

## CHIEF EXECUTIVE

1. Support the political leadership of the Council to provide strategic direction for the Council and formulate strategic objectives and plans to achieve this.
2. Be the Council's Head of Paid Service within the meaning of section 4 of the Local Government and Housing Act 1989 with overall corporate management and operational responsibility involving securing and managing the professional body of Officers needed to deliver modern, effective, well focused services.
3. Facilitate the operation of the Council's decision making structure both executive and non-executive by providing appropriate support and service.
4. In the event of the deferral of the appointment of the Leader from the Annual Council meeting to a subsequent meeting, to have broad power to discharge the executive functions of the authority in the absence of the Leader, until such appointment takes place.
5. Monitor the implementation of strategic priorities as translated into targets in annual service plans
6. Monitor performance against performance indicators and other adopted quality assurance systems.
7. Represent the Council on partnership and external bodies (as required by statute or the Council).
8. Undertake any function delegated to a Director/Assistant Director provided it is within the law and within his/her capacity.
9. Be the Electoral Registration Officer and Returning Officer in respect of electoral matters, including the conduct of elections.
10. To be a Member of the Council's Resilience Team and take all necessary and appropriate action in response to a civil emergency or business continuity incident, in accordance with the Council's Emergency Plan or Business Continuity Plans, including being the Council's representative at any Strategic Command Group ('Gold command') activated as part of an emergency.
11. The Chief Executive is authorised to take all necessary decisions of the Council in the event of urgency or emergency.

## **Health and Safety**

Welwyn Hatfield Borough Council (WHBC) recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and associated legislation to provide a safe and healthy workplace and working environment. We are committed to achieving the highest standards of health, safety and welfare to protect all those affected by our activities.

The Chief Executive has overall responsibility for health, safety and welfare, but the Senior Leadership Team assist the Chief Executive in ensuring that the Council provide visible and active leadership in developing and maintaining a management culture that is supportive of health and safety and will have the overall responsibility for the management and implementation of the Council's Health and Safety Policy.

Oversight of the Corporate health and Safety function is the responsibility of the Service Director (Property Maintenance and Climate Change). Day to day management of health, safety and welfare is the responsibility of Directors and manages and supervisors. Staff also have a responsibility towards their health and safety and towards others.

The Chief Executive has appointed the Service Director (Property Maintenance and Climate Change) as the 'Responsible Person' for the purposes of the Fire Safety (England) Regulations 2022 and the 'Accountable Person' for the purposes of the Building Safety Act 2022 and any subsequent legislation.

The Chief Executive and Senior Leadership Team receives reports about health and safety and our compliance from the Occupational Health and Safety Board via the Corporate Governance Board, on a monthly basis.