



Oversight and Governance

Chief Executive's Department
Plymouth City Council
Ballard House
Plymouth PL1 3BJ

Please ask for Claire Daniells
T 01752 305155
E democraticsupport@plymouth.gov.uk
www.plymouth.gov.uk
Published 06 March 2020

CITY COUNCIL

Monday 16 March 2020
2pm
Council House, Plymouth

Members:

Councillor Ball, Chair

Councillor Mrs Beer, Vice Chair

Councillors Allen, Mrs Aspinall, Bowyer, Mrs Bowyer, Mrs Bridgeman, Buchan, Carson, Churchill, Coker, Cook, Corvid, Dann, Darcy, Sam Davey, Deacon, Derrick, Downie, Drear, Evans OBE, Goslin, Haydon, Hendy, James, Mrs Johnson, Jordan, Kelly, Laing, Michael Leaves, Samantha Leaves, Loveridge, Lowry, Mavin, McDonald, Morris, Murphy, Neil, Nicholson, Parker-Delaz-Ajete, Penberthy, Mrs Pengelly, Rennie, Riley, Singh, Pete Smith, Rebecca Smith, Stevens, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Ms Watkin, Wheeler, Wigen and Winter.

Members are invited to attend the above meeting to consider the items of business overleaf.

This meeting will be webcast and available on-line after the meeting. By entering the Council Chamber, councillors are consenting to being filmed during the meeting and to the use of the recording for the webcast.

The Council is a data controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with authority's published policy.

For further information on attending Council meetings and how to engage in the democratic process please follow this link - [Get Involved](#)

Tracey Lee

Chief Executive

City Council

Agenda

1. Apologies

To receive apologies for absence submitted by councillors.

2. Minutes

(Pages 1 - 4)

To approve and sign the minutes of the meeting held on 24 February 2020 as a correct record.

3. Declarations of Interest

(Pages 5 - 6)

Members will be asked to make any declarations of interest in respect of items on this agenda. A flowchart providing guidance on interests is attached to assist councillors

4. Appointments to Committees, Outside Bodies etc

The Assistant Chief Executive will submit a schedule of vacancies on committees, outside bodies etc. and of changes notified to us.

5. Announcements

- (a) To receive announcements from the Lord Mayor, Chief Executive, Assistant Director for Finance or Head of Legal Services;
- (b) To receive announcements from the Leader, Cabinet Members or Committee Chairs.

6. Questions by the Public

To receive questions from and provide answers to the public in relation to matters which are about something the council is responsible for or something that directly affects people in the city, in accordance with Part B, paragraph 11 of the Constitution.

Questions, of no longer than 50 words, can be submitted to the Democratic Support Unit, Plymouth City Council, Ballard House, West Hoe Road, Plymouth, PL1 3BJ, or email to democraticsupport@plymouth.gov.uk. Any questions must be received at least five complete working days before the meeting.

7. Lord Mayoralty 2020/21

(Pages 7 - 10)

8. Organisational Design – Senior Management Arrangements

(Pages 11 - 24)

9. Motions on notice (to follow)

To consider motions from councillors in accordance with Part B, paragraph 14 of the Constitution.

10. Questions by Councillors

Questions to the Leader, Cabinet Members and Committee Chairs covering aspects for their areas of responsibility or concern by councillors in accordance with Part B, paragraph 12 of the constitution.

This page is intentionally left blank

City Council

Monday 24 February 2020

PRESENT:

Councillor Ball, in the Chair.

Councillor Mrs Beer, Vice Chair.

Councillors Allen, Mrs Aspinall, Bowyer, Mrs Bowyer, Mrs Bridgeman, Buchan, Carson, Churchill, Coker, Cook, Corvid, Dann, Darcy, Deacon, Derrick, Downie, Drean, Evans OBE, Goslin, Haydon, Hendy, James, Mrs Johnson, Jordan, Kelly, Laing, Samantha Leaves, Loveridge, Lowry, Mavin, McDonald, Morris, Murphy, Neil, Nicholson, Parker-Delaz-Ajete, Penberthy, Mrs Pengelly, Rennie, Singh, Pete Smith, Rebecca Smith, Stevens, Jon Taylor, Kate Taylor, Tuffin, Tuohy, Vincent, Ms Watkin, Wheeler, Wiggins and Winter.

Apologies for absence: Councillors Sam Davey and Michael Leaves

Absent from the meeting: Councillor Riley

The meeting started at 2.00 pm and finished at 4.39 pm.

Note: The full discussion can be viewed on the webcast of the City Council meeting at www.plymouth.gov.uk. At a future meeting, the Council will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

28. Minutes

The minutes of the meetings held on the 27 January 2020 were agreed subject to the following amendment:

Minute 18 – Councillor Tuffin replaces Councillor Corvid on Performance, Finance and Customer Focus Overview and Scrutiny Committee and not Councillor Lowry as stated.

29. Declarations of Interest

The following declarations of interest were made by councillors in accordance with the code of conduct in respect of items under consideration at the meeting -

Name	Minute Number	Reason	Interest
Councillor Darcy	Minute	Employed by Devon and Cornwall Police	Personal
Councillor Stevens	Minute	Employed by Devon and Cornwall Police	Personal
Councillor Kate Taylor	Minute	Partner employed by Devon and Cornwall Police	Personal

30. **Announcements****Tracey Lee, Chief Executive**

- Election Select Committee and progress update following the May 2020 elections.

31. **Questions by the Public**

There were no questions from members of the public.

32. **Revenue And Capital Budget And Proposed Council Tax Levels For 2020/21**

At the start of the debate Councillor Evans (Leader) proposed, Councillor Bowyer seconded and Council agreed that in accordance with Part B, Council Procedure Rule 14.6 of the Constitution, Rule of Debate 4.2 (in Appendix one) (which limits speeches to five minutes) is suspended for this item in relation to the speeches by the Leader and the Leader of the Opposition.

Councillor Evans (Leader) proposed and Councillor Lowry seconded an amendment to Recommendation 2 to the Revenue and Capital Budget 2020/21 report from 'To consider council tax levels for 2020/21' to read:

1. To approve an increase to the council tax levels for 2020/21 by one point nine nine percent (1.99%)
2. To approve an increase to the Adult Social Care precept for 2020/21 by two percent (2.00%)

Which are within the parameters recommended by budget scrutiny.

The result from this amendment is:

1. An increase in overall revenue resources of £4.508m
2. Final total resources 2020/21 of £193.677m

An amended Appendix I detailing the impact of the proposed 2020/21 council tax for each band of property.

Councillor Bowyer requested a 10 minute adjournment to consider the amendment.

Following a debate on the budget, Council agreed the motion as amended -

1. To approve the proposed net revenue budget requirement for 2020/21 of £193.677m;
2. To consider council tax levels for 2020/21;
3. To approve the capital budget of £892.911m for 2019/20 to 2023/24 (Appendix 3);
4. To note that the Office of the Devon and Cornwall and Isles of Scilly Police Commissioner precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area, will be confirmed at the meeting;

5. To note that the Devon and Somerset Fire and Rescue Authority precepts will be confirmed for 2020/21 at the meeting;
6. To note the Section 151 Officer's statement on the Budget Robustness Statement as set out in section 2 of this report;
7. To approve the annual Treasury Management Strategy and Capital Financing Strategy 2020/21 (incorporating the authorised limits, operational boundaries and prudential indicators) as submitted (Appendix 5);
8. To note the Revenue and Capital Monitoring Report Quarter Three 2019/20 (Appendix 6);
9. To note the response to the recommendations made by the Budget Scrutiny Select Committee and the Cabinet response to those recommendations (Appendix 7);
10. If required approve the use of flexible capital receipts to fund The Way We Work Programme.
11. To delegate responsibility for any technical accounting changes which may arise after the budget to the Section 151 Officer in consultation with the Leader and Portfolio Holder for Finance.

For the motion (30) –

Cllr Allen, Mrs Aspinall, Cllr Buchan, Cllr Coker, Cllr Corvid, Cllr Dann, Cllr Derrick, Cllr Evans, Cllr Goslin, Cllr Haydon, Cllr Hendy, Cllr Laing, Cllr Lowry, Cllr Mavin, Cllr McDonald, Cllr Morris, Cllr Murphy, Cllr Neil, Cllr Parker-Delaz-Ajete, Cllr Penberthy, Cllr Rennie, Cllr Pete Smith, Cllr Stevens, Cllr Jon Taylor, Cllr Kate Taylor, Cllr Tuffin, Cllr Tuohy, Cllr Vincent, Cllr Wheeler and Cllr Winter.

Abstained (23)

Cllr Mrs Beer, Cllr Bowyer, Cllr Mrs Bowyer, Cllr Mrs Bridgeman, Cllr Carson, Cllr Churchill, Cllr Cook, Cllr Darcy, Cllr Deacon, Cllr Downie, Cllr Drean, Cllr James, Cllr Jordan, Cllr Mrs Johnson, Cllr Kelly, Councillor Sam Leaves, Cllr Loveridge, Cllr Nicholson, Cllr Mrs Pengelly, Cllr Singh, Cllr Rebecca Smith, Cllr Ms Watkin and Cllr Wigens.

Did not vote (1)

Lord Mayor

Apologies (2) –

Councillor Davey

Councillor Michael Leaves

Absent (1) –

Councillor Riley

This page is intentionally left blank

DECLARING INTERESTS – QUESTIONS TO ASK YOURSELF

What matters are being discussed?



D
P
I

Does the business relate to or is it likely to affect a disclosable pecuniary interest (DPI)? This will include the interests of a spouse or civil partner (and co-habitees):

- any employment, office, trade, profession or vocation that they carry on for profit or gain
- any sponsorship that they receive including contributions to their expenses as a councillor or the councillor’s election expenses from a Trade Union
- any land licence or tenancy they have in Plymouth
- any current contracts leases or tenancies between the Council and them
- any current contracts leases or tenancies between the Council and any organisation with land in Plymouth in they are a partner, a paid Director, or have a relevant interest in its shares and securities
- any organisation which has land or a place of business in Plymouth and in which they have a relevant interest in its shares or its securities

No

Yes



Declare interest and leave (or obtain a dispensation)



P
r
i
v
a
t
e

I
n
t
e
r
e
s
t

Does the business affect the well-being or financial position of (or relate to the approval, consent, licence or permission) for:

- a member of your family or
- any person with whom you have a close association; or
- any organisation of which you are a member or are involved in its management (whether or not appointed to that body by the council). This would include membership of a secret society and other similar organisations.

Yes

No



You can speak and vote



Will it confer an advantage or disadvantage on your family, close associate or an organisation where you have a private interest more than it affects other people living or working in the ward?

Yes

No



Declare the interest and speak and vote



Speak to Monitoring Officer in advance of the meeting to avoid risk of allegations of corruption or bias

C
a
b
i
n
e
t

Cabinet members must declare and give brief details about any conflict of interest* relating to the matter to be decided and leave the room when the matter is being considered. Cabinet members may apply to the Monitoring Officer for a dispensation in respect of any conflict of interest.

*A conflict of interest is a situation in which a councillor’s responsibility to act and take decisions impartially, fairly and on merit without bias may conflict with his/her personal interest in the situation or where s/he may profit personally from the decisions that s/he is about to take.

This page is intentionally left blank

City Council



Date of meeting: 16 March 2020
Title of Report: **Lord Mayoralty 2020/21**
Lead Member: Councillor Peter Smith (Deputy Leader)
Lead Strategic Director: Giles Perritt (Assistant Chief Executive)
Author: Helen Prendergast (Democratic Advisor)
Contact Email: Tel: 0172 305155
helen.prendergast@plymouth.gov.uk
Your Reference: LM2020/21
Key Decision: No
Confidentiality: Part I - Official

Purpose of Report

The purpose of this report is to propose the Lord Mayor for 2020/21 on recommendation from the Lord Mayor Selection Committee, per Article 5 of the Council's Constitution.

The Committee met on 14 February 2020 and unanimously agreed to recommend Councillor Chris Mavin for the Office of Lord Mayor for 2020/21.

Recommendations and Reasons

The Council approves the recommendation from the Lord Mayor Selection Committee to appoint Councillor Chris Mavin as Lord Mayor for 2020/21.

Reason: Councillor Chris Mavin was nominated and recommended by the Selection Committee.

Alternative options considered and rejected

None. The Lord Mayor is appointed annually by Council in accordance with the Council's Constitution.

Relevance to the Corporate Plan and/or the Plymouth Plan

The Office of Lord Mayor supports across all of the Council's area of work and in particular with regard Plymouth being a welcoming city, given the Lord Mayor's role as First Citizen of Plymouth.

Implications for the Medium Term Financial Plan and Resource Implications:

Remuneration for roles of Lord Mayor and Deputy Lord Mayor are already built into the budget and form part of the Members Allowance Scheme, as set out in Appendix One of the Constitution.

Carbon Footprint (Environmental) Implications:

Not applicable.

Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:

* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.

None.

Appendices

*Add rows as required to box below

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.						
		1	2	3	4	5	6	7
A	Briefing Report Lord Mayoralty 2020/21							

Background papers:

*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.						
	1	2	3	4	5	6	7

Sign off:

Fin	pl.19. 20.2 35.	Leg	L/T34 285	Mon Off		HR		Assets		Strat Proc	
Originating Senior Leadership Team member: Giles Perritt (Assistant Chief Executive)											
Please confirm the Strategic Director(s) has agreed the report? Yes											
Date agreed: 03/03/2020											
Cabinet Member approval: Councillor Peter Smith (Deputy Leader) via email											
Date approved: 21/02/2020											

Lord Mayoralty 2020/21

City Council: 16 March 2020



Lord Mayor Selection Committee (Minute 4) (14 February 2020)

The Committee sought nominations for the Lord Mayoralty 2020/21. Having been nominated by Councillor Murphy and seconded by Councillor Deacon, it was agreed unanimously to extend a cordial invitation to Councillor Chris Mavin to accept the Office of Lord Mayor for the following municipal year.

Councillors waited upon Councillor Chris Mavin who, on arrival, expressed his appreciation at the nomination which he was delighted to accept.

Agreed that it is unanimously recommended to City Council that it approves the appointment of Councillor Chris Mavin as Lord Mayor for the 2020/21 municipal year.

This page is intentionally left blank

Date of meeting:	16 March 2020
Title of Report:	Organisational Design – Senior Management Arrangements
Lead Member:	Councillor Tudor Evans OBE (Leader)
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Tracey Lee (Chief Executive)
Contact Email:	tracey.lee@plymouth.gov.uk
Your Reference:	N/A
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

The report sets out a small number of proposals to amend the Senior Management Structure for Plymouth City Council to meet existing and future drivers for change.

Recommendations and Reasons

It is recommended that:

1. Council approves the proposals for changes outlined in this paper.
2. Council notes the outline timetable implementing the changes.
3. Council delegates the Chief Officer Appointments Panel to undertake further activity in relation to the changes.
4. Council notes the information about areas of responsibility and Statutory Officers.
5. Council authorises the Monitoring Officer to make any consequential amendments to the constitution as a result of these changes.

Alternative options considered and rejected

To keep the structure as it is or amend it in many other ways. The proposals in the report provide the best fit for existing and future drivers.

Relevance to the Corporate Plan and/or the Plymouth Plan

The proposals in the report are designed to best support delivery of the Plymouth Plan and Corporate Plan.

Implications for the Medium Term Financial Plan and Resource Implications:

Established Chief Officer salaries are accounted for within the Medium Term Financial Plan. There are no new Chief Officer posts proposed in this report.

Where roles have changed there will be consideration of whether or not this impacts on the salaries currently paid with referral to an independent job evaluation process if required.

No changes will be made to current salaries without reference to the Chief Officer Appointment Panel.

Carbon Footprint (Environmental) Implications:

It is the responsibility of all senior officers to ensure we develop and deliver our plans for both ensuring the Council is carbon neutral by 2030 and leading the City in carbon reduction. It will be important for new teams coming together to look for opportunities to reduce carbon impact and for senior officers who are taking on new responsibilities to be appropriately trained.

Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:

* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.

None specifically identified

Appendices

*Add rows as required to box below

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Statutory roles							
B	Functions							
C	Current Structure							
D	Updated Structure							

Background papers:

*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7
Council Report 28 January 2018	x						
Council Report 19 November 2018	x						

Sign off:

Fin	AKH 19.20. 275	Leg	It/343 86/05 03	Mon Off		HR	AM20 0305	Asset s		Strat Proc	
Originating Senior Leadership Team member: Tracey Lee, Chief Executive											
Please confirm the Strategic Director(s) has agreed the report? Yes Date agreed: 04/03/2020											
Cabinet Member approval: Approved verbally with by the Leader of the Council – Councillor Tudor Evans OBE Date approved: 02/03/2020											

This page is intentionally left blank

Organisational Design – Senior Management Arrangements Briefing Report



1. Introduction

A paper was presented to Council on 29 January 2018, which provided an appraisal of the local government and public service landscape. Council approved some changes to the senior management structure to ensure Plymouth City Council was in a position to meet these challenges and requirements.

The key changes at the time were:

1. Creation of the post of a Director of Children's Services to work across both Plymouth and Torbay Councils.
2. Strategic Director for People to be a joint post with NEW Devon Clinical Commissioning Group (CCG).
3. Creating the post of Strategic Director for Customer and Corporate Services to replace the post of Strategic Director for Transformation and Change.
4. Creating the post of Service Director for Community Connections to replace the Head of Community Connections.

An update on progress on these proposals was provided to Council in November 2018 and a small number of further changes made, including moving Legal Services to report to the Assistant Chief Executive and the Service Director for Finance reporting to the Chief Executive.

The Chief Officer structure of the Council continues to evolve as operational and other demands arise. For example, following a review of the contractual arrangement with Torbay Council in respect of Children's Services, each authority now retains their own Director of Children's Services. In addition, whilst a close relationship exists with Devon CCG, plans for a joint Strategic Director post have not progressed. There have been a number of informal discussions about this, however given further changes in the wider health arena, having a discrete Strategic Director at Plymouth City Council provides appropriate strategic capacity for the health and social care landscape.

2. Current position

It is important that the Council's corporate management team continues to be aligned to the key drivers for change. Many of our key drivers remain as outlined in the 2018 report:

- Managing our financial challenges and transforming the way we work
- Promoting democratic engagement and the role of Councillors
- The delivery of the Plymouth Plan and Corporate Plan
- An ambitious growth agenda
- Performing at our best – strong and effective service performance
- Changing expectations from residents – citizen focus and customer experience.

In addition there are some new drivers:-

1. Climate emergency – the Council has declared a climate emergency and has developed a plan to move towards being carbon neutral by 2030.
2. Digital, IT and Data are critical support services to the organisation, our customers and partners. As a Council there are opportunities to exploit new technologies such as 5G and 1GB full fibre so they can support the development of a "Smart City".

Members will also be aware that the Service Director for Finance has announced his retirement and will be leaving the Council on 3 May 2020.

This provides a timely opportunity to consider the organisational structure and a small number of changes are therefore proposed. A planned and phased approach to implementing this change has been used. This has included engaging and consulting with affected Chief Officers and other employees, Members, Trade Union colleagues and stakeholders as appropriate in line with established policies and legal requirements.

3. Proposals

3.1 Customer and Corporate Services Directorate

The Directorate currently consists of Human Resources and Organisational Development, Customer Services and Transformation departments.

Finance

From 4 May 2020 it is proposed that the Service Director for Finance reports to the Strategic Director for Customer and Corporate Services for day to day line management purposes. The role will retain a clear “dotted line” to the Chief Executive, reflecting CIPFA guidance relating to the statutory accountabilities and responsibilities of the Section 151 Officer. This ensures that the role, which remains a full member of the Corporate Management Team, has a direct route to the Chief Executive and to Council on strategic finance responsibilities enabling the post holder to exercise his/her statutory duties.

An interim will be sought to ensure that the organisation has the required resource in place pending appointment to the permanent role.

This move will bring activities relating to Finance (including Procurement), Hard and Soft Facilities Management, and Strategic Capital Projects within the Directorate.

It is always good practice to review vacancies as they arise and having done this, the responsibilities of the Service Director for Finance role have been updated.

Facilities (Hard & Soft FM) & Strategic Capital Projects

Hard and Soft FM currently report to the Service Director for Finance. It is proposed that the Service Manager and Facilities Manager roles report to the Service Director for HR & OD, who is also responsible for the Corporate Health & Safety Team and is the Senior Responsible Officer (SRO) for Workforce Modernisation as part of “The Way we Work” Programme.

It is also important that the current close working arrangement between Strategic Capital Projects and Hard FM is maintained, therefore the manager of the Strategic Capital Projects team will also report to the Service Director for HR & OD. Bringing these departments closer together will ensure there is consistency and continuity of service delivery and allow better alignment of services that impact on the health, safety and wellbeing of employees and workers, particularly around their working conditions.

Digital, IT & Data Services/Service Modernisation and Programme Delivery

Products such as Alexa, Telehealth and other AI (Artificial Intelligence) solutions have the capability to assist in the delivery of Council services so having innovation capability will be important to drive business efficiency.

Our current data management arrangements are scattered across the organisation often only forming a small part of an employee’s role. To enable us to turn complex data into business intelligence will ensure the Council benefits from better decision making.

As part of the Council’s wider ambitions and modernisation agenda there is an immediate requirement to ensure that our service improvements and savings plans are managed and benefits realised. This will ensure financial sustainability and appropriate levels of services to our communities are met. A consistent set of standards and cross cutting approach to change is important to any organisation.

In respect of both these key transformation drivers, management continue to consider how requirements best translate into a more formal organisational structure which works with and complements the preferred operating model and ambitions in this area. Members will receive further detail and an update in a report to Full Council in Autumn 2020.

3.2 Office of the Director of Public Health (ODPH)

This Directorate forms part of the wider People Federation, with the People and Children's Services Directorates. This ensures opportunities to better align resources to strategic priorities are identified and deployed in the most efficient way.

Sport

The Director of Public Health became the strategic lead for sport in 2019, because of the strong alignment of sport and physical activity to Thrive Plymouth. As well as public health, there are two functions which strongly contribute to this agenda within the Federated Directorate; the Sports Development Unit (currently sited in Community Connections), and Sport and Leisure Commissioning (currently sited in Strategic Commissioning). It is proposed that these functions should move to ODPH from 1 April 2020.

Public Protection

Public Protection Services are arranged as part of multi-disciplinary teams with public health specialists within ODPH. Following a period of engagement and review of the activities undertaken it has become clear that there might be better ways of working to ensure that Public Health specialists, including the Director of Public Health, have more of a focus on strategic Public Health rather than operational issues.

It is therefore proposed that the operational teams for Environment Health (Food & Safety), Environmental Health (Environmental Enforcement) and Licensing will move under the Community Connections department from the 1st April 2020, with other teams reviewed at a later date. By remaining part of the Federated People Directorate, the strong focus on protecting public health will be maintained.

Close working will continue with teams within the Place Directorate. This ensures links to the wider clean environment agenda receive a strong focus on keeping Plymouth clean and tidy.

3.3 People Directorate

The Strategic Director for People leads a federation consisting of the People Directorate, Public Health and Children's Services. The changes brought about by the ODPH realignment above, the recent insourcing of the Independence at Home Reablement service and ongoing changes across the backdrop of health and social care will lead to a review of the People senior management structure and functions. This will include a review of the Integrated Commissioning arrangements with Devon CCG. Members will receive further detail in a report to Full Council in Autumn 2020.

4. COUNCIL PROCEDURE

Initial consultation on these proposals has taken place. Subject to Council agreeing this approach, further individual consultation will take place with directly affected Chief Officers and other post holders to ensure they are fully informed of the proposed next steps and have the opportunity to raise any further comments or questions. Trade union colleagues will also be updated. Support and advice continues to be available to those potentially affected and this includes access to the Employee Assistance Programme.

The Chief Officer Appointments Panel will be established to consider any further responses from the consultation carried out in respect of these proposals as they relate to Chief Officers. Any other roles will be consulted on by management representatives in line with existing arrangements relating to those on NJC terms and conditions. Other processes, for example those relating to recruitment and selection, will also be undertaken in line with existing arrangements.

5. FINANCIAL INFORMATION

Chief Officer and other salaries are accounted for within the budget agreed by Council in February 2020. New role profiles and wider pay bands were introduced for Chief Officers with effect from 1 October 2019. Where roles have changed there will be consideration of whether or not this impacts on the pay rate with referral to an independent job evaluation process if required. No changes will be made to current salaries without reference to the Chief Officer Appointments Panel.

6. PROPOSED TIMETABLE

Autumn 2020	COUNCIL MEETING <ul style="list-style-type: none"> • Organisational Design Report – update.
1 June 2020	<ul style="list-style-type: none"> • Some Public Protection Service teams move to Community Connections Department • Sport/Leisure posts move to Office of Director of Public Health
8 May 2020	<ul style="list-style-type: none"> • VE Day Bank Holiday
7 May 2020	<ul style="list-style-type: none"> • Elections
4 May 2020	<ul style="list-style-type: none"> • Finance Department moves to Customer and Corporate Services Directorate • Hard, Soft FM and Strategic Capital Projects move to Human Resources and Organisational Design department.
13 April 2020	<ul style="list-style-type: none"> • Easter Monday
10 April 2020	<ul style="list-style-type: none"> • Good Friday
27 March 2020	CHIEF OFFICER APPOINTMENTS PANEL <ul style="list-style-type: none"> • Start of Purdah
16 March 2020	COUNCIL MEETING
24 February 2020	COUNCIL MEETING
From 3 February 2020 to 25 February 2020	<ul style="list-style-type: none"> • Engagement and consultation on proposals commences with Chief Officers. • New role profiles drafted and individual consultation on content of these begins.

Please note that recruitment to the Service Director Finance role on an interim and permanent basis will run concurrent to above timeline.

7. STATUTORY ROLES

APPENDIX A and B provide details of statutory roles and updated functions for information.

APPENDIX A Updated Summary Responsibility Areas

PUBLIC HEALTH DIRECTORATE	
<p>The Director of Public Health has the following responsibility areas:</p> <p>Public Health</p> <ul style="list-style-type: none"> • Civil Protection • Trading Standards • Cemeteries and Crematoria • Health Inequalities • Sports Development • Leisure Contract 	<p><u>Federated with</u></p> <ul style="list-style-type: none"> • People (leads on Federation) • Children's Services <p><u>Cross cutting lead for CMT for:</u></p> <ul style="list-style-type: none"> • Sport
PEOPLE DIRECTORATE	
<p>Strategic Director of People. Focussed on developing the integrated Place based commissioning structure.</p> <p><u>Responsibility areas (departments):</u></p> <ul style="list-style-type: none"> • Integrated Commissioning • Community Connections 	<p><u>Federation lead for: –</u></p> <ul style="list-style-type: none"> • People/Children's Services/Public Health <p><u>Cross cutting lead for CMT for:</u></p> <ul style="list-style-type: none"> • Self Help • Community Engagement
INTEGRATED COMMISSIONING	COMMUNITY CONNECTIONS
<p>This post leads on:</p> <ul style="list-style-type: none"> • Integrated Commissioning for PCC, NEW Devon CCG and other parties • Development of the Local Delivery Partnership for Plymouth Strategic Commissioning & Contracting • Statutory Functions of Adult Social Care and retained in-house function • In-house provision for respite and learning disability services • Allocation, monitoring and commissioning of Integrated Fund 	<p>This post leads on:</p> <ul style="list-style-type: none"> • Police and Fire Services day to day relationships • Housing Improvement • Asylum Seekers & Refugees • Homelessness • Accommodation • Safer Communities • Gypsy & Travellers • Universal Youth Work • Environment Protection and Monitoring (excluding contaminated land) • Food Safety and Standards • Safety, Health and Licensing • Regulation and Enforcement
CHILDREN'S SERVICES DIRECTORATE	
<p>The Director of Children's Services leads on the following areas:</p> <p><u>Responsibility Areas:</u></p> <ul style="list-style-type: none"> • Children, Young People & Families • Education, Participation & Skills 	<p><u>Federated with</u></p> <ul style="list-style-type: none"> • People (leads Federation) • Public Health
CHILDREN, YOUNG PEOPLE & FAMILIES	EDUCATION, PARTICIPATION & SKILLS
<p>This post leads on:</p> <ul style="list-style-type: none"> • Children's safeguarding • 16+ service and transitions • Children in care and Care Leavers • Permanency and placements • Advice and assessment 	<p>This post leads on:</p> <ul style="list-style-type: none"> • School Improvement • School Organisation & Admissions • Early Years Team • Governor Services • PACLS

<ul style="list-style-type: none"> • Children in the community • Out of hours • Family support/Troubled Families • Targeted Youth Support 	<ul style="list-style-type: none"> • SEND • Integrated locality service • Educational Psychology • School Transport • Education Catering • Alternative complementary education • Centre for Young Parents • CHIDS • Skills • Schools Sports Partnership. 	
PLACE DIRECTORATE		
<p>Strategic Director of Place has the following responsibilities:</p> <ul style="list-style-type: none"> • Strategic Planning & Infrastructure • Economic Development • Street Services 	<p><u>Cross cutting CMT lead:</u></p> <ul style="list-style-type: none"> • Inclusive Growth • Environment and Sustainability 	
STRATEGIC PLANNING & INFRASTRUCTURE	ECONOMIC DEVELOPMENT	STREET SERVICES
<ul style="list-style-type: none"> • Development Management and Planning • Building Control • Joint Local Plan • Environmental Planning • Housing Delivery & Empty Homes • Strategic Transport, Infrastructure and Investment Planning • Capital & Strategic Growth Programme Management • Strategic Waste & Minerals Planning • Engineering Design • Local Flood Authority • Green Infrastructure <p>Cross Cutting lead: Plymouth Plan</p>	<ul style="list-style-type: none"> • Inward Investment • Business Engagement • Destination Plymouth • Plymouth Science Park • Museum, Arts/Culture incl. The Box • Events and Tourist Information • Mayflower 2020 • Land & Property • Strategic Development Projects • Enterprise Zone • Mount Edgcombe • Asset Investment Fund/ Asset Management 	<ul style="list-style-type: none"> • Plymouth Highways Management • SWH Contract Management • Fleet & Garage • Winter Maintenance • Road Safety • Gullies • Street Lighting • Parking & Marine • Street Scene and Waste Services • Household Recycling Centres • Parks/Green Space Maintenance • Trees
CUSTOMER AND CORPORATE SERVICES		
<p>Strategic Director for Customer & Corporate has the following responsibilities:</p> <ul style="list-style-type: none"> • Customer Services and Service Centre • Lead on Transformation and ICT • Human Resources and Organisational Development • Information Governance and Statutory Complaints • Finance 	<ul style="list-style-type: none"> • <u>Federated lead for:</u> • Customer & Corporate, Finance and Executive Office. • <u>Cross cutting: CMT lead:</u> • Customer Experience • Senior Information Risk Owner (SIRO) • Commercial approach to ASDVs including: <ul style="list-style-type: none"> • Shareholder Responsibility • Social Value 	
CUSTOMER SERVICES & SERVICE CENTRE	HR & OD	
<ul style="list-style-type: none"> • Customer Services • Registration Services 	<ul style="list-style-type: none"> • Employee Relations • Organisational Development 	

<ul style="list-style-type: none"> • Revenues and Benefits • Transaction Centre • Counter Services • Contact Centre, First Stop and Reception • Corporate Complaints • Library services (including schools library) • Land charges • Coroner 	<ul style="list-style-type: none"> • Health, Safety & Wellbeing • HR & OD policies and plans • Payroll and Pensions • Recruitment • Facilities Management • Carbon Management (Council) • Capital Projects Delivery • Corporate landlord • Operational Asset Management
FINANCE	
<p>The Service Director has a direct link to the CEX in line with CIPFA guidance</p> <p>Finance including:</p> <ul style="list-style-type: none"> • Procurement and contract management • Internal audit and counter fraud • Insurance and claims handling • Treasury management & banking • Capital programme finance • MTFP and budget monitoring • Statutory financial reporting • Tax 	
EXECUTIVE OFFICE	
<p>The Assistant Chief Executive has the following areas of responsibility:</p> <ul style="list-style-type: none"> • Governance and oversight, including Democratic & member support, • Risk & performance management • Policy & intelligence • Regional partnerships • Public & partner relations including communications and marketing • Electoral & registration services, including land & property data management • Legal services including Monitoring Officer role 	<p><u>Federated with:</u></p> <ul style="list-style-type: none"> • Customer & Corporate <p><u>Cross-cutting CMT lead:</u></p> <ul style="list-style-type: none"> • Equalities, anti-poverty strategy • Relationships with Community & Voluntary sector

APPENDIX B**Statutory Roles**

Role	March 2020
Head of Paid Service LGHA 1989, s 4	Chief Executive
Director of Children's Services Children Act 2004, s 18	Director Children's Services
Director of Public Health; and National Health Service Act 2006, s 73A(1)	Director of Public Health
Director of Adult Social Services Local Authority Social Services Act 1970, s 6(A1)	Strategic Director of People
Monitoring Officer LGHA 1989, s 5	Head of Legal Services
Chief Finance Officer LGA 1972, s 151	Service Director for Finance

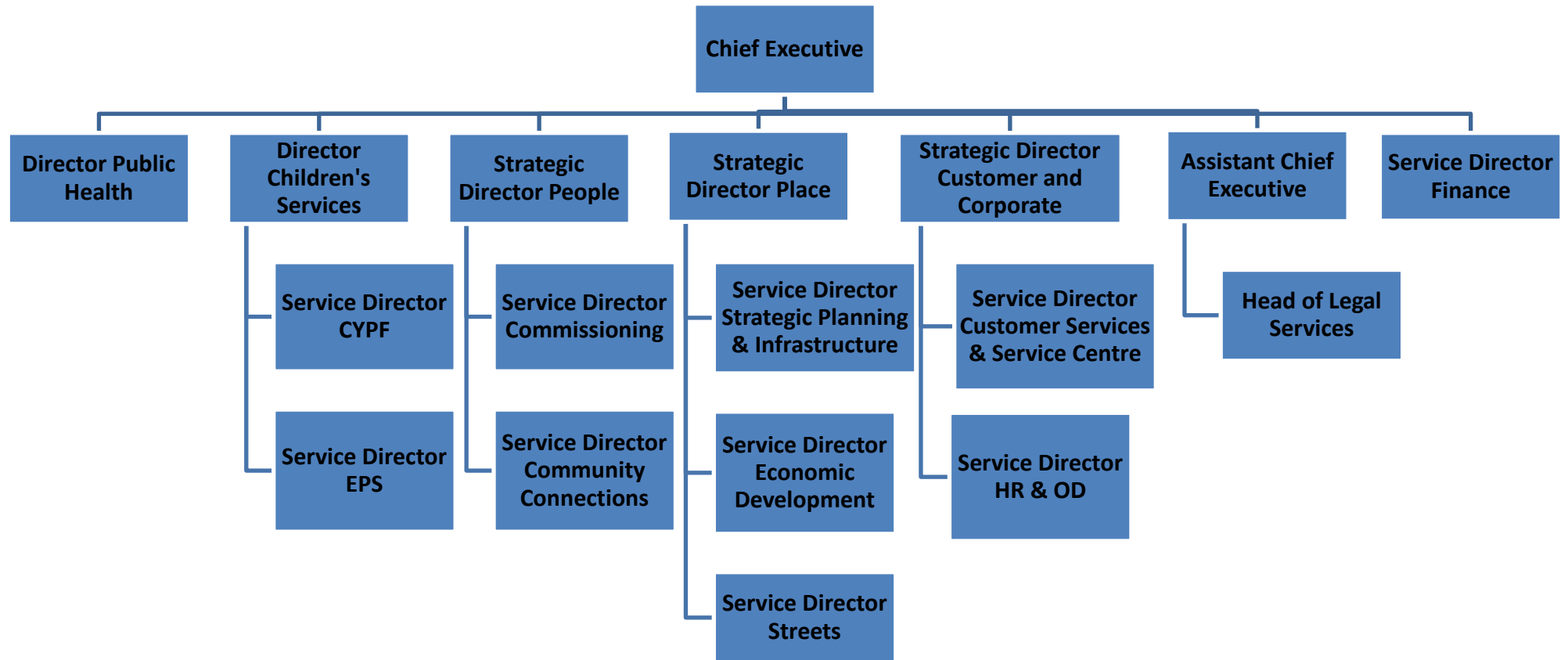
There are a number of other statutory officer roles that a local authority must have in place - these are not chief officer posts by virtue of the legislation - they are often referred to as Proper Officers.

Role	March 2020
Deputy Monitoring Officer	Assistant Head of Legal Services
Deputy Section 151 Officer	Head of Finance
Chief Education Officer	Director Children's Services
Senior Information Risk Owner (SIRO)	Strategic Director for Customer & Corporate Services

Council's will also have a returning officer and an Electoral Registration Officer.

Role	March 2020
Returning Officer	Chief Executive
Electoral Registration Officer	Head of Electoral Services

Appendix C Current structure



Appendix D Proposed structure

