

CHIEF EXECUTIVE

As Head of Paid Service

The Head of Paid Service is a statutory appointment pursuant to Section 4 of the Local Government and Housing Act 1989. As such he holds all Chief Officers to account for their decisions and the performance of their services

- I. Under the provisions of the Local Government and Housing Act 1989, to determine when it is appropriate to prepare a report to the Authority setting out proposals in relation to:
 - the manner in which the discharge by the Authority of its different functions is coordinated
 - the number and grades of staff required by the Authority for the discharge of its functions
 - the organisation of the Authority's staff and
 - the appointment and proper management of the Authority's staff

As Chief Executive

- i. To determine the activities of the Council's Management Team and to coordinate the team's activities.
- ii. To determine cross-cutting operational issues that cover a range of services
- iii. To determine necessary actions appropriate for the proper emergency planning of the Council area and, where appropriate adjacent areas, including liaison with other authorities and bodies.
- iv. To determine necessary action to be taken on behalf of the council in emergencies in consultation with the Leader of the Council, or in the absence of the Leader another member of the cabinet.
- v. To determine methods of monitoring and activities in relation to performance management of the Council's staff
- vi. To determine the framework for Service Plans by each Service Head
- vii. To have overriding authority for all delegated matters of staffing and operations to ensure appropriate allocation of resources to deliver agreed outcomes.

As Returning Officer

To effectively fulfil the statutory roll of Returning Officer at all Local Government Elections and to discharge the roll of promoting participation in those elections.