

FOI number: **HBC_FOI_2019152**
Date FOI Received: **15/02/2019**
Department: **Human Resources**
Title: **Staffing structures**
Description: **Details of the staffing structures for Revenue & Benefits, Environmental Health, Support, Council Tax.**

Request: *(As Redacted sent by requestor)*

To whom it may concern,

I am writing to request information under the Freedom of Information Act 2000. I am outlining my query as specifically as possible AND WOULD APPRECIATE THAT YOU REPLY IN KIND.

Please would you forward me the staffing structure of your following departments:

- Revenue & Benefits
- Environmental Health
- Support
- Council Tax

I should be entitled to a response within 20 working days. I would be grateful if you could confirm in writing that you have received this request. I look forward to hearing from you.

Kind regards,

Response: *(Response as Redacted sent by service)*

Please find our response below:

We do not have structure charts for each department. However we are able to furnish you with the Organisation Structure Chart for the whole Council (please see link below) and a list of job titles by department (attached).

<https://www.hertsmere.gov.uk/Documents/11-Your-Council/How-the-council-works/Democratic-Services/Organisational-Structure-05-18.pdf> <Included below>

If you have any queries about the processing of your request then please do not hesitate to contact me. Further information explaining the Council's process for responding to information requests together with a complaints/appeals procedure is available in our reception or via our website at:

<https://www.hertsmere.gov.uk/Your-Council/Official-Publications--Guides--Policies/Access-to-Information.aspx>

The Information Commissioner oversees the application of the Freedom of Information Act. You may contact the Information Commissioner at:
Information Commissioners Office
Wycliffe House, Water Lane
Wilmslow
Cheshire SK9 5AF

Telephone: 01625 545700

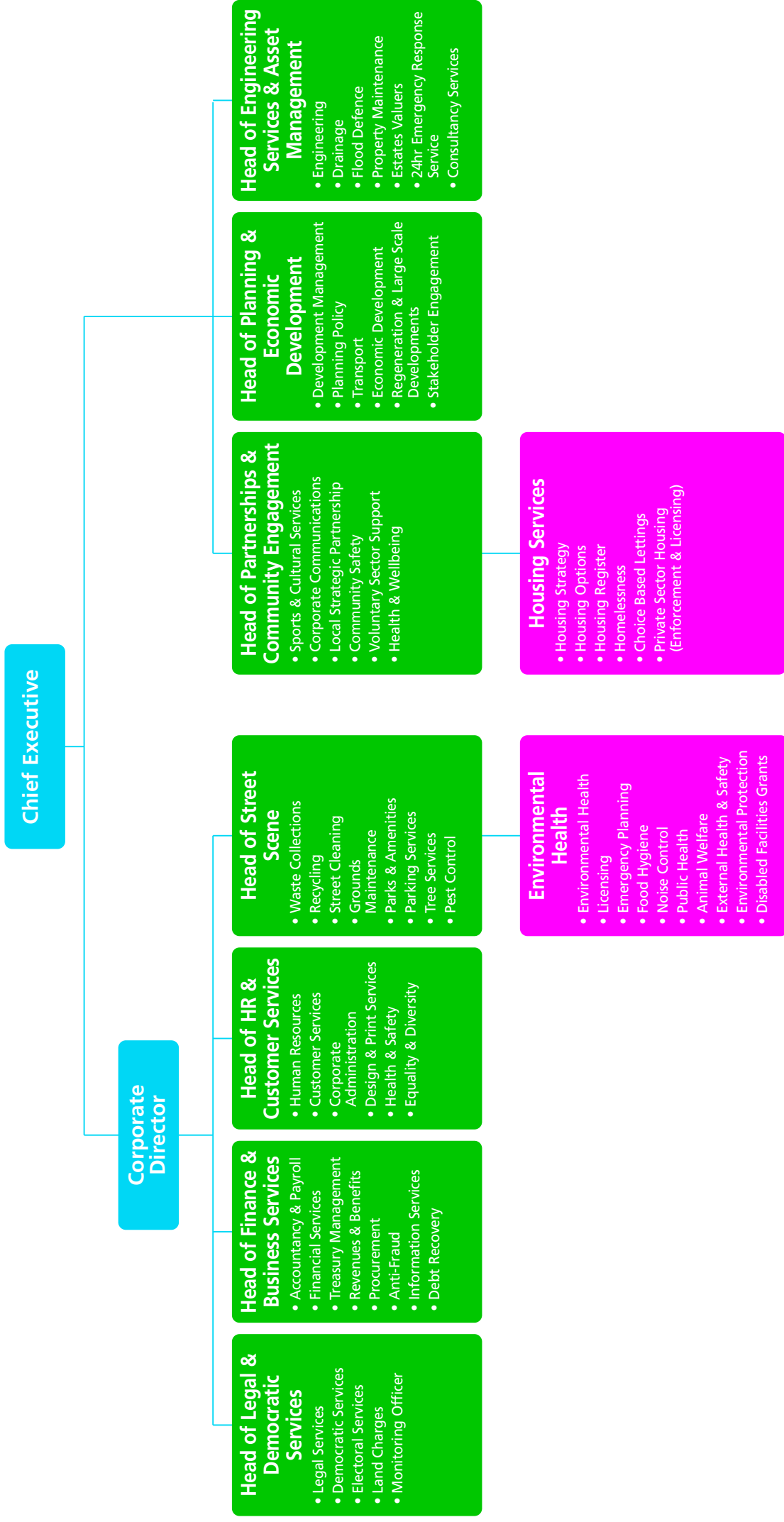
Website: www.informationcommissioner.gov.uk

Please include the above reference number on all correspondence related to this request.

Thank you for your request.

Kind regards
Information Services

Hertsmere Borough Council Organisational Structure



Job Title	Service Group	Section/Unit
PA to Executive Director	Chief Executive	Chief Executive
PA to Chief Executive	Chief Executive	Chief Executive
Chief Executive	Environment Directorate	Environment Directorate
Corporate Director	Resources Directorate	Resources Directorate
Office Administrator	Eng Serv & Asset Mgt	Asset Management
Estates Assistant	Eng Serv & Asset Mgt	Asset Management
Building/M&E Surveyor	Eng Serv & Asset Mgt	Asset Management
Estates Surveyor/Valuer	Eng Serv & Asset Mgt	Asset Management
Building Surveyor	Eng Serv & Asset Mgt	Asset Management
Estates Surveyor/Valuer	Eng Serv & Asset Mgt	Asset Management
Estates Surveyor Apprentice	Eng Serv & Asset Mgt	Asset Management
Development Manager	Eng Serv & Asset Mgt	Development Services
Development Engineer/Surveyor	Eng Serv & Asset Mgt	Development Services
Head of Engineering Services & Asse	Eng Serv & Asset Mgt	Eng Serv & Asset Mgt
Project Engineer	Eng Serv & Asset Mgt	Engineering
Operations Manager	Eng Serv & Asset Mgt	Engineering
Operations Engineer	Eng Serv & Asset Mgt	Engineering
Snr Operations Technician	Eng Serv & Asset Mgt	Engineering
Operations Technician	Eng Serv & Asset Mgt	Engineering
Snr Operations Technician	Eng Serv & Asset Mgt	Engineering
Corp Communications Mgr	Partnership & Comm Eng	Corporate Communications
Corporate Comms Officer	Partnership & Comm Eng	Corporate Communications
Corporate Comms Officer	Partnership & Comm Eng	Corporate Communications
Corporate Communications Officer	Partnership & Comm Eng	Corporate Communications
Heritage & Museums Officer	Partnership & Comm Eng	Partnerships
Community Sports and Health Intern	Partnership & Comm Eng	Partnerships
Community Safety Intervention Offic	Partnership & Comm Eng	Partnerships
Youth & Projects Off	Partnership & Comm Eng	Partnerships
Corporate Support Officer	Partnership & Comm Eng	Partnerships
Community Sports Officer	Partnership & Comm Eng	Partnerships
Community Safety Manager	Partnership & Comm Eng	Partnerships
Policy Manager (Performance)	Partnership & Comm Eng	Partnerships
Policy Manager (Health & Wellbeing)	Partnership & Comm Eng	Partnerships
Community Sports Officer (Maternity	Partnership & Comm Eng	Partnerships
Head of Partnerships & Community En	Partnership & Comm Eng	Partnerships & Comm Eng
Town Planning Apprentice	Planning & Economic Dev	Development Mgt
Senior Planning Officer	Planning & Economic Dev	Development Mgt
Planning Officer	Planning & Economic Dev	Development Mgt
Planning Administrator/Dev Tec	Planning & Economic Dev	Development Mgt
Planning Officer Career Grade	Planning & Economic Dev	Development Mgt
Planning Officer Career Grade	Planning & Economic Dev	Development Mgt
Senior Planning Officer	Planning & Economic Dev	Development Mgt
Senior Planning Officer	Planning & Economic Dev	Development Mgt
Development Team Manager	Planning & Economic Dev	Development Mgt
Development Team Manager	Planning & Economic Dev	Development Mgt

Planning Administrator/Dev Tec	Planning & Economic Dev	Development Mgt
Senior Development Technician	Planning & Economic Dev	Development Mgt
Principal Planning Officer	Planning & Economic Dev	Development Mgt
Planning Officer Career grade	Planning & Economic Dev	Development Mgt
Planning Administrator/Dev Tec	Planning & Economic Dev	Development Mgt
Planning Apprentice	Planning & Economic Dev	Development Mgt
Planning Processing and Improvement	Planning & Economic Dev	Development Mgt
Senior Development Technician	Planning & Economic Dev	Development Mgt
Planning Apprentice	Planning & Economic Dev	Development Mgt
Enforcement Officer	Planning & Economic Dev	Enforcement
Enforcement Officer	Planning & Economic Dev	Enforcement
Enforcement & Appeals Team Leader	Planning & Economic Dev	Enforcement
Head of Planning and Economic Devel	Planning & Economic Dev	Planning & Economic Dev
Senior Planning Officer	Planning & Economic Dev	Planning Policy
Monitoring Officer	Planning & Economic Dev	Planning Policy
Planning Officer Career grade	Planning & Economic Dev	Planning Policy
Planning Officer	Planning & Economic Dev	Planning Policy
Planning Strategy Manager	Planning & Economic Dev	Planning Policy
Planning Policy Team Leader	Planning & Economic Dev	Planning Policy
Senior Planning Officer	Planning & Economic Dev	Planning Policy
Principal Planning Officer	Planning & Economic Dev	Planning Policy
Temporary Planning Admin Assistant	Planning & Economic Dev	Planning Policy
Planning Assistant	Planning & Economic Dev	Planning Policy
Planning Assistant	Planning & Economic Dev	Planning Policy
Assessment Officer	Finance & Business Serv	Benefits
Principal Benefits Officer	Finance & Business Serv	Benefits
Assessment Officer	Finance & Business Serv	Benefits
Assessment Officer	Finance & Business Serv	Benefits
Assessment Officer	Finance & Business Serv	Benefits
Benefits Officer	Finance & Business Serv	Benefits
Assessment Officer	Finance & Business Serv	Benefits
Senior Assessment Officer	Finance & Business Serv	Benefits
Senior Assessment Officer	Finance & Business Serv	Benefits
Benefits Overpayment Prevention Off	Finance & Business Serv	Benefits
Assessment Officer	Finance & Business Serv	Benefits
Business Accountant	Finance & Business Serv	Finance
Senior Business Accountant	Finance & Business Serv	Finance
Finance Manager	Finance & Business Serv	Finance
Senior Creditors Officer	Finance & Business Serv	Finance
Senior Income Officer	Finance & Business Serv	Finance
Assistant Accountant	Finance & Business Serv	Finance
Payroll Manager	Finance & Business Serv	Finance
Accountancy Assistant	Finance & Business Serv	Finance
Treasury Manager	Finance & Business Serv	Finance
Assistant Business Accountant	Finance & Business Serv	Finance
Miscellaneous Income Officer	Finance & Business Serv	Finance
Finance & Proc Administrator	Finance & Business Serv	Finance

Team Leader	HR & Customer Services	Customer Services
Customer Services Adviser	HR & Customer Services	Customer Services
Customer Services Adviser	HR & Customer Services	Customer Services
Customer Services Adviser	HR & Customer Services	Customer Services
Customer Service Adviser	HR & Customer Services	Customer Services
Customer Service Adviser	HR & Customer Services	Customer Services
Corporate Administrator	HR & Customer Services	Customer Services
Civic Office Keeper	HR & Customer Services	Customer Services
Head of HR & Customer Services	HR & Customer Services	HR & Customer Services
HR Adviser Projects & Systems	HR & Customer Services	Human Resources
HR Adviser	HR & Customer Services	Human Resources
HR Assistant	HR & Customer Services	Human Resources
HR Administrator	HR & Customer Services	Human Resources
Print Services Manager	HR & Customer Services	Print Services
Print Services Technician	HR & Customer Services	Print Services
Print Services Assistant	HR & Customer Services	Print Services

Dem Services Officer	Legal & Dem Services	Democratic Services
Dem Services Mgr.	Legal & Dem Services	Democratic Services
Mayor's Secretary & MSO	Legal & Dem Services	Democratic Services
Prin Democratic Services Off	Legal & Dem Services	Democratic Services
Administrative Assistant	Legal & Dem Services	Democratic Services
Electoral Services Manager	Legal & Dem Services	Electoral Services
Electoral Services Assistant	Legal & Dem Services	Electoral Services
Electoral Services Administrative A	Legal & Dem Services	Electoral Services
Head of Legal & Democratic Services	Legal & Dem Services	Legal & Dem Services
Principal Legal Assistant	Legal & Dem Services	Legal Services
Land Charges Assistant	Legal & Dem Services	Legal Services
Legal Assistant	Legal & Dem Services	Legal Services
Solicitor (Corporate)	Legal & Dem Services	Legal Services
Land Charges Supervisor	Legal & Dem Services	Legal Services
Debt Recovery Officer	Legal & Dem Services	Legal Services
Senior Debt Recovery Officer	Legal & Dem Services	Legal Services
Principal Lawyer and Deputy Monitor	Legal & Dem Services	Legal Services

Drive/Load / St Sweep Drive B	Street Scene	Cleansing
Drive/Load / St Sweep Drive B	Street Scene	Cleansing
Drive/Load / St Sweep Drive B	Street Scene	Cleansing
Driver/Loader 3.5t (C+)	Street Scene	Cleansing
Driver/Loader 3.5t (C+)	Street Scene	Cleansing
Driver/Loader 3.5t (C+)	Street Scene	Cleansing
Street Cleansing Loader (D)	Street Scene	Cleansing
Street Cleansing Loader (D)	Street Scene	Cleansing
Street Cleansing Loader (D)	Street Scene	Cleansing
Street Cleansing Loader (D)	Street Scene	Cleansing
HGV Driver Loader (A)	Street Scene	Cleansing
Street Cleansing Loader (D)	Street Scene	Cleansing
Drive/Load / St Sweep Driver B	Street Scene	Cleansing

Street Cleansing Loader (D)	Street Scene	Cleansing
Street Cleansing Loader (D)	Street Scene	Cleansing
Street Cleansing Loader (D)	Street Scene	Cleansing
HGV Driver Loader (A)	Street Scene	Cleansing
Civil Enforcement Officer	Street Scene	Parking Services
CEO Supervisor	Street Scene	Parking Services
CEO Supervisor	Street Scene	Parking Services
Civil Enforcement Officer	Street Scene	Parking Services
Civil Enforcement Officer	Street Scene	Parking Services
Civil Enforcement Officer	Street Scene	Parking Services
Processing Officer (Permits)	Street Scene	Parking Services
Permit Processing Officer	Street Scene	Parking Services
Civil Enforcement Officer	Street Scene	Parking Services
Challenge Processing Officer	Street Scene	Parking Services
Process. Off. (Representations	Street Scene	Parking Services
Senior Traffic Engineer	Street Scene	Parking Services
Informal Challenge Officer	Street Scene	Parking Services
Partnership Operations and Strategi	Street Scene	Parking Services
Partnership Senior Enforcement Supe	Street Scene	Parking Services
Partnership Parking Services Manage	Street Scene	Parking Services
Assistant Processing Officer	Street Scene	Parking Services
Informal Challenge Officer	Street Scene	Parking Services
Partnership Processing and Office S	Street Scene	Parking Services
Processing Officer Representations	Street Scene	Parking Services
Parks & Amenities Manager	Street Scene	Parks & Maintenance
Parks Project Officer	Street Scene	Parks & Maintenance
Bushey Rose Gardener	Street Scene	Parks & Maintenance
Arboricultural Tech/Supp Off	Street Scene	Parks & Maintenance
Arboricultural Officer	Street Scene	Parks & Maintenance
Assistant Parks Project Officer	Street Scene	Parks & Maintenance
Cemetary/Technical Officer	Street Scene	Parks & Maintenance
Head of Environmental Services	Street Scene	Street Scene
Refuse/Recycling Loader (C)	Street Scene	Trade Waste
HGV Driver Loader (A)	Street Scene	Waste
HGV Driver Loader (A)	Street Scene	Waste
Refuse/Recycling Loader (C)	Street Scene	Waste
HGV Driver Loader (A)	Street Scene	Waste
Refuse/Recycling Loader (C)	Street Scene	Waste
HGV Driver Loader (A)	Street Scene	Waste
HGV Driver Loader (A)	Street Scene	Waste
HGV Driver Loader (A)	Street Scene	Waste
HGV Driver Loader (A)	Street Scene	Waste
HGV Driver Loader (A)	Street Scene	Waste
HGV Driver Loader (A)	Street Scene	Waste
HGV Driver Loader (A)	Street Scene	Waste
HGV Driver Loader (A)	Street Scene	Waste
HGV Driver Loader (A)	Street Scene	Waste
Refuse/Recycling Loader (C)	Street Scene	Waste
Refuse/Recycling Loader (C)	Street Scene	Waste
Refuse/Recycling Loader (C)	Street Scene	Waste

Refuse/Recycling Loader (C)	Street Scene	Waste
Refuse/Recycling Loader (C)	Street Scene	Waste
Refuse/Recycling Loader (C)	Street Scene	Waste
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Refuse/Recycling Loader (C)	Street Scene	Waste
Refuse/Recycling Loader (C)	Street Scene	Waste
Refuse/Recycling Loader (C)	Street Scene	Waste
HGV Driver Loader (A)	Street Scene	Waste
HGV Driver Loader (A)	Street Scene	Waste
Refuse/Recycling Loader (C)	Street Scene	Waste
HGV Driver Loader (A)	Street Scene	Waste
Administrative Assistant	Street Scene	Waste Services
Administrative Assistant	Street Scene	Waste Services
Senior Operations Officer	Street Scene	Waste Services
Administrative Assistant	Street Scene	Waste Services
Commercial Waste Administrator	Street Scene	Waste Services
Area Street Care Officer	Street Scene	Waste Services
Area Street Care Officer	Street Scene	Waste Services
Area Street Care Officer	Street Scene	Waste Services
Operations Co ordinator	Street Scene	Waste Services
Charge Hand	Street Scene	Waste Services
Recycling & Env Sustain Off	Street Scene	Waste Services
Senior Env Health Technician	Street Scene	Waste Services
Area Parks and Street Care Officer	Street Scene	Waste Services
Street Scene Manager	Street Scene	Waste Services
Administration Officer	Street Scene	Waste Services
Private Sector Housing Officer	Partnership & Comm Eng	Housing
Housing Options Manager	Partnership & Comm Eng	Housing
Homeless Prevention Officer	Partnership & Comm Eng	Housing
Homeless Prevention Officer	Partnership & Comm Eng	Housing
Housing Options Officer	Partnership & Comm Eng	Housing
Homeless Prevention Officer	Partnership & Comm Eng	Housing
Housing Operations Manager	Partnership & Comm Eng	Housing

Housing Options Officer	Partnership & Comm Eng	Housing
Housing Strategy Manager	Partnership & Comm Eng	Housing
Assistant Housing Options Officer	Partnership & Comm Eng	Housing
Temporary Accomodation Team Leader	Partnership & Comm Eng	Housing
Homelessness Prevention Team Leader	Partnership & Comm Eng	Housing
Private Sector Housing Technical Of	Partnership & Comm Eng	Housing
Housing Options Officer	Partnership & Comm Eng	Housing
Housing Initiatives Lead	Partnership & Comm Eng	Housing
Homeless Prevention Officer	Partnership & Comm Eng	Housing

Asst Chief Env Health Officer	Street Scene	Environmental Health
Principal EHO - Env Protection	Street Scene	Environmental Health
Chief Env Health Officer	Street Scene	Environmental Health
Principal EHO	Street Scene	Environmental Health
Principal EHO	Street Scene	Environmental Health
Technical Officer	Street Scene	Environmental Health
Office Manager	Street Scene	Environmental Health
Technical Officer	Street Scene	Environmental Health
Environmental Health Officer	Street Scene	Environmental Health
Technical Support Officer	Street Scene	Environmental Health
Technical Support Officer	Street Scene	Environmental Health
Snr Licencing Officer	Street Scene	Environmental Health
Snr EHO- Enviroment Protection	Street Scene	Environmental Health
Snr Scientific Officer	Street Scene	Environmental Health
Licensing Officer	Street Scene	Environmental Health
Env Health Officer (Car Grade)	Street Scene	Environmental Health
Licensing Officer	Street Scene	Environmental Health
Senior Technical Officer	Street Scene	Environmental Health
Snr Environmental Health Officer	Street Scene	Environmental Health
Enviro Crime Officer	Street Scene	Environmental Health
Technical Support Officer	Street Scene	Environmental Health
Housing and Grants Officer	Street Scene	Environmental Health