

## Article 10 - The chief executive and other staff

This article sets out that the council will have a chief executive, who is in charge of the council's staff and works with councillors to carry out the aims and objectives of the council. The article also sets out other senior staff posts and indicates which senior staff posts also have additional roles as the head of paid service, the monitoring officer and the chief finance officer.

### **2.10.1 Chief executive**

2.10.2 The council employs a chief executive who carries out the functions in the functions scheme at part 3 on behalf of the council and the cabinet.

### **2.10.3 Senior officers**

2.10.4 The council will employ people in senior posts (corporate directors and service directors) who will assist the chief executive. The functions of the chief executive that can be exercised by senior officers are set out in the functions scheme.

### **2.10.5 Designation of statutory officers**

2.10.6 Council is required by law to designate senior officers as the head of paid service, the monitoring officer, the chief finance officer (herein referred to as S151 officer) and the statutory scrutiny officer. The head of paid service, statutory scrutiny officer and chief finance officer cannot also be the monitoring officer; the head of paid service, chief finance officer and monitoring officer cannot also be the statutory scrutiny officer.

2.10.7 The chief executive is designated as the head of paid service and is responsible for the way in which the discharge of the council's functions by officers is co-ordinated, the number and grade of officers needed and how they are organised and deployed in the council, and reporting to Council as necessary.

2.10.8 The director of governance and law is designated as the monitoring officer and is responsible for maintaining the constitution, ensuring decision-making is fair and lawful and reporting any actual or potential breach of a legal requirement to the Council meeting or cabinet, and for dealing with complaints that councillors have breached the councillor code of conduct and reporting as necessary to the audit and governance committee. The director of governance and law is authorised to issue, defend, settle or take part in any legal proceedings on the council's behalf where such action is necessary to give effect to decisions of the council or where they consider that such action is necessary to protect the council's interests.

2.10.9 The chief finance officer is designated as the section 151 officer appointed to fulfil the role set out in that section of the Local Government Act 1972 and is responsible for the proper administration of the council's financial affairs including reporting the actual spending or potential misspending of money to the Council meeting or cabinet.

2.10.10 The democratic services manager is designated as the statutory scrutiny officer and is responsible for promoting the role of the council's scrutiny committees, providing support to the council's scrutiny committees and their members, and for providing support and guidance to all members and officers of the authority in relation to functions of the authority's scrutiny committees.

2.10.11 The council will provide the statutory officers with such officers, accommodation and other resources as are in the opinion of each of those officers sufficient to allow their individual duties, as specified in law, to be performed.

**2.10.12 Conduct**

2.10.13 Officers will comply with the code of conduct for employees (part 5 section 3) and will follow the protocol on member/officer relations (part 5 section 4).

**2.10.14 Employment**

2.10.15 The recruitment, selection and dismissal of officers will comply with the employment rules (part 4 section 9).