

Report of the Human Resources Committee

The HUMAN RESOURCES COMMITTEE reports and recommends as follows:-

1. Senior Organisational Structure

That they had given consideration to a report of the Director of Human Resources and Organisational Development on the appointment of an Interim Chief Executive following the retirement of Sonia Tognarelli, Interim Head of Paid Service and Director of Finance and on changes to the senior management structure of the Council.

In considering the report, the Human Resources Committee gave approval to appoint Ann Goldsmith as the Interim Director of Children's Services and also recommended Council to:-

- (a) approve the following with effect from 1 April 2016:-
 - (i) the appointment of Irene Lucas CBE, as Interim Chief Executive and that she be authorised to undertake the functions delegated to the Chief Executive/Interim Head of Paid Service under the Council's Delegation Scheme as set out in the Appendix to the report, together with such other functions as have been delegated to the Chief Executive or Interim Head of Paid Service by the Council or any of its committees or sub-committees.
 - (ii) the establishment of the post of Director of Corporate Services (with section 151 responsibility) and deletion of the post of Director of Finance.
 - (iii) the deletion of the post of Executive Director of People Services and re-designation of the post of Chief Operating Officer (People Services) to Director of People Services and statutory Director of Adult Social Services.
- (b) authorise the Head of Law and Governance, in consultation with the Leader, to amend the constitution to reflect the new management structure and reallocation of delegated functions (other than those functions which have previously been reallocated to the Interim Director of Children's Services) from the Executive Director of People Services to the Director of People Services and also from the post of Director of Finance to the Director of Corporate Services

Note : Council is advised that it is anticipated that a recommendation for appointment of the Interim Director of Corporate Services will be made to the Council meeting.

Extract of report to Human Resources Committee 10 February 2016

Senior Organisational Structure – Functions Delegated to Chief Executive

Chief Executive

- To be the Council's principal adviser on general policy, and to ensure that proposals are consistent with policy.
- To make long term assessments of resources, needs and commitments, and to co-ordinate advice on forward planning.
- To ensure that the Council's policies and programmes are implemented and that the Council's staff are managed effectively having regard to statutory responsibilities.
- To grant exemptions from politically restricted posts and generally to deal with such posts.
- To keep a record of particulars of any notice given under Section 117 of the Local Government Act 1972 by an Officer of the Council as to a pecuniary interest in any contract or proposed contract.
- To receive and record declarations of hospitality received from officers.
- To witness and receive declarations as to the acceptance of office by a Councillor under Section 83 of the Local Government Act 1972.
- To receive notices of resignation as councillors under Section 84 of the Local Government Act 1972.
- To convene meetings of the Council for the election of a casual vacancy in the office of Mayor under Section 88 of the Local Government Act 1972.

- To receive notices of a casual vacancy of the office of councillor under Section 89(1) (b) of the Local Government Act 1972 and of a Parish Councillor under Rule 8 of the Local Elections (Parishes and Communities) Rules 1986.
- To sign photographic copies of documents under Section 22 of the Local Government Act 1972.
- To authenticate notices orders and other documents under Section 234 of the Local Government Act 1972.
- To send copies of byelaws to every parish to which they apply, under Section 236 of the Local Government Act 1972.
- To certify copies of byelaws under Section 238 of the Local Government Act 1972.
- To keep the roll of Freemen of the City under Section 248(2) of the Local Government Act 1972.
- Under Paragraph 4 of Schedule 12 of the Local Government Act 1972, to sign and serve Summonses of council meetings to every Member of the Council and to receive notices from Members as to the address to which their Summonses should be sent.
- To certify resolutions of the Council in respect of proceedings under the Public Health Acts 1875 to 1925 under paragraph 25(7) of Schedule 14 of the Local Government Act 1972.
- To exercise functions under the Registration Services Act 1953.
- To receive notices under the Local Government (Committees and Political Groups) Regulations 1990.
- To exercise powers under Section 1 of the Localism Act 2011 to provide financial and other assistance for economic development purposes provided that where the amount to be given to any one body in any one financial year is over £50,000, the matter shall be referred to the Cabinet for consideration.
- To approve the use by Chief Officers of external consultants where the cost is estimated to exceed £10,000 but not to exceed £100,000.

- To issue closure orders under the Anti-Social Behaviour, Crime and Policing Act 2014.
- To be the responsible person for ensuring compliance with the Local Authority Social Services and National Health Services Complaints (England) Regulations 2009.
- To approve, in consultation with the Head of Law and Governance, the payment of an indemnity to any Member or Officer up to a maximum of £50,000 in accordance with the approved policy, with requests above this sum being referred to Cabinet for consideration.
- To manage, operate and develop policies associated with Community Development and working with the voluntary and community sector, including Community Associations.
- To authorise officers to sign contracts with a value exceeding £50,000.
- To exercise the Council's rights in any company or other form of corporate body of which the Council is a shareholder or member, unless alternative arrangements are specified in the relevant body's articles of association, other governing instrument, any shareholders' agreement or any specific delegations in relation to particular bodies.
- To undertake the role of company secretary in any company for which the Council provides company secretarial or administrative services.
- To carry out any function which is delegated to a particular officer.
- To exercise all other functions which the Chief Executive is authorised to undertake or for which the Chief Executive is the nominated officer or "proper officer" under the constitution.

