

## SECTION 11

### OFFICERS

#### 1. Management structure

- 1.1 The County Council may engage such staff (referred to as officers) as it considers necessary to carry out its functions.
- 1.2 The County Council may engage such Chief Officers with departmental or service responsibilities as it considers necessary.
- 1.3 The County Council may from time to time add to, vary or reduce the number, designation and areas of responsibility of posts of Chief Officer.
- 1.4 The following officers are the current Chief Officers of the County Council:-
- Chief Executive
  - Director of Strategy and Transformation and Assistant Chief Executive
  - Director for People and Deputy Chief Executive
  - Director for Place and Deputy Chief Executive
  - Director of Communications and Customer Services
  - Director of Finance and Resources
  - Director of Law and Democracy
- 1.5 The Head of Paid Service will determine and publicise a description of the overall departmental structure of the Council showing the management structure and deployment of officers. This is appended as appendix 4.

#### 2. Statutory Officers

- 2.1 The County Council must designate certain officers to discharge the statutory responsibilities of the Head of Paid Service, Monitoring Officer, Chief Financial Officer (Section 151 Officer), Director of Children's Services, Director of Adult Social Care and Scrutiny Officer.
- 2.2 In the event that any of the designated posts of Statutory Officer are vacant, or the post holder is absent (and in the case of the Monitoring Officer, no Deputy Monitoring Officer is appointed) the Chief Executive, or in his absence the Chief Finance Officer and the Monitoring Officer acting together, shall, in consultation with the Chairman of the County Council, the Leaders of the Political Groups, and the other Statutory Officers (where relevant), designate another officer as an Interim Statutory Officer pending a new appointment to the Statutory Officer post by the Council.
- 2.3 The County Council's Chief Executive is currently designated as the **Head of Paid Service**. The functions of the Head of the Paid Service are as follows:-
- The Head of Paid Service will report to full Council on the way in which the discharge of the County Council's functions is managed, the number and grades of officers required for the discharge of these functions and the way in which the officers are structured into departments.
  - The Head of Paid Service may not be the Monitoring Officer.

- 2.4 The County Council's Director of Law and Democracy is currently designated as the **Monitoring Officer**. The functions of the Monitoring Officer are as follows:-
- Maintaining an up-to-date version of the Constitution and ensuring it is widely available for consultation by members, staff and the public.
  - Ensuring that the Council's decision making is lawful and fair. After consulting the Head of Paid Service and the Director of Finance and Resources, the Monitoring Officer will report to the full Council or to the Cabinet in relation to an executive function if they consider that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
  - Contributing to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.
  - Receiving and acting on reports made by ethical standards officers and decisions of the case tribunals.
  - Conducting investigations into matters referred by ethical standards officers and make reports or recommendations in respect of them to the Standards Committee.
  - Ensuring that Cabinet decisions, together with the reasons for those decisions and relevant officer reports and background papers are made publicly available as soon as possible.
  - Advising whether decisions of the Cabinet are in accordance with the budget and policy framework.
  - Providing advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors.
- 2.5 The Monitoring Officer cannot be the Chief Financial Officer or the Head of Paid Service.
- 2.6 The County Council's Director of Finance and Resources is currently designated as the **Chief Financial Officer**. The functions of the Chief Financial Officer are as follows:-
- Ensuring that the County Council's decision making is lawful and financially prudent. After consulting the Head of Paid Service and the Monitoring Officer, the Director of Finance and Resources will report to the full Council (or to the Cabinet in relation to an executive function) 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 or deficiency or if the Council is about to enter an item of account unlawfully.
  - Responsibility for the proper administration of the financial affairs of the Council, under Section 151 of the Local Government Act 1972 and Section 114 of the Local Government Finance Act 1988.
  - Responsibility for conducting a continuous internal audit of the financial affairs of the Council as required by the relevant Regulations from time to time in force and for maintaining an adequate and effective system of internal audit as required by those Regulations.
  - Contributing to the corporate management of the County Council, in particular through the provision of professional financial advice.

- Providing advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors and will support and advise councillors and officers in their respective roles.
- Providing financial information to the media, the public and the community.

2.7 The County Council will provide the Monitoring Officer and Chief Financial Officer with such officers, accommodation and other resources required to allow their duties to be performed.

2.8 Section 18 (1) of the Children Act 2004 requires the Council to appoint a **Director of Children's Services** who is tasked with improving the well-being of all children and young people in the local area across all five Every Child Matters outcomes, and ensuring that outcomes gaps between the most disadvantaged children and their peers are reduced. The County Council's Director for People and Deputy Chief Executive is currently designated as the Director of Children's Services and the functions of the Director of Children's Services are as follows:-

- Functions conferred on or exercisable by the LA in its capacity as a local education authority;
- Social services functions as they relate to children within the meaning of the Local Authority Social Services Act 1970;
- Functions relating to persons leaving care;
- Functions in respect to the co-operation to improve well-being with partner agencies ;multi agency arrangements to safeguard and promote welfare; information databases ;children and young people's plans;
- Functions under section 75 of the National Health Service Act 2006 on behalf of an NHS body, so far as those functions relate to children;
- Functions in respect to the improvement of young children's well-being; provision of child care; information ,advice and assistance, and training to child care providers;
- Such other functions conferred on or exercisable by the authority as may be prescribed by the Secretary of State by regulations.
- To promote the importance of improving outcomes for all children and young people;
- To encourage all services to contribute to improving outcomes for all children within the Children's Trust and other partnerships;
- Working with local head teachers collectively to drive up standards in schools and improve children's wellbeing
- Championing children and young people and their families within the local area;
- Management of the local authority's children's services, with professional responsibility and accountability for their effectiveness, availability and value for money;
- Safeguarding and promoting the welfare of children;
- Supporting looked after children;
- Ensuring there are effective arrangements for school improvement in the area;
- Ensuring effective delivery of the authority's responsibilities for 14-19 commissioning and provision, and all aspects of 16-19 provision;
- Promoting early intervention and prevention in delivering services for children, young people and families

- Emphasising and ensuring all plans and strategies reflect the importance of reducing child poverty in the area.

2.9 Section 6 of the Local Authority Social Services Act 1970 (as amended by the Children's Act 2004) requires the Council to appoint a **Director of Adult Social Services** who is accountable for the delivery of local authority social services functions listed in Schedule 1 of the Local Authority Social Services Act 1970 (as amended), other than those for which the DCS is responsible, in respect of adults. The Director for People and Deputy Chief Executive is currently designated as the Director of Adult Social Services and they are responsible for the County Council's functions in respect to adult social services including:-

- Accountability for assessing local needs and ensuring availability and delivery of a full range of adult social services;
- Professional leadership, including workforce planning;
- Leading the implementation of standards;
- Safeguarding vulnerable adults;
- Promoting local access and ownership and driving partnership working;
- Promoting social inclusion and wellbeing.

2.10 Under Section 31 of the Local Democracy, Economic Development and Construction Act 2009 requires the Council to appoint a **Scrutiny Officer**. The Democracy Manager – Scrutiny and Governance is currently designated as the Scrutiny Officer and the functions of the Scrutiny Officer are as follows:-

- To promote the role of the authority's scrutiny function and committees;
- To provide support to the scrutiny committees and members of those committees.
- To provide support and guidance to Members, Cabinet Members and Officers of the authority in relation to the functions of the authority's scrutiny committees.

2.11 The Scrutiny Officer post cannot be held by the Head of Paid Service, Chief Financial Officer or Monitoring Officer.

### 3. **Conduct**

3.1 Officers will comply with the Officers' Code of Conduct in Appendix 2 and the Protocol on Officer/Member Relations in Section 4.

### 4. **Employment**

4.1 Subject to Paragraph 4.3 below, The recruitment and selection, dismissal of and the taking of disciplinary action against, an officer of the Council shall be discharged by the Chief Executive as Head of the Paid Service or by a Chief Officer or other officer nominated by the Chief Executive exercising delegated powers in accordance with, and subject to, the Officer Employment Procedure Rules in Appendix 3.

4.2 The taking of personnel decisions will comply with the Officer Employment Procedure Rules.

- 4.3 The recruitment and selection, dismissal of and taking of disciplinary action against, the following officers will be undertaken in accordance with, and subject to the specific provisions in the Officer Employment Procedure Rules:-
- The officer designated as the Head of the Paid Service.
  - The Officer designated as the Monitoring officer
  - The officer designated as the Chief Financial Officer
  - The Officer designated as the Director of Children's Services
  - The Officer designated as the Director of Adult Social Care
  - Other Officers included in the Senior Leadership Team
  - Officers included in the Wider Leadership Team
  - A person appointed in pursuance of section 9 of the Local Government and Housing Act 1989 (assistants to political groups)

## **5. Powers Exercisable by Officers**

- 5.1 Officers may exercise functions of the Council, the Cabinet and committees of the Council to the extent and subject to the conditions specified in the Scheme of Delegation to Officers set out in Appendix 1.
- 5.2 The Chief Executive's, Directors' and other officers' powers conferred by this Section and its Appendices, including any proper officer functions, may be exercised by other officers designated in writing by the Chief Executive, relevant Director or other officer, either generally or in specific circumstances.

## **6. Financial management**

- 6.1 The management of the Council's financial affairs will be conducted in accordance with the Financial Regulations set out in Section 14 of this Constitution.

## **7. Contracts**

- 7.1 Every contract made by the Council will comply with the Procurement Policy and Contract Standing Orders set out in Section 14 of this Constitution.

## **8. Legal proceedings**

- 8.1 A Chief Officer is authorised to institute, defend or participate in or withdraw from any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case where such Chief Officer considers that such action is necessary to protect the Council's interests.

## **9. Authentication of documents**

- 9.1 Where any document is necessary to any legal procedure or proceedings on behalf of the County Council, it will be signed by the Director of Law and Democracy or other person authorised by them, unless any enactment otherwise authorises or requires, or the Council has given delegated authority to some other person.

## **10. Entry on to land or premises**

- 10.1 A Chief Officer may exercise any statutory power conferred on the County Council to enter land or premises for purposes connected with the service or function for which the Chief Officer is responsible and may authorise named officers to do so on the Chief Officer's behalf.

## **11. Information about interests in land**

- 11.1 A Chief Officer may exercise any statutory power conferred on the County Council to require information as to interests in land and may authorise named officers to do so on the Chief Officer's behalf.

## **12. Common Seal of the County Council**

- 12.1 The affixation of a Common Seal of the County Council shall be attested by an Authorised Signatory who shall be the Chief Executive or the Director of Law and Democracy or a Head of Service nominated in writing by the Director of Law and Democracy.
- 12.2 In any transaction relating to land to which The Regulatory Reform (Execution of Deeds and Documents) Order 2005 applies, the Common Seal shall be attested by a Member of the County Council and an Authorised Signatory.
- 12.3 Both Common Seals of the County Council shall be kept in the custody of the Director of Law and Democracy and secured by lock and key.
- 12.4 Any resolution or decision of the Council (or of the Cabinet in respect of the discharge of executive functions, or of a Committee or Sub-Committee or Officer acting under powers delegated in accordance with this Constitution) authorising the acceptance of any tender; the purchase, sale, letting or taking of any property; the issue of any stock; the presentation of any petition, memorial, or address; the making of any contract; or the doing of any other thing, shall be sufficient authority for sealing any documents necessary to give effect to that resolution or decision.
- 12.5 Details of every deed and other document to which the Common Seal is to be affixed shall be entered prior to the time of its sealing or as soon as practicable thereafter by the Director of Law and Democracy in a book to be provided for that purpose and the book shall be signed by the person attesting the affixation of the Common Seal.