

Scheme of Delegation for the Shared Chief Executive

This post is the Head of Paid Service and has responsibility for the overall management of the staff who work for Cherwell and South Northamptonshire Council under section 4 of the Local Government and Housing Act 1989. This post is responsible for ensuring the proper use of evaluation systems for determining what staff are paid and reporting as and when required by either authority on the number and grade of staff required.

Emergencies

If Cherwell and/or South Northamptonshire need to act urgently in any matter (including without limitation, complying with the Emergency Plan, the Business Recovery or Business Continuity Plan or taking any action under new legislation) the Chief Executive may authorise any action taken or expenditure incurred as necessary.

If the Chief Executive is unwell, unobtainable, has an inability to act or where there is no Chief Executive in post a Director may act in their absence. In the absence of any Director any Head of Service may act.

The Chief Executive, Director or Head of Service may delegate responsibility to another nominated officer where appropriate.

All such action shall be reported to the relevant committee, Executive or Council as may be appropriate at the earliest opportunity.

Release of Information

Determination of appeals/review requests from people dissatisfied with a decision not to release Council held information

Suspension or dismissal

The suspension or dismissal of a Director or Head of Service subject to consultation with the [Head of People and Improvement (CDC)/Human Resources Manager (SNC)] and the Monitoring Officer. If the suspension or dismissal is of either of these two posts external professional advice will be sought. No dismissal of the Monitoring Officer or the Section 151 Officer can take place in the absence of an investigation report carried out by a designated independent person.

Anti Social Behaviour

Taking action under the Anti Social Behaviour Act 2003, including the making of statutory orders, where the Chief Executive is specifically named as the relevant Council Officer within the Act.

Scheme of Delegation for the Returning Officer

- Authority to take such action and make such decisions as are necessary as Electoral Registration Officer and Returning Officer/Acting Returning Officer (for Parliamentary and European elections)/Deputy Returning Officer (For County Council elections)/Counting Officer (for referenda).
- Assigning officers in relation to requisitions of the Electoral Registration Officer
- Providing assistance to the Returning Officer at Parliamentary, European and County Council elections and to the Chief/Regional Counting Officer for referenda
- Power to fill vacancies in the event of insufficient nominations and make temporary appointments to Parish Councils
- Declaring vacancies in office in certain cases and giving notice of casual vacancies
- Consulting on proposed changes to the scheme of elections
- Duties relating to providing notice to the Electoral Commission and relating to publicity

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