistant Director, Policy, Performance and Communication Appendix 3 – Chief Executive's Office – Proposed Initial Structure

IMPLICATIONS

Financial

- 1.1 The cost of creating the temporary post of Assistant Director – Policy, Performance and Communication will be either £34,960 or £46,152 depending on the successful candidate. Subject to approval, this will be met from the Transformation reserve.

The permanent establishment of this post after 18 months and the funding required will be reviewed within the wider corporate restructure.

Legal

- 2.1 None directly arising from this report.

Personnel

- 3.1 The personnel implications of this restructure are set-out within this report.

Equalities Impact

- 4.1 None directly arising from this report.

Corporate objectives and priorities for change

- 5.1 The creation of the Chief Executive's Office will support the delivery of all of the Council's priorities and in particular priority six – delivering excellent services and value for money.

Job Description – Temporary Assistant Director – Policy, Performance and Communication

1. Post Details

Department:	Chief Executive's Office	Grade:	AD1
Division:		Ref No:	
Job Title:	Assistant Director – Policy, Performance and Communication		

2. Purpose of Post

Lead, manage and develop the Chief Executive's Office in line with the strategies, business plans and service objectives agreed including...

- 1) Strategic corporate policy and transformational change.
- 2) Maintaining an effective corporate performance management framework.
- 3) Corporate communications and consultation.

Manage performance and finances in accordance with the principles of good governance.

3. Supervisory Responsibilities

To whom:	Chief Executive
Accountable to:	Chief Executive
For which employees:	Managers and staff as required to run the function of Office of the Chief Executive.

4. Core Management Responsibilities

1. Lead and manage the work of the Chief Executive's Office in providing a high quality service to support the work of the Chief Executive in the strategic management and development of the Council.
2. Be responsible for the effective operational management of the Policy and Research Team, the Performance Team, the Transformation Team and the Communications and Consultation Teams on behalf of the Chief Executive.
3. Work with the Chief Executive's Office management team to develop a Business Plan and ensure that Achievement and Development and supervisory sessions develop team members in line with the business objectives.
4. Take overall responsibility for recruitment, selection, discipline, training and development of Chief Executive Office employees and ensure their effective integration into their own team and also the other teams in the Chief Executive's Office.
5. Prepare and present budget plans and manage expenditure.
6. Work with other local authorities and partnerships at local, regional and national level to keep abreast of policy and good practice, maintaining effective links with relevant bodies.
7. Make sure all work of the Chief Executive's Office delivers best value and quality, equality of opportunity, a sustainable environment and the values of Derby City Council.
8. Adopt the Council's commitment to its customers and always give an efficient prompt and courteous service, providing seamless and reliable support and information to all customers.
9. Comply with all Council policies, including HR, financial, Health and Safety and risk assessment.

5. Specific Responsibilities

1. Support Chief Officer Group and the Council in formulating strategy for the future shape and functions of the Council, leading the Council's transformational change programme.
2. Maintain an effective performance management framework that supports delivery of the Council's Corporate Plan, contribution to the Sustainable Community Strategy and other agreed objectives.

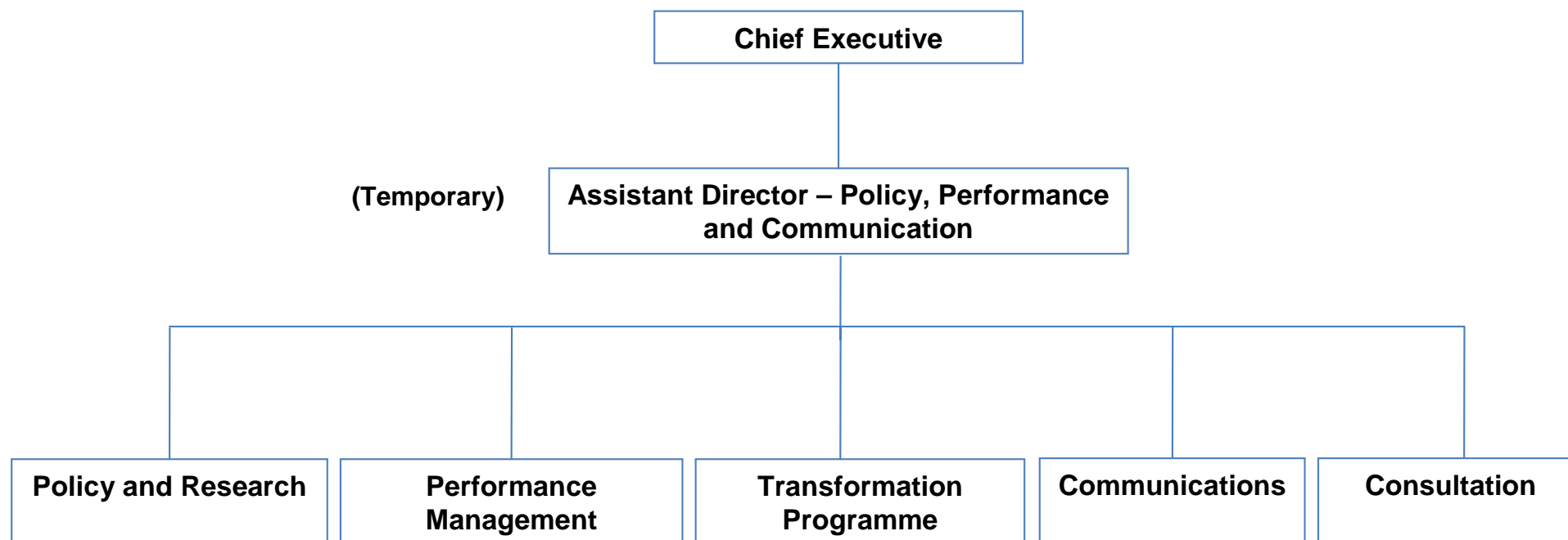
3. Manage the development and oversight of the Council's Corporate Plan and planning processes, ensuring appropriate support and challenge to objective and target setting, and reporting arrangements to Members and partners.
4. Manage the Council's communication function and be responsible for effective internal and external communications and public relations.
5. Act as lead for Comprehensive Area Assessment (CAA) and manage the Council's response to this and other audit and inspection processes and arrangements.
6. Ensure effective policy support to Chief Officer Group and to elected members, advising on important national and regional developments, emerging good practice for local government and coordinating responses to consultation.
7. Manage effective external relationships with the Audit Commission, Government Office and other relevant government agencies and key partners.
8. Promote the reputation of the Council with external partners and stakeholders, engaging in sub-regional, regional and national groupings.
9. Effectively manage political relationships with the Leader, Cabinet and all Council members, providing advice to support effective decision making.
10. Ensure effective communications across the Chief Executive's Office on behalf of the Chief Executive, to include adherence to corporate policies and procedures.

6. For completion by successful candidate

I acknowledge that I have received a copy of this job description and accept that the responsibilities attached to the post are as indicated.

Signature _____ Date _____

Name _____

Chief Executive's Office – Proposed Initial Structure

This proposed structure shows functions rather than posts below the temporary Assistant Director