8. OFFICERS' ROLES AND STATUTORY OFFICER FUNCTIONS

8.1 Management Structure

The Council's Corporate Management Team comprises the following posts:-

Post	Functions and areas of responsibility
Chief Executive (and Head of Paid Service)	• Overall corporate management and operational responsibility (including overall management responsibility for all Officers). • Provision of professional advice to all parties in the decision-making process. • Representing the Council on partnerships and external bodies (as required by statute or the Council).
Director of Resources	• Finance, Democratic and Registration Services, Legal, IT Services, Human Resources, Property Services, Customer Services, Community Engagement and Equalities.
Director of Environment, Culture and Communities	• Protecting well-being of local residents and those working in or visiting the Borough, by enhancing or protecting the environment. • Development of the planned and built environment. • Provision and development of leisure facilities, including sports, libraries, youth and community service and countryside service. • Provision of social housing, the Council's functions as a local housing authority and housing benefits. • Library Service.
Director of Children, Young People and Learning	• Strategic development and resourcing of the Education Service. • Advice and support to schools. • Statutory children's social services functions. • Commissioning, purchase and provision of personal adult social services.
Director of Adult Social Care,	• Statutory adult social services functions.

Health and Housing	• Commissioning, purchase and provision of personal adult social services.

The officers listed above plus the Borough Treasurer will comprise the Council's Corporate Management Team.

8.2 Head of Paid Service, Monitoring Officer and Borough Treasurer.

By law the Council is required to designate officers to the positions of Head of Paid Service, Monitoring Officer and Chief Financial Officer. Those designations are as follows:-

Post	Designation
Chief Executive	Head of Paid Service
Borough Solicitor	Monitoring Officer
Borough Treasurer	Chief Finance Officer

The Head of Paid Service may not be the Monitoring Officer but may hold the post of Borough Treasurer if he/she is a qualified accountant. The Monitoring Officer cannot be the Borough Treasurer or Head of Paid Service.

8.3 **Functions of the Head of Paid Service**

The Head of Paid Service will report to Council on the manner in which the discharge of the Council's Functions is co-ordinated, the number and grade of Officers required for the discharge of functions and the organisation of Officers.

8.4 **Functions of the Monitoring Officer**

(a) **Maintaining the Constitution**

The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is available for consultation by Members, Staff and the Public.

(b) **Ensuring Lawfulness and Fairness of Decision Making**

After consulting with the Head of Paid Service and the Borough Treasurer, the Monitoring Officer will report to the Council (or, in relation to an Executive Function, to the Executive) if he or she considers 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.

(c) **Conducting Investigations**

The Monitoring Officer will conduct investigations into matters which the Standards Framework refers to him and make reports or recommendations in respect of these to the Standards Framework.

(d) **Proper Officer for Access to Information**

The Monitoring Officer will ensure that Executive Decisions, together with the reasons for those decisions and relevant Officer reports and background papers are made publicly available as soon as possible.

(e) **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.

(f) **Providing Advice**

The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Councillors.

8.5 **Functions of the Borough Treasurer**

The Borough Treasurer is the officer responsible for the proper administration of the Council's financial affairs under Section 151 of the Local Government Act 1972. The functions which the Borough Treasurer has responsibility for comprise:

(a) **Ensuring Lawfulness and Financial Prudence of Decision-Making**

After consulting with the Head of Paid Service and the Monitoring Officer, the Borough Treasurer will report to the Council (or to the Executive in relation to an Executive Function) and the Council's External Auditor if he or she 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.

(b) **Administration of Financial Affairs**

The Borough Treasurer will have responsibility for the administration of the financial affairs of the Council.

(c) **Contributing to Corporate Management**

The Borough Treasurer will contribute to the corporate management of the Council, in particular as a member of Corporate Management Team, through the provision of professional financial advice.

(d) **Giving Financial Information**

The Borough Treasurer will provide financial information to the Media, Members of the Public and the Community.

(e) **Treasury Management**

The Borough Treasurer shall ensure that Council funds are managed in accordance with the Council's Treasury Management Strategy.

(f) **Internal Audit and Risk Management**

The Borough Treasurer has responsibility for Internal Audit and Risk Management.

8.6 **Duty to Provide Sufficient Resources to the Monitoring Officer and Borough Treasurer**

The Council shall provide the Monitoring Officer and the Borough Treasurer with such Officers, accommodation and other resources as are, in their opinion, sufficient to allow their duties to be performed.

8.7 **Conduct**

Officers must comply with the Officers' Code of Conduct and the Protocol on Officer and Member Relations, as set out in Part 4 of this Constitution.

8.8 **Employment**

The recruitment, selection and dismissal of Officers will comply with the Officer Employment Rules, as set out in Part 4 of this Constitution.