

LONDON BOROUGH OF HARROW

COUNCIL MEETING

THURSDAY 23 OCTOBER 2003

REPORT OF THE CHIEF EXECUTIVE

- (1) APPOINTMENT/RE-APPOINTMENT OF CERTAIN OFFICERS DESIGNATED BY STATUTE TO UNDERTAKE PARTICULAR DUTIES**
- (2) ADMINISTRATIVE CHANGES TO OFFICER SCHEME OF DELEGATION**

1. Background

Under various Local Government enactments, Authorities are required by statute to appoint a number of proper officers to undertake particular duties (dependent on the functions exercised).

For Harrow as a London Borough, this includes:-

- Head of Paid Service
- Chief Finance Officer
- Director of Social Services
- Chief Education Officer
- Monitoring Officer
- Chief Inspector of Weights and Measures
- Public Analyst

2. New Harrow Project – Revised Management Structure

Organisational and personnel changes have been in train for some months under the auspices of the New Harrow Project which affect the location and designation of the previously appointed proper officers.

Most of the appointments of personnel to the top management structure are now in place and/or the intended location of the relevant post-holders has been determined.

Accordingly, it is opportune for the Council to confirm the arrangements in respect of statutory officers as now reported formally. It is also considered sensible to take this opportunity to redesignate the existing Scheme of Delegation to the recently appointed Chief Officers. (see appendix 2)

3. Statutory Officer Appointments

The arrangements for fulfilling the proper officer roles within Harrow's management structure are set out in the following schedule.

Two of the allocations proposed are temporary/interim pending permanent appointments.

	<u>Statutory Role</u>	<u>Designated Post</u>	<u>Incumbent</u>
(1)	Head of Paid Service (Section 4 of the LG and Housing Act 1989)	Chief Executive	Joyce Markham
(2)	Chief Finance Officer (Section 151 of the LGA 1972 and Section 114 of the LGA 1988)	(i) Executive Director (Business Connections) (interim arrangement until appointment of Director of Business Strategy) (ii) Director of Business Strategy (permanent arrangement)	Nick Bell (To be appointed)
(3)	Director of Social Services (Section 6 of the Local Authority Social Services Act 1970)	Director of Children's Services (People First)	Paul Clark
(4)	Chief Education Officer (Section 532 of the Education Act 1996)	(i) Interim Director of Education (interim arrangement until commencement of Director of Learning and Community Development) (ii) Director of Learning and Community Development (People First) (permanent arrangement)	Michael Hart Javed Khan (upon commencement)
(5)	(see attached schedule of Proper Officer and Monitoring Officer functions – Appendix 1)	Borough Solicitor	Gerald Balabanoff
(6)	Section 72 of the Weights and Measures Act 1985	Chief Inspector of Weights and Measures	John Taylor (Director of Trading Standards, Brent and Harrow)
(7)	Section 27 of the	Public Analyst	Duncan K. Arthur

	Food Safety Act 1990		MCChemA Cchem MRSC MIFST
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4. **Delegation of Proper Officer Functions**

Section 3B of the Council's Constitution, "Delegations to Chief Officers", also provides for the delegation by Chief Officers of their duties as may be appropriate. This is subject to such onward delegations being in writing and open to inspection.

This will continue to be the practice in respect of the identified, proper officer functions to cover for periods of absence by Chief Officers (e.g. holidays, sickness).

5. **Recommendations**

- (1) That the Council receive and confirm the schedule of the Authority's management arrangements for providing the officer roles required by statute (paragraph 3 and schedules);
- (2) that the intended transfer from interim to permanent arrangement for the allocation of the finance and education statutory roles be authorised, to be implemented when the relevant posts are filled and the incumbents have commenced their duties (paragraph 3 and schedules);
- (3) that the Constitutional provision for the delegation of proper officer functions be re-confirmed (as set out at paragraph 4 above).
- (4) that the Scheme of Delegations to Chief Officers in the Constitution be updated to reflect the changes set out in the schedule to this report.

FOR CONSIDERATION

Joyce Markham
Chief Executive

perjp/repcouncil23.10.03