

**REPORT TO: POLICY & RESOURCES COMMITTEE -  
27 FEBRUARY 2012**

**REPORT ON: CORPORATE SERVICES DEPARTMENT - REVIEW OF  
ORGANISATIONAL STRUCTURE**

**REPORT BY: DIRECTOR OF FINANCE**

**REPORT NO: 93 - 2012**

## **1 PURPOSE OF REPORT**

- 1.1 This report sets out the proposed structure of the new Corporate Services Department and seeks authority for implementing the structure as set out in the report.

## **2 RECOMMENDATIONS**

- 2.1 It is recommended that
- a) the Committee approves the organisational structure for the new Corporate Services Department outlined in the Appendix to this report;
  - b) it be remitted to the Head of Democratic and Legal Services to make consequential amendments to standing orders, finance regulations, tender procedures and the scheme of delegation to officers to reflect the changes to departmental structures and the designation of posts.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 The adoption of the recommendations contained within this report will result in net savings of £3,667 in a full financial year.

## **4 BACKGROUND**

- 4.1 The City Council reviewed its organisational structure in a report which was initially agreed by the Changing for the Future Board and was subsequently approved by the Policy and Resources Committee on 28 March 2011.
- 4.2 This report approved the consolidation of all Support Services and Finance into a single Corporate Services Department with effect from 1 April 2012.

- 4.3 The Chief Executive proposes that the post of Director of Corporate Services is established with effect from 1 April 2012 at grade CO48 to reflect the duties and responsibilities of the post.
- 4.4 The Director of Finance has been working with the managers within the existing departments, the Chief Executive, Depute Chief Executive (Support Services) and the Head of Personnel to identify the optimum structure for the new department.
- 4.5 The new Corporate Services Department will encompass the following high level functions and services:-
- Democratic Services
  - Corporate Finance
  - Human Resources
  - Information Technology
  - Internal Audit
  - Legal Services
  - Procurement
  - Revenues
  - Scientific Services

## 5 **PROPOSED STRUCTURE**

- 5.1 It is proposed to establish the following Heads of Service reporting to the Director of Corporate Services:-
- Head of Democratic and Legal Services
  - Head of Corporate Finance
  - Head of Human Resources
  - Head of Information Technology
  - Head of Revenues and Customer Services
  - Chief Internal Auditor
  - Corporate Procurement Manager
- 5.2 There are no changes proposed to the structures of the IT or Human Resources Divisions, although these are already changing as a result of the transfer of staff from service departments as part of the Changing for the Future Operating Model Redesign changes which have already been approved by Committee.
- 5.3 It is proposed that the functions of the existing Support Services Department, with the exception of the responsibilities of the Principal Administration Officer, other than the Registrar of Births, Deaths and Marriages and Keyboard Services, will become the responsibility of a new post, the Head of Democratic and Legal Services, proposed grade CO41. The postholder will also be the Council's Monitoring Officer,

Clerk to the Licensing Board, Clerk to the CPAC, Clerk to the Tay Road Bridge Joint Board, Clerk to the Tayside Valuation Joint Board, Clerk to the Tayside Contracts Joint Committee, Secretary to Tayside Community Justice Authority, Electoral Registration Officer and appointed person in terms of Regulation 98 of the Local Government Pension Scheme (Scotland) Regulation 1998.

- 5.4 The existing Legal Manager is currently responsible for all legal matters and deputises for the Depute Chief Executive (Support Services) in respect of the other services provided by the Support Services Department. In light of this, it is proposed that the Legal Manager is appointed to the post of Head of Democratic and Legal Services.
- 5.5 It is proposed that the post of Legal Manager is retained and advertised internally. Once the full recruitment process has been completed, it is proposed that the resulting vacant post be filled by a trainee solicitor.
- 5.6 The Head of Financial Services currently manages all accounting services, risk management and business continuity, pensions and payroll, pension fund investments, treasury, banking and sales ledger. With effect from 1 April 2012, he will also take over responsibility for a number of financial services functions currently managed within service departments. It is proposed that the Head of Financial Services is redesignated as the Head of Corporate Finance. In this new role he will require to take on more delegated duties as a result of the increased responsibility and span of control of the Director of Corporate Services, and it is therefore proposed that the new post be regraded from CO31 (£72,012) to CO34 (£77,166) in line with the Head of IT and Head of HR.
- 5.7 The new role of Head of Corporate Finance will require the roles and responsibilities of Accounting Manager (Services) and Accounting Manager (Corporate) to increase. It is proposed that these posts be redesignated as Finance Managers and regraded from CO16 (£49,929) to CO17 (£51,168).
- 5.8 The retirement of the Principal Admin Officer in the current Support Services Department has provided an early opportunity to consider the amalgamation of business support functions and customer services within the new Corporate Services Department. It is therefore proposed that the general admin and clerical functions currently managed by the Principal Admin Officer, excluding Keyboard Services, be combined with the management responsibilities of the Financial Service's Exchequer Officer, with this post being redesignated to Business Support Manager and regraded from Grade 12 (£37,524 - £41,035) to Grade 13 (£41,035 - £44,836).
- 5.9 It is also proposed that the Corporate Customer Services team is transferred to the Revenues and Customer Services Division. There are currently two separate Customer Services teams operating within

Dundee House, ie the Corporate Customer Services Team and the Revenues Enquiry Team. The management of these teams within one Division will provide opportunities to streamline the current arrangements and provide a seamless service to the general public.

- 5.10 It is proposed that the Head of Revenues is redesignated Head of Revenues and Customer Services and regraded from CO23 (£59,229) to CO25 (£62,049).
- 5.11 The proposed structure of the new Corporate Services Department is outlined in the Appendix attached.

## **6.0 POLICY IMPLICATIONS**

- 6.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

## **7 CONSULTATIONS**

- 7.1 The Chief Executive, Depute Chief Executive (Support Services), Head of Personnel and the trade unions have been consulted in the preparation of this report.

**M M Stewart**  
**Director of Finance**

**16 February 2012**

# Corporate Services Department

