

SECTION 9 - OFFICERS**9.1 Management Structure**

- a) The Council appoints a Chief Executive and Chief Officers as follows:

<u>Post</u>	<u>Principal areas of responsibility</u>
Chief Executive & Director of Environment	<p>Overall corporate management and operational responsibility, including overall management responsibility for all officers.</p> <p>Lead policy adviser to the Council and Executive.</p> <p>Services in respect of planning, highways, rights of way, waste management, traffic regulation, traffic management, road safety, passenger transport and tourism. Strategic planning and economic well-being.</p>
Director of Children's Services	<p>Children's social care, child protection, family placement, children's residential care, children with disabilities. School improvement and standards, special educational needs, school place planning and admissions, young people's services, early intervention, early years, children's centres and childcare, thriving/troubles families initiative, youth offending.</p>
Director Adult Care Services	<p>Services for adults in need of support and assistance; commissioning for people; health and wellbeing, gypsy and traveller sites, money advice unit, relationships with NHS Trusts and commissioning groups serving Hertfordshire;</p> <p>Except, in all cases, for the functions delegated to the Director of Public Health.</p>
Director Community Protection	<p>The Fire & Rescue Service; trading standards and community protection, emergency planning and business continuity; community safety; reduction of crime and disorder; requirements of Counter Terrorism and Security Act.</p>

Director of Public Health	The statutory functions of the Director of Public Health under the National Health Service Act 2006 (as amended)
Director of Resources	The proper administration of the Council's financial affairs. The Council's human, property and IT resources; Legal, Democratic Services and member support, Internal Audit, risk management, health and safety, procurement, Hertfordshire Business Services, communications, strategic partnerships, public libraries, archives, cultural services, customer services and the overall performance of the Council, registration and citizenship service, Coroner service, land charges, performance and management reporting, data quality, equalities.

b) The Council's Senior Management Structure is shown in Annex 19.

9.2 Statutory and Other Officers

The Council designates/appoints the following posts as shown:

<u>Post</u>	<u>Designation/Appointment</u>
Chief Executive & Director of Environment	Head of Paid Service
Director of Resources	Chief Finance Officer
Chief Legal Officer	Monitoring Officer
	Proper Officer of the Council except where legislation or the Constitution names another officer
	Returning Officer for County Council Elections
Director Adult Care Services	Director of Adult Social Services

Director of Children's Services	Director of Children's Services
Director of Public Health	Director of Public Health
Deputy Director Environment	Traffic Manager
Head of Scrutiny	Scrutiny Officer

9.3 Functions of the Head of Paid Service

To be responsible for, and report to the Council on, the manner in which the discharge of the Council's functions is co-ordinated; the number and grade of officers; and the overall management structure.

9.4 Functions of the Monitoring Officer

- a) To maintain the Constitution in an up-to-date form and ensure it is widely available.
- b) To ensure that decisions are lawful and fair and, after consultation with the Head of Paid Service and Chief Finance Officer, report to the Council (or Executive in the case of executive functions) if any proposal or decision would give rise to unlawfulness or maladministration.
- c) To support the arrangements for dealing with complaints that members have failed to comply with the Code of Conduct.
- d) To ensure that the Access to Information rules are complied with.
- e) To advise whether executive decisions are in accordance with the budget and policy framework; and generally give advice on the scope of powers to take decisions, maladministration, financial impropriety, probity and budget & policy framework issues to all Councillors.

9.5 Functions of the Chief Finance Officer

- a) To be responsible for the proper administration of the Council's financial affairs.
- b) To ensure that decisions are financially prudent and, after consultation with the Head of Paid Service and Monitoring Officer, report to the Council (or Executive in the case of executive functions) if any proposal or decision would give rise to unlawful expenditure.
- c) To advise Councillors on the scope of powers to take decisions, maladministration, financial impropriety, probity and budget & policy framework issues.

9.6 Conduct

Officers must comply with the Protocol for Relationships Between Members and Officers and the Code of Conduct for Officers set out in Annexes 16 and 17.

- 9.7** The recruitment, selection and dismissal of officers will comply with Officer Employment Procedures Rules set out in Annex 14.