

<b>Committee:</b>	<b>Date:</b>
Finance Committee – For Information	18 October 2016
Establishment Committee – For Information	25 October 2016
<b>Subject:</b>	<b>Public</b>
Chamberlain’s Department Organisation Structure	
<b>Report of:</b>	<b>For Information</b>
Chamberlain	
<b>Report author:</b>	
Matt Lock, Chamberlain’s Department	

### Summary

A number of organisational changes have been made within the Chamberlain’s department over the past 12-18 months. These changes have been implemented to secure operational efficiencies, speed up decision making processes within the department and contribute towards our departmental Service Based Review (SBR) savings.

This report provides Members with an overview of the current staffing structure of the Chamberlain’s department.

### Recommendation

Members are asked to note the report.

### Main Report

#### Background

1. There have been a number of changes made to the staffing structure within the Chamberlain’s department over the past 12-18 months.

#### Current Position

2. Members of Establishment Committee requested this update report to provide an overview of the current staffing structure of the Chamberlain’s department, the report is also provided to Finance Committee for completeness.

#### Rationale

3. In early 2015, having been in post for a year, the Chamberlain conducted a review of of the departmental Senior Leadership Team. The primary motivation for this was to increase the effectiveness and speed of decision making by reducing management layers and bureaucracy with a secondary consideration towards meeting the department’s 15/16 Service Based Review (SBR) savings proposals.

4. A cascade of incremental change followed this as the newly formed Senior Leadership Team reviewed their own requirements in accordance with amended operational responsibilities. The focus on operational effectiveness has been maintained throughout and this will continue for the foreseeable future.

### **Current Structure**

5. The department comprises three main Divisions; Financial Services Division, IT Division and City Procurement, headed by the Deputy Chamberlain, IT Director and Commercial Director respectively, which, together with the Chamberlain, forms the departmental Senior Leadership Team. Also reporting directly to the Chamberlain are the Internal Audit & Risk Management and Directorate teams. Appendix 1 shows in diagrammatical form the overall structure of the Chamberlain's department and the management teams of the Senior Leadership Team.
6. There are no plans at present to make further change to the organisation structure of the Chamberlain's department, although the Senior Leadership Team will continue to review this to ensure that the department is positioned to provide effective finance, IT and procurement services. Attention is focussed on securing improvements to the IT service, examining the balance of resources between the internal team and our partner organisation Agilisys; this may impact some operational elements of the IT Division.

### **Conclusion**

7. This report provides Members with an overview of the staffing structure of the Chamberlain's department. While there are no current plans for further change, the departmental Senior Leadership Team will continue to monitor operational requirements and take steps as necessary to ensure that the workforce is in alignment with these.

### **Appendices**

Appendix 1 – Chamberlain's Department Organisation Chart

#### **Matt Lock**

Assistant Director – Strategic Resources, Chamberlain's Department

T: 020 7332 1276

E: [matt.lock@cityoflondon.gov.uk](mailto:matt.lock@cityoflondon.gov.uk)