



Bassetlaw
DISTRICT COUNCIL
— North Nottinghamshire —

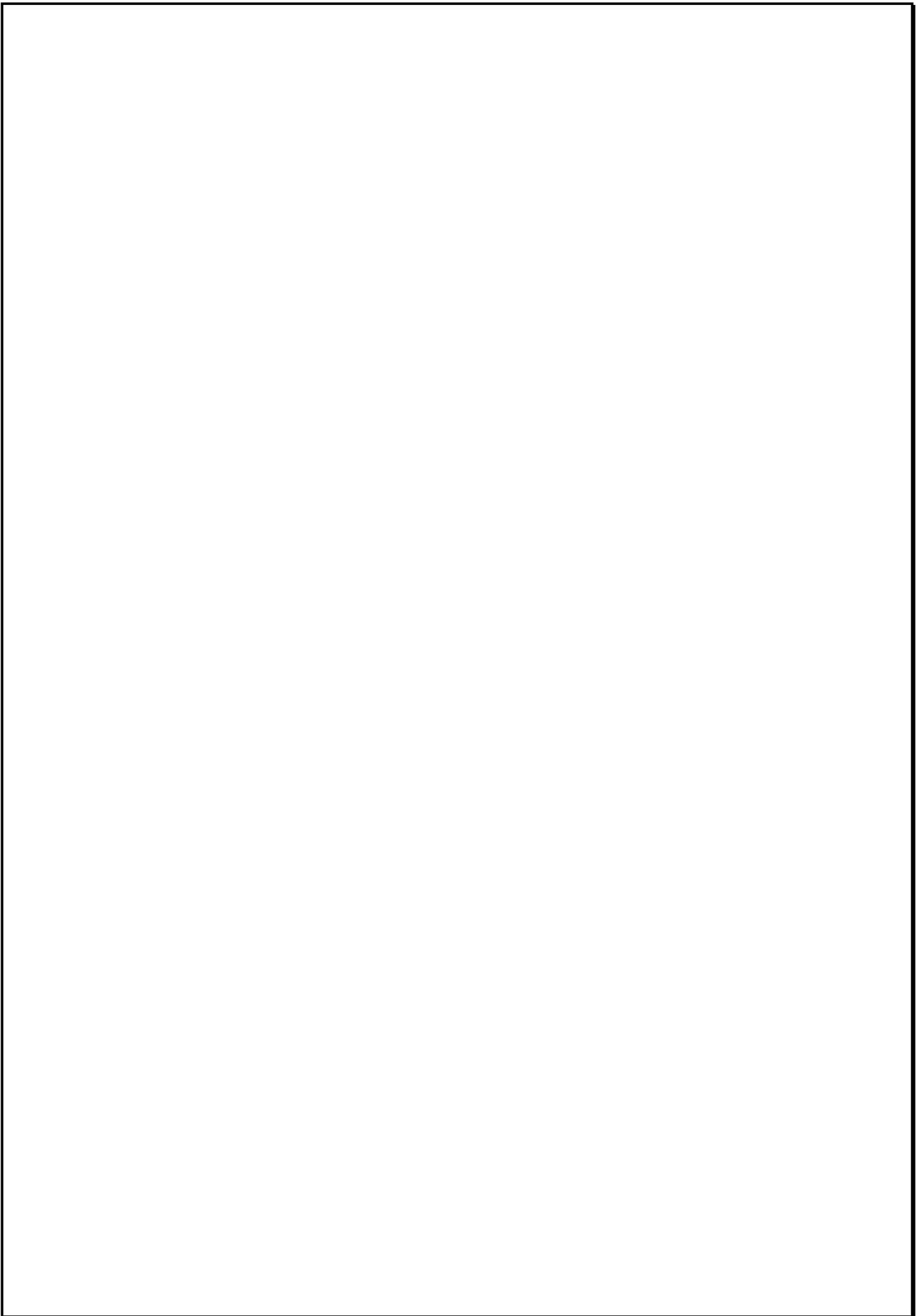
BASSETLAW DISTRICT COUNCIL

ORGANISATION STRUCTURE

SEPTEMBER 2015

HUMAN RESOURCES





OUR STRUCTURE

The current management structure was approved by the Council's Cabinet on 1 April 2014. The Senior Management Team comprises a Chief Executive, two Directors and four Heads of Service. A structure chart is available on the Council's open data website.

What are the responsibilities of each member of the Senior Management Team?

Together, the Management Team is the key officer decision-making body, and works alongside with and for the elected Councillors to deliver services to the people of Bassetlaw. These services include such things as waste collection, street cleaning, parks and open spaces, housing, benefits, planning, and developing and regenerating the Bassetlaw area.

The Management Team is responsible for an annual gross expenditure budget of around £70.4 million, 406 staff and it leads and directs an organisation that represents the interests of the people of Bassetlaw to national Government and works in partnership with other organisations, including the voluntary sector, to secure a better quality of life for Bassetlaw residents.

Below is a summary of the key responsibilities for each member of the Senior Management Team.

Chief Executive

Responsible to the Council for the effective and efficient leadership and management of the organisation. In particular:

- Be the principal advisor to the Council and ensure the development and implementation of strategic policy.
- Work with elected members to develop and implement the Council's vision and organisational values, in order to provide quality and cost efficient services to the people of the District and the promotion and protection of the well-being of its communities.
- Support the development of the Council's role in community leadership and community/neighbourhood planning.

Director

Responsible for supporting the Chief Executive in the corporate and strategic management of the Council as a member of the Corporate Management Team.

- To work in partnership with the Chief Executive and Elected Members to provide leadership, vision and strategic direction to the Council and the organisation as well as the Council's Strategic partners and the community.
- To work with the Chief Executive and Elected Members to define and develop corporate objectives, translating these into appropriate and effective action programmes.
- To take lead/key responsibility for assigned corporate objectives, cross-cutting themes, transformation and change management programmes, other projects and initiatives.

- To have overall responsibility for, and provide leadership and support to, specific functions/services, ensuring there is a positive contribution to the Council, acting corporately within its goals, objectives and strategies. Further details of these responsibilities are set out in the next section which explains the role and responsibilities of Heads of Service.

Head of Service

Responsible for managing the services in the Division effectively, through performance management, best practice and clear leadership.

- Develop an effective working relationship with members in particular the relevant portfolioholders, the Leader and Deputy Leader to ensure the Regeneration of the District becomes a reality.
- Play a lead role in promoting partnerships, working with the public, private and voluntary sectors.
- To represent the Council and District, locally, regionally and nationally on issues relevant to the Corporate Services portfolio.
- To actively engage, support and lead public, private and voluntary sector partners in pursuit of Council objectives
- Promote the District as a great place to do business.

A breakdown follows of services that each Head of Service is responsible for:

Head of Finance and Property Services (reporting to the Director of Corporate Resources)

Corporate and Management Accountancy
 Audit
 Procurement
 Council Tax (residential and business rates)
 Benefits and Benefits Investigation
 Debt Recovery
 Management and Maintenance of the Council's Estates
 Council Building Maintenance

Head of Corporate Services (reporting to the Director of Corporate Resources)

Information and Communications Technology
 Freedom of Information and Data Protection
 Land Charges
 Street Naming and Numbering
 Communications
 Design and Print Services
 Internal Legal Services
 Licensing
 Democratic Services
 Elections
 Customer Services

Policy and Research
Performance Management
Community Safety & Anti-Social Behaviour

Head of Regeneration
(reporting to the Director of Neighbourhoods and Regeneration)

Planning Policy
Planning Applications
Building Control
Economic Regeneration
Retford Enterprise Centre
Business Advisory Services
Tourism Services
Bassetlaw Museum
Markets
Strategic Housing
Housing Needs and Homelessness

Head of Neighbourhoods
(reporting to the Director of Neighbourhoods and Regeneration)

Environmental Health, including:

- Neighbour nuisance complaints
- Animal wardens
- Drainage
- Contaminated Land
- Air Quality
- Food Safety
- Environmental Protection
- Inspection of Licensed Activities

Refuse Collection
Street Cleaning
Recycling
Environmental Development
Grounds Maintenance
Cemeteries
Parks and Open Spaces
Vehicle Maintenance including MOTs

The HR Service reports to the Chief Executive and is responsible for:

Development of HR Policy
Organisational Development
Recruitment of Staff
Staff Retention
Pay and Reward
Learning and Development
Employee Relations
Management of shared HR service with A1 Housing

Who do I contact to access the Council's Services?

The Council's website contains further information about services and how to access them. This includes a range of contact options such as on-line forms, contact telephone numbers and postal addresses.

The website address is www.bassetlaw.gov.uk

The Council's housing stock is managed by a separate organisational called A1 Housing. The website address for A1 Housing is www.a1housing.co.uk. Information on A1 Housing's services and how to contact them can be found on their website.

How do I found out what the Senior Management Team is paid?

The Council publishes a Pay Policy Statement each year on its Open Data website which includes information about the pay of the Senior Management Team as well as information on how other employees are paid.

The Council's Open Data website is accessed by this link:
<http://data.bassetlaw.gov.uk/>