

# Chief Executive Scheme of Delegation to Officers

1. To support the Council's intention that decision taking should be delegated in the interests of speed, and consistent with democratic accountability and openness, the Constitution delegate's officer decision making to the Chief Executive.
2. The Chief Executive is unable to take all decisions personally and this scheme of delegation sets out: who the chief executive has authorised to take decisions or fulfil specified proper officer functions on his behalf; and the framework in which those delegations may be exercised. Decisions relating to executive/cabinet functions refer to non-key decisions ie under £500,000 only. Decisions relating to council functions are described as non-executive.
3. It remains open to the officer making the delegation to call back a matter for their own determination, and for the decision maker to refer a matter back to the officer who delegated it to them.

## General delegations

4. [Appendix 1](#) identifies which chief officer, the chief executive has authorised to take executive (non-key), or non-executive decisions on his behalf, and the service areas their authority extends to.
5. Each chief officer identified in [appendix 1](#) has delegated to them power to act on behalf of the council in relation to any incidental operational matters within the service areas for which they are responsible, including spending decisions, subject to the following overriding provision:
6. Any action taken under delegated powers shall be in accordance with:
  - i. the overall policies approved by full Council, the Cabinet or a committee;
  - ii. the provisions of the Constitution, including the Contract and Financial Procedure Rules;
  - iii. no contracts, of any value, may be approved or authorised below the level of Assistant Director;
  - iv. human resources policies and procedures;
  - v. approved capital and revenue budgets; and
  - vi. the requirements of the relevant legislation.
7. In exercising delegated authority, decision makers will:
  - be clear about what the council wants to happen, how it will be achieved, who is accountable for the decision and who is accountable for implementing it and monitoring implementation;
  - consult properly and have regard to the professional advice from the council's officers, in particular the Council Solicitor and Monitoring Officer and Section 151 officer;
  - have regard to the public sector equality duty and respect for natural justice and human rights;
  - make the decision public unless there are good reasons for it not to be;

- give due weight to all material considerations, only take relevant matters into account, and make sure the action is proportionate to what the council wants to happen;
- explain what options were considered and give the reasons for the decision; follow proper procedures
- Undertake an equality analysis and ensure that any overriding public interest is maintained.

8. Without prejudice to these delegations, senior managers are expected to have regard to any resolution of full Council, Cabinet, relevant cabinet member or committee, on any matter of principle or policy relating to the power being exercised and shall, as appropriate:

- a) maintain a close liaison with the relevant cabinet member(s), or in their absence the Leader;
- b) ensure that Ward Councillors are consulted on, or advised of the exercise of delegated powers;
- c) ensure that the Monitoring Officer, Chief Finance Officer are consulted and advised of any decisions as necessary; and
- d) ensure that Executive Team is consulted and advised where appropriate in relation to cross service issues

## **Staff**

9. Subject to the provisions of the Council's Employment Rules, each chief officer identified in [appendix 1](#) is authorised to act in relation to the appointment of staff within approved budgets, in accordance with the personnel policies and procedures of the council.

10. Subject to the provisions of the Council's Employment Rules, each chief officer identified in [appendix 1](#) is authorised to act in relation to the dismissal of staff in accordance with the personnel policies and procedures of the council.

11. Subject to the provisions of the Council's Employment Rules, each chief officer identified in [appendix 1](#) is authorised to make variations in establishment using grades approved in accordance with the council's personnel policies and procedures, and to determine all other matters relating to the employment of staff, within approved budgets and in accordance with the personnel policies and procedures of the council.


## **Urgency provisions**

### **12. Executive functions - Key decisions**

12.1. The rules for making 'key decisions' on executive functions either as a general exception or as special urgency if the key decision has not been included in the List of Key Decisions are set out in full in Rules 15 to 18 of the r in the Council Constitution.

12.2. The relevant parts of these Rules which relate to officers making key decisions are set out below.

#### **12.3. Rule 17 - General Exception**

12.4. If a matter which is likely to be a key decision has not been included in the List of Key Decisions, then subject to Rule 18 (special urgency) of the  set out in (ii) below, the decision may still be taken if:

- (a) The decision must be taken by such a date that it is impracticable to defer the decision until it has been included in the next List of Key Decisions;
- (b) the Head of Paid Service has informed the Chair of the relevant Scrutiny Committee, or if there is no such person, each Member of that Panel/Committee, and a nominated opposition or majority group member of the Committee as appropriate and the leader of the second largest opposition group in writing, by notice, of the matter to which the decision is to be made.
- (c) The Head of Paid Service has made copies of that notice available to the public at the offices of the Council; and
- (d) At least five days have elapsed since the Head of Paid Service complied with (b) and (c).

### **12.5. Rule 18 - Special Urgency**

12.6. If by virtue of the date by which a decision must be taken, Rule 17 cannot be followed, then the decision can only be taken if the decision taker (if an officer then in consultation with the Leader or appropriate Cabinet Member) obtains the agreement of the Chair of the relevant Scrutiny Committee that the taking of the decision cannot be reasonably deferred and has consulted a nominated opposition or majority group member of the Committee as appropriate and the leader of the second largest opposition group. If there is no Chair of the relevant Scrutiny Committee or if the Chair of the relevant Scrutiny Committee is unable to act, then the agreement of the Chair of the Council (Mayor), or in his/her absence the Vice Chair (Deputy Mayor) will suffice.

12.7. In any event the Leader will submit quarterly reports to the Council on the executive decisions taken in the circumstances set out in Rule 16 (special urgency) in the preceding three months. The report will include the number of decisions so taken and a summary of the matters in respect of which those decisions were taken.

### **12.8. Executive functions - Non-Key decisions**

In cases of emergency, a Chief Officer, after consultation with the Leader or appropriate Executive Member shall be empowered to make urgent decisions when necessary on executive functions relevant to their service area, provided that the decision is not a key decision and is in accordance with the Budget and Policy Framework. Such urgent decisions shall be processed through the Chief Executive and be reported in accordance with the provisions for Executive Key Decisions.

### **12.9. Council functions**

In cases of emergency, a Chief Officer after consultation with the Chair of the appropriate Committee or Leader of the Council and with the relevant Opposition Spokesperson and leader of the second largest opposition group, shall be empowered to make urgent decisions when necessary on Council Functions relevant to their service area. Such urgent decisions shall be processed through the Chief Executive and shall be submitted to the appropriate Committee for information.

## **Emergencies**

13. Where the Chief Executive or Chief Officers are operating under the council's emergency management procedures (or silver and gold officers as listed below in the absence of the chief executive and all directors) and believes that there is a risk of damage to property, a threat to the health or wellbeing of an individual, or that the interests of the council may be compromised they are authorised to take 'all necessary decisions' to take such action as is necessary within the law to protect life, health, safety, the economic, social or environmental wellbeing of the borough, its communities and individuals living, working or visiting, and to preserve property belonging to the council or others.

14. Before exercising this delegated authority any officer shall use their best endeavours if, in their opinion, time or circumstances permit, to consult the Leader, or, in their absence, the appropriate cabinet member and in any case, inform them of their actions as soon as practicable.

15. Where the delegated powers in paragraph 12 above are exercised, contract and financial procedure rules are deemed to be waived for that purpose.

16. Any action taken under the powers delegated above will be reported to the chief executive at the earliest opportunity. All emergency decision taken by officers are reported to full Council at the next meeting, including the extent to which it has been necessary to operate outside the contract and financial procedure rules.

## **Indemnity**

17. The Council will provide an indemnity (in accordance with The Local Authorities (Indemnities for Members and Officers) Order 2004 SI 2004/3082) to any of their employees and former employees relating to any neglect, act, error or omission committed by them as they undertook their duties which were authorised by the Council or arose from powers conferred or duties placed on the employee at the request of or with approval of the Council. This indemnity shall include when they are acting for other persons or bodies with the Council's consent. The indemnity will include costs awarded and reasonable costs incurred.

18. The indemnity will not extend to loss or damage directly or indirectly caused by or arising from:

- (a) fraud, dishonesty or a criminal offence on the part of the employee; or
- (b) any neglect, error or omission by the employee other than in the course of his duties or;
- (c) liability in respect of losses certified by the auditor caused by wilful misconduct.

19. The Council will not usually itself make claims against its employees for any loss or damage as a result of the officers' actions, unless claims fall within the cover provided to its employees under any policy of insurance taken out by the council or any motor vehicle insurance policy taken out by the employee. In the case of criminal proceedings, if the officer in question is convicted of a criminal offence and that conviction is not overturned following any appeal reimbursement will be sought.

20. The indemnity will not apply if an employee admits liability, negotiates or attempts to negotiate a settlement of any claim that falls within the scope of this indemnity, without the written authority of the Council. The indemnity will also not apply where there is evidence that the employee had acted with reckless disregard for the consequences.

21. The indemnity is without prejudice to the right of the Council to take or start disciplinary action against an employee in respect of any neglect, act, error or omission.

### **Sub delegation**

22. Where a Chief Officer is absent from the workplace for any period of time that requires others to exercise delegated authority in that officer's absence, another officer should be nominated in writing, the nomination be approved by the chief executive and forwarded to the Monitoring Officer.

23. Each Executive Director shall maintain an up to date directorate scheme of delegation specifying specific delegations relevant to the service.

### **Statutory and proper officer functions**

24. The Council has designated posts as fulfilling the statutory and proper officer functions set out in the [Appendix 2](#).

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# Appendix 1: Delegations to specific officers

## Chief Executive

In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision:

### General

To undertake all matters associated with the professional and corporate management of the Council.

The Chief Executive shall be authorised to:

1. discharge any council or executive function not otherwise delegated to a Director or Chief Officer, including civic and ceremonial functions of the Council, and to take any action remitted to him/her under corporate policies or this Officer Delegation Scheme.
2. exercise any power delegated to any officer at any time when that officer is unable or unwilling to act.
3. give a decision on the applicability of any delegated power in any specific case.
4. require any officer of the Council to refer a matter to a Committee or the Cabinet for decision notwithstanding the fact that the officer may have delegated authority to deal with that matter.
5. authorise the taking of any necessary action, including the incurring of expenditure in connection with an emergency or disaster in the Borough (Note - this delegation is also exercisable by all Executive Directors)
6. determine, in conjunction with the Joint Chief Finance Officer whether representation to the relevant Government Department should be made for activation of the "Bellwin" Scheme of Emergency Financial Assistance to Local Authorities for any expenditure relating to major incidents which occur in the Borough
7. deal with matters relating to the development of the Bury 2030 Community Strategy and Corporate Plan
8. give professional advice to all parties in the decision-making process
9. represent the Council on Partnerships and External Bodies
10. implement and initiate change and service delivery across the Council's services
11. carry out record keeping for all the Council's Decisions (together with the Monitoring Officer)

### Specific Functions

1. Responsible for ensuring the promotion of child protection and safeguarding of children in the Borough
2. Elections
  - o i) in consultation with the relevant ward councillors and Group Leaders to discharge the function of dividing electoral divisions into polling districts at local government elections and altering such districts and to be responsible for the ongoing review of polling districts, polling places and polling stations between the 4 yearly reviews for parliamentary elections (Sections 18A, 18B and 31 of the Representation of the People Act 1983).

- ii) to determine fees and conditions for the supply of copies of extracts of elections documents. (Rule 48(3) Local Elections (Principal Areas) Rules 1986 and Rule 48(3) Local Elections (Parishes and Communities) Rules 1986).
3. Economic Development
  4. Business Engagement
  5. Regeneration
  6. Strategic Planning
  7. Strategic Housing
  8. Housing Development (including Affordable Housing)
  9. Member of Greater Manchester Combined (the CA) Authority Wider Leadership Team with responsibility for specific portfolios allocated by the Chief Executive of the CA.

The Chief Executive also has the role of Accountable Officer for Bury NHS Clinical Commissioning Group (CCG).

## **Deputy Chief Executive (Corporate Core)**

In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision:

### **General**

1. The overall direction of all human resource matters.
2. The administration and implementation of the Council's organisational, employee development and human resource plans

### **Specific**

1. Senior Information Risk Owner
2. Adult Learning
3. Arts and Museums (Culture and Heritage)
4. Archives
5. Business Support
6. Corporate Human Resources (HR) Services
7. Corporate Procurement
8. Communications, Marketing and Engagement
9. Customer Contact (including Patient Liaison Service)
10. Corporate Complaints (including Adults and Childrens Complaints)
11. Community Safety (Strategic and Operational), Resilience and Emergency Planning
12. Democratic Services
13. Elections and Electoral Registration
14. Equality and Diversity
15. Health and Safety
16. ICT and Digital Strategy
17. Information Governance (including General Data Protection Regulations, Freedom of Information Act 2000 and Data Protection Officer)
18. Land charges
19. Legal Services
20. Strategic Policy and Service Reform
21. Performance and Intelligence (including Public Health intelligence and Children's data team)
22. Risk Management

23. Strategic Partnerships
24. Registration Services
25. To represent the Council as required by the Chief Executive in CA matters

## **Section 151 Officer**

In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision:

1. Treasury Management - borrowing and investment
2. Financial management, Assurance and Reporting
3. Financial Strategy and planning (including development of the Medium Term Financial Strategy)
4. Section 151 Local Government Act 1972 statutory responsibilities
5. Debt recovery
6. Council tax
7. Council tax support and housing benefit rent allowances and rebates
8. Discretionary welfare assistance
9. National non-domestic rates
10. Pay services (Creditor payments, accounts payable and payroll)
11. Insurance
12. Revenues and Benefits processing and enforcement
13. The writing off of debts from £2,001 to £5,000
14. Internal Audit and Risk
15. Procurement
16. To represent the Council as required by the Chief Executive in CA matters

## **Executive Director of Children and Young People**

In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision:

1. Adoption
2. Corporate Parenting
3. Children and Young People in Care
4. Children's Social Care
5. Children's Safeguarding (including complex safeguarding but other than relating to commissioning)
6. Secure accommodation
7. Early Years and school readiness
8. Emergency Duty Team
9. Youth Offending Team
10. Children's Social Care
11. MASH
12. Emergency Duty Team
13. Caldicott Guardian for Children's Services
14. Children's Centres
15. Early Help
16. Fostering and Adoption Services
17. Inclusion / Vulnerable Pupils
18. Schools, Academies and Colleges



19. Special Educational Needs and Disability
20. Additional Needs
21. Education Welfare and Children's Psychology Team
22. School and College Transport
23. School Crossing Patrols
24. Youth & Connexions
25. To represent the Council as required by the Chief Executive in CA matters

## **Executive Director of Strategic Commissioning**

In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision:

1. Commissioning health and social care, secondary care and community services (with CCG)
2. Continuing Health Care/Complex Care (with CCG)
3. Transforming Care (with CCG)
4. Bury EST
5. Safeguarding Adults
6. Infection control
7. Staying Well Team
8. Mortality Service
9. Strategic Development Unit (Strategic Planning and Development; Provider Relationship, Reviewing Team)
10. Care Homes
11. Homelessness and Asylum
12. Liaison with Persona and Local Care Organisation for social care operations
13. Support at home services
14. Adult Health Care
15. Substance misuse
16. To represent the Council as required by the Chief Executive in CA matters

## **Executive Director of Operations**

In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision:

1. Environment and Climate Change
2. Street Scene (highways, street lighting, grounds maintenance)
3. Parking
4. Cleaning and Catering
5. Parks and Countryside (including bereavement service)
6. Architectural Practice
7. Facilities Management
8. Lettings and public halls
9. Sports and leisure
10. Grounds Maintenance
11. Engineers - Traffic Management & Transportation
12. Asset Management, Infrastructure
13. Markets
14. Public Rights of Way
15. Street Works and Highway Maintenance

16. Street Lighting
17. Winter Maintenance
18. Transport and Workshop
19. Waste Management / Recycling
20. Street Cleansing
21. Depot / Stores
22. Environmental Health and Pest Control
23. Licensing - including Safety at Sports Grounds
24. Trading Standards
25. To represent the Council as required by the Chief Executive in CA matters

## **Specific Delegations to Specific Officers**

### **Director of Community Commissioning**

In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision:

- Social Care operations as the Director of Adult Social Services (DASS)
- Learning Disabilities
- Older People's Mental Health,
- Commissioning and Discharge,
- Carers Liaison
- Disability Services and Personalisation
- "Deprivation of Liberty" Safeguards
- Caldicott Guardian

### **Director of Public Health**

In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision:

- Principal adviser for elected members and senior officers on public health matters
- Delivery of the Council duties as to the improvement of health; reducing health inequalities health protection and healthcare public health including but not limited to:
  - Providing information and advice
  - Providing services or facilities designed to promote healthy living
  - Providing assistance to help individuals minimise any risks to health arising from their accommodation or environment
- Provision of expert, objective advice on public health matters to the Council and the Public; to include the Council's public health response as the responsible authority under the Licensing Act 2003
- Ensure plans are in place to protect the health of the local population from threats to health and prevent, as far as possible, threats to health arising
- Discharge the Council's functions in relation to dental public health
- Discharge any functions of the Council in relation to joint working and work with a range of partners to foster improved health and well-being
- Commission mandatory public health services on behalf of the Secretary of State and other prevention and health improvement services that meet the needs of the Council's citizens; address the public health outcomes framework and tackle local priorities as set out in the Health and Wellbeing Strategy

- Have professional responsibility and accountability for the Council's Public Health service with regards to effectiveness, availability and value for money
- Contribute to and influence the work of partners and in particular NHS Commissioners to ensure a whole system approach across the public sector
- Be an active member of the Health and Wellbeing Board, advising and contributing to the Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy.
- Prepare an independent Annual Report on the health of the Council's citizens
- Responsibility for any of the Secretary of State's public health protection or health improvement functions that are delegated to the Council, either by arrangement or under regulations
- To discharge the Council's function under the Healthy Start and Welfare Food Regulations 2005 (as amended) in relation to Healthy Start vitamins where the Council provides or commissions a maternity or child health clinic
- Play a full part in the Council's action to meet the needs of vulnerable children

### **Director of Regeneration and Capital Growth**

In accordance with Council policies, statutory requirements, guidance, Codes of Practice and subject to overall budget provision:

- Building control
- Development management
- Planning for land use and development
- Enforcement of Planning Control and Planning Appeals
- Property and Asset Management
- Urban Renewal
- Enforced Sales

### **Director - Law and Democratic Services**

The Director of Law and Democratic Services shall be authorised to act as Solicitor to the Council and to take any action intended to give effect to a decision of the Council, the Cabinet, Overview and Scrutiny Committees, Regulatory Committees/Sub-Committees, or an Officer to discharge any function of the Council in relation to:

- The duties of the Monitoring Officer
  - The making or issuing of orders and notices
  - Negotiations prior to commencement and the commencement, defence, withdrawal or settlement of legal or other proceedings.
  - The authorisation of Council employees to conduct legal matters in court
  - The contractual element of procurement
  - Electoral matters
  - Land charges
  - The registration of births, deaths and marriages and associated functions
  - The recording of decisions of the Cabinet and all relevant committees
  - Taking any action remitted to him/her under corporate policies and procedures.
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## Appendix 2: Proper and Statutory Officer Delegations

### Proper officers

1. Legislation requires the Council to appoint specific officers and to identify officers for particular responsibilities.
2. The Chief Executive shall be authorised to act as the Council's Proper Officer for the purpose of any function not otherwise delegated under these arrangements.

Statutory requirements	
Statutory requirements	Officer appointed
<b>Section 532 Education Act 1996 -</b> Chief Education officer	Director of Education
<b>Section 18 of the Children Act 2004 -</b> Requires every top tier local authority to appoint a Director of Children's Services	Executive Director of Children and Young People
<b>Section 6 Local Authority Social Services Act 1970 -</b> Director of Adult Social Services	Director of Community Commissioning
<b>Section 151 Local Government Act 1972 -</b> Responsibility for financial administration	Interim Director of Financial Transformation (September 2020)
<b>Section 4 Local Government and Housing Act 1989 -</b> Head of Paid Service	Chief Executive
<b>Section 5 Local Government and Housing Act 1989 -</b> Monitoring Officer	Director - Law and Democratic Services (Interim appointment of Head of Legal Services - July 2020)
<b>Director of Public Health</b>	Director of Public Health
<b>General Data Protection Regulations -</b> Data Protection Officer	Head of Legal Services

The officers specified in the following table are appointed Proper Officer for the purpose of the respective functions specified:

Proper officers for the purpose of the respective functions		
Reference	Description	Proper officer
<b>Registration Service Act 1953</b>		
S3, 9,13 & 20	Registration of Births, Deaths and Marriages	Director of Law and Democratic Services
<b>Local Government Act 1972</b>		
S 83	Witness and receipt of declaration and acceptance of office	Chief Executive
S 84	Receipt of written notice of resignation of office	Chief Executive

Proper officers for the purpose of the respective functions


Reference	Description	Proper officer
S 88(2)	Convening of meeting of the Council to fill a casual vacancy in the office of Chair of the Council	Chief Executive
S 89(1)(b)	Receipt of notice of casual vacancy in the office of Councillor from two local government electors	Chief Executive
S 100B	Exclusion of parts from reports open to inspection	Director of Law and Democratic Services
S 100C(2)	Responsibility to prepare a written summary of those parts of the committee proceedings which disclose exempt information	Director of Law and Democratic Services
S 100D	Responsibility for identifying background papers and compiling list of such documents	For each report, the officer named in it as the responsible officer
S 100F(2)	Decision to exclude from production to Members documents disclosing exempt information	Chief Executive
S 115	Responsibility for receipt of money due from officers	S151 Officer
S 146(1)	Authorisation to produce a declarations and certificates with regard to securities	S151 Officer
S 191	Functions with regard to Ordnance Survey	Executive Director Operations
S 210	Officer in whom power in respect of a charity will vest as at 1 April 1974	Director of Law and Democratic Services
S 225(1)	Deposit of documents and giving of acknowledgements or receipts	Director of Law and Democratic Services
S 229	Certification of photographic copies of	Director of Law and Democratic Services
S 234(1)	Authentication of documents	Director of Law and Democratic Services
S 238	Certification of byelaws	Director of Law and Democratic Services
Para 4(2)(b) of Part 1 of Schedule 12	Officer who may sign a summons to council meetings	Chief Executive
Para 4(3) of Part 1 of Schedule 12	Receipt of notices from Members regarding address to which a summons to a meeting is to be sent	Chief Executive

**Local Government Act 1974**

Proper officers for the purpose of the respective functions

Reference	Description	Proper officer
S 30 (5)	Publication of notice of Local Commissioner's report on investigation of a complaint	Director of Law and Democratic Services
<b>Local Government (Miscellaneous Provisions) Act 1976</b>		
S 41	Certification of copies of resolutions, minutes and other documents	Director of Law and Democratic Services
<b>Rates Act 1984</b>		
S 7	Certification of rate	S151 Officer
<b>Local Government and Housing Act 1989</b>		
S 2	Preparation of list of politically restricted posts	Deputy Chief Executive
S 15, 16, 17	Receipt of notices relating to political groups	Chief Executive
<b>Local Government (Committees and Political Groups) Regulations 1990</b>		
S 8 (1) and (5)	Receipt of notice of constitution of a political group, or the change of name of a political group	Chief Executive
S 9 and 10	Receipt of notice of Councillor's membership of, or cessation of membership of, a political group	Chief Executive
S 13	Officer to whom the wishes of a political group are expressed	Chief Executive
S 14	Responsibility for notifying a political group about allocations and vacancies of seats	Chief Executive
<b>The Local Authorities (Executive Arrangements) (Meetings and Access to Information) Regulations 2012</b>		
Reg 5 (2), (3) and (4)	Responsibility to produce a notice giving 28 days' notice of its intention to hold a meeting in private	Director of Law and Democratic Services
Reg 5 (6) and (7)	Responsibility to gain approval from the Chair of Scrutiny Committee to the consideration of an item in private where notice in accordance with Regulation 5 (2) was not practical and the publication of the notice thereafter	Director of Law and Democratic Services
Reg 6	Responsibility for giving notice of the time and place of a public meeting	Director of Law and Democratic Services
Reg 7	Responsibility to ensure that certain copy documents are available for public inspection	Director of Law and Democratic Services
Reg 9 (1), (2) and (3)	Responsibility to produce a notice giving 28 days' notice of its intention to take a key decision	Director of Law and Democratic Services
Reg 10	Responsibility to inform the Chair of Scrutiny Committee of the intention to take a key decision where notice in accordance with Regulation 9 was not practical and the publication of the notice thereafter	Director of Law and Democratic Services

Proper officers for the purpose of the respective functions

Reference	Description	Proper officer
Reg 11	Responsibility for dealing with cases of special urgency	Director of Law and Democratic Services
Reg 12	Responsibility for the recording of executive decisions taken at meetings	Director of Law and Democratic Services
Reg 13 (1), (2) and (3) and Reg 14	Responsibility for the recording of executive decisions taken by individual members	Director of Law and Democratic Services
Reg 13 (4) and Reg 14	Responsibility for the recording of executive decisions taken by Officers	Relevant Corporate Director
Regs 15 and 21	Responsibility for ensuring that background papers are available for inspection	Director of Law and Democratic Services
Reg 20	Officer who may form an opinion as to whether a document contains or is likely to contain information confidential information, exempt information or the advice of a political advisor or assistant	Director of Law and Democratic Services
<b>The Local Authorities (Referendums) (Petitions and Directions) (England) Regulations 2000</b>		
Reg 4	Publication of the number that is equal to 5 per cent of the number of local government electors for the authority's area	Director of Law and Democratic Services
<b>The Local Authorities (Standing Orders) (England) Regulations 2001</b>		
Reg 3 & 4 and Schedule 1	Officer for receiving notification of proposed appointment of certain officers, notifying executive members of that proposed appointment and for receiving and notifying of objections to the proposed appointment. The Chief Executive is the Proper Officer unless otherwise determined in the  set out in Part 4 of the Constitution	Chief Executive

## Non-Statutory Chief Officers

All posts directly responsible to the Head of Paid Service (except Statutory Chief Officers and support roles).

- Deputy Chief Executive (Corporate Core)
- Director of Business Growth and Infrastructure
- Executive Director of Operations
- Executive Director of Strategic Commissioning and Business Delivery/Deputy Chief Officer - CCG
- Executive Nurse (Director of Nursing and Quality) - CCG

## Deputy Chief Officer

All posts reporting directly to or directly accountable to a statutory or non-statutory chief officer.

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*Geoff Little,  
Chief Executive 1 January 2021*