

**Article 11
Officers**

11.01 Management structure, Functions and Areas of Responsibility

- a. **General.** The full Council may engage such staff (referred to as Officers) as it considers necessary to carry out its functions.
- b. **Chief Officer.** The full Council will engage persons for the following posts, who will be designated Chief Officers and who will have delegated to them the following areas of responsibility in addition to those set out in the Council's Scheme of Delegation:

POST	Functions and Area of Responsibility
<p>Chief Executive <u>and Head of Paid Service</u></p>	<p>Overall corporate management and operational responsibility (and Head of Paid Service) (including overall management responsibility for all Officers <u>and all services</u>)</p> <p><u>Authority to act: authorised to take all necessary action to implement decisions of the Council, its committees and the Executive within overall remit, including:</u></p> <ul style="list-style-type: none"> ▪ <u>committing resources within approved budgets and subject to Financial Procedure Rules;</u> ▪ <u>power to nominate or authorise any other officer to act on his or her behalf to action any decision; and</u> ▪ <u>provision of professional advice to all parties in the decision-making process</u> <p><u>Departmental: all functions of the Council but particularly policy advice and support to Members</u></p> <p>Provision of professional advice to all parties in the decision-making process.</p> <p>Together with the Monitoring Officer, responsibility for a system of record keeping for all the Council's decisions.</p> <p>Representing the Council on partnership and external bodies (as required by statute or the Council).</p> <p>Marketing and Information</p>

POST	Functions and Area of Responsibility
<p>Executive Director of Children's Services and Learning</p>	<p><u>Overall: participate in the corporate management of the authority as a member of the Corporate Management Team (COMT)</u> <u>Authority to act: authorised to take all necessary action to implement decisions of the Council, its committees and the Executive within overall remit, including:</u></p> <ul style="list-style-type: none"> ▪ <u>committing resources within approved budgets and subject to Financial Procedure Rules;</u> ▪ <u>power to nominate or authorise any other officer to act on his or her behalf to action any decision; and</u> ▪ <u>provision of professional advice to all parties in the decision-making process</u> <p>Reporting to the Chief Executive, the Executive Director makes an active contribution to the strategic development of the City, provides a focus for community and other external contacts and provides overall leadership and management for a range of services.</p> <p><u>Departmental</u></p> <p>The current service groups in this Directorate are:</p> <p>Children's Services within the Council; the engagement and encouragement of local communities to improve children's services and ensure that services both within the City and across partner organisations improve outcomes for all and are organised around children and young people's needs; leading on safeguarding and promoting the welfare of children across all agencies; leading on learning for all, including adults.</p>
<p>Executive Director of Communities Health and Care</p>	<p><u>Overall: participate in the corporate management of the authority as a member of the Corporate Management Team (COMT)</u> <u>Authority to act: authorised to take all necessary action to implement decisions of the Council, its committees and the Executive within overall remit, including:</u></p> <ul style="list-style-type: none"> ▪ <u>committing resources within approved budgets and subject to Financial Procedure Rules;</u> ▪ <u>power to nominate or authorise any other officer to act on his or her behalf to action any decision; and</u> ▪ <u>provision of professional advice to all parties in the decision-making process</u>

POST	Functions and Area of Responsibility
	<p>Reporting to the Chief Executive, the Executive Director makes an active contribution to the strategic development of the City, provide<u>provides</u> a focus for community and other external contacts and provides<u>s</u> overall leadership and management for a range of services.</p> <p><u>Departmental:</u> The current service groups in this Directorate are: personal social care services for adults and older people, including services provided jointly with other agencies relating to adult services and health, community and regeneration.</p>
Executive Director of Resources	<p><u>Overall: participate in the corporate management of the authority as a member of the Corporate Management Team (COMT)</u> <u>Authority to act: authorised to take all necessary action to implement decisions of the Council, its committees and the Executive within overall remit, including:</u></p> <ul style="list-style-type: none"> ▪ <u>committing resources within approved budgets and subject to Financial Procedure Rules;</u> ▪ <u>power to nominate or authorise any other officer to act on his or her behalf to action any decision; and</u> ▪ <u>provision of professional advice to all parties in the decision-making process</u> <p>Reporting to the Chief Executive, the Executive Director makes an active contribution to the strategic development of the City, provides<u>s</u> a focus for community and other external contacts and provides<u>s</u> overall leadership and management for a range of services.</p> <p><u>Departmental:</u> The current service groups in this Directorate are: Finance, <u>Organisational Development, IT, (including benefits and transactions), IT services, Human Resource Management, Contracts and Procurement, Property Services, Transactions, Customer Excellence, Internal Audit and Risk Insurance, Efficiency Programme and Partnership Management of the Capita contract including valuation and building and estates management.</u> <u>Organisational Futures</u> <u>The EDR is also the Council's statutory Chief</u></p>

POST	Functions and Area of Responsibility
	Financial Officer
Executive Director of Environment	<p>Overall: participate in the corporate management of the authority as a member of the Corporate Management Team (COMT)</p> <p>Authority to act: authorised to take all necessary action to implement decisions of the Council, its committees and the Executive within overall remit, including:</p> <ul style="list-style-type: none"> ▪ committing resources within approved budgets and subject to Financial Procedure Rules; ▪ power to nominate or authorise any other officer to act on his or her behalf to action any decision ▪ provision of professional advice to all parties in the decision-making process <p>Reporting to the Chief Executive, the Executive Director makes an active contribution to the strategic development of the City, provides a focus for community and other external contacts and provideprovides overall leadership and management for a range of services.</p> <p>Departmental:</p> <p>The current service groups in this Directorate are:</p> <p>Planning, Building Control, Development Control, Sustainability, Flood Risk Management, and Waste Policy, Waste Collection and Disposal, Management, Transport Planning, Policy and Management, Environmental Health including Port Health, Pest Control, Dog Control, Clinical Waste Collection, Consumer Protection, Management of the Crematorium and Cemeteries, Registration Services, Highways Maintenance and Parking ServicesEconomic Development and Tourism, City Centre Management, Major Development Projects, Environmental Health, Consumer Protection, Highways Maintenance, Bereavement and Registration Services and Refuse Collection.</p>

POST	Functions and Area of Responsibility
Executive Director of Neighbourhoods	<p><u>Overall: participate in the corporate management of the authority as a member of the Corporate Management Team (COMT)</u></p> <p><u>Authority to act: authorised to take all necessary action to implement decisions of the Council, its committees and the Executive within overall remit, including:</u></p> <ul style="list-style-type: none"> ▪ <u>committing resources within approved budgets and subject to Financial Procedure Rules;</u> ▪ <u>power to nominate or authorise any other officer to act on his or her behalf to action any decision; and</u> ▪ <u>provision of professional advice to all parties in the decision-making process</u> <p>Reporting to the Chief Executive, the Executive Director makes an active contribution to the strategic development of the City, provides a focus for community and other external contracts and provide<u>provides</u> overall leadership and management for a range of services.</p> <p><u>Departmental:</u></p> <p>The current service groups in this Directorate are:</p> <p><u>Leisure & Cultural Services [including Arts, Heritage, libraries, events and sports and recreation], Neighbourhood Services [covering Parks, Open Spaces and Street Cleansing, community facilities and involvement and community safety], Estate Regeneration and Housing Services for both public and private sectors.</u></p> <p>Neighbourhood Management, Community Involvement, Public & Private Sector Housing, Parks & Grounds Maintenance, Street Cleansing, Leisure & Recreation, Libraries & Cultural Services</p>
Solicitor to the Council	<p><u>Overall: participate in the corporate management of the authority as a member of the Corporate Management Team (COMT)</u></p> <p><u>Authority to act: authorised to take all necessary action to implement decisions of the Council, its committees and the Executive within overall remit, including:</u></p> <ul style="list-style-type: none"> ▪ <u>committing resources within approved budgets and subject to Financial Procedure Rules;</u> ▪ <u>power to nominate or authorise any other officer to act on his or her behalf to action</u>

POST	Functions and Area of Responsibility
	<p><u>any decision; and</u></p> <ul style="list-style-type: none"> ▪ <u>provision of professional advice to all parties in the decision-making process</u> <p>Reporting to the Chief Executive, the Solicitor to the Council makes an active contribution to the strategic development of the City, provides a focus for community and other external contacts and provides overall leadership and management for a range of services.</p> <p><u>Departmental</u></p> <p>The current service groups <u>for which the Solicitor to the Council is responsible in this Directorate</u> are:</p> <p><u>Legal Services, and Democratic Services, Members' Services and support, Mayor's Office, Licensing, Land Charges, Elections & Registration, Local Land & Property Gazetteer.</u></p> <p><u>The Head of Legal Services is also the Council's statutory Monitoring Officer</u></p> <p><u>Monitoring Officer and Returning Officer, Electoral Registration Officer, Legal Services, Member Services, Elections, Land Charges and all democratic functions, including the Mayor's Office and all ceremonial aspects.</u></p>
<p><u>Assistant Chief Executive (Strategy)</u></p>	<p><u>Overall: participate in the corporate management of the authority as a member of the Corporate Management Team (COMT)</u></p> <p><u>Authority to act: authorised to take all necessary action to implement decisions of the Council, its committees and the Executive within overall remit, including:</u></p> <ul style="list-style-type: none"> ▪ <u>committing resources within approved budgets and subject to Financial Procedure Rules;</u> ▪ <u>power to nominate or authorise any other officer to act on his or her behalf to action any decision; and</u> ▪ <u>provision of professional advice to all parties in the decision-making process</u> <p><u>Reporting to the Chief Executive, the Assistant Chief Executive (Strategy) makes an active contribution to the strategic development of the City, provides a focus for community and other external contacts and provides overall leadership and management for a range of services.</u></p> <p><u>Departmental:</u></p> <p><u>The current service groups for which the Assistant Chief Executive (Strategy) is</u></p>

POST	Functions and Area of Responsibility
	<u>responsible are:</u> <u>Corporate Policy & Performance, Research & Information, Overview & Scrutiny</u>
<u>Assistant Chief Executive (Economic Development)</u>	<u>Overall: participate in the corporate management of the authority as a member of the Corporate Management Team (COMT)</u> <u>Authority to act: authorised to take all necessary action to implement decisions of the Council, its committees and the Executive within overall remit, including:</u> <ul style="list-style-type: none"> ▪ <u>committing resources within approved budgets and subject to Financial Procedure Rules;</u> ▪ <u>power to nominate or authorise any other officer to act on his or her behalf to action any decision; and</u> ▪ <u>provision of professional advice to all parties in the decision-making process</u> <u>Reporting to the Chief Executive, the Assistant Chief Executive (Economic Development) makes an active contribution to the strategic development of the City, provides a focus for community and other external contacts and provides overall leadership and management for a range of services.</u> <u>Departmental:</u> <u>The current service groups for which the Assistant Chief Executive (Economic Development) is responsible are:</u>

- c. **Chief Officers: Financial Responsibilities :**
- d. **Head of Paid Service, Monitoring Officer and Chief Financial Officer.** The Council will designate the following posts to undertake the statutory Chief Officer roles as shown:

POST	DESIGNATION
Chief Executive	Head of Paid Service
Solicitor to the Council	Monitoring Officer
Executive Director of Resources	Chief Financial Officer

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

- e. **The Chief Officers' Management Team** (the composition of which is a matter for the Chief Executive) consists of the Chief Executive, the Executive Directors, the Solicitor to the Council, the Assistant Chief Executive (Strategy) and the Assistant Chief Executive (Economic

~~Development) and the Head of Corporate Policy.~~ In particular, the Chief Officers' Management Team assists the Chief Executive to:

- ◆ pro-actively and reactively formulate advice to Councillors on key policy issues and developments for the City and the Council;
- ◆ co-ordinate the contributions of the appropriate Directorate to the achievement of the Council's policy priorities;
- ◆ provide an interface with all Councillors including (but not limited to) the Executive;
- ◆ set standards for and monitor the development of key corporate requirements;
- ◆ carry out key aspects of corporate governance, including the monitoring of work of external and internal auditors and inspectorates;
- ◆ ensure that there is a performance management framework and system and that it is delivered / implemented; and
- ◆ promote the organisational development and culture of the City Council and its workforce to deliver the Council's objectives.

- f. **Structure.** 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 set out at Part 7 of this Constitution.