

WEST OXFORDSHIRE DISTRICT COUNCIL

COUNCIL:

WEDNESDAY 24 FEBRUARY 2016

2020 VISION PROGRAMME APPOINTMENTS

REPORT OF THE CHIEF EXECUTIVE

(Contact: David Neudegg, Tel: (01993) 861613)

1. PURPOSE

Further to the 2020 Vision Programme matters considered and approved by Council on 21 October 2015, to consider the residual staffing structure within West Oxfordshire.

2. RECOMMENDATIONS

- (a) That the posts specified in paragraph 3.12 below be deleted from the establishment with effect from 1 April 2016;
- (b) That the post specified in paragraph 3.13 below be established with effect from 1 April 2016;
- (c) That, as referenced in paragraph 5.3 below, the salary of each of the Strategic Directors be increased by £1,366 per annum, with effect from 1 April 2016; and
- (d) That the remaining content of the report be noted.

3. BACKGROUND

- 3.1. At the Council meeting held 21 October 2015 members considered and approved the 2020 Vision recommendations to establish a joint committee and implement new management structures across the partnership. It was recognised within the report that, as a consequence of the proposals, a further paper would be required to deal with the residual structures in each council.
- 3.2. As part of the recommendations, the four partner authorities each confirmed David Neudegg to the post of Managing Director of the 2020 Vision Partnership. They had previously agreed to appoint Ralph Young to the role of Programme Director, currently on a secondment arrangement.
- 3.3. Cabinet agreed at its meeting in December 2014 to move to a shared Strategic Director for Planning to become fully operational by the autumn of 2015. Christine Gore was appointed to this role and assumed the full duties of the shared role from 1 October 2015,

Partnership Shared Services

- 3.4. The Business Case approved by Council identifies the following initial services for sharing from April 2016. These are:
 - GO Shared Services (Finance, HR and Audit)
 - ICT
 - Public Protection
 - Building Control
 - Legal
 - Land and Property Services
 - Customer Services
 - Revenues
 - Benefits

- 3.5. In the proposed partnership model, shared services will be managed by a series of group managers each with their own defined areas. The business case is predicated on a long term potential of seven shared service areas with five being established by April 2016.
- 3.6. At the meeting of the Member Governance Board on the 6th November the following structure to be effective from 1st April was agreed for formal consultation with staff affected:
- GO Shared Services – Finance, HR and Audit
 - Revenues and Welfare Support – Council Tax, and Housing Benefits (and Housing Support for CDC and WODC)
 - Environmental and Regulatory Services – Public Protection and Building Control
 - Customer and Business Support – Customer Services, Digital Services, Business Transformation, and ICT
 - Land, Legal and Property – Asset Management, Legal Support, Property Management and Maintenance
- 3.7. The appointment process to these five posts has been completed and will become operational by 1 April 2016.

Senior Management Team Roles and Responsibilities

- 3.8. These roles and responsibilities are included in [Appendix 1](#).
- 3.9. Set out in [Appendix 2](#) is a proposed revised split of responsibilities Cotswold and West Oxfordshire District Councils.
- 3.10. In line with the 2020 Partnership Organisational Model, the Council needs to appoint a Lead Director and it is anticipated that this will be a shared role with CDC. The Lead Director will act as the Head of Paid Service, be responsible for all council operational matters and act as the principal advisor to the respective Councils. The Lead Director will be a member of the Partnership Commissioning Group.
- 3.11. The Managing Director role includes a provision to undertake work leading on county-wide partnership issues which involve member representatives (e.g. LEP and Growth Board) both in Oxfordshire and Gloucestershire and it is assumed that the Council would this to continue.

HR Implications

- 3.12. As a result of the proposals, the following posts will be removed from the establishment as from 1st April 2016:

Proposed posts to be deleted from existing structure	Employees affected by proposal
Shared Chief Executive	David Neudegg
Shared Head of Revenue & Housing	Jon Dearing
Shared Head of ICT & Business Transformation	Phil Martin

- 3.13. The work on the structure has seen the need to amend one post within the structure which is detailed below:-

New post	Replaces
Strategic Director/HOPS	Strategic Director(Resources)

- 3.14. The current postholder has been undertaking the roles associated with this new post on an interim basis since April 2015. There is no significant change to this post and we would expect the present post holder, Frank Wilson, to perform this role.

3.15. Following the reports to Councils last October David Neudegg has been appointed to the role of Partnership Managing Director. A recruitment process has been undertaken for the new shared services roles and Phil Martin, Jon Dearing and Bill Oddy have been selected to undertake the new shared roles covering Customer and Business Support; Revenues and Welfare Support; and Environmental and Regulatory Services respectively. There will not therefore be any redundancies of West Oxfordshire District Council employees.

4. ALTERNATIVES/OPTIONS

None applicable – the proposals follow on from previous decisions and from the ongoing work of the Member Governance Board, and where appropriate affected staff have been consulted on a range of options.

5. FINANCIAL IMPLICATIONS

- 5.1. The Programme Board have agreed that the roles undertaken for the 2020 Vision will be fully funded and that any redundancy costs arising from the programme will also be funded.
- 5.2. In April 2015 the HR Committee at WODC agreed an honorarium for the Strategic Director for Resources to reflect the increased role as a result of the appointment of the shared Chief Executive to the role of Managing Director for the 2020 Vision Partnership
- 5.3. It has previously been agreed by the 2020 Vision Member Governance Board that the salaries for both Strategic Directors should be independently reviewed with any recommendations being made to the Council. Following the independent assessment it is recommended that both Strategic Directors receive a small further uplift in salary to reflect the amendments to their roles of £1,366.
- 5.4. The savings from the partnership shared management structure following and the establishment of the shared services will contribute for the overall estimated 2020 Partnership savings for this Council in excess of £1.25m by the end of 2018/19.

6. RISKS

The primary risk arising from the proposals is the capacity of Senior Managers to undertake their roles. This will be kept under review.

David Neudegg

Chief Executive

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Date: 10 February 2016

Background Papers:

None

Frank Wilson	Christine Gore	2020 Partnership Managing Director
Lead Council Responsibilities	Lead Council Responsibilities	
<ul style="list-style-type: none"> • Corporate Strategy • Performance Management • Budget Strategy • Medium Term Financial Plan • Acting Head of Paid Service • S151 Officer (WODC) • Lead Commissioner for Partnership Venture Shared Services • Advice to Leader and Cabinet 	<ul style="list-style-type: none"> • Local Plan • Housing Strategy • Crime and Disorder Strategy • Economy and Growth • Service Commissioning (other than Partnership Venture) • Advice to Leader and Cabinet 	<ul style="list-style-type: none"> • Ensure no conflict of interest between Head of Paid Service and S151 • 2020 Vision Implementation • Council Overview • Partnership Venture HR Policy • Partnership Venture ICT Policy • Partnership Venture Finance and Procurement Policy • Advice to Leader and Cabinet
Service Units	Service Units	
<ul style="list-style-type: none"> • Head of Democratic Services (WODC) • Head of Democratic Services (CDC) 	<ul style="list-style-type: none"> • Joint Head of Leisure and Community Services • Joint Head of Environmental Services • Head of Planning (WODC) • Head of Planning (CDC) 	
External Contacts and Partnerships	External Contacts and Partnerships	External Contacts and Partnerships
<ul style="list-style-type: none"> • Business Rate Pools (Oxon) • Oxon County Treasurers • Cotswold Broadband • Partnership Venture Services 	<ul style="list-style-type: none"> • Gloucestershire Strategic Directors • Gloucestershire Executive Officers Group • GFirst LEP • Oxfordshire Executive Officers Group • OXLEP • Bromford HA • Cottsway HA 	<ul style="list-style-type: none"> • Oxfordshire County Leaders • Oxfordshire County Chief Executives Group • Oxfordshire Growth Board • Leadership Gloucestershire • Gloucestershire Chief Executives • Gloucestershire Economic Growth Joint Committee • UBICO

Appendix 2 Roles and Responsibilities

Cotswold District Council and West Oxfordshire District Council

STRATEGIC DIRECTOR				STRATEGIC DIRECTOR and COMMISSIONING LEAD		PARTNERSHIP MANAGING DIRECTOR				
Christine Gore				Frank Wilson		David Neudegg				
PLANNING & STRATEGIC HOUSING (CDC)	PLANNING & STRATEGIC HOUSING (WODC)	LEISURE & COMMUNITIES	ENVIRONMENTAL SERVICES	DEMOCRATIC SERVICES (CDC)	DEMOCRATIC SERVICES (WODC)	GO SHARED SERVICES	CUSTOMER & BUSINESS SUPPORT	LAND, LEGAL & PROPERTY	ENVIRONMENTAL & REGULATORY SERVICES	REVENUES & WELFARE SUPPORT
Philippa Lowe	Giles Hughes	Diana Shelton	Claire Locke	Nigel Adams	Keith Butler	Jenny Poole	Phil Martin	Bhavna Patel	Bill Oddy	Jon Dearing
Development Management	Development Management	Leisure Management	Waste and Recycling Policy	Committee Services	Committee Services	Accountancy support	Customer Services	Legal Services	Public Protection	Revenues
Planning Policy	Planning Policy	Community Liaison	Environmental Services Client	Member Support	Member Support	HR support	ICT	Property Services	Building Control	Benefits
Heritage and Conservation	Heritage and Conservation	Corporate Planning	Car Parking	Elections	Elections	Procurement	Business Transformation	Asset Management		Housing Management
Strategic Housing	Strategic Housing	Safeguarding	Flooding	Print and Design	Communications	Payroll		Land Charges		
		Tourism Policy	Climate Change	Communications		Audit				
		Community Safety								