

**Bristol City Council**  
**Minutes of the Business Change and Resources**  
**Scrutiny Commission (structure chart supplement)**



**18 July 2016 at 9.30 am**

**Members Present:-**

**Councillors:** Graham Morris (Chair), Donald Alexander, Tom Brook, Barry Clark, Stephen Clarke, Helen Godwin, Geoff Gollop and Tim Kent

**Officers in Attendance:-**

Anna Klonowski (Interim Strategic Director - Business Change), Shahzia Daya (Interim Service Director - Legal and Democratic Services), Dominic Mason (Interim Service Director for Change), Johanna Holmes (Policy Advisor - Scrutiny), Sarah Wilson (DLT Support Manager - Business Change), Louise deCordova and Andrea Dell

**1. Business Change Service Director Introductions**

The Commission received a position summary from the Strategic Director for Business Change which referenced the number of interim positions currently in post. There was a renewed focus to deliver stability for the team, the workforce and for councillors. Recruitment had commenced for two statutory posts, Service Directors for Legal and Finance. The Directorate Leadership team would need a short time to reflect on the Mayor's Bristol Plan; the Local Authority financial position; and the need to protect frontline services; against the backdrop of emerging national picture and central government policy.

Officers tabled the Business Change structure chart. (attached)

The Service Directors for Change and Legal and Democratic Services introduced their service areas.

The following points were raised in discussion:

- a. It was agreed that Service Directors for HR, Policy, Strategy and Communications and Finance introduce their areas of service at the next meeting.

**Action: Service Directors**

- b. It was noted that Citizen Services had moved into the Neighbourhoods Directorate and Procurement had moved to the People Directorate.



- c. Restructuring was an inevitable next step in the move towards an automated self-serve environment.
- d. A Finance Improvement Programme report was being considered by the Audit Committee, the outcomes would be shared at the next meeting.

**Action: Anna Klonowski**

- e. Members asked for the current position with regards to the statutory Head of Paid Service post. Officers confirmed that the Strategic Leadership Team were covering the position on a weekly rotating basis. The Monitoring Officer confirmed that this was a legitimate temporary measure whilst the selection process for an interim Head of Paid Service was being progressed.

Meeting ended at 11.20 am

**CHAIR** \_\_\_\_\_



# Business Change

Interim Strategic Director  
Business Change  
Anna Klonowski

Service Director Policy,  
Strategy and  
Communications  
Cathy Mullins - Interim

Strategic Planning  
Manager  
Kay Libby  
• Strategy team  
• Equalities

Strategy  
Manager  
Kathy Eastwood  
• Health and wellbeing

Performance, Information &  
Intelligence Manager  
Mark Wakefield  
• Data Analysis  
• Performance improvement  
• Consultation

Corporate Communications  
Manager  
Steph Bowen  
• Internal Comms  
• Corporate Campaigns  
• Design  
• Special Projects

Public Relations  
Manager  
Tim Borrett  
• Media relations  
• Social & digital channels

Policy, Research and Scrutiny  
Manager  
Andrea Dell  
• Scrutiny  
• Executive Office  
• Policy  
• Research

Service Director Legal  
Shahzia Daya – Act Up

Legal Services Manager  
(People)  
Nancy Rollason  
• Adults and Children’s  
Safeguarding  
• Litigation

Legal Services Manager  
(Place) Interim  
• Registrars  
• Coroners & Mortuary  
• Land charges  
• Lead legal advisor commercial  
and infrastructure projects

Services moved out  
of Business Change:  
  
**Citizens Services**  
moved to  
Neighbourhoods  
Directorate  
  
**Procurement**  
moved to People  
Directorate

Service Director Change  
Dominic Mason - Interim

Change Services Manager  
Lee Ford – Act Up  
Tara Dillon – Substantive  
• PMO  
• Projects & Programme Mgmt  
• Business Analysis/Mgmt  
• Discovery & development

ICT Delivery Manager  
Ian Gale  
• ICT Service Deliver  
• Service Transition  
• Application Support  
• IT Projects

PMO Manager:  
Lee Ford  
• Programme Management Office  
• ICT/CP Resourcing

Change Business Partner:  
Declan Cooney  
• People & Place  
• Change Advice & guidance  
• Relationship Management

Change Business Partner:  
Sian Houdmont  
• BC, CD & Neighbourhoods  
• Change Advice & guidance  
• Relationship management

Programme Managers x10 FTE  
Nick Harris  
Robert Swift  
Merlin Jones  
Lucia Dorrington  
Sam Flowers  
Simon Evans  
Lynda Bird  
Kate Mann  
Alison Houselander  
Emily Hewitt

Head of Digital Transformation  
Gavin Beckett  
• Enterprise Architecture  
• Business Architecture  
• Change Programme Digital  
Solutions

Digital Services Strategy and  
Design Manager  
Tracy Dodds  
• Web Team  
• Customer Insight  
• Digital Services

ICT Commissioning and  
Information Security Manager  
Steven Pendleton  
• Contract Management  
• Supplier Relationship Mgmt  
• Information security

Service Director HR &  
Workplace  
Richard Billingham

Programme Director BWP  
Lucy Murray-Brown  
• Delivery of BWP Business Case  
• Lead BWP Project Team

HR Business Partner Business  
Change & Talent & Resourcing  
Alex Holly  
• Talent & Resourcing Team  
• Directorate BP Responsibility

HR Business Partner: Place, HR  
Policy & Strategy  
Mark Williams  
• HR Policy & Strategy Team  
• Directorate BP Responsibility

HR Business Partner:  
Neighbourhoods, & HR  
Consultancy  
Sandra Farquharson  
• HR Consultancy Service  
• Directorate BP Responsibility

HR Business Partner People &  
Learning and Development  
Lorna Laing  
• Learning & Development Team  
• Directorate BP Responsibility

HR Operations Manager 0.5 FTE  
Jill Mikkelson  
• Resourcing  
• Payroll  
• Transitional Services  
• Project work

Service Director Finance  
Annabel Scholes - Interim

Head of Financial Management  
(Deputy s151)  
Janet Ditte  
• Finance Business Support  
• Financial Planning  
• Capital & Revenue Projects  
• Ownership of MTFS

Head of Financial and Technical  
Accounting - Interim  
• Technical Accounting  
• Corporate Finance  
• Finance Operations  
• Treasury Mgmt & insurance

Head of Internal Audit  
Melanie Henchy-McCarthy/Alison  
Mullis (job share)  
• Internal Audit Team  
• Risk  
• Corporate Governance

Finance Business Partner  
Neighbourhoods  
Robin Poole  
• Directorate BP Responsibility  
• Contribute to Corporate Finance  
/ Financial Mgmt agenda

Finance Business Partner People  
Michael Pilcher  
• Directorate BP Responsibility  
• Contribute to Corporate Finance  
/ Financial Mgmt agenda

Finance Business Partner Place  
Tian Ze Hao  
• Directorate BP Responsibility  
• Contribute to Corporate Finance  
/ Financial Mgmt agenda

Finance Business Partner  
BC & CD &  
Commercial including  
Companies  
Mike Allen  
• Directorate BP Responsibility  
• Contribute to Corporate Finance  
/ Financial Mgmt agenda  
• Commercial company FM

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