

# Strategy & Partnership Scrutiny

30<sup>th</sup> September

CEO Office overview

Working for you



**OXFORDSHIRE  
COUNTY COUNCIL**  
[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

# Chief Executive's Office

- The CE Office has three primary functions:
  - Provide a framework within which the Council can function effectively – the planning and regulatory arrangements.
  - Challenge, review, and improve the organisation's effectiveness.
  - Provide the organisation with specialist support functions e.g. Legal, HR, Finance. Shared Services will also be involved in the delivery of these services.



# Chief Executive's Office

- Organised in 5 Business Units, plus Business support:
  - Legal & Democratic services
  - Corporate Finance & Internal Audit
  - Human Resources
  - Policy and Partnership Working
  - Communications, Marketing and Public Affairs



# CE's Office – Budget & Staffing

	2010/11 fte	2010/11 £'000
Gross Budget less Recharges		
Business Support (incl. Change Fund)	9	1,656
Legal & Democratic (incl Registration)	107	7,292
Corporate Finance/Internal Audit	31	2,923
Human Resources	23	2,040
Policy and Partnership Working	36	2,422
Communications	19	1,011
TOTAL	225	17,344



# Business Support

## **Current Activities:**

- Corporate Leadership
- Corporate Subscriptions
- Change Fund
- Support to CE Office
- Support to Lord Lieutenancy
- Support to Chairman



# Legal & Democratic Services

## Current Service Activity

- **Democratic Services**

- Committee Services.
- Coroner's Service
- Education Appeals
- Elections.
- Member Support & Development

- **Legal Services**

- Child Protection,
- Property, Litigation (including Education, Employment & Social Care for Adults),
- Contracts,
- Environmental Law,
- FOI & Complaints and
- Corporate Governance.

- **Registration**

- Registration of births, deaths, marriages & civil partnerships
- Other ceremonies such as naming, renewal of vows and civil funerals
- Citizenship ceremonies and a nationality checking service



# Corporate Finance & Internal Audit

## Current Service Activity

- Corporate Finance
  - Provides strategic planning and advice,
    - including setting the budget, Medium Term Financial Plan and Capital Programme and monitoring
  - Treasury Management
    - Cash flow for Council and Oxfordshire Pension Fund
    - Council's debt portfolio
- Internal Audit
  - Provides independent assurance opinions and advice on systems of internal control across the Council
    - Includes supporting OCC schools in achieving FMSiS standards.



# Policy and Partnership Working

## **Current Service Activity:**

- The Policy Unit provides
  - Develop Corporate Strategy eg Customer service, ICT, Corporate Plan
  - Programme Management for Business Strategy
  - Performance Management
  - Supports efficient and improved service delivery
  - Support to Scrutiny
  - Research and Intelligence (including the Oxfordshire Data Observatory)
  - Consultation
  - Corporate policy support throughout the organisation.
- The Partnership Unit
  - Oversight and support for key partnerships
  - Local Area Agreement Management
  - Lead role for Equality and Diversity
  - Lead for Voluntary and Community Sector





# Human Resources

## Current Service Activity

**Strategic HR** - Defines, develops and communicates a comprehensive employment framework for all major aspects of work and employment. This includes:

- Policy development and implementation (via client role)
- Professional advice – complex cases, senior management
- Corporate Employer role – industrial relations, conditions of service
- Workforce analysis and reporting – statutory returns, benchmarking

**Organisational Development** – Drives organisational effectiveness by ensuring that we have a skilled workforce capable of fulfilling statutory duties across all services. This includes:

- Performance management – appraisal, career development
- Workforce planning – change management
- Learning & development policy and planning
- Investors in People – reputation, staff engagement



# Communications, Marketing & Public Affairs

## Current Service Activity

- **Media Relations**
  - Liaising with and analysis of all print, web and broadcast media
  - Advice to senior staff and Members on media issues,
- **Internal Communications**
  - Strategic approach to communication with staff and running all internal communications
  - Design, editorial control and production of all electronic and printed internal communications
- **Marketing**
  - Professional lead within OCC on marketing issues
  - Marketing support to others elements of communications
- **Design & Print**
  - Strategic control of all OCC publications and in-house print and e-comms design for services
  - Providing (paid) print and e-comms design for partners (TVP, PCT, City etc)
- **Web & E-comms**
  - Editorial content on our external website,
  - Design and ownership of social media strategy
- **Public Affairs**
  - Strategic links with stakeholders
  - Building campaigns to ensure recognition for OCC's achievements amongst stakeholders

