

## REPORT

To: CORPORATE SERVICES COMMITTEE	Subject: CORPORATE SERVICES: STRUCTURE REVIEW – CENTRAL SERVICES AND LEGAL SERVICES	
From: EXECUTIVE DIRECTOR OF CORPORATE SERVICES		
Date: 13 August 2009	Ref: JOH/JAF/IL	

1. **Purpose of Report**

- 1.1 The purpose of this report is to make recommendations following a review of the establishment structure within the Committee Services Section of the Central Services Division. It also has an impact on staffing within Legal Services.

2. **Background**

- 2.1 The General Purposes Committee, at a meeting on 19 March 2007, agreed a number of recommendations following a review of the establishment structure within the Central Services Division of the then Department of Administration. Those recommendations included the establishment of a Civic Governance Unit with responsibility for Data Protection; Freedom of Information; Marches and Parades; central responsibilities in terms of the Regulation of Investigatory Powers legislation; the Register of Tenders; co-ordination of the activities of the Council in relation to the Scottish Public Services Ombudsman; Ethical Standards legislation; the Register of Political Restricted Posts; and provision and co-ordination of the publication of information on the Council's decision making processes; and oversight of use of meetings accommodation and equipment within the Council's headquarters.
- 2.2 The Public Services Section of the Legal Services Division includes, among its responsibilities, responsibility for the District Courts within North Lanarkshire. As previously advised, responsibility for District Courts is to be removed from local government – and, at present, it is anticipated that the transfer of this responsibility within North Lanarkshire will be effected during the current financial year.

3. **Developments**

- 3.1 Changes to the Council's decision making processes and the increase in regulatory and quasi judicial work are reflected in an increase in the complexity of the work of the Committee Services Section coupled with a reduction in volume. The senior structure of the section is equipped to deal with the challenges of increasing complexity and the reduction in volume of work affords the opportunity to subsume, within the work of the Committee Services Section, a number of the functions of the Civic Governance Unit.
- 3.2 A number of the functions of the Civic Governance Unit do, however, require dedicated input at a senior level: principal among those functions are the discharge of the Council's corporate Data Protection role; the oversight of the operation of the Council's Freedom of Information procedures including discharge of the Council's responsibilities on receipt of any requirement of the Council to review its actions and decisions in relation to initial determination; and responsibilities in terms of Regulation of Investigatory Powers legislation. For those areas of work legal qualification, while not essential, is highly advantageous – and, with the transfer of responsibility for District Courts, the opportunity exists for the Chief Solicitor (District Courts and Licensing) to assume further responsibilities.

#### 4. **Proposals**

- 4.1 It is proposed that there be transferred from the Central Services Division to the Legal Services Division responsibility for Data Protection, Freedom of Information and central responsibilities in terms of the Regulation of Investigatory Powers legislation. It is proposed, also, that the post of Civic Governance Manager be deleted and that there be transferred from the Central Services Division to the Legal Services Division the posts of Corporate Freedom of Information Officer, Assistant Corporate Freedom of Information Officer and two posts of Administrative Officer.
- 4.2 It is further proposed that responsibility for marches and parades, the Register of Tenders, work in relation to the office of the Scottish Public Services Ombudsman, the Council's responsibilities with regard to Ethical Standards legislation, the Register of Political Restricted Posts, provision and co-ordination of the publication of information on the Council's decision making processes and the membership of the Council and oversight and control of the use of meeting accommodation and equipment within the Council's headquarters including maintenance of the master meetings diary be transferred to the Committee Services Section of the Central Services Division.

#### 5. **Staffing Implications**

- 5.1 Having regard to the transfer of responsibilities and the changing pattern of work it is proposed that the post of Civic Governance Manager and two posts of Administrative Assistant be deleted from the establishment of the Central Services Division.

#### 6. **Financial Consequences**

- 6.1 The cost savings arising from the deletion of the post of Civic Governance Manager and the two posts of Administrative Assistant are, respectively, £65,118 and £46,422 (in each case including National Insurance and Superannuation oncosts). The proposals involve a requirement for no additional resources. The net savings amount, accordingly, to £111,540.

#### 7. **HR Issues**

- 7.1 The Head of Human Resources has been consulted on these proposals and has no adverse comment to offer.

#### 8. **Recommendation**

- 8.1 It is recommended that the Committee approve the change in functional remits and staff positions outlined in this report and remit consideration accordingly to the Human Resources Sub-Committee.

  
**Executive Director of Corporate Services**

*Members seeking further information on the contents of this report are asked to contact John Fleming, Head of Central Services on Extension 2228.*