

## Article 9 - Officers

### 9.1 Management Structure

- (a) **General. The Council engages such officers as it considers necessary to carry out** its functions including the following Statutory Officers: -

Head of Paid Service (Functions currently undertaken by Executive Director of Community and Environmental Services)

Chief Finance Officer (Functions undertaken by Executive Director, Finance and Commercial Services)

Monitoring Officer (Functions undertaken by Director of Governance)

Director of Children's Services (Functions undertaken by Executive Director of Children's Services)

Director of Adult Social Services (Functions undertaken by Executive Director of Adult Social Services)

Executive Director of Community and Environmental Services

Executive Director of Strategy and Transformation

Chief Fire Officer

Director of Public Health (DPH)

Director of Governance

- (b) **Structure. The number and responsibilities of Chief Officers are determined by the** Council on the advice of the Head of Paid Service. The Head of Paid Service is accountable to the Executive and to the Council on the manner in which the discharge of the Council's functions is coordinated. A description of the overall departmental structure of the Council showing the management structure and deployment of officers is set out in Appendix 25.

- (c) **Head of Paid Service and Chief Officers.** The most senior posts in the structure are designated as the Head of Paid Service and Chief Officers. They are responsible for the day-to-day managerial and operational decisions within the Council and provide support to all Members in their several roles.

- (d) **General Role**

The roles of the Head of Paid Service and Chief Officers are:

- (i) to support and advise the Council, Executive, Scrutiny Committees and other Committees on policy and service delivery in order that Members' decisions are well informed.
- (ii) to ensure that the policies and decisions of the Council and Executive are formulated and delivered effectively and efficiently
- (iii) to provide strong managerial leadership and direction, foster cross-departmental working and implement organisational improvement
- (iv) to set high standards and drive up the performance, effectiveness and reputation of the Council

(v) to work with outside bodies and access additional funds and resources in order to support the Council's programmes of work

(vi) to recruit, develop, motivate and inspire staff

**(e) Specific roles**

The specific roles of the Head of Paid Service and the individual Chief Officers are:

<b>Chief Officer</b>	<b>Role</b>
<b>Head of Paid Service</b>	Overall corporate management and operational responsibility. Provision of professional advice and support to Members of the council. Representing the council on external and partnership bodies.
<b>Executive Director of Community &amp; Environmental Services</b>	Functions focussed generally on ensuring support and environment which supports residents, visitors and businesses to be safe and well. Public Health, Environment, Waste, Highways infrastructure and maintenance, Transportation, Growth and Development, Planning, Fire and Rescue, Trading Standards, Emergency Planning, Customer Services, Cultural Services, Adult Education, Libraries, Equality and Diversity.
<b>Executive Director of Children's Services</b>	Statutory functions in respect of Children's Services. Education of children and young people. Children's Early Help, Social and Welfare Services for Children and vulnerable young people.
<b>Executive Director of Adult Social Services</b>	Statutory functions in respect of Adult Social Services, Adult Social Work, Integrated Health and Social Care, Commissioning.
<b>Executive Director, Finance and Commercial Services</b>	Statutory responsibilities of the Chief Finance Officer (Section 151 officer) Budgeting and Financial Management, Exchequer Services, Pensions, Investment and Treasury Management, Risk & Insurance, Property, Audit. IMT and Procurement and Transactional Services.
<b>Executive Director, Strategy &amp; Transformation</b>	HR, Communications, Intelligence and Analytics and Strategy.
<b>Director of Governance</b>	Nplaw, Governance & Regulatory Services.

**(f) Head of Paid Service, Monitoring Officer and Chief Financial Officer.** The Council has designated the following posts as shown:

- Head of Paid Service: Executive Director of Community and Environmental Services
- Chief Finance Officer: Executive Director, Finance and Commercial Services
- Monitoring Officer: Director of Governance

These posts will have the functions described in Article 9.2 to 9.4 below.

## **9.2 Functions of the Head of Paid Service**

- (1) The Head of Paid Service has the following roles:
  - (a) overall corporate management and operational responsibility (including overall management responsibility for all staff).
  - (b) the provision of professional advice to all parties in the decision-making process (the executive, scrutiny, full Council and other committees).
  - (c) together with the Director of Governance, responsibility for a system for record keeping for all the local authority's decisions (executive or otherwise).
  - (d) representing the Council on partnership and external bodies (as required by statute or the Council).
- (2) The Head of Paid Service will report to the Council on:
  - (a) the manner in which the discharge by the authority of its functions is co-ordinated.
  - (b) the number and grades of staff required by the authority for the discharge of its functions.
  - (c) the organisation of the authority's staff.
  - (d) the appointment and proper management of the authority' staff.

## **9.3 Functions of the Director of Governance as Monitoring Officer**

As Monitoring Officer, the Director of Governance will:

- a) Maintain an up-to-date version of the Constitution and will ensure through the Assistant Director of Governance (Democratic and Regulatory Services )it is widely available for inspection by Members, officers and the public.
- b) After consulting with the Head of Paid Service and the Chief Finance Officer report to the full Council, or to the Executive in relation to an executive function, if they consider that any proposal, decision or omission would give, is likely to give, or has given, rise to a contravention of any enactment or rule of law, or any maladministration or injustice. Such a report has the effect of stopping the proposal or decision being implemented until the report has been considered.
- c) Contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.

- d) Ensure that records of executive decisions, including the reasons for those decisions and relevant officer reports and background papers, are made publicly available.
- e) Advise whether decisions of the executive are in accordance with the Budget and Policy Framework.
- f) Provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to all Members.
- g) Establish and maintain the register of Members' interests described in Appendix 17 and ensures it publicity and updating.

Appendix 29 is a protocol which explains the role and function of the Monitoring Officer and the arrangements agreed by the County Council for ensuring the role is effectively carried out.

#### **9.4 Functions of the Executive Director, Finance and Commercial Services as Chief Finance Officer**

As Chief Finance Officer the Executive Director, Finance and Commercial Services will:

- a) After consulting with the Head of Paid Service and the Director of Governance, report to the full Council, or to the Executive in relation to an executive function, and the Council's external auditor if they consider that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency, or if the Council is about to enter an item of account unlawfully.
- b) Have responsibility for the administration of the financial affairs of the Council and be the Section 151 Officer.
- c) Maintain an adequate and effective internal audit.
- d) Contribute to the corporate management of the Council, in particular through the provision of professional financial advice.
- e) Provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to all Members and will support and advise Members and officers in their respective roles.
- f) Provide financial information about the Council to Members of the Council, the media, members of the public and the community.

#### **9.5 Duty to Provide Sufficient Resources to the Head of Paid Service, Monitoring Officer and Chief Finance Officer**

The Council will provide the Head of Paid Service, Chief Finance Officer and Director of Governance with such officers, accommodation and other resources as are in the opinion of the relevant officer sufficient to allow their statutory duties to be performed.

## **9.6 Conduct**

Officers will comply with the Officers' Code of Conduct and the Protocol on Officer/Member Relations set out in Appendix 21.

## **9.7 Employment**

The recruitment, selection and dismissal of officers will comply with the Officer Employment Rules set out in Appendix 14.

