

Three Rivers District Council

# Changes to Council Delegations Following Senior Leadership Team Restructure

February 2024

**COUNCIL**  
**20 FEBRUARY 2024**

PART I

**Changes to Council Delegations Following Senior Leadership Team Restructure (CEX)**

**1 Summary**

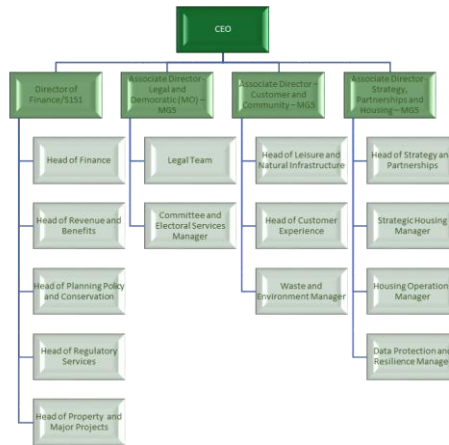
- 1.1 The following report looks to review, and propose changes to the Council's Constitution, following the restructure of the senior level of leadership at Three Rivers District Council

**2 Details**

- 2.1 The budget proposals for 2024/25, elsewhere on this agenda, contain a proposal to delete a vacant senior office post.
- 2.2 Watford Borough Council has also looked to make savings as part of its budget process and the opportunity has been taken to review the s.151 role at Watford resulting in the Head of Finance taking over the s.151 role from the Director of Finance and freeing up a proportion of the Director of Finance's time for Three Rivers.
- 2.3 The Head of Finance is seconded to Watford for 80% of the time, with the remaining spent on the finance shared service. This change has also resulted in a change in the Director of Finance's post with 10% of the role focussing on Watford and supporting the Head of Finance role. The remaining time is spent on the shared service and Three Rivers District Council. This change took effect from 1<sup>st</sup> November 2023 with Watford formally appointing the Head of Finance to the s.151 role at full Council on the 17<sup>th</sup> October 2023.
- 2.4 As a result, the additional time available within the Director of Finance's role has led to the ability to delete the vacant Associate Director post and deliver a significant budget saving within the Senior Leadership structure.

**3 Options and Reasons for Recommendations**

- 3.1 The new structure is for the Chief Executive to have four direct reports at a senior level: Director of Finance, Monitoring Officer and two Associate Director posts.
- 3.2 The vacant role of Assistant Director Economy, Infrastructure and Planning had three direct reports intended; Head of Property, Head of Regulatory Services and Head of Planning Policy and Conservation.
- 3.3 The roles of Head of Property and Major Projects, Head of Regulatory Services and Head of Planning Policy and Conservation, and their associated services, now report into the Director of Finance.



3.4 As part of this review the vacant Head of Community Services post has also been deleted. This post has been vacant since May 2023 and a restructure in Leisure Services has taken place to manage the services going forwards. This has resulted in the creation of a new Head of Leisure and Natural Infrastructure post.

3.5 Following on from the previous restructure a small amendment to the services delivered by the Associate Director Customer and Community and the Head of Strategy and Partnerships roles has been made. Sustainability and climate change has moved from the Head of Strategy and Partnerships to the Associate Director Customer and Community. To balance this out Major Projects Board has moved from the Associate Director Community and Customer to the Head of Strategy and Partnerships. There are no financial implications of this change.

3.6 It has been agreed that the Monitoring Officer will receive a Statutory Officer allowance to reflect the fact that this is one of the Council's Statutory Posts. This allowance is to be £5,000 which will be indexed in line with the increase in the underlying salary. It is also proposed to establish this post as a Chief Officer post under the Constitution.

3.7 In addition a Deputy Monitoring Officer allowance of £1,000 will be payable which will be indexed in line with the increase in the underlying salary.

### **Changes to Delegations**

3.8 Due to the deletion of the Associate Director of Economy, Infrastructure and Planning changes to the Constitution are required and also needs to be updated. The proposals for the changes are included in Appendices 1, 2 and 3.

## **4 Policy/Budget Reference and Implications**

4.1 The recommendations in this report are within the Council's agreed policy and look to realise a budget saving.

## **5 Financial Implications**

5.1 Deletion of the Assistant Director post will provide a budget saving of £107,769k per annum.

5.2 The impact of the budget saving has been built into the budget proposals for 2024/25 reported elsewhere on this agenda.

## **6 Legal, Equal Opportunities, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications**

6.1 None specific.

## **7 Staffing Implications**

7.1 There are no significant implications as the changes can be made either without consultation or with the mutual consent of those individuals involved. There are no job evaluation or salary implications for the individuals involved.

7.2 As the posts of Director of Community & Environmental Services and Head of Community Services are vacant, they can be deleted without the need for consultation.

7.3 The change in role for the Director of Finance can be agreed by mutual agreement.

7.4 The change to the Monitoring Officer can be made by mutual agreement.

7.5 Changes to the responsibilities of Assistant Directors can be made by mutual agreement.

7.6 Changes in line management for the three Heads of Service can be made without the need for formal consultation.

7.7 The change to the Head of Community Partnerships role can be made by mutual agreement.

## **8 Recommendation**

### **That Council note:**

8.1 The staffing structure as set out in 3.3.

8.2 The changes as set out in **Error! Reference source not found.** to 3.5.

8.3 The Statutory Officer allowance to the Monitoring Officer of £5,000

8.4 The establishment of the Deputy Monitoring Officer allowance of £1,000

### **That Council agree, subject to the agreement of the budget proposals:**

8.5 The update to the Constitution as outlined in Appendices 1, 2 and 3

8.6 To approve the Monitoring Officer role as a Chief Officer post.

Report prepared by: Joanne Wagstaffe (Chief Executive Officer)

### **Data Quality**

Data sources: Internal sources

Data checked by: Sally Riley, Finance Business Partner.

Data rating: Tick

1	Poor	
2	Sufficient	✓
3	High	

**APPENDICES**

**Appendix 1 – Part 2 Articles of the Constitution**

**Appendix 2 – Part 3 responsibility for Functions**

**Appendix 3 – Part 7 Management Structure**

