

## 1. MANAGEMENT STRUCTURE

### Chief Officers

#### Chief Executive and Head of Paid Service

- Has overall corporate and management responsibility for the work of the Council, including the number and grade of officers required for the discharge of functions
- May discharge the functions discharged to other officers in cases of urgency or emergency and in consultation with the Leader

#### Chief Executive

Responsible for:-

##### Director of Policy, Performance and Communications

- Corporate Policy and Strategy
- Corporate Research and Analysis, including special analysis and GIS
- Performance Management
- Strategic and Business Planning
- Communications, including Campaigns, Marketing, Press and PR, Print and Design and Internal Communications
- Partnerships Development
- Equalities, Social Justice and Community Involvement
- Scrutiny
- Elections, ~~and~~ Referenda and Electoral Registration
- ~~Electoral Registration~~
- Public Health Intelligence
- Corporate Consultation

##### Director of Public Health

- Public Health overall, including Health Improvement, Health Protection and Health Services' Public Health
- Public Health input to the (NHS) Clinical Commissioning Group
- Lead Director for the Joint Strategic Needs Assessment
- Public Health Transition for the NHS to the City Council
- Liaison with Executive Directors regarding Integration of Public Health Specialist Teams into the Portfolio Management Structures
- Planning for and responding to emergencies that present a risk to public health
- Membership of the Health and Wellbeing Board
- Writing an Annual Report on the Health of the Population

## Director of Health Improvement

- Health Improvement
- Health Inequalities
- World Health Organisation Healthy City Project
- Public Health and NHS Transition Work
- Health and Improvement Plan
- Health Impacts of Housing
- Business Planning and Performance for Public Health Office

## Director of Sheffield First Partnership

- Sheffield City Strategy
- Sheffield Outcomes Framework
- State of Sheffield Report
- Sheffield Executive Board/Collaborative City Leadership
- Sheffield Partnerships Collaboration
- ~~Sheffield Whole Place (City) Budgets Programme~~
- Public Service Reform
- Business First Partnership Unit
- Local Area Partnerships
- Fair City Campaign
- Resilience

**Executive Director Resources**

(Designated as the Chief Finance Officer/Section 151 Officer under the Local Government Act 1972)

Responsible for:-

## Director of Finance

- Revenue Budget and Accounting
- Capital Programme Budgeting and Accounting
- Project Finance
- Internal Audit
- External Grant Funding
- Housing and Council Tax Benefits Client Team
- Council Tax Collection
- Collection of Sundry Debt

## Director of Commercial Services

- Commercial, Commissioning, Procurement and Contract Management, Processes and Support

- E-Business (Trading electronically with the Council’s Suppliers)
- Business Services Category (Procurement)
- Construction Category (Procurement)
- Young People, Health and Care Category (Procurement)
- Commercial Projects
- Strategic Contract Management (e.g. Capita, Veolia, Highways Public Finance Initiative, Kier LLP, Kier Property and Facilities Management)
- Supplier Relationships and Buy Local
- All External Spend Data and related Freedom of Information Requests
- Approach/Process for Trade Supplier Payments
- Managing Community Right to Challenge Submissions

#### Director of Customer Services

- Customer Services (Contact Centre, First Point, Reception Services)
- Corporate Complaints Team
- Blue Badge Service
- City Wide Alarms Call Handling Service
- 101 Service/Out of Hours Service
- Post Offices
- Customer First Programme
- E-Services (Council Website)
- Armed Forces Community Covenant
- Translation and Interpretation
- Customer Service Strategy and Projects
- Sheffield Register Office
- Council Housing Call Centre

#### Director of Business Information and Transformation

- Transformation Service – Business Change
- Business Analysis
- Enterprise Architecture
- IT Service Management
- Programme and Project Management
- IT Strategy and Planning
- Information Security
- ICT Governance and Assurance
- ICT Outsourced Partnership Management
- Information Management
- IS Business Partnering
- IT Training

#### Director of Human Resources

- HR Business Partners

- HR Policy and Specialist Advice on Employment Matters
- HR Advice and Support on People Management
- Workforce Development Unit
- Schools HR Service – Strategy and Governance
- Learning and Development Delivery Service
- HR Support for Major Change Projects
- Occupational Health
- Health and Safety
- HR Connect – Capita HR Transactions
- HR Connect – Capita Payroll

#### Director of Legal and Governance

- Legal Services
- Land Charges
- Monitoring Officer
- Standards
- Constitution
- Governance
- Democratic Services
- Member Development
- Mayoral Team
- Political Assistants and Group Support Officer
- Members' Support

#### Director of Transport and Facilities Management

- Transport Fleet and Contract Management
- Transport Strategy and Governance
- ~~HGV/PVC-PCV~~ Operator Licences
- Facilities Management Contract Management
- Passenger Transport for Vulnerable Adults and Children
- Taxi Driver and Vehicle Testing
- Vehicle Testing, Maintenance and Repairs
- Specialist Transport to Major City Events
- Chauffeur Service
- Community Buildings Team
- Schools Property Services
- ~~Facilities Management, including Statutory Compliance and Maintenance - all Portfolios (except Housing)~~
- Housing Services Health and Safety Team
- Property Records
- Kier Asset Partnership Ltd. Shared Services – Facilities Management

#### **Executive Director Children, Young People and Families**

(Designated as the Director of Children’s Services under the Children Act 2004)

Responsible for:-

Director of Children and Families Service

- Children’s Social Work Services
- Fostering Service
- Adoption Service
- Safeguarding Service
- Learning Difficulties and Disabilities Service
- Multi-Agency Support Teams
- Early Intervention and Prevention Services
- Attendance Services
- Parenting Strategy
- Looked After Children Services
- Corporate Parenting
- Commissioning Health Services
- Children’s Centres Support Services
- Children’s Residential Services
- Aldine House Secure Home
- Strategic Contracting and Access to Resource Service
- Aiming High and Short Break Services
- Early Years Planning and Sufficiency
- Strategic Leadership of the Early Years
- Leadership of the Review of Early Years
- Childcare
- Young Children’s Centres
- Children’s Centres Inspections
- Childminders
- 0-5 Strategy
- Youth Justice Service
- Building Successful Families
- Multi Systematic Therapy Services
- Care Leavers Services

Director of Inclusion and Learning Services

- Advocacy for Children & Young People.
- Primary, Secondary and Special Schools – Performance Monitoring, Challenge and Communication
- Targeted Support for Vulnerable Groups including those with English as an Aadditional Language

- Educational Attainment of Looked After Children
- Behaviour Service, including Inclusion Centres
- School Governor Service
- School Sports Strategy, including Swimming
- School Music Service
- Learning Support Service
- Outdoor Education Service
- E-Learning
- School Places Planning and Commissioning
- Commissioning School Transport
- Foundation Stage Learning Outcomes
- Children Missing from Education
- School Admissions and Admission Appeals
- Special Educational Needs (SEN) Services and Commissioning of SEN Places, Provision and Transport
- Strategic Lead for SEN
- Strategic Lead for Services to Schools
- De-escalation Service for Schools, Communities and Parents
- Early Years' Inclusion
- Maintained Nursery Schools

#### Director of Business Strategy

- Capital Strategy, including Building Schools for the Future
- Children Young People and Families (CYPF) and Schools Resourcing Strategies
- Revenue Budget and Business Planning Strategy, including Traded Services
- Emergency Planning and Business Continuity
- Schools Transport Strategy and Delivery
- School Food Services
- CYPF Information Strategy
- Risk Assessment and Management (including Information Risk)
- Financial Probity and Performance
- Governance and Compliance
- Strategic Resource Planning
- School Financial and Resource Planning Advice and Guidance
- Business Partner Relationship Management:
  - Asset Management
  - Human Resources
  - Finance
  - Information Communication Technology
  - Procurement
  - Efficiency Programme

- Customer First
- Transformation Change Programmes – Capital, Budget, Strategic Outcomes, Academy Conservation Programme, Modern Efficient Council and, Corporate Strategy

#### Director of Lifelong Learning, Skills and Communities

- 14-19 Partnership, Planning and Provision
- Adult Community and Family Learning
- Integrated Youth Support
- Employment and Skills
- Extended Learning and Support
- Community Cohesion
- Portfolio Policy, Planning and Performance
- Sheffield City Region Skills Lead for the City Deal

#### Children's Commissioner

- City Wide Learning Body
- Future Shape Children's Health (including Public Health)
- Parent's Assembly (Every Child Matters Survey)
- School and Health Partnerships and Projects

#### Consultant in Public Health

- Children and Young People 0 -19 + Transitions (up to 25 years)
- Emotional Wellbeing and Mental Health
- Maternity and Early Years
- Infant Mortality
- Sexual Health
- Future Shape Children's Health Programme
- Children's Joint Commissioning

#### **Executive Director Communities**

(Designated as the Director of Adult Social Services under the Local Authority Social Services Act 1970)

Responsible for:-

#### Director of Business Strategy

- Improvement and Development:
  - Performance Management
  - Programme Development and Monitoring
  - Business and Portfolio Strategy, Planning and Monitoring
  - Business Improvement, Efficiency and Value for Money

- Business Transformation/Change Management Information
- Monitoring and Management
- Business Continuity
- Business Systems Maintenance and Development
- Quality and Safeguarding (Adult):
  - Safeguarding and Strategic Overview and Governance
  - Serious Incidents and Serious Case Reviews
  - Governance and Quality Improvement/Quality Assurance
  - Staff and Customer Involvement/Workforce Development
  - Risk Management, Information Governance and Business Continuity
  - Equalities, Diversity and Inclusion
  - Information and Advice
- Business Partner Liaison

#### Director of Housing Services

- ~~Locality Management~~
- ~~Cohesion and Migration~~
- ~~Community Safety~~
- ~~Housing Services:~~
  - ~~Area Management~~
  - ~~Asset Management~~
  - ~~Heating Mechanical and Electrical~~
  - ~~Leaseholder Services~~
  - ~~Income Management~~
  - ~~Community Engagement & Governance~~
  - ~~Tenancy Management & Enforcement~~
  - ~~Choice Based Lettings~~
  - ~~Access to Housing~~
  - ~~Older Person's Independent Living~~
  - ~~Supported Housing~~
  - ~~Maintenance & Partnership~~
  - ~~Estates & Environmental Services~~
  - ~~Partnership Services~~
  - ~~Health and Safety and Facilities Management~~
  - ~~Decent Homes~~
  - ~~Vacants Management~~
- Area Housing Management
- Tenancy Management & Enforcement
- Income Management and Financial Inclusion
- Access to Housing (Rehousing)
- Older Person's Independent Living
- Supported Housing Team and Furnished Accommodation
- Gypsies and Traveller Sites



- Community Safety & Anti-Social Behaviour
- Community Engagement & Governance
- Housing and Environment Investment Delivery
- Health and Safety and Facilities Management
- Vacants Management
- Asset Management Strategy, Standards & Investment/ Financial Planning
- Heating Mechanical and Electrical Team (Cyclical Maintenance and Planned Replacement)
- Leaseholder Services
- Maintenance Partnership (Responsive Repairs)
- Partnership Services
- Estates and Environmental Services Team
- Locality Management Arrangements (including Local Area Partnerships)
- Cohesion and Migration (including Asylum)
- Voluntary Sector Grant Aid Programme/ Strategy/ Advice Services

#### ~~Interim Head of Community Projects~~

- ~~Libraries, Archives and Information Services~~

#### Director of Care and Support

- Community, Hospital and Intermediate Care, Social Work Assessment and Care Management Teams, including safeguarding assessments of people in need
- ~~Social Work Assessment and Care Management Teams, including safeguarding assessments of people in need~~
- Self-Directed Support and Personal Budgets for People Needing Social Care and Support
- In-House Provider Services (including Care4You and People with Disabilities and Sensory Impairment)
- Housing Solutions (homelessness prevention, assessments and allocations);
- ~~Asylum Accommodation and Support Service and Equipment and Adaptations~~
- Joint Learning Disability Service
- Local Assistance Scheme

#### Director of Commissioning

- Housing Commissioning:
  - Future of Council Housing
  - Housing Revenue Account Business Plan

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- Lettings Policy Review
  - Leaseholders, Right to Buy and Financial Services
  - Private Rented Standards
  - Social Landlords Relationships
  - Housing-related Support
  - Adult Social Care Commissioning:
    - Intelligence and Forecasting
    - Older People
    - Mental Health
    - Learning Disabilities
    - Carers
    - Service Development (personalisation, prevention, integrated services)
    - Contracts and Partnerships
  - Drug and Alcohol/Domestic Abuse Co-ordination (interim)
  - ~~Healthy Communities Programme~~

### **Executive Director Place**

Responsible for:-

#### Director of Capital and Major Projects

- Corporate Property Services
- Estate and Valuation Services
- Sheffield Markets Services
- Property Disposals and Acquisitions
- Rural Estates Management
- Commercial Estate Management
- Kier Asset Partnership Ltd Shared Services – Estate and Valuation Services
- Capital Investment and Capital Delivery Service
- Emergency Planning/Business Continuity, including shared service with Rotherham
- Environmental Responsibility and Resilience

#### Director of Culture & Environment

- Arts Projects
- Activity Sheffield
- City Centre Management
- City and Community Events
- Trees and Woodlands
- Parks and Countryside
- Public Realm Maintenance

- Bereavement Services
- Non-Highways Graffiti Removal
- Public Toilets
- Sports and Arts Trusts
- Allotments
- Ranger Service

#### Director of Regeneration and Development Services

- Air Quality
- Building Standards and Public Safety
- Flood Risk Management
- Highways Maintenance (Public Finance Initiative Client)
- Planning – Development Management and Local Plan
- South Yorkshire Archaeology
- South Yorkshire Forest
- Transport, Traffic and Parking Services
- Local Growth Fund
- Thriving District Centres
- Over-arching Housing Strategy, Investment and Regeneration
- Sheffield Housing Company
- City Development
- Scowerdons, Weaklands and Newstead Housing Regeneration Project
- Sustainable City

#### Director of Business Strategy and Regulation

- Business Partner Relationship Management
- Business Planning
- Governance and Compliance
- Performance Management
- Programme Management
- Resilience Management
  - Risk
  - Business Continuity
  - Emergency Planning
- Strategic Resource Planning
- Operational Services
  - Coroner's Advice
  - Medico-Legal Centre
  - Licensing
- Regulatory Services
  - Health Protection
  - Environmental Protection
  - Trading Standards

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- Pest Control
  - Waste Management (including abandoned vehicles)

## Director of Marketing Sheffield

- Marketing of Sheffield
- City Branding
- City Promotion
- Commissioning of Major Events
- Leisure and Business Tourism
- Stakeholder Engagement with Private Sector
- Change Management Role
- Champion Creative Sheffield
- External Relations with National Organisations (Visit England etc.)
- Interface with the Local Enterprise Partnership

## Director of Creative Sheffield

- Business/Inward Development
- Sector Development
- Indigenous Business Aftercare/Support
- SME Business Support
- Enterprise in Schools
- First Point for Business
- Economic Strategy/Policy
- Sheffield City Region and Local Enterprise Partnership

Consultant in Public Health

- Environment
- Physical Activity
- Food
- Tobacco Control

## 2. STATUTORY/PROPER OFFICERS

2.1 The Local Government Act 1972 and other legislation require local authorities to make specific statutory appointments and designations (Statutory and Proper Officers) which carry specific responsibilities. For the avoidance of doubt, any post mentioned below will also include an interim appointment to that position.

2.2 In the event of the officers named below in 2.3 and 2.4 being unable to act or of any of the posts being vacant, the Chief Executive, or in his/her absence the relevant Executive Director, will appoint an officer to act in their place.

2.3 The following are the Statutory Officers of the Council for the purposes stated:-

<u>Legislation</u>	<u>Section</u>	<u>Description</u>	<u>Allocated To</u>
<u>Local Government Act 1972</u>	<u>S4</u>	<u>Head of Paid Service</u>	<u>Chief Executive</u>
<u>Local Government Act 1972</u>	<u>S151</u>	<u>Chief Finance Officer</u>	<u>Executive Director, Resources</u>
<u>Local Government and Housing Act 1989</u>	<u>S5</u>	<u>Monitoring Officer</u>	<u>Director of Legal and Governance</u>
<u>Local Authority Social Services Act 1970</u>	<u>S6</u>	<u>Director of Adult Social Services</u>	<u>Executive Director, Communities</u>
<u>Children Act 2004</u>	<u>S18</u>	<u>Director of Children's Services</u>	<u>Executive Director, Children, Young People and Families</u>
<u>Health and Social</u>	<u>S30</u>	<u>Director of Public Health</u>	<u>Director of Public</u>

<u>Care Act 2012</u>			<u>Health</u>
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2.14 The following are the Proper officers of the Council for the purposes stated:-

<b>Local Government Act 1972</b>	<b>Description</b>	<b>Proper Officer</b>
Section 83	Officer to witness and receive declarations of acceptance of office.	Joint Head of Democratic Services
Section 84	Officer to whom a person elected to any office under the Council may give written notice or resignation.	Joint Head of Democratic Services
Section 88 (2)	Officer who may convene a meeting of the Council for the election to fill casual vacancy of chairman of the Council.	Joint Head of Democratic Services
Section 89 (1)	Officer who may receive notice in writing of a casual vacancy in the office of Councillor from two local government electors.	Elections Officer
Section 96 (1)	Officer who may receive from councillors general notices of pecuniary interests and to keep a record of such disclosures.	Joint Head of Democratic Services
Section 100B (2)	Officer who may think fit to exclude from reports open to inspection parts relating to items during which the meeting is likely not to be open to the public.	Director of Legal and Governance, in consultation with the relevant Executive Director.
Section 100B (7) (c)	Officer to make available to the press copies of documents	Joint Head of Democratic Services.

	already supplied to Councillors.	
Section 100C (2)	Officer responsible for preparing a written summary of those parts of the committee proceedings which disclose exempt information.	Joint Head of Democratic Services.
Sections 100D	Officer responsible for identifying background papers and compiling list of such documents.	Relevant Executive Director.
Section 100F (2)	Officer making decision as to documents disclosing exempt information which are not required to be open to inspection by Councillors.	Director of Legal and Governance, in consultation with the relevant Executive Director.
Section 115	Officer to whom all officers shall pay monies received by them and due to the Local Authority.	Executive Director, Resources or her nominee.
Section 146(1)	Officer authorised to produce a statutory declaration specifying securities and verifying name change of authority.	Director of Legal and Governance.
<u>Section 151</u>	<u>Officer Designated as Chief Finance Officer</u>	<u>Executive Director, Resources</u>
Section 191	Officer to receive notices from Ordnance Survey Office in relation to ascertaining or locating Local Authority boundaries.	Director of Legal and Governance.
Section 204 (3)	Officer to whom notice of application for a Justices License under schedule 1 of the Licensing Act 1964 should be given.	Principal Licensing Officer.
Sections 210 (6) and (7)	Officer in whom power is vested to exercise any power with	Director of Legal and Governance.

	respect to a charity exercisable by any officer of a former authority.	
Section 225	Officer with whom documents may be deposited pursuant to law, to make notes or endorsements and give acknowledgements or receipts.	Director of Legal and Governance.
Section 228	Officer responsible for keeping accounts open for inspection by any member of the Authority.	Executive Director, Resources.
Sections 229	Officer who shall certify that a document is a photographic copy of a document in the custody of the Council.	Director of Legal and Governance
Section 234 (1)	Officer who may authenticate notices, orders or other documents on behalf of the Council.	Director of Legal and Governance
Section 238	Officer responsible for certifying copies of bye-laws.	Director of Legal and Governance
Schedule 12 Paragraph 4 (2) (b)	Officer who may sign and send to all Councillors a summons to attend Council meetings.	Chief Executive.
Schedule 12 Paragraph 4 (3)	Officer who may receive notice from a Councillor providing an address to which a summons to a meeting is to be sent.	Joint Head of Democratic Services
Schedule 14 Paragraph 25	Officer who may certify resolutions passed under this paragraph.	Director of Legal and Governance
<b>Local Government Act 1974</b>	<b>Description</b>	<b>Proper Officer</b>



Section 30 (5)	Officer responsible for arranging publication in newspapers of notice of Local Commissioner's report on investigation of a complaint.	Director of Legal and Governance
<b>Local Government (Miscellaneous Provisions) Act 1976</b>	<b>Description</b>	<b>Proper Officer</b>
Section 41	Officer responsible for certifying copies of resolutions, minutes and other documents.	Director of Legal and Governance
<b>Highways Act 1980</b>	<b>Description</b>	<b>Proper Officer</b>
Section 59	Officer responsible for certifying that extraordinary expenses have been incurred in maintaining the highway by reason of damage caused by excessive weight or other extraordinary traffic.	Head of Highway Maintenance
Section 205	Officer responsible for undertaking duties as specified in the schedules in relation to private street works.	Head of Highway Maintenance
Section 210	Officer responsible for certifying amendments to estimated costs and provisional apportionment of costs under the private street works code.	Head of Highway Maintenance
Sections 211, 212 & 216	Officer responsible for making final apportionment of costs as detailed in the schedules under the private street works code.	Head of Highway Maintenance
Section 295	Officer responsible for issuing	Head of Transport,

	notices requiring removal of materials from non-maintainable streets in which works are due to take place.	Traffic and Parking Services/ Highway Network Manager & Sheffield Traffic Manager
Section 321	Officer responsible for authenticating notices and other documents.	Head of Transport, Traffic and Parking Services/Head of Highway Maintenance
Schedule 9 Paragraph 4	Officer responsible for signing plans showing proposed prescribed improvement or building lines.	Head of Highway Maintenance
<b>Registration of the People Act 1983</b>	<b>Description</b>	<b>Proper Officer</b>
Section 8	Officer to act as Registration Officer for the registration of Parliamentary and Local Government Electors.	Elections Officer
Section 28	Officer to act as Acting Returning Officer at Parliamentary Elections.	Chief Executive
Section 35	Officer appointed as Returning Officer for local elections.	Chief Executive
Section 67	Officer to whom declarations and public notice of election agents' appointments are made.	Elections Officer
Section 131	Officer responsible for providing accommodation for holding election court.	Elections Officer
<b>Buildings Act 1984</b>	<b>Description</b>	<b>Proper Officer</b>

Section 78 (8)	Officer responsible for taking immediate action in relation to dangerous buildings.	Director of Regeneration and Development Services
<b>Local Government Finance Act 1988</b>	<b>Description</b>	<b>Proper Officer</b>
Section 114	Officer responsible for making financial reports to the authority.	Executive Director, Resources.
Section 116	Officer responsible for notifying auditor of date, time and place of meeting to consider Section 114 report and of decision of such meeting.	Executive Director, Resources.
<b>Local Government &amp; Housing Act 1989</b>	<b>Description</b>	<b>Proper Officer</b>
Section 2 (4)	Officer with whom the list of politically restricted posts shall be deposited.	Chief Executive.
Section 4	Officer designated as Head of Paid Service.	Chief Executive.
Section 5	Officer Designated as Monitoring Officer.	Director of Legal and Governance.
<b>Local Government (Committees &amp; Political Groups) Regulations 1990</b>	<b>Description</b>	<b>Proper Officer</b>
Section 8 (1) & (5)	Officer to whom notice is delivered about the constitution of a political group, or the change of name of a political group.	Joint Head of Democratic Services.

Section 9 and 10	Officer to whom notice is delivered about a Councillor's membership of, or cessation of membership of, a political group.	Joint Head of Democratic Services.
Section 13	Officer to whom the wishes of a political group are expressed.	Joint Head of Democratic Services.
Section 14	Officer responsible for notifying a political group about allocations and vacancies of seats.	Joint Head of Democratic Services
<b>Local Government Act 2000</b>	<b>Description</b>	<b>Proper Officer</b>
Section 81	Officer responsible for establishing and maintaining a register of interests.	Joint Head of Democratic Services
<b>The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000</b>	<b>Description</b>	<b>Proper Officer</b>
Regulation 3 (1)	Officer responsible for producing a written statement of all executive decisions made at a public or private meeting of Cabinet, including the information specified in regulation 3 (2).	Joint Head of Democratic Services
Regulation 4	Officer responsible for producing a written statement of all executive decisions made by	Joint Head of Democratic Services

	individual Councillors.	
Regulation 5 (1)	Officer responsible for ensuring that a copy of the following documents is available for public inspection: <ul style="list-style-type: none"> <li>• the written statement referred to in regulation 3</li> <li>• part or all of any report considered by the decision maker and relevant to the decision made.</li> </ul>	Joint Head of Democratic Services
Regulation 6	Officer responsible for compiling a list of background papers to the report referred to in regulation 5.	Joint Head of Democratic Services
Regulation 11 (7) (c)	Officer who may supply to a newspaper a copy of any document supplied to Cabinet members, if he or she thinks fit.	Joint Head of Democratic Services
Regulation 12 (1)	Officer responsible for publishing the information relating to key decisions specified in regulation 12 (1).	Joint Head of Democratic Services
Regulation 13	Officer responsible for publishing the Forward Plan.	Joint Head of Democratic Services
Regulation 15 (1)	Officer responsible for informing the relevant Committee Chairman of decision to be made and not in the Forward Plan.	Joint Head of Democratic Services
Regulation 17	Officer responsible for determining whether compliance with regulations 17 (1) or 17 (2) would involve the disclosure of either exempt	Director of Legal and Governance

	information or advice provided by a political advisor or assistant.	
Regulation 21 (4)	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 Legal and Governance
<b>The Local Authorities (Referendums) (Petitions and Directions) (England) Regulations 2000</b>	<b>Description</b>	<b>Proper Officer</b>
Regulation 4 (2)	Officer who publishes the number that is equal to 5 per cent of the number of local government electors for the authority's area.	Director of Legal and Governance/Elections Officer
<b>The Local Authorities (Standing Orders) (England) Regulations 2000</b>	<b>Description</b>	<b>Proper Officer</b>
Schedule 1 Paragraphs 5 and 6	Officer responsible 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.	Director of Human Resources
<b>Health and Social Care</b>		

<b>Act 2012</b>	<b>Description</b>	<b>Proper Officer</b>
Section 30 <del>to 37</del>	Officer to carry out the role of Director of Public Health.	Director of Public Health
<b>Local Democracy, Economic Development and Construction Act 2009</b>	<b>Description</b>	<b>Proper Officer</b>
Section 31	Officer to carry out the role of Lead Scrutiny Officer.	Head of Governance and Involvement
<u>Local Authority Social Services Act 1970</u>	<u>Description</u>	<u>Proper Officer</u>
<u>Section 6</u>	<u>Officer Designated as Director of Adult Social Services</u>	<u>Executive Director, Communities</u>
<u>Children Act 2004</u>	<u>Description</u>	<u>Proper Officer</u>
<u>Section 18</u>	<u>Officer designated as Director of Children’s Services</u>	<u>Executive Director, Children, Young People and Families</u>

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