

ARTICLE 12 - OFFICERS

12.01 Management Structure

- (a) **General.** The full Council may engage such employees referred to as “Officers” as it considers necessary to carry out its functions.

Post	Main Functions and Areas of Responsibility
Chief Executive (and Head of Paid Service)	<p>Overall corporate management and operational responsibility (including overall management responsibility for all officers).</p> <p>Provision of professional advice to all parties in the decision making process and, 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 by the Council.</p>
Deputy Chief Executive and Corporate Directors	<p>To contribute substantially to the vision and strategic management of the Council and the development of appropriate policies reflecting corporate aspirations.</p> <p>Provide corporate leadership and co-ordination as required of Council wide projects, cross-service initiatives and strategies.</p> <p>To influence the development of high quality services.</p> <p>To be accountable for the performance management of services within the remit of the post, through operational heads of service.</p> <p>To deputise for the Chief Executive.</p>

The above positions and such other positions as shall from time to time be deemed appropriate shall form the Council’s Management Team. The Council’s Chief Finance Officer (Section 151 Officer) and the Monitoring Officer have a standing invitation to attend Management Team in exercising their statutory roles.

(b) Functions and Areas of Responsibility of the Council’s Management Team:

The Management Team shall work with Councillors to develop and manage the Council’s strategic direction and to ensure the delivery of agreed targets within the following service areas:

Post	Services	Areas of responsibility including:
Chief Executive	Leadership Support & Community	Locality Board Support and Community Leadership and Strategy.
	Governance and Legal	Corporate Governance & Legal Advice & Guidance, Service Legal Advice & Guidance, Corporate overview of the Council’s compliance with RIPA.
	Democratic Services and Elections	Elections and Electoral Registration, Council, Cabinet and Committee administration, Overview and Scrutiny arrangements (including support to the Community Leadership and Resources and Services overview and scrutiny committees), Member Support, Corporate Complaints, Ombudsman Issues.
	Finance and Revenues and Benefits	Annual Budget Strategy, Budget Management, Accountancy, Exchequer, Insurance, Treasury Management and Banking, Internal Audit, Procurement Strategy and Central Purchasing, Administration of Council Tax and Housing Benefit, Business Rates (NNDR) and Reliefs. Local Council Tax Support Scheme, Cash Collection/Pay Point, Rent Collection and Benefit fraud and compliance.
	IT and Corporate Resilience	ICT Contract and Strategy, Network and Systems Support, Data Protection, Information Management, Key aspects of Organisational Transformation (including mobile and remote working and communications and IT, efficiency and effectiveness), Internet, Provision of Council wide Emergency Planning and Business Continuity, Freedom of Information (FOI) and Environmental Information Regulations (EIR) requirements.
Deputy Chief Executive & Corporate Director (Place and Economy)	Planning & Strategic Planning and Place	Strategic Planning Policy (including the Local Plan), Infrastructure Planning, Revitalising Town Centres, Transport and Digital Economy, Development Management, Local Land Charges, Building Control and planning pre-application advice (for all services including the setting of appropriate fees). Heritage and

(Peach)

		conservation, trees and tree protection, general planning enforcement, Section 106 agreements and planning administration.
	Regeneration & Economic Growth	Strategic Regeneration, Economic Growth Strategy, Inward Investment, Business Support (employment and redevelopment), Town Centres Support Policy and Project Development, Funding Bids, Skills and Apprenticeships, Jaywick Team and Job Centre Plus Partnership.
	Sport and Leisure, Tourism, Heritage and Culture	Sports Centres and facilities (including in partnership with schools), Sports Initiatives and Sports Development, Princes Theatre Management, Arts, Entertainment, Culture and Heritage Initiatives and Events and Tourism Strategy, Events, Information and Promotion.
Corporate Director (Operations & Delivery)	Public Realm	Seafronts, Beach Huts, Crematorium and Cemeteries, Horticultural Services, Open Spaces, Recreation Grounds, Children's Play Areas, Fleet Management and Vehicle Workshops. Off Street Car Parking Service, Traffic Regulation Orders, Public Conveniences, Strategic parking advice and on street functions as delegated by the Highways Authority and Neighbourhood activities.
	Climate Change, Environmental Health & Waste Management Services	Climate Change initiatives, Household Waste minimisation and collection, Recycling maximisation and collection, Street Cleansing, Dog Warden Service, Pest Control, Littering, Dog Fouling, Fly-tipping, Enforcement of Food Safety and Hygiene, Corporate Health and Safety, Water Safety/Quality, Pollution, Animal Welfare, Public Protection, Environmental Health, Abandoned Vehicles, Port Health, Unlawful Car Sales, Health Service Liaison, Health and Well-being, Community Health and Health Inequalities.
	Coastal Protection	Coast Protection – Planning and Major Schemes, Coast Protection Maintenance, Minor Engineering Works, Sewerage and land drainage and local highways and lighting function.
	Customer & Commercial	Customer Services, Careline Service, Provision, maintenance and development of CCTV systems, Out of Hours Service, Tenant Relations and Contact Centre, Telephony, Switchboard, Printing and Postal Services and Licensing.
	Housing	Financial Assistance for Private Sector Housing, Houses in Multiple Occupation, Private Sector Housing – regulation and improvement, Tenant Redress Scheme, Private Sector Housing conditions, enforcement and advice, Gypsy/Traveller Liaison, Home Energy Efficiency and Fuel Poverty and Housing Strategy and Development. Homelessness policy and advice and assistance to persons homeless and in housing need, Housing Allocation Scheme, Sheltered Housing, Estates Management,

		Housing Revenue Account and Business Plan, Right to Buy and other Housing Revenue Account disposals, partnership with Registered Providers, enable new opportunities to address housing need through partnership working and Disability Facilities Grant regime.
	Building and Engineering	Organisational Transformation (including efficiency and effectiveness, shared working, office use, IT and Customer Services), Housing Investment Programme, Dangerous Structures, Buildings advisory service, Council Office and Buildings Policy, including Facilities Management and Maintenance, Depots, Office Cleaning. Housing Revenue Account and Business Plan and Engineering Services.
	Property and Asset Management	Leading Organisational Transformation (including efficiency and effectiveness, shared working, office rationalisation programme to invest in fewer, better buildings, IT and Customer Services), Overview and formulation of Assets Strategy and Policy, Assets Service providing property advice and support to service areas and initiation and determination of Property matters.
	People, Performance and Projects	Management of strategic and corporate HR function and workforce development, Organisational Development, Public Service Forum, Corporate Strategy and Planning, Performance Management, Intranet, Career Track, Communications (Internal and external), Skills and Apprenticeships, Communities of Interest (Children and Young People), Education, Community Engagement, Development and Empowerment (including advice and relationships with Public and Third Sector Organisations), Community Safety,

(c) Head of Paid Service, Monitoring Officer and Chief Financial Officer (Section 151 Officer):

The Council has designated the following posts to fulfil a specific statutory position as shown:

Designation	Post
Head of Paid Service	Chief Executive
Monitoring Officer	Assistant Director (Governance)
Chief Financial Officer (section 151 Officer)	Assistant Director (Finance and IT)

These posts will have the functions described in paragraphs 12.02-12.05 below.

(d) Scrutiny Officer

The Council has designated the post of Head of Democratic Services and Elections to fulfil the role of the Council's Scrutiny Officer. The role is to:

- promote the role of the Council's overview and scrutiny committees;
- provide support to those committees and its members; and
- provide support and guidance to Members and Officers relating to the functions of the overview and scrutiny committees.

12.02 Functions of the Head of Paid Service**(a) Discharge of functions by the Council:**

The Head of Paid Service will report to the full Council, whenever they consider it appropriate, on how the Council's functions are discharged, the number and grade of Officers required to discharge the functions and how Officers are organised into an overall Officer structure.

(b) Restrictions on functions:

The Head of Paid Service may not be the Monitoring Officer but may hold the post of Chief Financial Officer (Section 151 Officer) if an appropriately qualified accountant.

(c) 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, which is included within Part 8 of this Constitution.

12.03 Functions of the Monitoring Officer

(a) Ensuring lawfulness and fairness of decision making:

After consulting with the Head of Paid Service and the Chief Financial Officer (Section 151 Officer), the Monitoring Officer will report to the 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 a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

(b) Supporting the Standards Committee:

The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee and its Sub-Committee.

(c) Advising whether executive decisions are within the Budget and Policy Framework:

The Monitoring Officer will advise whether decisions of the Executive are in accordance with the Budget and Policy Framework.

(d) Providing Advice:

The Monitoring Officer will provide advice to all Councillors on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity, Budget and Policy Framework issues. The Chief Financial Officer (Section 151 Officer) has similar responsibilities.

(e) Record Keeping:

Responsibility for a system of record keeping for all of the Council's business.

(f) Proper Officer for Access to Information:

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.

(g) Maintaining the Constitution:

Maintaining an up-to-date version of the Constitution on the Council's website and ensuring that it is widely available for consultation by Members, staff and the public.

(h) Restrictions on Posts:

The Monitoring Officer cannot be the Chief Financial Officer (Section 151 Officer) or the Head of Paid Service.

12.04 Functions of the Chief Financial Officer (Section 151 Officer)

(a) Ensuring lawfulness and financial prudence of decision making:

After consulting with the Head of Paid Service, appropriate Corporate Directors and the Monitoring Officer, the Chief Financial Officer (Section 151 Officer) will report to the Council, or to the Cabinet 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) Administration of financial affairs:

The Chief Financial Officer will have responsibility for the administration of all the financial affairs of the Council.

(c) Contributing to corporate management:

The Chief Financial Officer (Section 151 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 (Section 151 Officer) will provide advice to all Councillors on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity, Budget and Policy Framework issues to all Councillors and will support and advise Councillors and officers in their respective roles. The Monitoring Officer has similar responsibilities.

(e) Give financial information:

The Chief Financial Officer (Section 151 Officer) will provide financial information to the media, members of the public and the community.

(f) Internal Audit:

The Chief Financial Officer (Section 151 Officer) will have responsibility for the provision of an effective internal audit function and support the Audit Committee.

12.05 Duty to Provide Sufficient Resources to the Head of Paid Service, Monitoring Officer and Chief Financial Officer

The Council will provide the Head of Paid Service, Monitoring Officer and Chief Financial Officer (Section 151 Officer) with such officers, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed.

12.06 Conduct

Officers will comply with the Employees' Code of Conduct and Protocol on Member/Officer Relations as set out in Part 6 of this Constitution.

12.07 Employment

The recruitment, selection and dismissal of Officers will comply with the Scheme of Delegation and Officer Employment Rules set out in Part 5 of this Constitution.