

## ARTICLE 11 - OFFICERS

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### 11.1 Management Structure

- (a) **General** The Full Council may engage such staff (referred to as officers) as it considers necessary to carry out its functions.
- (b) **Chief Officers** The Full Council will engage persons for the following posts, who will be designated Chief Officers, with the portfolios set out below alongside their wider strategic responsibilities.

Post	Areas of Responsibility
Chief Executive (and Head of Paid Service)	<ul style="list-style-type: none"><li>(i) Overall corporate management and operational responsibility (including overall management responsibility for all officers).</li><li>(ii) Provision of professional advice to all parties and independent Members in the decision making process.</li><li>(iii) Together with the Monitoring Officer, responsibility for a system of record keeping for all the Council's decisions.</li><li>(iv) To provide Members of the Council with policy options and recommendations to facilitate the achievement of the Council's vision and priorities.</li><li>(v) Together with the Deputy Chief Executive to contribute to the corporate management of the Council through membership of the Management Team.</li><li>(vi) Strategic Management of corporate initiatives.</li><li>(vii) Representing the Council on significant partnership and external bodies (as required by statute or the Council).</li><li>(viii) To be the Returning Officer under the Representation of the People Acts.</li><li>(ix) To take all actions and make all decisions not reserved to the Council relating to the organisation or any electoral matters.</li></ul>

<b>Post</b>	<b>Areas of Responsibility</b>
Deputy Chief Executive	<ul style="list-style-type: none"> <li data-bbox="794 282 1414 416">(i) To provide Members of the Council with policy options and recommendations to facilitate the achievement of the Council's vision and priorities.</li> <li data-bbox="794 450 1414 551">(ii) Contribute to the corporate management of the Council through membership of the Management Team.</li> <li data-bbox="794 584 1414 651">(iii) Strategic Management of corporate initiatives.</li> <li data-bbox="794 685 1414 786">(iv) Devise and review systems and processes to ensure the effective implementation of Council's policies.</li> <li data-bbox="794 819 1414 887">(v) Ensure the efficient and effective utilisation of resources.</li> <li data-bbox="794 920 1414 1021">(vi) Management of a portfolio of services as determined by the structure set out at Part 7.</li> </ul>
Chief Financial Officer	<ul style="list-style-type: none"> <li data-bbox="794 1059 1414 1395">(i) The Chief Financial Officer will, following consultation with the Head of the Paid Service and the Monitoring Officer, report to the Full Council and the Council's external auditor if he considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss of deficiency or if the Council is about to enter an item of account unlawfully.</li> <li data-bbox="794 1429 1414 1529">(ii) The Chief Financial Officer shall have responsibility for the administration of the financial affairs of the Council.</li> <li data-bbox="794 1563 1414 1832">(iii) The Chief Financial Officer will provide advice on the scope of powers and authority to take decisions, mal-administration, financial impropriety, probity and budget and policy framework issues to all Councillors and will support and advise Councillors and Officers in their respective roles.</li> </ul>

(c) **Head of Paid Service, Chief Financial Officer and Monitoring Officer**

The Council will designate the following posts as shown:

<b>Post</b>	<b>Designation</b>
Chief Executive	Head of Paid Service
Section 151 Officer	Chief Financial Officer
Council Solicitor	Monitoring Officer

Such posts will have the functions described in Article 11.02 - 11.04 below.

- (d) **Structure** The Head of Paid Service will determine and publicise a description of the overall organisation structure of the Council showing the management structure and deployment of officers. This is set out at Part 7 of this Constitution.

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

- (a) **Discharge of Functions by the Council** The Head of Paid Service will report to Full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.
- (b) **Restrictions on Functions** The Head of Paid Service may not be the Monitoring Officer but may hold the post of Chief Financial Officer, if a qualified accountant.

## 11.3 **Functions of the Chief Financial Officer**

- (a) **Ensuring lawfulness and financial prudence of decision making** After consulting the Head of Paid Service and the Monitoring Officer, the Chief Financial Officer will report to the Full Council and the Council's external auditor if he or she considers 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) **Administration of financial affairs** The Chief Financial Officer will have responsibility for the administration of the financial affairs of the Council.

- (c) **Contributing to corporate management** The Chief Financial Officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.
- (d) **Providing advice** The Chief Financial Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety and probity to all Councillors and will support and advise Councillors and officers in their respective roles.
- (e) **Give financial information** The Chief Financial Officer will provide financial information to the media, members of the public and the community.

#### 11.4 **Functions of the Monitoring Officer**

- (a) **Maintaining the Constitution** The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by Members, staff and the public.
- (b) **Ensuring lawfulness and fairness of decision making** After consulting the Head of Paid Service and Chief Financial Officer, the Monitoring Officer will report to the Full Council if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- (c) **Supporting the Overview and Scrutiny Committee acting as the Corporate Governance Standards Committee** The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Overview and Scrutiny Committee acting as the Corporate Governance Standards Committee.
- (d) **Conducting investigations** The Monitoring Officer will conduct investigations into matters and make reports or recommendations in respect of them to the Overview and Scrutiny Committee acting as the Corporate Governance Standards Committee.

- (e) **Providing advice** The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety and probity to all Councillors.
- (f) **Restrictions on posts** The Monitoring Officer cannot be the Chief Financial Officer or the Head of Paid Service.

#### 11.5 **Provision of sufficient resources to the Head of Paid Service, Chief Financial Officer and Monitoring Officer**

The Council will provide the Head of Paid Service, the Chief Financial Officer and the Monitoring Officer with such offices, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed.

#### 11.6 **Conduct**

Officers will comply with the Officers' Code of Conduct and the Protocol on Officer/Member Relations set out in Part 5 of this Constitution.

#### 11.7 **Employment**

The recruitment, selection and dismissal of officers will comply with the Officer Employment Rules set out in Part 4 of this Constitution.