

**Report to:** Exec Members for Environmental Services,  
Cleaner, Greener, Safer, Development,  
Regeneration & Skills, Housing,  
Neighbourhoods and Renewal, Corporate  
Resources and Health and Human  
Resources, Organisational Development and  
Diversity

**Date:** 29<sup>th</sup> June 2009  
30<sup>th</sup> June 2009  
1<sup>st</sup> July 2009

**Report of:** Director of Finance

**Report No:** EMES/285/09  
EMCGS/69/09

**Contact Officer:** Stephen Young, Assistant Director Policy and  
Performance

**Tele No:** 6301

**Report Title:** **Proposed New Structure for a Joint Finance Unit**

**Non Confidential:** **(Non-Confidential)** This report does **not** contain information which warrants  
its consideration in the absence of the press or members of the public

**Purpose:** To seek approval for a new structure for a Joint Finance Structure to support  
Development and Regeneration and Environmental Services

**Recommendations:** The Executive Member is recommended to agree the proposed structure for  
the Joint Finance Unit

**Decision:**

**Background Doc(s):** None

*(for use on Exec Rep)*

**Signed:**

\_\_\_\_\_  
Leader / Executive Member

\_\_\_\_\_  
Monitoring Officer

**Date:**

**Summary:**

*(on its own page*

*with background docs)*

The report sets out the rationale for the proposed restructure of the two Finance Units that support Development and Regeneration and Environmental Services.

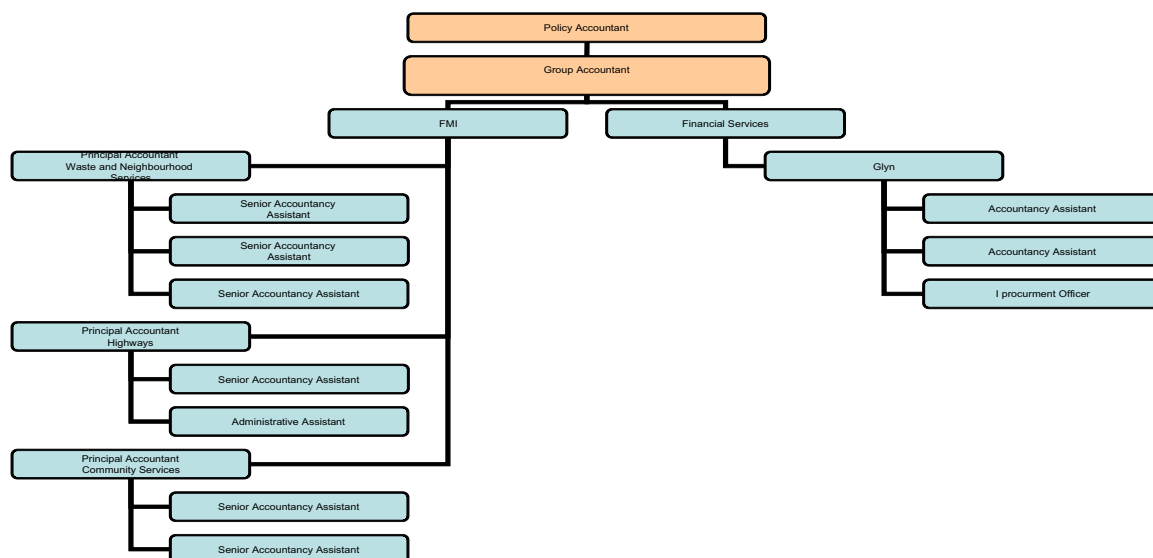
## 1. Background and Context

- 1.1. Under the current senior management arrangements the Policy and Performance Assistant Director post is a shared resource for both Environmental Services and Development and Regeneration. Under the remit of this post is the responsibility for shared resources around Business Support, Executive Support and Administration, Policy and Performance and Finance. At present the majority of the resources used to deliver this joint service is done so through single teams and functions, providing a more joined up and strategic business solution.
- 1.2. One exception to this approach is around the resource used to deliver financial support for the two departments which is done so through two separate teams.
- 1.3. The purpose of this report is to propose a restructure towards a single Joint Finance function for the two departments, an approach which will deliver the following business benefits: -
  - A more joined up co-located finance function;
  - greater strategic and operational support for service managers to better support business need;
  - more joined up strategic approach around capital and revenue commitments;
  - £30,000 of organisational efficiency.

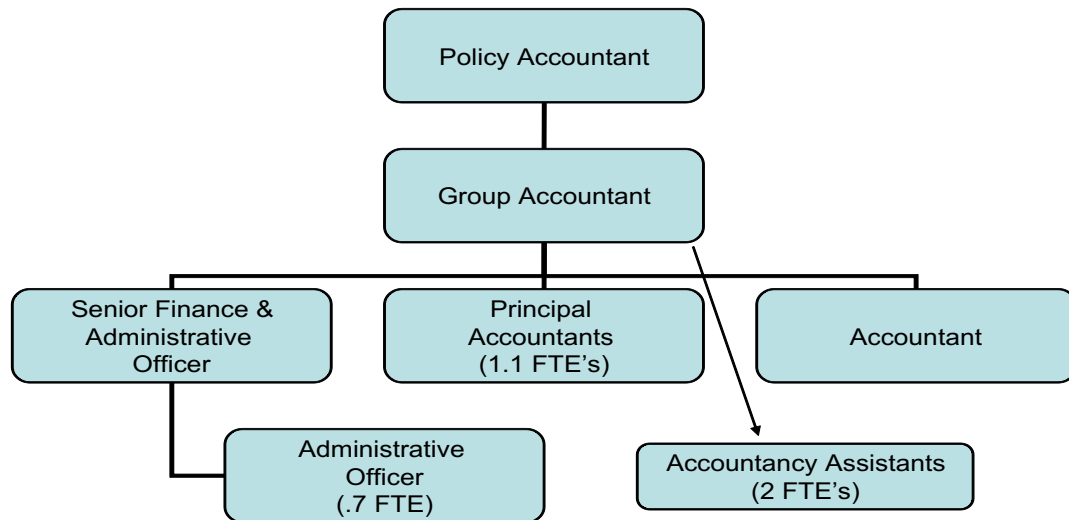
## 2. Current Structure

- 2.1. Detailed below are the current structures for the two departmental Finance teams.

### Environmental Services Current Structure



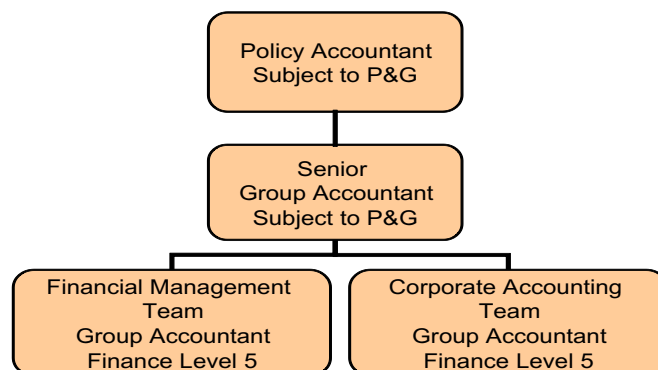
## Development and Regeneration



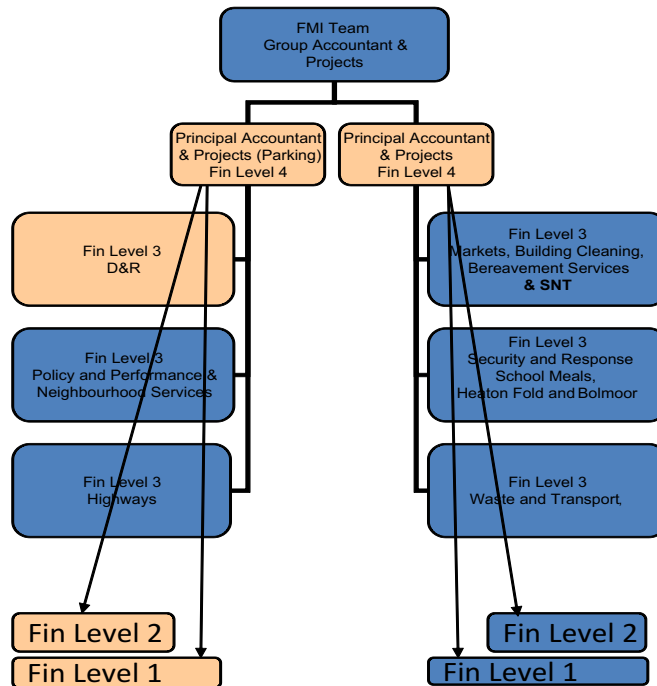
Proposed structure

2.2. The proposed joint finance structure for the departments is shown overleaf.

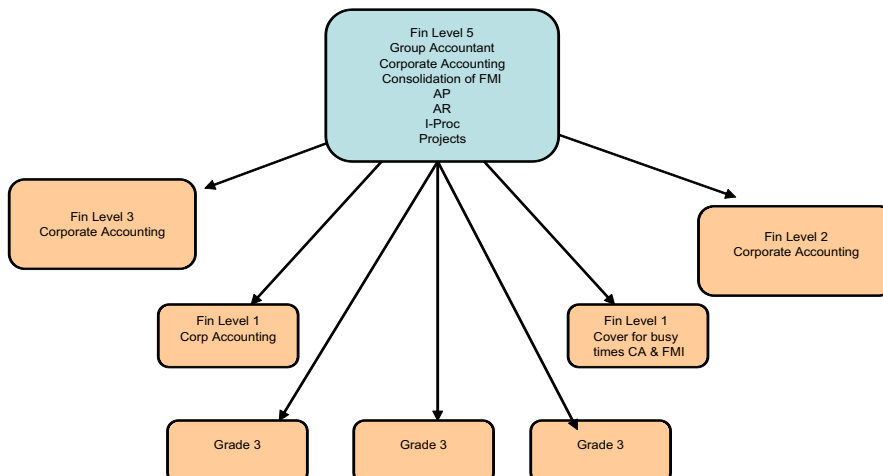
### Joint Finance Management Structure



## Financial Management Information Team



## Corporate Accounting Team



- Reduce the number of Policy Accountants to one who will provide the strategic financial management to the two departments.
- Introduce an operational management post at Senior Group Accountant to provide operational support and guidance to the two departments.

### 3. Finance and further structure details

- 3.1. The cost of the proposed new structure will be met within the existing budget and provide a saving of £29,783 towards current redirection targets 2009/10.
- 3.2. The posts of Policy Accountant and Senior Group Accountant and will be subject to a new job evaluation as they represent clear and substantial changes to their existing roles. The rest of the structure has already been subject to the pay and grading evaluation process.

### 4. Staff Consultation

- 4.1. Throughout the restructure staff and relevant Trade Unions have been fully consulted both on the new structure and the new roles and responsibilities. The consultation has been carried out in a variety of formats including:-
  - 4.1.1. Regular meetings with convenors
  - 4.1.2. Staff meetings and management presentations (including question and answer sessions)

### 5. Implementation Timetable

- 5.1. It is proposed that subject to Members' approval that the new unit will become effectively immediately.

### 6. Recommendation

- 6.1. The Executive Member is recommended to agree the proposed structure.