

## **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**

In connection with the Council's duties under the Health and Safety at Work etc

Act 1974, together with related regulations or other legislation, the Chief Executive has ultimate responsibility for the health and safety performance of the Council. The Chief Executive has overall responsibility for health, safety and welfare, and day to day management of health, safety and welfare is the responsibility of management and supervisory personnel.

Employees . In this role the Chief Executive and Senior Leadership Team receives reports arising from the work of the Health and Safety and Resilience Manager and through the Occupational Health and Safety Board reporting to the Corporate Governance Board and, on a periodic basis, the relevant work of the Insurance, Treasury and Controls Lead Officer and any Council partner or contractor. The key roles and responsibilities of the Chief Executive include:

- a) Implement policies, and management system to ensure the health and safety of employees and others.
- b) Set out roles and activities to ensure that health and safety outcomes are delivered.
- c) Monitor Health and Safety arrangements and report on safety performance, reviewing and acting on matters that need addressing
- d) The Chief Executive, or their designated representatives, are empowered to research, develop and implement (once properly approved through the Council's decisionmaking structure) policies, procedures and processes to ensure compliance with the requirements of the Health and Safety at Work etc Act 1974 and associated regulations or other legislation.
- e) The Chief Executive, or their authorised representatives shall have the authority to enter at all reasonable times onto any Council premises or land to carry out any safety related investigation, inspection, assessment or review. They are also authorised to require the immediate suspension of any activity where it is believed in good faith that a breach of health and safety law or regulation has occurred or is likely to occur, or where it is believed that there is imminent danger to the health, safety and wellbeing of any persons.
- f) 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.