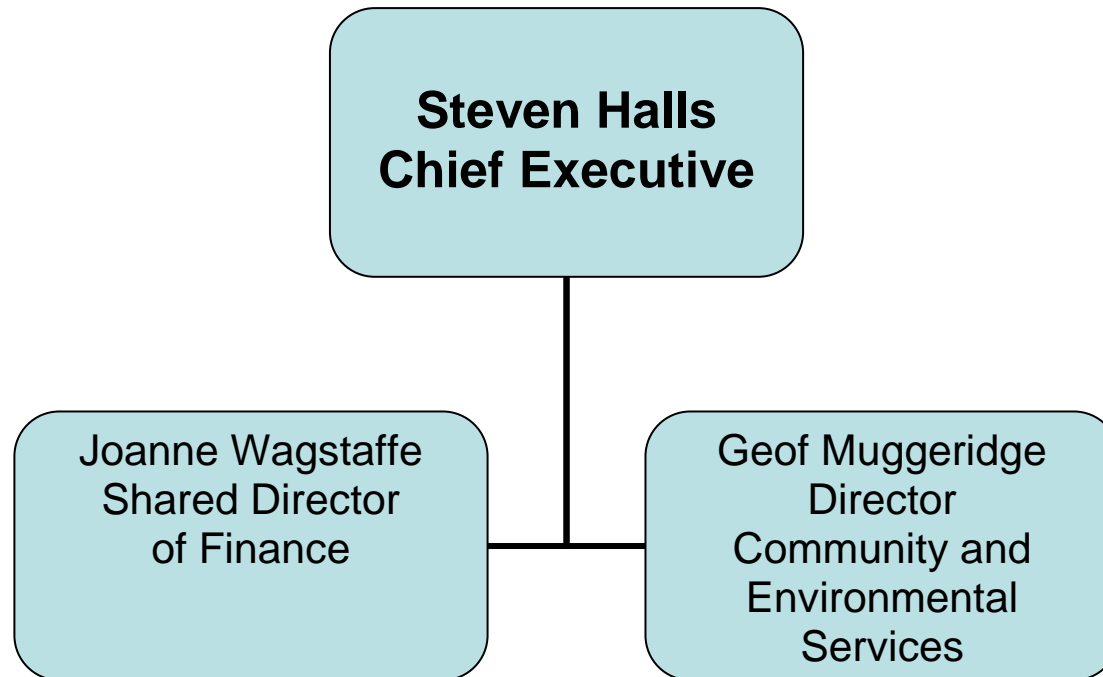


**Part 7**

**Three Rivers District Council**

**Management Structure**

## Part 7 - Three Rivers District Council - Management Structure



(Directorate Organisation Charts to be added)

**THREE RIVERS DISTRICT COUNCIL**

**MANAGEMENT STRUCTURE**

**DEPARTMENTAL AND OFFICER RESPONSIBILITIES**

**1. CHIEF EXECUTIVE**

- 1.1 The Chief Executive is the head of the Council's paid service and has authority over all other officers so far as this is necessary for the efficient management and execution of the Council's functions.
- 1.2 The Chief Executive is the leader of the officers' management board and the Council's principal adviser on matters of general policy. As such it is his/her responsibility to secure co-ordination of advice on the forward planning of objectives and services and to lead the management board in securing a corporate approach to the affairs of the authority generally.
- 1.3 Through leadership of the officers' management board the Chief Executive is responsible for the efficient and effective implementation of the Council's programme and policies and for ensuring that the resources of the authority are most effectively deployed towards those ends.
- 1.4 Similarly the Chief Executive shall keep under review the organisation and administration of the authority and shall make recommendations to the Council through the Policy and Resources Committee if major changes are required in the interests of effective management.
- 1.5 The Chief Executive is responsible for the maintenance of good internal and external relations.

***The Chief Executive is directly responsible for the provision of:***

- 1.6 Legal Services
- 1.7 Democratic Services - including Committee management, Electoral Registration, Elections staffing and support, document management and word processing.
- 1.8 Marketing, Publicity and Media Services.
- 1.9 Corporate Planning and Review.
- 1.10 The Council's Information Technology, Word Processing, and Reprographics, and basic office services, and facilities management for Three Rivers House.
- 1.11 Business Continuity, Risk management, Data protection and Emergency Planning.

***The functions of the Department include:-***

- 1.12 Legal Services.
- 1.13 Elections and Electoral Registration.

- 1.14 Committee Administration and document management.
- 1.15 Printing, Typing and Centralised Purchasing and Record Keeping.
- 1.16 Reprographics and postal services.
- 1.17 Maintenance and Repair of Council Offices, Three Rivers House Buildings and Depots including Caretaking and Cleaning.
- 1.18 Security, Fire Precaution and Protection of Council Offices and Other Buildings Three Rivers House.
- 1.19 Marketing, Publicity and Media Services.
- 1.20 Member Services.
- 1.21 Internal and External Relations.
- 1.22 Co-ordination of the Civil Emergencies Plan.

## **2. DIRECTORATE OF FINANCE**

### **Shared Services**

From 1 April 2014 the Council has entered into a Lead Authority agreement with Watford Borough Council covering the following services:

Finance, Revenues and Benefits, Human Resources, Information and Communications Technology and Procurement.

Watford Borough Council will be the Lead Authority for ICT Client Side, Human Resources and Procurement and Three Rivers will be the Lead Authority for Finance and Revenue and Benefits.

The Shared Director of Finance for the Council exercises strategic oversight in respect of Finance and Revenues and Benefits for Three Rivers and s/he performs the same function in respect of Human Resources and Information Technology for Watford Borough Council.

### ***Functions of the Directorate include:-***

- 2.1 **Finance**
  - 2.1.1 Accounting Services.
  - 2.1.2 Borrowing and Investment of Funds.
  - 2.1.3 Management of Reserves and Provisions.
  - 2.1.4 Internal and Management Audit.
  - 2.1.5 Insurances.

- 2.1.6 Payment of Sums Due.
- 2.1.7 Housing Advances.
- 2.1.8 Co-ordination of Budget Preparation, Capital Estimates and Programme.

## **2.2 Revenues and Benefits**

- 2.2.1 Administration of Housing Benefits Scheme.
- 2.2.2 Rating Matters.
- 2.2.3 Council Tax and National Non-Domestic Rate.
- 2.2.4 Debt Collection Enforcement.
- 2.2.5 Collection of All Sums Owed Including Rents.

## **3. DIRECTORATE OF COMMUNITY AND ENVIRONMENTAL SERVICES**

***The Director of Community and Environmental Services is responsible for:***

- 3.1 Corporate Planning Programming Review.
- 3.2 The preparation of local plans, development control, building control, local land charges, entertainment licences, planning enforcement and planning advice relating to all the Council's functions where relevant.
- 3.3 The development and promotion of all sporting facilities, the provision and maintenance of public golf courses, swimming pools, management of public halls including catering and the development of cultural facilities.
- 3.4 All services required for the road network on Highways Partnership (including District) roads and advice on all engineering aspects for all the Council's Departments.
- 3.5 Advising the Council on housing policy, including supply and demand.
- 3.6 All environmental health and environmental protection services. These include a range of contracted services under the Local Government Planning Act 1980 (DLOs) and the Local Government Act 1988 (DSOs) such as refuse collection, street cleansing, recycling and clinical waste.
- 3.7 The maintenance of parks, playing fields, open spaces, cemeteries, provision and maintenance of marinas and sailing water, woodlands and picnic areas, the management and development of allotments and leisure gardens.
- 3.8 Asset management and sustainability planning and projects.
- 3.9 Property maintenance and facilities management.
- 3.10 Customer Services.

***The functions of the Department of Community and Environmental Services include:-***

- 3.11 Control and maintenance of off-street car parks.
- 3.12 Public lighting - District footpaths.
- 3.13 Development plans - Structure and Local.
- 3.14 Development control and planning enforcement.
- 3.15 Building control, including dangerous structures and excavations, control of demolitions, ruinous and dilapidated buildings, means of escape from certain buildings and the safety of platforms etc used on public occasions.
- 3.16 "Approved Inspector" in accordance with the terms and conditions of the PRC Homes Scheme Handbook.
- 3.17 Conservation areas and building preservation.
- 3.18 Tree Preservation Orders.
- 3.19 Strategic transportation.
- 3.20 Implementation and administration of the Council's Civic Award Scheme.
- 3.21 Preparation, initiation and implementation of tree planting schemes and other environmental improvement schemes.
- 3.22 All matters relating to Ordnance Survey maps and map information.
- 3.23 Local Land Charges.
- 3.24 Licences and permits relating to entertainment, alcohol and gambling.
- 3.25 Promotion of entertainments on behalf of the Council.
- 3.26 Arts Development.
- 3.27 Sports Development.
- 3.28 Play Development and Play Areas.
- 3.29 Capital and Revenue Grants Scheme.
- 3.30 Pitch Bookings.
- 3.31 Provision and development of Management of Rickmansworth Golf Course, Fairway Inn, William Penn Leisure Centre, Sir James Altham Swimming Pool, The Centre, South Oxhey and management of Watersmeet.
- 3.32 Estimation of Council housing demand and supply.

- 3.33 Maintaining the Housing Waiting List.
- 3.34 Dealing with homeless people.
- 3.35 Advising private tenants on welfare matters.
- 3.36 Responsibility for the operation of the Council's emergency standby services.
- 3.37 Home Energy Efficiency.
- 3.38 Provision of aids for residents with physical disabilities.
- 3.39 Home Repair Assistance and Renovation Grants including, Disabled Facilities Grants, and Houses in Multiple Occupation.
- 3.40 Refuse collection, recycling, home composting and cesspool emptying.
- 3.41 Street cleansing.
- 3.42 Grounds maintenance.
- 3.43 Administration of the Refuse Disposal (Amenity) Act 1978.
- 3.44 Environmental health licensing other than public entertainment.
- 3.45 Food hygiene and safety including sampling.
- 3.46 Public conveniences.
- 3.47 Statutory duties under public health legislation.
- 3.48 Animal welfare including stray dogs.
- 3.49 Health and Safety at Work concerning employees and works undertaken on behalf of the Council. Enforcing the provisions of the Health and Safety at Work Etc Act 1974 in those classes of premises specified under the Health and Safety (Enforcing Authority) Regulations 1977 and advising the Council on those functions under this legislation in relation to its own buildings and practices.
- 3.50 Administration of the Housing Acts in relation to the private sector including all aspects of housing in multiple occupation.
- 3.51 Administration of the Shops Acts and Sunday Trading Act.
- 3.52 Noise and pollution control.
- 3.53 Providing a pest control service and enforcing legislation relating to pest control in private premises.
- 3.54 Licensing and permits other than; Entertainment, Skip and Scaffolding.
- 3.55 A building maintenance contracting service to Council housing and buildings.
- 3.56 Control of centralised transport and mechanical equipment.

- 3.57 Valuation Services and Asset Management.
- 3.58 Provision of Building Surveying Services for all Departments.
- 3.59 Energy Conservation and Sustainability projects.
- 3.60 Customer Services Centre.