

Part 7:

Management Structure

A Guide to the Council's Officer Structure

The senior management structure of the Council is made up of the Chief Executive, Monitoring Officer and Executive Director Resources and Commercial (Chief Finance Officer), Executive Director of Growth and Infrastructure who, together with five Heads of Service, comprise the Corporate Management Team (CMT).

Chief Executive

The Council's management structure provides for a Chief Executive, who manages the political interface with elected Members and focuses on overall corporate management and operational strategy. As the Council's Head of Paid Service, the Chief Executive is the principal adviser to the Council on matters of general policy. See diagram on page 3 for service responsibilities

The Chief Executive oversees the Executive Directors and Monitoring Officer.

Other Chief Officers

The Monitoring Officer is required to ensure the lawfulness and fairness of the Council's decision-making processes. They will be supported in this role by the Democratic Services Manager who will be appointed a Deputy Monitoring Officer. The appointment of any other Deputy Monitoring Officer(s) to meet specific circumstances will be personal appointments of the Monitoring Officer but any such appointments must be reported to full council

The Chief Finance Officers is also known as the Section 151 Officer and is required to ensure the lawfulness and financial prudence of decision-making.

The two Executive Director roles are responsible for a number of functions, each of which is managed by a Head of Service.

Heads of Service

Resources: corporate administration, shared ICT services (with Wellingborough Borough Council) which includes computer and network systems management and security, corporate projects, systems development; ICT procurement and ICT training; business systems support. Member services, committee administration, legal services and elections, organisational and Member development and business transformation; pay and reward strategies; personnel management, training and development; payroll (now undertaken by Corby Borough Council), performance management framework; corporate policy development; print room.

The Head of Resources is also the Deputy Chief Finance Officer

Environmental Services: food safety and health and safety matters, including enforcement; noise and air pollution; licensing; pest control; the dog warden service; waste management; private sector housing; public health; grounds maintenance contract.

Customer and Community Services: community development, including the Local Strategic Partnership, area based initiatives and the co-ordination of services for children and young people and voluntary sector support, cultural strategy and crime and disorder reduction and community safety; the press & media service and public relations; consultation and market research; graphic design and publicity; council tax collection; business rates; housing and council tax benefits; land charges, ;administration of concessionary fares; customer service standards, customer contact centre at East Northamptonshire House, the Rushden Centre and outreach services in Oundle, Irthlingborough and Raunds, external post services.

Planning Services: development control matters including processing applications for planning permission, enforcement of planning consents and conditions; building regulations; planning policy including conservation and the local development framework; strategic housing functions; environmental improvements, economic development and tourism.

Economic and Commercial Development: facility and estate management; promotion of economic prosperity and growth, including visitor economy and commercial strategy.

Amended Council 29 February 2012 Minute 400(a); Amended Council 13 January 2014 Minute 319; Amended Council 8 November 2017; Amended Council 22 July 2019 Minute 111

Management Structure (Corporate Management Team)

