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13 March 2020

Dear Councillor,

An Extraordinary Meeting of the Council will be held on Monday, 23 March 2020 in the Council Chamber, Moorlands House, Leek at 6.30 pm.

The Agenda for the Meeting is attached at Appendix 'A'.

Yours faithfully,

M. Trillo

Executive Director & Monitoring Officer

NOTE

Councillors using the Car Park at the rear of the Council Offices are requested to indicate on their car that it is being used by a Councillor whenever they use the Car Park, otherwise they may be challenged by the Council's Car Park Attendant.

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Moorlands House, Stockwell Street, Leek, Staffordshire Moorlands, ST13 6HQ. Tel: 0345 605 3010

1. Apologies for absence, if any.
2. Declarations of interest
 1. Disclosable Pecuniary Interests
 2. Other Interests
3. Temporary Management Structure and Appointment of Returning Officer and Electoral Registration Officer **(Pages 3 - 8)**

4. Exclusion of the Press and Public:

The Chairman to move:-

“That, pursuant to Section 100A(2) and (4) of the Local Government Act, 1972, the public be excluded from the meeting in view of the nature of the business to be transacted or the nature of the proceedings whereby it is likely that confidential information as defined in Section 100A (3) of the Act would be disclosed to the public in breach of the obligation of confidence or exempt information as defined in Section 100 I (1) of Part 1 of Schedule 12A of the Act would be disclosed to the public by virtue of the Paragraphs indicated.”

5. Retirement of the former Chief Executive **(Paragraph 1 - Information relating to any individual.)**

STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

Report to Council

23rd March 2020

TITLE:	Temporary Management Structure and Appointment of Returning Officer and Electoral Registration Officer
PORTFOLIO HOLDER:	Councillor Sybil Ralphs – Council Leader
CONTACT OFFICER:	Linden Vernon – Senior Officer Governance and Member Support
WARDS INVOLVED:	Non-Specific

Appendices Attached:

Appendix A – Proposed Temporary Management Structure

1. Reason for the Report

- 1.1 The purpose of this report is to consider proposals for a temporary management structure, the appointment of statutory officers and the appointment of the Returning Officer and Electoral Registration Officer.

2. Recommendation

2.1 It is recommended that Council:

- Approves the temporary management structure as detailed in section 7 of the report and Appendix A.
- Approves the appointment of the Council's statutory officers as detailed in section 8 of the report.
- Appoints Andrew Stokes, Acting Chief Executive, as the Returning Officer and Electoral Registration Officer for the Staffordshire Moorlands.

3. Executive Summary

- 3.1 Following the retirement of the Chief Executive and resignation the Assistant Chief Executive, it is proposed to make a number of temporary changes in management responsibility prior to the consideration of any longer term plans.

- 3.2 It is proposed that Andrew Stokes is confirmed as Acting Chief Executive and that Mark Trillo be the designated as Deputy Chief Executive. It is also proposed that the current Deputy Director of Finance Clare Hazeldene takes more direct responsibility / accountability for the finance functions currently undertaken by the Executive Director.
- 3.3 In order to ensure the effective management of functions previously managed by the Assistant Chief Executive the report makes proposals for revised reporting lines for front line services, housing and benefits, housing repairs and health and safety. These are summarised in Appendix A.
- 3.4 The report also proposes the designation of a number of statutory positions, these being the Head of Paid Service, the Monitoring Officer, the Chief Financial Officer, the Returning Officer and the Electoral Registration Officer.

4. How this report links to Corporate Priorities

- 4.1 The management structure is fundamental to the delivery of the Council's priorities.

5. Alternative Options

- 5.1 A temporary management structure is required following the retirement of the Chief Executive and resignation of the Assistant Chief Executive.

6. Implications

- 6.1 Community Safety - (Crime and Disorder Act 1998)
None

- 6.2 Workforce
As detailed in the report.

- 6.3 Equality and Diversity/Equality Impact Assessment
There are no specific issues arising from these proposals.

- 6.4 Financial Considerations
Any costs associated with the changes are covered in the existing budget

The Representation of the People Act 1983 makes provision for a scale of expenses to be fixed for the purpose of determining the Returning Officer's expenditure.

- 6.5 Legal
The Local Government & Housing Act 1989 requires the Council to appoint a Head of Paid Service and Monitoring Officer.

The Local Government Act 1972 requires the Council to appoint an officer responsible for financial administration.

The Representation of the People Act 1983 requires the Council to appoint an officer of the Council to be the Returning Officer and an Electoral Registration Officer.

6.6 Climate Change
None

6.7 Consultation
Not applicable

6.8 Risk Assessment
None

MARK TRILLO
Executive Director (People) and Monitoring Officer

Web Links and
Background Papers

Appendix A attached - Proposed Management Structure
[The Representation of the People Act 1983](#)

Contact details

Linden Vernon
Senior Officer – Governance & Member
Support
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7. Temporary Management Arrangements

- 7.1 Following the retirement of the Chief Executive and resignation of the Assistant Chief Executive, it is proposed to make a number of temporary changes in management responsibility prior to the consideration of any longer term plans.
- 7.2 The Council's current designated deputy chief executive is the Executive Director (Transformation) Andrew Stokes. It is proposed that Andrew is confirmed as Acting Chief Executive. The Executive Director (People) Mark Trillo will be the designated deputy chief executive.
- 7.3 In order to provide capacity for this to happen, it is proposed that the current Deputy Director Clare Hazeldene takes more direct responsibility / accountability for the finance functions currently undertaken by the Executive Director.
- 7.4 In order to ensure the effective management of the service functions previously managed by the Assistant Chief Executive, the following changes are proposed:
- The Operational Manager – Front Line Services will report to Deputy Director of Finance;
 - The Operational Manager – Housing & Benefits will report to the Executive Director (People);
 - The Housing Repairs Manager will report to the Head of Operational Services – this will continue under contract with Alliance Environmental Services (AES) following this posts' TUPE transfer on 1st April 2020; and
 - The Health & Safety Officer will report to the Acting Chief Executive.
- 7.5 The temporary management structure is summarised at Appendix A.

8 Statutory Officers

- 8.1 The Council is required by statute to designate officers in respect of three posts:
- The Head of Paid Service has overall responsibility for the management and co-ordination of the employees appointed by the Council
 - The Monitoring Officer has defined statutory responsibilities in respect of matters of legality, conduct, and probity
 - The Chief Finance Officer has defined statutory responsibilities in respect of the proper administration of the financial affairs of the authority
- 8.2 In terms of the appointment to these posts it must be noted that the Head of Paid Service may not also be the Monitoring Officer and the Chief Finance Officer may not also be Monitoring Officer.
- 8.3 The Council has designated the following officers to these posts:

- Head of Paid Service: Chief Executive
- Monitoring Officer: Executive Director (People)
- Chief Finance Officer: Executive Director (Transformation)

8.4 Following the retirement of the Chief Executive and the proposed temporary appointment of Andrew Stokes to an Acting Chief Executive role it is further proposed that he takes the Head of Paid Service role.

8.5 In order to facilitate this it is proposed that the current deputy Claire Hazeldene temporarily fulfils the Chief Finance Officer role.

9 Appointment of Returning Officer and Electoral Registration Officer

9.1 The Returning Officer (RO) is the person who has the overall responsibility for the conduct of elections in the District. The Representation of the People Act 1983 requires the Council to appoint an officer of the Council to be the Returning Officer in local elections. It is the RO's duty to organise and conduct elections. The Returning Officer may appoint one or more persons to discharge all or any of his/her functions.

9.2 The Electoral Registration Officer (ERO) is the person with the statutory responsibility for the creation and maintenance of the register of electors and the absence voters lists. This person takes responsibility for publishing a revised electoral register and issuing monthly alteration notices. The ERO is also the Acting Returning Officer for UK Parliamentary Elections.

9.3 In order to ensure compliance with legislation it is proposed that Andrew Stokes be appointed as the Returning Officer and Electoral Registration Officer for the Staffordshire Moorlands.

Proposed Temporary Management Structure

