

Part 7 - Management Structure

General Description

The Council does not have a departmental structure, but is divided into five separate Service Units. Most of these are responsible for providing direct services to the public, either through the Council's own staff or using contractors. Some provide support services such as accountancy, legal etc.

These Service Units are grouped together under the control of an Officer Management Team.

The Management Team is headed by the Chief Executive, the Head of the Paid Service, who is responsible for giving policy advice to the Council. He has responsibility for the Teams numbered 17 to 20 in the list below. The Management Team also comprises the Directors of Resources and Services who have overall responsibility for - Groups of Service Units - as follows:

- Director of Services, who is responsible for the Service Teams numbered 1 to 11.
- Director of Resources, who is responsible for the Service Teams numbered 12 to 16.

Service Units and Their Broad Responsibilities

SERVICES

SUSTAINABLE DEVELOPMENT

1. Development Management - Organised into two area teams, planning control
2. Building Control - Administers Building Regulations
3. Conservation & Enforcement - Conservation, enforcement and arboriculture
4. Planning Admin - All aspects of planning admin & appeals and admin support for Development Control Unit
5. Planning Policy - All aspects of planning policy including the local development framework.

COMMUNITY

6. Cultural & Youth Services - Overseeing the contracts at the Evreham & Beacon Centres, Golf Courses, plus leisure, arts and sports development
7. Community Safety - All aspects of Community Safety
8. Housing - Covers housing, health improvement and scrutiny, renovation grants

ENVIRONMENT

9. Environmental Health - all environmental health issues but not refuse collection/recycling and includes pest control contract
10. Licensing - All aspects of Licensing including - liquor, taxis, animal, charitable collections and enforcement
11. Property and Contract Services - To keep the District clean and tidy by clearing litter, fly-tipping, abandoned cars and carry out grass cutting in certain areas. Provide refuse collection service and recycling facilities and promote resident participation in recycling and waste minimisation. Manage the Council's property portfolio including the offices, cemeteries, car parks, landscape and environmental improvements

RESOURCES

12. Reception - Front of house & switchboard services

LEGAL SERVICES

13. Legal - Legal advice and Land Charges

FINANCE & IT

14. Financial Services -Help maintain effective governance arrangements throughout the organisation. Assist the Authority improve the VFM that it provides (including issues relating to procurement). Provide efficient and effective financial services that are driven by customer needs. Ensure the Authority has sufficient financial knowledge and experience to meet its needs also oversees the internal audit contract.
15. ICT - Deals with ICT strategy, provides ICT services for the Council, manages the Council website, corporate GIS
16. Revenues & Benefits - all aspects of council tax, business rates and housing benefits, fraud prevention and detection

EXECUTIVE

17. Corporate Support - Corporate admin support, general office, post and printing
18. Democratic and Electoral Services -Committee Services, Members Services, Council, Cabinet, Policy Advisory Groups, Electoral registration and elections
19. Policy and HR -- Performance and improvement, service planning and people management
20. Communications and Community- Communications, community and partnerships