

Mainstreaming the Mayor's Office

The Mayoral Office structure was established to meet a need at a point in time. Mutual trust, confidence and effective working processes between the respective leadership teams creates an opportunity to disband the current arrangement and adopt a mainstreamed integrated approach to meeting the council's priorities. This document provides a high-level summary of activity planned to mainstream the Mayor's Office.

Mayor's Office Plan: May – December 2024

Phase 1: Culture change (April 2023 – April 2024)

- Collaborative and productive relationship between Mayor's Office and Leadership Team established
- Improved liaison with Directorates
- Strong joint work on MTFS and other corporate priorities
- Effective governance and oversight in place to provide the Mayor with assurance that the organisation is working to achieve the administration's priorities

Phase 2: Move to a single casework team (April – June 2024)

- Operational restructure agreed through MTFS to save £327k
- Consultation meetings with staff, Trade Unions and Human Resources are underway
- Recruitment for some posts live to make agreed improvements before staff are moved to their new teams
- Restructure assessed green to deliver by June

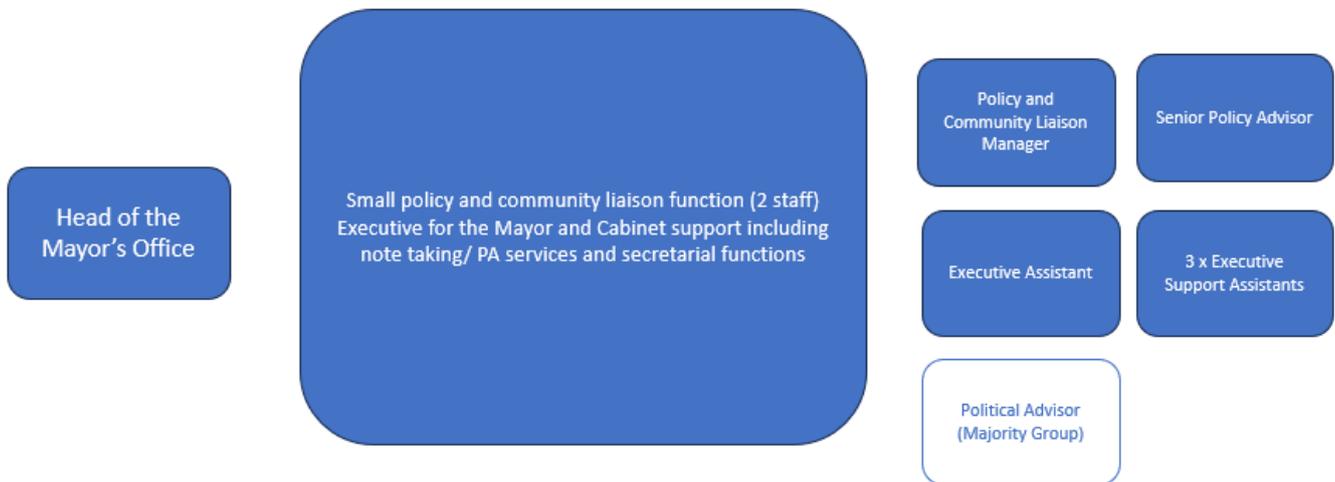
Phase 3: Agree broad principles and scale of new Mayor's Office (April – May 2024)

- New Mayor's Office will include 7 posts including:
 - Policy and Community Liaison Manager
 - Senior Policy Advisor
 - Executive assistant
 - 3 executive support assistants
- The Majority Group Political Advisor will continue to sit with the Mayor's Office but isn't formally part of the structure
- This 7 person Mayor's Office is significantly smaller than the Mayor's Office was under Mayor Biggs in 2022
- Overall principles and posts were agreed by CEO and the Mayor in April 2024
- The Mayor's Office will move from CEO's Office to Resources Directorate, in a new Communities and Inclusive Growth Division

Phase 4: Implementation (May to October 2024)

- Organisational Change Procedure will be followed including consultation where there is a statutory requirement to consult
- Implementation will be staggered, the move to the new structure will be complete by October 2024 but where possible to move more quickly we will do this

Structure and Functional Overview



- In line with wider moves from the Corporate Centre and the principles underpinning this restructure other roles currently in the Mayor's Office will move to teams with the closest alignment e.g. the media and comms advisors will move to Communications Division and the Sports Advisor to Communities.
- All Cabinet Support roles will move to Democratic Services
- The Somali, Women and Equalities, Social Inclusion, and Communities Advisors will move to mainstreamed functions within the Communities and Inclusive Growth Directorate alongside Equalities and Inclusion work currently in SIT and HR/ OD.