

# **PART 7**

# **MANAGEMENT STRUCTURE**

## **1.0 INTRODUCTION**

The Council's Officer structure as at July 2018 consists of the Chief Executive and 3 Directors with their Directorates.

This section should be read in conjunction with Article 11 of the Constitution which details with statutory responsibilities within the Council's management structure.

Adur and Worthing Councils have a Joint Officer Management Structure; some of the areas of responsibility listed in this part of the Constitution may refer only to one Council. The Joint Committee Agreement, as amended, has the definitive roles and responsibilities. Full details of the delegations to Officers can be found in the Joint Scheme of Delegations to Officers, which is included within Part 4 of this Constitution.

## **2.0 THE CHIEF EXECUTIVE**

The Chief Executive provides strategic and corporate direction of the Council, working closely with the Elected Members and Senior Officers to ensure the management of the Council meets corporate objectives.

The Chief Executive is also the Council's statutorily appointed Head of Paid Service. He is directly responsible, and line manages, the Council's team relating to Communications.

## **3.0 DIRECTORS**

The Directors have a significant role in the Corporate Management of the Council and pursue matters of a strategic nature. The Directors are responsible for overseeing various Directorates; these are detailed below:

### **3.1 Director for the Economy responsible for the following service areas:**

- Planning and Development
- Culture
- Place and Economy
- Major Projects and Investment

### **3.2 Director for Communities responsible for the following service areas:**

- Environmental Services
- Housing
- Wellbeing

### **3.3 Director for Digital & Resources responsible for the following service areas:**

- Revenues and Benefits
- Finance
- Customer and Digital Services
- Legal Services
- Human Resources
- Business and Technical Services

## **4.0 SERVICE AREAS**

Each of the Services, or Sections, within a Directorate is headed by a Head of Service post. Outline details of their areas of responsibility are given below:-

### **4.1 Economies Directorate**

#### **4.1.1 Head of Planning & Development**

- Planning Policy
- Major Planning Applications
- Development Management
- Building Control
- Land Charges
- Local Land and Property Gazetteer (LLPG)
- Street Naming and Numbering
- Fire Safety Advisory Services
- Flood defence

#### **4.1.2 Head of Culture**

- Museums
- Venues
- Cultural Partnership

#### **4.1.3 Head of Place & Economy**

- Economic Investment (LEP) / Growth Deal / City Region
- Economic Development, Inward Investment & Business Retention
- Place Shaping, Urban Realm & Town Centre Management
- Skills & Enterprise
- Business Engagement & Partnerships
- EU and External Funding
- Visitors & Events

#### **4.1.4 Head of Major Projects & Investment**

- Major Regeneration Projects
- Estates & Property

#### **4.2 Communities Directorate**

##### **4.2.1 Head of Environmental Services**

- Parks & Open Spaces
- Foreshore
- Worthing Pier
- Bereavement Services
- Environmental Health (Dog Control)
- Recycling & Refuse Service
- Bulky Waste
- Clinical Waste
- Commercial Waste
- Street Cleansing
- Graffiti
- Waste Strategy & Compliance
- Waste Education
- Fleet & Transport Management
- Commerce Way & Meadow Road Management
- Waste Transfer Licences
- Pest Control

##### **4.2.2 Head of Housing**

- Building Services (Housing)
- Tenancy Services (Adur Homes)
- Strategy, Systems & Clienting
- Private Sector Housing
- Housing Solutions

##### **4.2.3 Head of Wellbeing**

- Public Health & Wellbeing
- Public Health & Regulation (Environmental Health) – Protection
- Public Health & Regulation (Environmental Health) – Food Safety & Healthy Workplaces
- Think Family & Early Help
- Community Safety & Anti-Social Behaviour
- Licensing
- Democratic Services
- Community Engagement
- Places & Neighbourhoods
- Third Sector & Partnerships

- Safeguarding

## **4.3 Digital & Resources Directorate**

### **4.3.1 Head of Revenues & Benefits**

- Council Tax and NNDR (National Non-Domestic Rates)
- BID (Business Improvement District) Levy
- Benefits

### **4.3.2 Chief Financial Officer**

- Management & Technical Accounting
- Strategic Accounting
- Exchequer & Fraud
- Internal Audit
- Procurement & Contracts

### **4.3.3 Head of Customer & Digital Services**

- Customer Services
- Customer Insight
- Digital Transformation
- Service Design
- Systems Support & Development
- Management Information Systems (MIS), Data and Information Security
- Elections
- Business Support
- Parking Services

### **4.3.4 Head of Legal Services**

- Governance
- Monitoring Officer Function
- Property
- Contracts
- Litigation
- Regulatory

### **4.3.5 Head of Human Resources**

- Strategic HR Partnering
- Employee Relations
- Employee Resourcing
- Employee Wellbeing
- Organisational Development
- Learning & Development
- Cultural Change

- Organisational Performance & Effectiveness

#### **4.3.6 Head of Business & Technical Services**

- Engineering & Surveying
- Coastal Monitoring
- Facilities management (including security, reprographics, porters, pool cars)
- Emergency Planning
- Business Continuity
- Corporate Health & Safety
- Building Management (Worthing Town Hall, Portland House)
- Public Conveniences