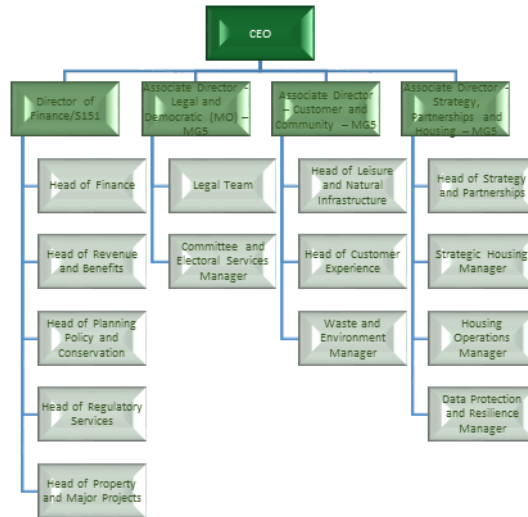


**Part 7**

**Three Rivers District Council**

**Management Structure**

## Part 7 - Three Rivers District Council - Management Structure



## **THREE RIVERS DISTRICT COUNCIL**

### **MANAGEMENT STRUCTURE**

#### **DEPARTMENTAL AND OFFICER RESPONSIBILITIES**

#### **1. CHIEF EXECUTIVE**

- 1.1 The Chief Executive is the head of the Council's paid service and has authority over all other officers so far as this is necessary for the efficient management and execution of the Council's functions.
- 1.2 The Chief Executive is the leader of the officers' management board and the Council's principal adviser on matters of general policy. As such it is their responsibility to secure co-ordination of advice on the forward planning of objectives and services and to lead the management board in securing a corporate approach to the affairs of the authority generally.
- 1.3 Through leadership of the officers' management board the Chief Executive is responsible for the efficient and effective implementation of the Council's programme and policies and for ensuring that the resources of the authority are most effectively deployed towards those ends.
- 1.4 Similarly the Chief Executive shall keep under review the organisation and administration of the authority and shall make recommendations to the Council through the Policy and Resources Committee if major changes are required in the interests of effective management.
- 1.5 The Chief Executive is responsible for the maintenance of good internal and external relations.

#### **2. DIRECTORATE OF FINANCE**

##### **Shared Services**

From 1 April 2014 the Council has entered into a Lead Authority agreement with Watford Borough Council covering the following services:

Finance, Revenues and Benefits, Human Resources, Information and Communications Technology and Procurement.

Watford Borough Council will be the Lead Authority for ICT Client Side, Human Resources and Procurement and Three Rivers will be the Lead Authority for Finance and Revenue and Benefits.

The Shared Director of Finance for the Council exercises strategic oversight in respect of Finance and Revenues and Benefits for Three Rivers and they perform the same function in respect of Human Resources and Information Technology for Watford Borough Council.

##### **Corporate Planning Programming Review.**

The preparation of local plans, development control, building control, local land charges, entertainment licences, planning enforcement and planning advice relating to all the Council's functions where relevant.

## **Highways**

All services required for the road network on Highways Partnership (including District) roads and advice on all engineering aspects for all the Council's Departments.

### ***Functions of the Directorate include:-***

#### **2.1 Finance**

- 2.1.1 Accounting Services.
- 2.1.2 Borrowing and Investment of Funds.
- 2.1.3 Management of Reserves and Provisions.
- 2.1.4 Internal and Management Audit.
- 2.1.5 Insurances.
- 2.1.6 Payment of Sums Due.
- 2.1.7 Housing Advances.
- 2.1.8 Co-ordination of Budget Preparation, Capital Estimates and Programme.

#### **2.2 Revenues and Benefits**

- 2.2.1 Administration of Housing Benefits Scheme.
- 2.2.2 Rating Matters.
- 2.2.3 Council Tax and National Non-Domestic Rate.
- 2.2.4 Debt Collection Enforcement.
- 2.2.5 Collection of All Sums Owed Including Rents.

#### **2.3 Planning Policy & Conservation including development plans - structure and local.**

#### **2.4 Property Services**

- 2.4.1 Facilities management
- 2.4.2 Property & Major Projects including asset management, sustainability planning and projects and property maintenance. Valuation Services. Provision of Building Surveying Services for all Departments. Energy Conservation and Sustainability projects.

#### **2.5 Regulatory Services**

- 2.5.1 Planning, Development Management and Planning Enforcement including development control. "Approved Inspector" in accordance with the terms and

conditions of the PRC Homes Scheme Handbook. Strategic transportation. Capital and Revenue Grants Scheme.

- 2.5.2 Conservation areas and building preservation.
- 2.5.3 Licensing. Licences and permits relating to entertainment, alcohol and gambling.
- 2.5.4 Land & Property Information Community Infrastructure Levy (CIL). All matters relating to Ordnance Survey maps and map information. Local Land Charges.
- 2.5.5 Transport and Parking including control and maintenance of off-street car parks and public lighting for district footpaths.
- 2.5.6 Building Control including dangerous structures and excavations, control of demolitions, ruinous and dilapidated buildings, means of escape from certain buildings and the safety of platforms etc used on public occasions.
- 2.5.7 Commercial Environmental Health including Environmental health licensing. Food hygiene and safety including sampling. Statutory duties under public health legislation.

### **3. DIRECTORATE OF LEGAL & DEMOCRATIC SERVICES**

*The Associate Director of Legal & Democratic Services is responsible for:*

- 3.1 Legal Services.
- 3.2 Elections and Electoral Registration.
- 3.3 Committee Administration and document management.
- 3.4 Member Services
- 3.5 Implementation and administration of the Council's Civic Award Scheme.

### **4. DIRECTORATE OF CUSTOMER & COMMUNITY**

*The Director of Customer & Community is responsible for:*

- 4.1 **Customer Experience.**
  - 4.1.1 Communications including press, media and PR including promotion of entertainments on behalf of the Council
  - 4.1.2 Digital Services including social media, online forms, website and intranet
  - 4.1.3 Customer Service Centre including call centre, email enquiries and Visitor Centre
  - 4.1.4 Management of Watersmeet Theatre
- 4.2 **Leisure and Natural Infrastructure**
  - 4.2.1 Natural infrastructure including trees & biodiversity including Tree Preservation Orders. Preparation, initiation and implementation of tree planting schemes and other environmental improvement schemes.

4.2.2 Leisure Services including leisure development, leisure venues, parks & open spaces. The development and promotion of all sporting facilities, the provision and maintenance of public golf courses, swimming pools, management of public halls including catering and the development of cultural facilities. The maintenance of parks, playing fields, open spaces, cemeteries, provision and maintenance of marinas and sailing water, woodlands and picnic areas, the management and development of allotments and leisure gardens. Arts Development. Sports Development. Play Development and Play Areas. Pitch Bookings. Provision and development of Management of Rickmansworth Golf Course, Fairway Inn, William Penn Leisure Centre, Sir James Altham Swimming Pool, The Centre, South Oxhey.

#### **4.3 Environmental Protection & Waste Services**

4.3.1 Grounds Maintenance

4.3.2 Street cleansing.

4.3.3 Grounds maintenance.

4.3.4 Bins including refuse collection, recycling, home composting and cesspool emptying. Administration of the Refuse Disposal (Amenity) Act 1978. Control of centralised transport and mechanical equipment.

4.3.5 Environmental Protection – animal control, cemeteries, fly tipping, public health funerals. These include a range of contracted services under the Local Government Planning Act 1980 (DLOs) and the Local Government Act 1988 (DSOs) such as refuse collection, street cleansing, recycling and clinical waste. Animal welfare including stray dogs. Health and Safety at Work concerning employees and works undertaken on behalf of the Council. Enforcing the provisions of the Health and Safety at Work Etc Act 1974 in those classes of premises specified under the Health and Safety (Enforcing Authority) Regulations 1977 and advising the Council on those functions under this legislation in relation to its own buildings and practices. Public conveniences. Statutory duties under public health legislation. Administration of the Shops Acts and Sunday Trading Act. Noise and pollution control. Providing a pest control service and enforcing legislation relating to pest control in private premises.

#### **4.4 Climate Change & Sustainability**

### **5. DIRECTORATE OF STRATEGY, PARTNERSHIPS & HOUSING**

*The Director of Strategy, Partnership & Housing is responsible for:*

#### **5.1 Strategy & Partnerships**

5.1.1 Community Safety

5.1.2 Partnerships including Major Projects Board.

5.1.3 Emergency Planning, FOI and Data Protection. Responsibility for the operation of the Council's emergency standby services. Business Continuity, Risk management, Data protection. Co-ordination of the Civil Emergencies Plan.

## **5.2 Housing Services**

5.2.1 Housing Strategy and Residential Environmental Health. Advising the Council on housing policy, including supply and demand. Advising private tenants on welfare matters. Home Energy Efficiency. Provision of aids for residents with physical disabilities. Home Repair Assistance and Renovation Grants including, Disabled Facilities Grants, and Houses in Multiple Occupation. Administration of the Housing Acts in relation to the private sector including all aspects of housing in multiple occupation. A building maintenance contracting service to Council housing and buildings.

5.2.2 Homelessness, Housing Register and temporary accommodation. Estimation of Council housing demand and supply. Maintaining the Housing Waiting List. Dealing with homeless people.