

Part 1: Chapter 13

Officers

1. Officers

1.1. Appointment

Appointment of staff at Chief Officer and Deputy Chief Officer level is the County Council's responsibility (County Council appointments). These County Council appointments will be made in line with the County Council's Standing Orders, set out in Part 3 Chapter 1 of this Constitution. Appointment of all staff below Deputy Chief Officer level is the responsibility of the Head of Paid Service, or his or her nominee.

1.2. Management arrangements

- 1.2.1. The County Council may engage such staff as it considers necessary to carry out its functions;
- 1.2.2. Chief Officers – the County Council's current management structure at Chief Officer level is set out in the table below. A more detailed explanation of responsibilities is set out in Part 2, Chapter 4.

Post	Function and Areas of Responsibility
Chief Executive and Head of Paid Service	Overall corporate management and operational responsibility (including overall management responsibility for all officers) and all services.
Deputy Chief Executive	To deputise for the Chief Executive in respect of the functions of overall corporate management and operational responsibility and all services, in the absence of the Chief Executive.
Director of Corporate Operations / Chief Financial Officer (Statutory Chief Officer)	Overall management of the County Council's financial affairs and services within the County Council's Corporate Operations Directorate.

Director of People and Organisation	Services within the People and Organisation Directorate.
Director of Children's Services (Statutory Chief Officer)	Services within the Children's Services Directorate.
Director of Adults' Health and Care (Statutory Chief Officer)	Services within the Adults, Health and Care Directorate.
Director of Hampshire 2050	Services within the Hampshire 2050 Directorate.
Director of Universal Services	Services within the Universal Services Directorate.
Director of Public Health (Statutory Chief Officer)	Public Health Services.

1.2.3. Head of Paid Service, Monitoring Officer, Data Protection Officer, Chief Financial Officer and Scrutiny Officer – the Council has designated the following posts as shown:

Post	Designation
Chief Executive	Head of Paid Service
Director of Corporate Operations / Chief Financial Officer - Corporate Services	Chief Financial Officer
Assistant Director - Legal Services and Monitoring Officer	Monitoring Officer
Deputy Director – People and Organisation	Data Protection Officer
Head of Democratic & Member Services, and Information Compliance	Scrutiny Officer

Such posts will have the functions described in sections 1.3 -1.5 and 1.7 below.

1.2.4. Structure – the Head of Paid Service will determine and publicise a description of the overall departmental structure of

the County Council, showing the management structure and deployment of officers.

1.3. Functions of the Head of Paid Service

- 1.3.1. Implements and co-ordinates policies in accordance with member determined strategy and the County Council functions. It is the Head of Paid Service's duty (under Section 4 of the Local Government and Housing Act 1989) to report to the County Council when he or she considers it appropriate to do so, about:
 - 1.3.1.1. how the performance by the County Council of its different functions is co-ordinated;
 - 1.3.1.2. the number of grades of staff required by the County Council to perform its functions;
 - 1.3.1.3. the organisation of the County Council's staff;
 - 1.3.1.4. the appointment and proper management of the County Council's staff.
- 1.3.2. The Head of Paid Service cannot be the Monitoring Officer or the Scrutiny Officer, but may hold the post of Chief Financial Officer if he or she is a qualified accountant.

1.4. Functions of the Monitoring Officer

1.4.1. Maintaining the Constitution

The Monitoring Officer will maintain an up-to-date version of the Constitution (including financial regulations and contract standing orders) and will ensure that it is widely available for consultation by Members, staff and the public;

The Monitoring Officer will provide a copy of this Constitution to each Councillor, soon after he or she has provided a declaration of acceptance of office on first being elected to the County Council;

1.4.2. Ensuring lawful and fair decision making

After consulting with the Head of Paid Service and Chief Financial Officer, the Monitoring Officer will report to the County Council – or to the Executive concerning an executive function – if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will stop the proposal or decision being implemented, until the report has been considered. This is a statutory duty under Section 5 of the Local Government Housing Act 1989;

1.4.3. Supporting the Conduct Advisory Panel

The Monitoring Officer will contribute to promoting and maintaining high standards of conduct by supporting the Conduct Advisory Panel;

1.4.3.1. Conducting investigations

The Monitoring Officer will conduct investigations into matters referred by the Conduct Advisory Panel and make reports or recommendations about them to the Conduct Advisory Panel;

1.4.4. Proper Officer for Access to Information

The Monitoring Officer is the Proper Officer for Access to Information for the purpose of the Local Government Act 1972, the Local Government Act 2000, the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and the Openness of Local Government Bodies Regulations 2014 and successor statutory provisions as may be amended and/or revised, and will ensure that records of decisions, together with the reasons for those decisions and relevant officer reports and background papers, are made publicly available as soon as possible;

1.4.5. Checking whether executive decisions are within the budget and policy framework

The Monitoring Officer will confirm whether decisions made by the Executive are in line with the budget and policy framework;

1.4.6. Providing advice

The Monitoring Officer will advise all Councillors on their scope of powers and authority to take decisions; deal with maladministration; financial impropriety; probity; and budget and policy framework issues;

1.4.7. Restrictions on posts

The Monitoring Officer cannot be the Chief Financial Officer or the Scrutiny Officer or the Head of Paid Service;

1.4.8. Supporting the Audit Committee

The Monitoring Officer will give guidance to the Audit Committee on matters appertaining to the governance of the County Council's affairs.

1.5. Functions of the Chief Financial Officer

1.5.1. Ensuring lawful and financially prudent decision making

After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Financial Officer will report to the County Council – or to the Executive concerning an Executive function – and to the County Council’s external auditor, if he or she considers that any proposal, decision or course of action will involve incurring any unlawful expenditure; or is likely to cause a loss or deficiency; or if the County Council is about to enter an item of account unlawfully. This is a statutory duty under Section 6 of the Local Government and Housing Act 1989;

1.5.2. Administration of financial affairs

The Chief Financial Officer will have responsibility for the administration of the County Council’s financial affairs. This is a statutory duty under Section 6 of the Local Government and Housing Act 1989;

The Chief Financial Officer will also be responsible for the County Council’s financial regulations.

1.5.3. Providing advice

The Chief Financial Officer will advise Councillors on their scope of powers and authorities to take decisions; deal with financial impropriety; probity; and budget and policy framework issues. the Chief Financial Officer will also support and advise Councillors and Officers in their respective roles;

1.5.4. Give financial information

The Chief Financial Officer will provide financial information to members of the public and the community at large; and to such external agencies, bodies or organisations as appropriate.

1.6. Chief Financial Officer and Monitoring Officer

The County Council will provide the Chief Financial Officer and the Monitoring Officer with such officers, accommodation and other resources as they need to perform their duties. This is a requirement under Sections 5 and 6 of the Local Government and Housing Act 1989;

1.7. Functions of the Scrutiny Officer

- 1.7.1. Promote the role of the County Council’s Select (Overview and Scrutiny) Committees

1.7.2. Provide support to the County Council's Select (Overview and Scrutiny) Committees and the members of those committees

1.7.3. Provide support and guidance to:

1.7.3.1. Members of the County Council;

1.7.3.2. Members of the Executive, and;

1.7.3.3. Officers of the County Council.

in relation to the functions of the County Council's Select (Overview and Scrutiny) Committees.

1.7.4. Restriction on functions. The County Council may not designate the Head of Paid Service, the Monitoring Officer or the Chief Financial Officer as the Scrutiny Officer.

1.8. **Conduct**

Officers will comply with the Officers' Code of Conduct and the Protocol on Officer/Member Relations set out in Part 4 Appendix C and Part 4 Appendix D of this Constitution;

1.9. **Employment**

The recruitment, selection and dismissal of officers will comply with the County Council's adopted Standing Orders and adopted policies and procedures relating to Employment in Hampshire County Council.