CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	8 March 2017
REPORT TITLE:	"Contact Details and Responsibilities of the Senior Leadership Team and Heads of Service" Form – review of the Management Structure
PURPOSE OF THE REPORT:	To provide an update regarding the development of the above document following discussions on 14 September 2016
REPORT BY:	Solicitor – Corporate Governance
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1. INTRODUCTION AND BACKGROUND

In its meeting on 14.09.2016, the Standards Committee discussed that several changes had taken place within the County Council's services and some elected members were unsure who was now responsible for various operational matters.

It was felt that a document should be created, based on the Family Tree which appears in Part 7 of the Isle of Anglesey County Council's Constitution, and this would provide guidance to Elected Members, particularly to any new Elected Members following May 2017's election. The document would include contact information for all Heads of Service, in addition to a list of current responsibilities. It would be less corporate than the information contained within the Delegation Scheme included in the Council's Constitution.

The Heads of Service input has been sought in relation to the information which should be contained within the document. A draft document was created.

The draft document was discussed at the Standards Committee's informal meeting on 08.12.2016. There was appetite by the Standards Committee members to enhance the draft document created so as to include the name and contact details of Middle Managers; the purpose of this was to release the Heads of Service from having to be the point of contact for all matters. However, it was agreed by the Heads of Service that this would be contrary to the Constitution's Protocol which deals with the relationship between officers and members.

In the meeting of the Penaethiaid (Heads of Service) on 13.12.2016, it was agreed that the Protocol should not be amended and the new document should not include the name or the contact details for the Middle Managers. It was felt that it would be better to continue with the original principle i.e. to produce a family tree document showing the

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name, contact details and responsibilities or work fields all Heads of Service. It was noted that this decision should be reconsidered in a year's time.

2. DRAFT DOCUMENT

A new document has been created now. This document contains information including the name, contact details and main responsibilities of each Head of Service. **Appendix 1** is a redacted version of the document. The information which is withheld in **Appendix 1** will be included on the document to be published in due course. This will be an internal document only.

3. THE PLAN

The intention is for the full (non-redacted version) of the document (i.e. **Appendix 1**) to be published on MonITor, The Isle of Anglesey County Council's intranet service, so it will be available for staff and members.

An email will also be sent to elected members of The Isle of Anglesey County Council to advise them of the new document's existence.

4. RECOMMENDATION

- 1. The Standards Committee members are asked to note the contents of this report.
- 2. The Standards Committee members are asked to confirm whether the document in **Appendix 1** answers the brief and is acceptable.
 - a. If the same is approved, the plan (as noted in section C above) will be executed. The Standards Committee members are asked to confirm they agree to this.

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ATODIAD / APPENDIX

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Contact Details and Responsibilities of the Isle of Anglesey County Council's Senior Leadership Team and Heads of Service

CHIEF EXECUTIVE

Gwynne Jones

- IOACC Ambassador
- Leader of the Senior Leadership Team
- Offer advice and support to the Council and Executive on policy options and major strategies
- Continuous improvement of Council Services
- · IOACC Electoral Registrations Officer

ASSISTANT CHIEF EXECUTIVE

Annwen Morgan

- Modernising services including Schools, Museums, Libraries and Leisure.
- Asset Management Plan including energy efficiency
- Energy Island
- Town and Community Councils
- Developing Managers
- Developing Anglesey as a place
- Partnership Working
- Customer Service
- Welsh Language Policy and the Welsh Standards

ASSISTANT CHIEF EXECUTIVE

Caroline Turner

- Social Services Statutory Director
- Performance Management of Council Services
- Planning and managing the workplace within the County Council
- Smarter working, including flexible hours
- IT and Communication Strategy
- Corporate Communication
- **Business Continuity**

HEAD OF FUNCTION (RESOURCES) / S151 OFFICER

Marc Jones

- Statutory 151 Officer under the Local Government Act 1972
- Keep the Accounts of the Council
- Annual Revenue and Capital Budget
- Monitor expenditure against the budgets
- Pay wages and creditors
- Collect Income Council Tax and Business
- Accounting and claiming external grants
- Internal Audit
- Insurance
- Procurement manage and advise on the tendering process

HEAD OF FUNCTION (COUNCIL BUSINESS) / MONITORING OFFICER

Lynn Ball

- Statutory Monitoring Officer under s5 Local Government and Housing Act 1989
- Ethics/Codes of Conduct / Standards Committee/Governance
- Constitution
- SIRO
- Civic/Member support
- Corporate Complaints
- Democratic Services
- Elections
- Emergency Planning
- Land Charges
- Scrutiny
- Translators

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HEAD OF REGULATION AND ECONOMIC DEVELOPMENT Dylan Williams

- Safeguarding the Customer
- Protecting the Environment
- Public Health Protection
- Licensing
- Planning Services
- Building Control
- Economic Development
- Tourism and Marketing including Blue Flag Beaches and Maritime Licences
- Môn Actif facilities including the 4 Leisure Centres
- Playing fields and parks
- Energy Island Programme
- Viable and Vibrant
 Places (VVP)
- Civil Registration Service
- Business Support
- Regional Supply Chain Programme

HEAD OF HIGHWAYS, WASTE AND PROPERTY Dewi R Williams

- Highways -Maintenance and Repair, Improvements and Winter Maintenance
- Car Parks and Parking Enforcement
- Flood Prevention and Preserving the Coast
- Civil Engineering and Mechanical Planning
- Highways
 Development
 Control- Highway
 issues in Planning
 Applications
- Public Footpaths and the Costal Path
- Waste
 Management- bin
 collection, recycling
- Street Cleaning
- Public transport including school buses and social services
- Fleet management
- Council Property and Estates including buying, selling and maintaining business buildings and Council Farms
- Architectural works for the design of new buildings
- Management of Anglesey Airport

HEAD OF ADULT SERVICES

Alwyn Rhys Jones

- Adults with learning needs
- Services for the Elderly
- Adult Mental Health
- Residential Homes
- Day Centres
- Home Care Services
- Supported HousingSupportive Work

Placements

- Nursing Homes provided by the independent sector
- Specialist locations provided by the third sector
- Social Workers (adults)
- Therapists

HEAD OF CHILDREN'S SERVICES

Anwen M. Hughes

- Children's Social Services
- Children with special needs who need care and support
- Protecting children who are at risk of abuse
- IOACC Looked After Children
- Children who leave the care system
- Children with disabilities and illnesses
- Children who commit crime or who are at risk of committing crime
- Children who are carers
- Out of hours care services
- Fostering and Adoption Processes
- Support for families

HEAD OF LEARNING Delyth Wyn Molyneux

- Early Care and childcare
- Support for schools
- Access to Education
- Educational Transport
- Special Educational Needs
- Youth Services
- Libraries
- Life Long Learning including adult skills and Universities contact
- Team Around the Family
- Flying Start
- Family Information Services
- Oriel Ynys Môn
- Beaumaris Gaol and Court
- Llynnon Mill
- South Stack
- Archives

HEAD OF CORPORATE TRANSFORMATION Scott Rowley

- Information and Communication Technology (ICT) Strategy
- Digitisation Plan
- Human Resources within the Council
- Workforce Development/ People Strategy
- Talent Managementtraining and learning opportunities for staff
- Corporate Training
- Project Management within the Council, including Smarter Working; School Modernisation; Older People; Libraries, Heritage and Culture; and Council Transformation Programme
- Corporate
 Communications
- Consultation and Engagement
- Internal Communication Framework
- Council Performance and Business Planning
- Customer Service
- Social Media
- Cyswllt Môn
- Change
 Management workforce,
 technology and
 cultural

HEAD OF HOUSING SERVICES Shan Lloyd Williams

- Council Housesincluding maintenance, Right to Buy, Lettings, Building, Anti-social behaviour
- Council's Housing revenue Account, rent collection
- Homlessness and the Social Housing Register
- Affordable housingincluding new developments with Housing Associations, Help to Buy Scheme
- Empty Houses in the Private Sector
- Disabled Facilities Grant
- Tackling poverty including the welfare benefits service
- Gypsies and Travellers
- Plan to re-locate vulnerable reefugees
- Communities First

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