

## B1. ROLES

### 1.7 Officers

- i. The title "Officers" refers to all employees and staff engaged by the Council to carry out its functions. This word has also been used instead of "employees" to cover those engaged under short term, agency or other non-employed situations.
- ii. The Council's "Officers" give advice to the Councillors, implement decisions and manage the day to day delivery of its services. All Officers must ensure that they act within the law when carrying out the Council's work.
- iii. The Employee Code of Conduct for Officers can be found in Part C6 Employee Code of Conduct.
- iv. The Council is empowered to engage Officers to carry out its functions.

#### Statutory Officers

v. The Statutory Officers of the Council are as follows:

a) Head of Paid Service (Chief Executive) – This is the Chief Executive of the Council. The Council must approve the appointment of the Head of Paid Service before a final offer of appointment is made to him/her. The Council must approve the dismissal of the Head of Paid Service before notice of dismissal is given to him/her (see Part C7 Employee Procedure Rules – JNC Officers).

b) City Solicitor and Monitoring Officer – This role promotes the legality of decision making, high standards of conduct by Councillors and officers and supports the Standards Committee.

c) Chief Finance Officer – This role is responsible for ensuring the sound financial administration of the Council.

d) Returning Officer and Electoral Registration Officer – This will be the Assistant Director, Governance.

e) Scrutiny Officer – This role promotes the Overview & Scrutiny functions of the Council. This will be the Head of Scrutiny and Committee Services.

[f\) Strategic Director, Adult Social Care \(& Director of Adult Social Services\) – This role is the responsible officer for adult social care.](#)

[g\) Strategic Director, Children and Families \(& Director of Children's Services\) – This role is the responsible officer for the provision of children's services.](#)

[h\) Director of Public Health – This role is accountable for appropriate use of the ring-fenced public health grant and ensuring the Council delivers the mandated public health services. This is a statutory appointment made jointly by the Council and the Secretary of State for Health and Social Care.](#)

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Annex A

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i) Data Protection Officer - This role is to ensure that the organisation processes the personal data of its staff, customers, providers or any other individuals (also referred to as data subjects) in compliance with the applicable data protection rules.

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Senior Officers

**Council Leadership Team (CLT)**

vi. The full Council will engage persons for the following posts, who will be following will be designated Chief Officer Senior Officers and will have the functions and responsibilities set out in Part E of this Constitution. The composition of CLT is a matter for the Chief Executive.

o Chief Executive (& Head of Paid Service)

~~o Strategic Director, Council Management (& s151 officer)~~

o Strategic Director, Adult Social Care (& Director of Adult Social Services

o Strategic Director, Place, Prosperity and Sustainability

o Strategic Director, Children and Families (& Director of Children's Services)

o Strategic Director, City Operations

o Strategic Director, City Housing

o Director of Strategy, Equality and Partnerships

~~o Director, Digital & Customer Services~~

o Director, Public Health

o Director, People Services

~~o Director, Transformation~~

Director, Finance (s151 Officer)

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o City Solicitor (Monitoring Officer)

o Chief Operating Officer

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o Director, Intervention Delivery

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~~o Chief Executive, Children's Trust~~

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~~o Programme Director, Commonwealth Games~~

~~o Assistant Director, Corporate Communications~~

vii. The composition of the Council Leadership Team is a matter for the Chief Executive. Further information regarding the Senior Council Leadership Team can be found here (see Appendix 2).

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**B.18 EMPLOYMENT COMMITTEE**

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**18.1 Role**

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j. The Employment Committee will discharge various responsibilities in relation to the Head of Paid Service, the Chief Finance Officer (s.151 Officer) the City Solicitor and Monitoring Officer, Strategic Directors (JNC Band 3) and Service Directors (JNC Band 2) (“the Senior Officers”) in line with the detailed provisions set out below. It will also determine the terms and conditions of employment for all Officers and monitor the operation of the Code of Conduct and Register of Interests for Senior Officers.

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**18.2 Functions**

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j. The Employment Committee is authorised to discharge the following functions:

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- To make recommendations to Full Council on the appointment of the Head of Paid Service.
- To make recommendations to Full Council on the dismissal of the Head of Paid Service, the Chief Finance Officer (s.151 Officer) and the City Solicitor and Monitoring Officer.
- To suspend and, where appropriate, take any disciplinary action short of dismissal in relation to the Head of Paid Service, the Chief Finance Officer (s.151 Officer) and the City Solicitor and Monitoring Officer.
- To appoint and dismiss the other Senior Officers.

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- To discharge all necessary functions required by the JNC Conditions of Service including the exercise of any discretions or determining any issue regarding the Conditions of Service for Senior Officers.
- To agree the Council's pay and grading structure.
- To agree Council-wide pay awards.
- To agree the contractual terms and conditions of employment for all Officers as contained in the Birmingham Contract.
- Recommend to Full Council for approval an Annual Pay Policy Statement as required by section 38 of the Localism Act 2011 for each financial year having regard to any guidance issued or approved by the Secretary of State.
- Monitor the operation of the Employee Code of Conduct and the Register of Interests for Senior Officers.

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