

C. The Chief Executive

The Chief Executive has been appointed the Council's Head of Paid Service.

The following powers and duties are delegated to the Chief Executive. With the exception of (d) below, for which there are separate arrangements, if he or she is absent or otherwise unable to exercise the delegation, they may be exercised by one of the Directors. In the case of (a) below, should the Chief Executive and both Directors be absent or unable to act, the power may be exercised by an Assistant Director.

- (a) Where, in his/her opinion, by reason of limitation of time or urgency, a decision is required on any matter, after such consultation as he/she considers necessary (or as is required by the Council's Budget and Policy Framework Procedure Rules in Part 4 of this Constitution), he/she shall have power to make a decision provided that any such decision shall be reported to the next meeting of the Cabinet, appropriate Committee or Council unless there is a need for confidentiality, in which case the reporting of the decision may be deferred until the need for confidentiality expires.
- (b) To issue and renew authorisations for Officers and appoint Inspectors to enter premises for the purpose of their official duties in pursuance of statutory provisions in that behalf.
- (c) After consultation with the Assistant Director (Human Resources, Legal and Democratic Services) and the Monitoring Officer to make revisions and amendments to the list of Politically Restricted Posts maintained under Section 2 of the Local Government and Housing Act, 1989 and to give Certificates of Opinion in connection with applications for exemption.
- (d) To act as Returning Officer, and any variation thereof as appropriate to different elections, and to appoint from time to time such Deputy Returning Officers as appear necessary for the proper conduct of elections; and to act as the Electoral Registration Officer. In the event that the Chief Executive is absent or incapacitated, the proper officer for the purposes of exercising the functions of the Electoral Registration Officer shall be the Elections Manager.
- (e) Within approved budgets, to determine all fees for functions carried out in respect of electoral registration and elections.
- (f) Update the Strategic Plans at any time with new performance and demographic information, or to reflect formal changes to the Council's policy framework, budgets or other documents in the strategic planning framework.
- (g) To review and update the operational elements of the Equality Framework contained within Sections 2 to 7 as necessary, in consultation with the Portfolio Holder for Performance and Resources (or equivalent).

- (h) In consultation with the Leader and the Assistant Director (Human Resources, Legal and Democratic Services), to designate an Officer of the Council as its Monitoring Officer.
- (i) Update the Strategic Plans at any time with new performance and demographic information, or to reflect formal changes to the Council's policy framework, budgets or other documents in the strategic planning framework.
- (j) Review and update the operational elements of the Quality Framework contained within Section 2 to 7 as necessary, in consultation with the Portfolio Holder for Performance and Resources (or equivalent).