



**WARDS AFFECTED**  
**All Wards**

**CABINET**

**24<sup>th</sup> April 2006**

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**ORGANISATIONAL STRUCTURE AND FUNCTIONS OF THE HOUSING  
DEPARTMENT'S SERVICE DIRECTORS**

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**Report of the Corporate Director of Housing**

**1. PURPOSE OF REPORT**

- 1.1 This report advises Members on the outcomes of the review of the organizational structure and functions of the Housing Department's Service Directors, and asks for Members approval.

**2. SUMMARY AND RECOMMENDATIONS**

- 2.1 This report deals with a review of the senior management (second tier posts) in the Housing Department following the Chief Executive's report to Cabinet on 20/02/06, which considered second tier posts in other departments in the Council.
- 2.2 Members are requested to approve the following changes to the establishment of the Housing Department:

i) Delete the following posts:

Service Director (Renewal & Options)  
Service Director (Technical Services)  
Service Director (Management & Hostels)  
Service Director (Resources)

Establish the following posts:

Service Director (Accommodation & Tenancy Support)  
Service Director (Renewal, Options & Development)  
Service Director (Technical Services & Financial Support)

- ii) Approve the allocation of functions shown at Appendix 2.
- iii) note the slotting-in proposals outlined at paragraph 3.6.

### 3. REPORT

- 3.1 Following Cabinet's decision on 20/02/06 to reduce the number of Service Director posts in the Housing Department from four to three, a re-alignment of Service Director functions was undertaken, with the present functions detailed in Appendix 1, and the proposed functions detailed in Appendix 2.
- 3.2 The main re-distribution of functions has been from the present Technical Services and Resources Branches into the proposed Technical Services and Financial Support Branch. This Branch will include all the previous Technical Services functions excluding Energy Management plus the vast majority of functions from the Resources Branch (i.e. Revenues and Benefits, Admin/RTB/Rent Accounts, Performance Management, Finance Strategy and Ops, and IT). It is proposed that other functions presently in the Resources Branch will be transferred into the Accommodation & Tenancy Support Branch (i.e. Training & Development/Health & Safety, and HR/Payroll), and the Renewal, Options & Development Branch (i.e. Marketing & Communications).
- 3.3 Other proposals include the transfer of the Community Care Team from the present Management & Hostels Branch to the proposed Renewal, Options & Development Branch, and the transfer of the Energy Services Team from the present Technical Services Branch to the proposed Renewal, Options & Development Branch.
- 3.4 There have been no changes to the proposals as a result of consultation with Trade Unions or staff affected by the review.
- 3.5 If approved by Members it is planned to implement the new structure immediately as the Employees Committee has already dealt with salary levels and terms and conditions.
- 3.6 As there are currently three Service Directors in post and no competitive interviews are required it is proposed to slot the postholders as follows:

<b>Name</b>	<b>Present Post</b>	<b>Proposed Post</b>
Dave Pate	Service Director (Resources)	Service Director (Technical Services & Financial Support)
Pat Hobbs	Service Director (Management & Hostels)	Service Director (Accommodation & Tenancy Support)
Ann Branson	Service Director (Renewal & Options)	Service Director (Renewal, Options & Development)

3.7 The proposals included in this report have been the subject of a full Protocol review and are supported by all the staff concerned.

#### **4. FINANCIAL IMPLICATIONS (Rod Pearson – x7108)**

4.1 If the proposals are approved by Members, there will be an annual saving of £84,637, including 24% on-costs. The savings arising from this report would be shared between the HRA (60%) and the HGF (40%).

#### **5. LEGAL IMPLICATIONS (Anthony Cross Head of Litigation x6362)**

5.1 Consultation has taken place in accordance with the Council's Protocol. Although four posts are being reduced to three, no redundancy situation arises as one of the current Service Director posts is vacant for the reasons given in the report. The slotting-in arrangements are in accordance with the Council's Protocol.

5.2 In accordance with the previous reports to Cabinet, the Job Descriptions of the new posts will contain an element of generic responsibility.

#### **6. OTHER IMPLICATIONS**

Other Implications	Yes/No	Paragraph references within supporting papers
Equal Opps Policy	Yes	Appendix 3
Sustainable & Environmental	No	
Crime and Disorder	No	
Human Rights Act	No	
Elderly/People on low income	No	

#### **7. ASSESSMENTS**

##### **7.1 Risk Assessment**

A Risk Assessment Matrix has been completed and as a result of the review being undertaken in accordance with the Council's agreed Protocol the risk of legal challenge is assessed as low.

##### **7.2 Equality Impact Assessment**

An Equality Impact Assessment has been undertaken and is shown at Appendix 3. Management do not believe this review will have an impact on service delivery to service users.

## **8. AIMS AND OBJECTIVES OF THE HOUSING DEPARTMENT**

- 8.1 This report meets the Committee's overall Quality of Life Aim for the Department 'A decent home within the reach of every citizen of Leicester', and the various Departmental key objectives.

## **9. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

### **9.1 Background papers**

Corporate Review of Service Directors – Cabinet – 30/01/06 & 20/02/06  
Organizational structure charts  
Protocol for organizational and change  
Report to the Employees' Committee dated 07/03/06

## **10. CONSULTATION**

- 10.1 Other departments have been consulted over the proposals from the review. Postholders and their trade union representatives have been consulted in line with the City Council's Consultation Protocol

## **11. Report Author –**

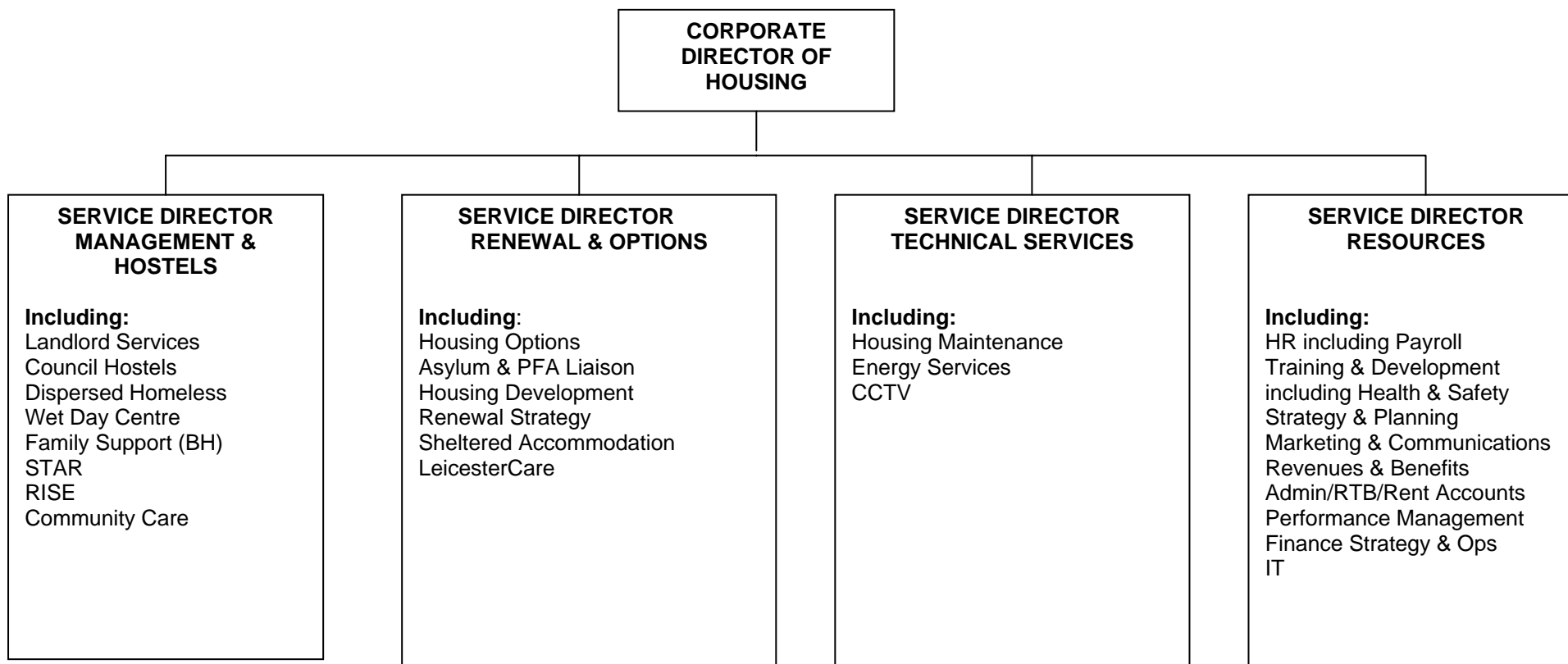
Mike Forrester – Ext. 6800

## **DECISION STATUS**

<b>Key Decision</b>	No
<b>Reason</b>	N/A
<b>Appeared in Forward Plan</b>	No
<b>Executive or Council Decision</b>	Executive (Cabinet)

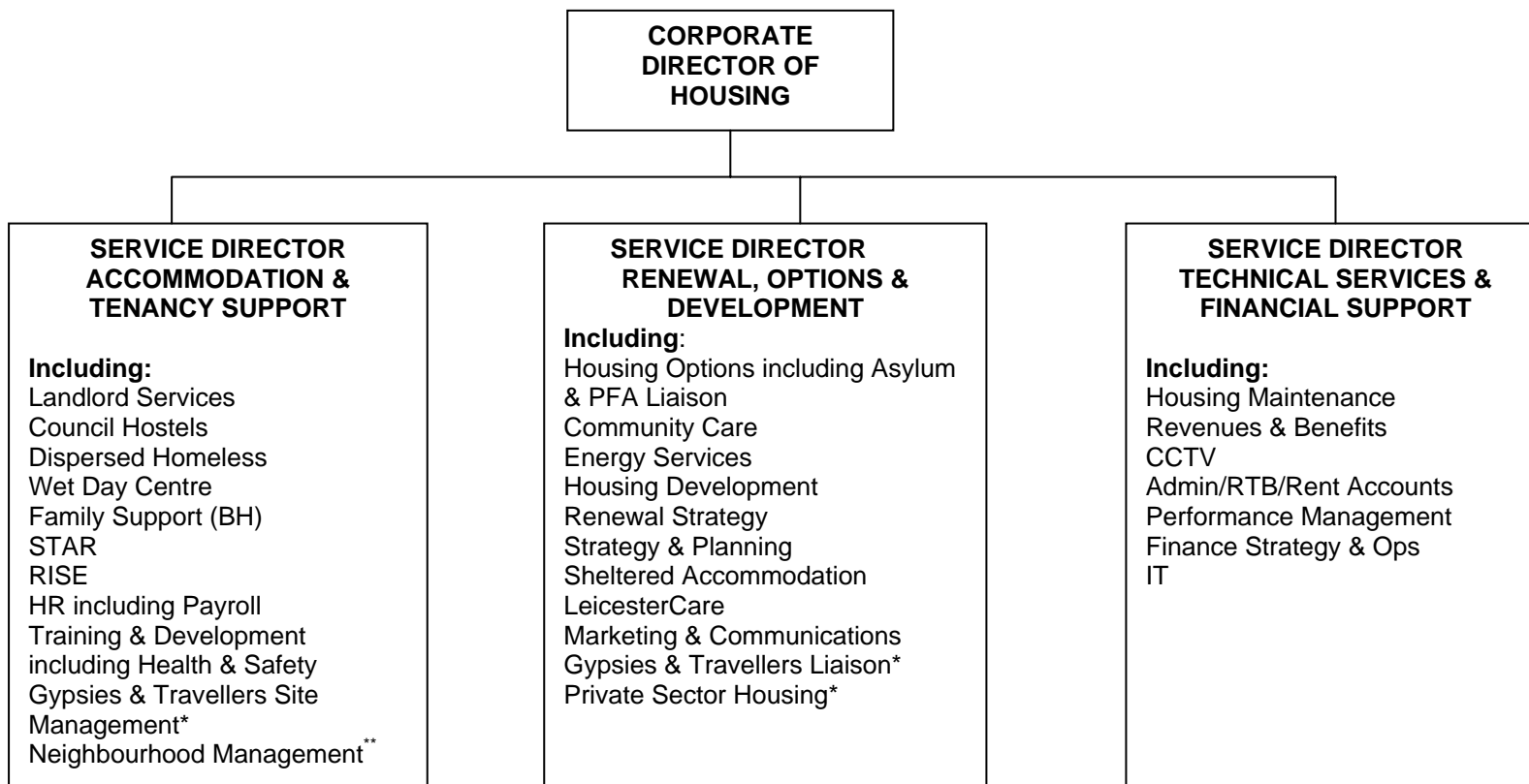
REVIEW OF THE ORGANISATIONAL STRUCTURE AND FUNCTIONS OF THE HOUSING DEPARTMENT'S SERVICE DIRECTORS

PRESENT FUNCTIONS



REVIEW OF THE ORGANISATIONAL STRUCTURE AND FUNCTIONS OF THE HOUSING DEPARTMENT'S SERVICE DIRECTORS

PROPOSED FUNCTIONS



**NOTE:**

\* Proposed location of functions should agreement be reached with Regeneration & Culture to transfer these functions.

\*\* Proposed location of function should agreement be reached with Members

**REVIEW OF THE ORGANISATIONAL STRUCTURE AND FUNCTIONS OF  
THE HOUSING DEPARTMENT'S SERVICE DIRECTORS**

**EQUALITY IMPACT ASSESSMENT**

The management team have carried out an Equality Impact Assessment and have concluded that there is no discernable impact on equalities as a result of this review. This is a review of second tier level posts with a reduction from four to three posts. There are currently three Service Directors who will slot into the posts at the end of the review. The postholders are two white women and one a white man. Although responsibility for some of the functions will change as a result of the review, there will be no change to the overall profile of the Department.

The management team do not believe that this review will have an impact on service delivery to service users.