

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

Reporting Officer: Head of Democratic Services

6.1 APPOINTMENT OF THE CHIEF EXECUTIVE

- i) In accordance with Part 4 (F) of the Constitution, the Appointments Committee are required to interview and recommend to Full Council an appointment of the Chief Executive.
- ii) Accordingly, the Appointments Committee met on 18 October 2012 to interview applicants for the post of Chief Executive and Corporate Director of Administration and Council is asked to consider the unanimous recommendation of the Committee that Fran Beasley, the current Deputy Chief Executive, be appointed Chief Executive and Corporate Director of Administration of the London Borough of Hillingdon w.e.f 1 December 2012.

RECOMMENDATION: That the recommendation of the Appointments Committee be approved.

6.2 CHANGES TO COUNCIL MANAGEMENT STRUCTURE AND SCHEME OF DELEGATION TO OFFICERS

- i) Commensurate with the appointment of the Chief Executive, the Leader of the Council, under delegated authority contained in Part 2, 7.08(e) of the Constitution has implemented changes to the senior management structure of the Council as detailed below.
- ii) As a result of these changes the Scheme of Delegation to Officers contained in Part 3 of the Constitution has been amended and is attached as Appendix A (version with changes highlighted) and Appendix B (fully amended version) for Council approval.

RECOMMENDATIONS: That:

- a) **Part 3 of the Constitution - Scheme of Delegation to Officers, as attached at Appendix B, amended to reflect the changes below, be approved and**
- b) **the Head of Democratic Services be authorised to make further minor textual changes to the remainder of the Constitution where required to reflect the revised structure / job titles etc.**

Changes to Council Management Structure:

- The title of the Chief Executive to become **Chief Executive and Corporate Director of Administration**

- The title of the Deputy Chief Executive and Director of PEECS to become **Deputy Chief Executive and Corporate Director of Resident Services**. The responsibilities of the post amended to include:
 - All aspects of Housing including maintenance, management & housing needs previously delegated to the Corporate Director Social Care Health & Housing.
 - Enforcement activities and anti fraud and anti corruption measures across the whole Council, previously delegated to the Deputy Chief Executive & Corporate Director of Central Services.

- The title of the Corporate Director Social Care, Health and Housing to become **Corporate Director of Social Care and Health**

- w.e.f 1 December 2012 a new position to be created of **Corporate Director of Finance**. The principal responsibilities of the post will be *:
 - **Corporate Finance:** Responsibility for general grants, accounting systems, corporate accounts, external audit liaison and insurance.
 - **Service Finance:** Responsibility for the medium term financial forecast, budget preparation and monitoring, financial appraisals of all service areas and VAT.
 - **Pensions & Payroll:** Responsibility for all aspects of pension and payroll provision.
 - **Revenue Services:** Responsibility for income collection arrangements including rents, council tax, business rates, service charges, mortgages, education recoupment and social care charges.
 - **Benefits Service:** Responsibility for the calculation and payment of all benefits including council tax, housing , community care grants, other general grants and the universal credit.
 - **Internal Audit:** Responsibility for internal audit.
 - **Procurement & Commissioning:** Responsibility for the procurement and commissioning of contracts for the delivery and supply of all services to the Council and its residents, including social care, housing and education.
 - **Economic Development:** Responsibility, in conjunction with the Head of Policy, Performance & Partnerships, for local business support and regeneration.

- * Until the new post is filled the above delegations will be held by the Deputy Director of Finance who currently already covers a number of these delegations.

6.3 PART 2, ARTICLE 7 OF THE CONSTITUTION – THE CABINET

Article 7 of the Constitution sets out the powers of the Leader of the Council to appoint Members to serve on the Cabinet and to determine their portfolios. Accordingly, the Leader of the Council has notified the Head of Democratic Services of the following changes to be made to the current Cabinet Portfolios (with immediate effect unless shown otherwise) which are detailed for Members information only:

RECOMMENDATION: That the following changes to Cabinet Portfolios be noted:

General Cabinet Member delegations - to include a requirement within 'Service Planning and Delivery' to ensure services contribute to the Public Health priorities of the Council in accordance with the Public Health and Social Care Act 2012.

Portfolio:

• **Leader of the Council, Councillor Puddifoot – to include:**

- signing off all approved expenditure on external support, agency and consultancy advice for the Business Improvement Delivery programme (previously in Improvement, Partnerships and Community Safety)
- responsibility for 'Enforcement' functions across the authority within the sub-heading 'Finance, Property, Enforcement and Audit'.
- to act as Chairman of the Health and Wellbeing Board.
- to approve, on the recommendation of the Borough Solicitor, the appointment of Counsel (previously in Co-ordination and Central Services)

Portfolio:

- **Deputy Leader of the Council Cabinet Member for Education and Children's Services, Councillor Simmonds – no change**

Portfolio:

- **Cabinet Member for Social Services, Health and Housing, Councillor Corthorne– to include:**

- responsibility for the Public Health priorities of the Council

Delete responsibility for:

- overseeing and reporting to the Cabinet on the Council's responsibilities and initiatives in respect of the housing benefit scheme
- Commissioning of services

Portfolio:

- **Cabinet Member for Finance, Property and Business Services, Councillor Bianco – to include:**

- to oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of
 - the housing benefit scheme (previously in Social Services Health and Housing)
 - Information Governance

Portfolio:

- **Cabinet Member for ~~Co-ordination and~~ Central Services, Councillor Seaman-Digby – to include:**

- overseeing and reporting to the Cabinet on the Council's responsibilities and initiatives in respect of Procurement, Policy and Commissioning of services (previously Commissioning included in Social Services Health and Housing)

Delete responsibility for:

- approval, on the recommendation of the Borough Solicitor, the appointment of Counsel.

- under the direction of the Leader of the Council, to assist in the delivery of the Council Plan and related initiatives and projects, where appropriate in consultation with other portfolio holders.
- to be responsible for other portfolio responsibilities or specific delegations, which are agreed in advance by the Leader of the Council under existing delegations.

Portfolio:

- **Cabinet Member for Planning, Transportation and Recycling, Councillor Burrows** – no change

Portfolio: With effect from 1 December 2012:

- **Cabinet Member for Improvement, Partnerships and Community Safety** – to be renamed **Community, Commerce and Regeneration, Councillor D.Mills** – to include:
 - to oversee and report to the Cabinet on the Council's responsibilities and initiatives in respect of:-
 - economic regeneration
 - libraries
 - leisure services
 - cultural activities
 - sports strategy
 - development of the arts
 - to be responsible for the provision and direction of Town Twinning

Delete responsibility for:

- signing off all approved expenditure on external support, agency and consultancy advice for the Business Improvement Delivery programme

Portfolio:

- Culture, Sport and Leisure – portfolio to be deleted w.e.f 1 December 2012.

6.4 MEMBERSHIP OF COUNCIL COMMITTEES

RECOMMENDATION: That the changes to the membership of Committees as shown below be approved:

Upon the nomination of the Conservative Group and w.e.f 1 December 2012,

- **Executive Scrutiny Committee** – Councillor Higgins to replace Councillor Lavery.

6.5 URGENT IMPLEMENTATION OF DECISIONS

RECOMMENDATION: That the Urgency decisions detailed below be noted.

Information

1. The Constitution allows a Cabinet or Cabinet Member decision to be implemented under special urgency rules and also, when urgent, before the expiry of the 5 day call-in provided there is agreement from the Chairman of the Executive Scrutiny Committee to waive this. All such decisions are to be reported for information only to the next full Council meeting.
2. Recently the following decisions have been made using the urgency procedures:

Cabinet Member decisions under special urgency procedures:

- A joint decision by the Leader of the Council and Cabinet Member for Finance, Property and Business Services on 11 September 2012 to release capital funds for Private Sector Renewal Grants and Disabled Facilities Grants.
- A joint decision by the Leader of the Council and Cabinet Member for Finance, Property and Business Services on 21 September 2012 to release capital funds for the Highways Structural and Localities Programme 2012/13 Phase 2 and Hillingdon Housing Service's HRA Works to Stock programme 2012/13.
- A joint decision by the Leader of the Council and Cabinet Member for Finance, Property and Business Services on 24 October 2012 to release capital funds for the Environmental Asset Budget Ruislip Lido Enhancement Phase 2.

Cabinet decision under urgency procedures:

- A Cabinet decision on 27 September 2012 to release of capital funds for the school expansion programme.