

SENIOR MANAGEMENT STRUCTURE OF DERBY HOMES

Report of the Director of Derby Homes

SUMMARY OF REPORT

1. This report amends the structure of senior posts in Derby Homes with effect from 1 April 2002.

RECOMMENDATIONS

2. That the
 - post of Senior Assistant Director is deleted
 - Housing Regeneration Manager's duties be amended, and the post be regraded at PO6
 - post of Principal Accountant PO2/3 be created.

MATTER FOR CONSIDERATION

- 3.1 At the Board Meeting on 31 January 2002, it was agreed that the Director of Derby Homes prepare proposals for the senior management structure of Derby Homes. This report sets out my proposals and Appendix 1 and 2 show the current and proposed structures. At the Board meeting on 28 March 2002, it was agreed to consider this report at this meeting, following further consultation with UNISON.

Senior Assistant Director (Housing Management)

- 3.2 It is proposed to delete this post. Its duties broadly match those of the Director of Derby Homes post, and its deletion removes a layer of management and communication. I would want to review the need for the creation of an Assistant Director post in the future, depending upon workloads and the experience of the operation of Derby Homes after 12 months.

Housing Regeneration Manager

- 3.3 It is proposed to extend the range of functions reporting to this post in addition to the existing ones of planned maintenance and regeneration. The post will deputise for the Director in his absence. The post will also take on the role of Company Secretary, and the development of the organisation. To achieve this, it is proposed to add the responsibility for the Staffing Team, the Support Services Team and the Housing Management Policy Team. To reflect these additional duties, and especially the role of deputy to the Director, it is proposed to regrade the post from PO4 to PO6.

Finance Manager

- 3.4 This post will lose responsibility for the Staffing and Support Services Teams and responsibility for the management of general fund budgets. However, it will be necessary for the postholder to concentrate on financial and IT aspects of the service. There is a need to take lead responsibility for reporting on financial affairs to the Board, preparation of company accounts, budget monitoring and cost effectiveness of the service. This workload is anticipated to increase and to provide additional support, it is proposed to create a new post of Principal Accountant grade PO2/3 to lead on budget and accounting work. These proposals are supported by the City Council's Director of Finance. This postholder is currently receiving an honorarium of £100 a month to reflect the work involved in supporting the creation of Derby Homes, and taking on additional duties from the vacant post of Senior Assistant Director. This will continue until the end of September 2002.

Housing Manager (Tenancy Services) and (Local Services) and Maintenance Manager

- 3.5 No substantive changes are proposed in the post of Housing Manager (Tenancy Services) and Maintenance Manager. The post of Housing Manager (Local Services) will lose responsibility for the post of Housing Management Policy Officer, and be freed to concentrate on the important duties of management of day to day maintenance and the local housing service. The posts of Housing Manager (Tenancy Services) and Housing Manager (Local Services) are receiving an honorarium of £100 a month to reflect the taking on of additional duties from the vacant post of Senior Assistant Director. This will continue until the end of September 2002.

Area Boards

- 3.6 Board members will be aware that Derby Homes has yet to make a decision on the creation of Area Boards. This will need to be determined before September 2002. Such a decision is likely to have an impact on the senior management structure and will need to be considered in the future.

CONSULTATION IMPLICATIONS

4. The proposals in this report have been developed and will be implemented in consultation with the City Council's Personnel Section and Director of Finance.

FINANCIAL IMPLICATIONS

- 5.1 Included in the draft budget for 2002/3 are the following costs to reflect the changes proposed in this report and in the creation of the Director of Derby Homes post.

Deleted posts	Grade	Salary £	Oncosts £	Total £
Director of Housing (60%)	CO2	(37,598)	(7,323)	(44,921)
Snr Assistant Director	CO5	(44,342)	(9,616)	(53,958)

Total costs of deleted posts **(98,879)**

New Posts				
Director of Derby Homes	CO3	55,607	12,635	68,242
Principal Accountant	PO2/3	25,228	5,297	30,525
Regraded Posts				
Housing Regeneration Manager (increased salary)	PO6	3,995	1,000	4,995

Total costs of new and regraded posts **113,762**

- 5.2 There will be the need to reassess the responsibilities and grades of other posts as a result of these changes. This will be done before the end of September 2002. All posts are also subject to a job evaluation process already approved by the Council.
- 5.3 The increased costs of £14,883 and other costs associated with these changes will be contained in the fee income received by Derby Homes.

LEGAL IMPLICATIONS

6. None arising directly.

PERSONNEL IMPLICATIONS

7. The proposals in this report have been the subject of consultation with staff and trade unions.

ENVIRONMENTAL IMPLICATIONS

8. None.

EQUALITIES IMPLICATIONS

9. The new post of Principal Accountant will be filled by open recruitment.

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