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| Title: | Constitution of the Council (Part 3Z: Officers) |
| Owner: | John Teasdale |
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Adopted by Full Council on 12th December 2022

FUNCTIONS AND PROCEDURES OF OFFICERS

1 SPECIFIC NON-EXECUTIVE POWERS OF THE CHIEF EXECUTIVE

ONLY FULL COUNCIL CAN AMEND THE SPECIFIC NON-EXECUTIVE POWERS OF THE CHIEF EXECUTIVE

- 1.1 The Chief Executive will exercise the following specific powers and functions on behalf of the Council (in accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended):

| | Function |
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| 1.1.1 | Power to assign officers in relation to requisitions of the registration officer. |
| 1.1.2 | Duty to divide constituency into polling districts. |
| 1.1.3 | Power to divide electoral divisions into polling districts at local government elections. |
| 1.1.4 | Powers in respect of holding of elections. |
| 1.1.5 | Power to pay expenses properly incurred by electoral registration officers. |
| 1.1.6 | Power to fill vacancies in the event of insufficient nominations. |
| 1.1.7 | Duty to declare vacancy in office in certain cases. |
| 1.1.8 | Duty to give public notice of a casual vacancy. |
| 1.1.9 | Power to make temporary appointments to parish councils. |
| 1.1.10 | Duty to consult on change of scheme for elections. |

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| 1.1.11 | Duties relating to publicity. |
| 1.1.12 | Duties relating to notice to Electoral Commission. |
| 1.1.13 | Power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal). |
| 1.1.14 | Power to make payments or provide other benefits in cases of maladministration etc. |

2 POWERS OF OFFICERS

- 2.1 Subject to actions being in accordance with the law, the Council’s Policy Framework (as defined in Part 2: Articles) and the Council’s budget, Chief Officers of the Borough Council, or other officers delegated by them, may take all operational decisions relating to the delivery of Executive and Local Choice Functions falling within their areas of responsibility. In addition, officers may take decisions on Non-Executive Functions under any scheme of delegation agreed by Council or the Committee exercising those functions.
- 2.2 This includes the power to:
- 2.2.1 incur expenditure under approved budgets;
 - 2.2.2 enter into any contractual arrangements;
 - 2.2.3 serve any statutory notices, including any notices of Council, committee or other meetings;
 - 2.2.4 authorise and enter into any court proceedings, enforcement action or other procedures to enforce the law or protect the Council’s or the public’s interests;
 - 2.2.5 take decisions relating to administrative, staffing and service delivery matters excluding policy and strategic decisions.
- 2.3 The Chief Executive may allocate functions between themselves and the Chief Officers.
- 2.4 The Chief Executive may allocate additional areas of responsibility to officers as they see fit.

- 2.5 In the absence of a Chief Officer a decision may be taken on their behalf by another Chief Officer.
- 2.6 The Council specifically delegates to officers the power to appoint staff (except for the Head of Paid Service) and to determine the terms and conditions on which they hold office (including procedures for their dismissal). The Chief Executive shall make arrangements for the appointment of any officers who are classified by statute as Chief Officers or Deputy Chief Officers in accordance with the procedures laid down in the Local Authorities (Standing Orders) (England) Regulations 2001. (The appointment of staff is not an Executive Function and cannot be exercised by the Cabinet, Leader or Cabinet Members). The Chief Executive shall ensure that the Monitoring Officer, or a person nominated by the Monitoring Officer, shall have sufficient staff resources to carry out his duties.
- 2.7 The Monitoring Officer will provide advice to ensure that decisions are taken on proper authority, by due process, and in accordance with the Budget and Policy Framework.
- 2.8 The Monitoring Officer shall have the following delegated powers and responsibilities:
- 2.9 To prosecute, defend, make application, serve any notice or appear on behalf of the Council in any Court, Tribunal or hearing on any criminal, civil or other matter (including appeals).
- 2.10 To institute legal proceedings for any offences under any local Byelaws or Orders in force within the Council's area.
- 2.11 To lodge objections to any proposal affecting the Council's interests.
- 2.12 To take all action including the completion of agreements, the service of notices, giving of directions, obtaining or issuing orders, authorising the execution of powers of entry, and the institution and defence of legal proceedings necessary or desirable to protect and advance the interests of or discharge the roles, functions and responsibilities of the Authority.
- 2.13 To authorise appropriately qualified employees or persons acting on behalf of the Council to appear in, and conduct legal proceedings in, any Court or Tribunal on behalf of the Authority.
- 2.14 A chart showing the structure of the Council's Chief Officers (as determined by the Chief Executive) is set at Part 3Za.

- 2.15 A list of people designated as the “Proper Officer” for various statutory provisions is set out at Part 3Kb. However, the Chief Executive may designate any other officer to fulfil these functions at any time.