

**SECTION E. MANAGEMENT STRUCTURE AND SCHEME OF OFFICER DELEGATIONS**

PART A MANAGEMENT STRUCTURE

PART B SCHEME OF DELEGATIONS TO OFFICERS

## **Part A – Management Structure**

### The Corporate Management Team (CMT)

Chief Executive

Deputy Chief Executive and S.151 Officer

Director of Corporate Governance and Monitoring Officer

Director of Operational and Commercial Services

### The Heads of Service:

Deputy Chief Executive and S.151 Officer

- Head of Housing and Planning Services
- Head of Financial Services
- Head of Communications

Corporate Governance and Monitoring Officer

- Head of Legal Services and Deputy Monitoring Officer
- Head of Asset Management
- Committee Services Manager
- Electoral Services Manager

Operational and Commercial Services

- Head of Operational Services
- Head of Port and Technical Services
- Head of Safer Neighbourhoods

EK Services

- Head Of Shared Services
- Client Services Manager
- Head of ICT
- Head of Human Resources

## **Part B - Scheme of Delegations to Officers**

### **1.0 Methodology**

- 1.1 The Council also delegates the exercise of a number of emergency public health powers to an external officer appointed by Clinical Director of Public Health England.
  - 1.2 Where the Scheme of a Delegation relates to specific Acts of Parliament, Regulations and Orders and other exercise of powers made thereunder, it is intended that such delegations shall extend to the powers and duties and functions under the Acts, Regulations and Orders as they exist at present and any subsequent re-enactment or amendment of the relevant statutory provisions or departmental exercise of powers.
  - 1.3 The acts of the Chief Executive, Directors and other named Service Managers under delegated powers shall be deemed to be the acts of the Council.
- 2.0 Any decision taken under delegated powers shall be in accordance with any relevant policy approved by the Council and in compliance with the Financial Procedure Rules and Contract Standing Orders. When the exercise of a delegated power includes the incurring of expenditure such action shall be conditional upon the necessary financial provision being included in an approved budget estimate.

### **3.0 Delegation to Officers**

- 3.1 Officers do not have to use their delegated powers: they can ask the person or body that delegated the power to them to make a decision, or refer the matter to the relevant committee.

Officers who have had something delegated to them can authorise officers they line manage to do it on their behalf (unless it was delegated on condition that they do it themselves).

### **4.0 Appointment of Proper Officers:**

- 4.1 All members of the senior management structure may act as, or appoint Officers to act as, proper Officers for the purposes of any Act of Parliament or statutory instrument if:
  - (a) The Member of the corporate management team or senior management team or one of their staff has budgetary or management responsibility for that function; and
  - (b) The Officer appointed is qualified to carry out the functions of a proper Officer; and
  - (c) The Constitution or the law does not require it to be carried out by someone else.