



Frodsham Town Council Reporting Structure

1 Rationale

1.1 The composition of FTC (16 Councillors & four part-time employees) is essentially 'flat' & 'top-heavy'. The organisation has limited levels of cascading power & control (see Figure 1) and dual responsibilities of its employees (to the Councillors & the public) necessitate an unambiguous 'chain of command' for:

- Clarity of communication;
- Clear understanding of roles & responsibilities;
- Consistency & control over employees' activities that are fundamental to FTC's efficient performance; and
- Management of employees' performance – a prerequisite for achievement of FTC's aims & objectives.

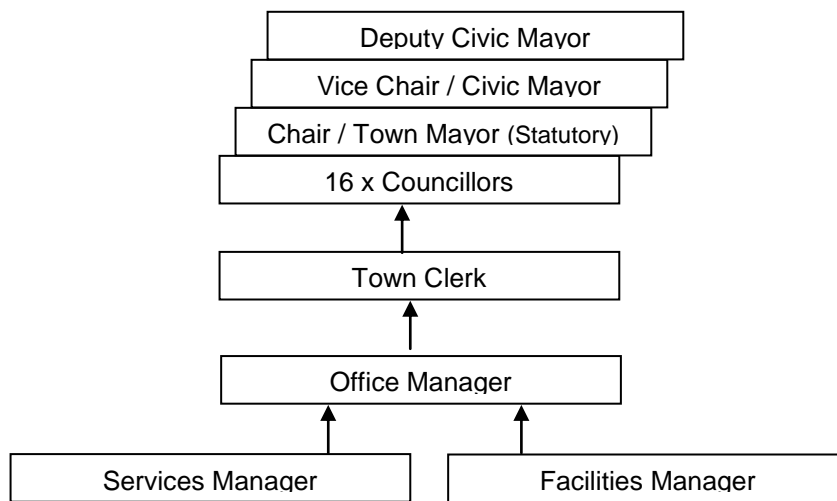


Figure 1 – Chain of Command

1.2 FTC's chain-of-command is embodied in its Reporting Structure described below.

2 Reporting Structure

2.1 FTC's Reporting Structure (see Figure 2) takes into consideration:

- The employer/employee ratio and the resulting need to manage conflicting 'priorities' of 16 Councillors effectively; and
- The breadth of FTC's activities and the need to utilise available expertise effectively.

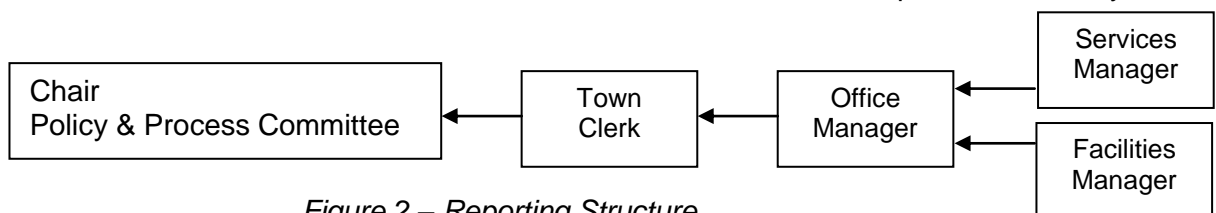


Figure 2 – Reporting Structure

2.2 *The Town Clerk* will have overall responsibility for the management & control of FTC's office & its functions and will report to the Policy & Process Committee (P&PC). The Chair (Vice-chair in the Chair's absence) of P&PC will be responsible, on behalf of the Committee, for resolving any questions of conflicting priorities & other administrative issues and the performance management of the Town Clerk.

2.3 *The Office Manager* will be responsible for the performance management of the Services Manager and the Facilities Manager and report to the Town Clerk.

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