

Statutory Officers – Honorarium Scheme

There are three statutory officer roles: Head of Paid Service, Monitoring Officer and Chief Finance Officer (commonly referred to as Section 151 officer)

1. Head of Paid Service

1.1 The role of Head of Paid Service is normally undertaken by the Chief Executive Officer. The appointment, dismissal and disciplinary action for all staff below deputy chief officer level (as defined by section 2(8) of the 1989 Act) is the responsibility of the Head of Paid Service or his or her nominee. The core role includes:

- overall corporate management and operational responsibility (including overall management responsibility for all staff);
- reporting to the Council on the way in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers;
- the provision of professional advice to all parties in the decision making process;
- together with the Monitoring Officer, responsibility for a system of record keeping for all the local authority's decisions; and
- representing the local authority on partnership and external bodies (as required by statute or the local authority).

1.2 Where the Chief Executive Officer is absent from work or unavailable for any reason, the role of Head of Paid Service may be discharged by a nominated deputy.

2. Monitoring Officer

2.1 The role of Monitoring Officer includes advising all members and officers on vires issues, maladministration, financial impropriety and probity.

2.2 The Monitoring Officer also has a key role in promoting and maintaining high standards of conduct within the local authority and in parishes within the local authority's area, in particular through provision of support to the local authority's Standards Committee.

2.3 The Monitoring Officer role is defined in detail in the constitution and includes the following functions:

- maintaining an up to date version of the Constitution and ensuring that it is available for inspection by members, officers and the public;
- ensuring that Councillors complete a register of their interests and maintaining the register;
- ensuring lawfulness of decision making;
- advising the Council on appropriate arrangements for dealing with complaints

relating to the code of conduct.

3. Chief Finance Officer (hereinafter referred to as the Section 151 Officer)

3.1 The Section 151 Officer's role includes providing advice on vices issues, maladministration, financial impropriety, probity and budget issues to all members of the local authority.

3.2 The Section 151 Officer role is defined in detail in the constitution and includes the following:

- ensuring lawfulness and financial prudence of decision making;
- responsibility for the administration of the financial affairs of the Council;
- providing advice on the scope of powers and authority to take decisions;
- subject to the need to respect confidentiality where appropriate, to provide financial information to the media, members of the public and citizens.

4. Discharge of Responsibilities

4.1 The Council's senior structure sets out the key responsibilities in managing the organisation. The discharge of statutory officer roles is an important aspect of the structure and is based on the following principles:

- the Head of Paid Service role will normally be undertaken by the Chief Executive;
- in the absence of the Chief Executive, the deputising role will fall to the Deputy Chief Executive;
- the Monitoring Officer role will normally be discharged at Director level;
- in the absence of the Monitoring Officer or Section 151 officer, the deputising role will normally fall to a nominated manager at the level below the relevant statutory officer;
- when the Deputy Chief Executive is deputising for the Chief Executive as Head of Paid Service, he or she may relinquish any other statutory role to his or her deputy for that period where necessary or appropriate to do so.

4.2 This approach seeks to ensure that there is clarity about statutory officer roles at any time whilst allowing for some flexibility to meet particular circumstances.

5. Rewards

5.1 Statutory officer roles are important safeguards to ensure the proper running of the authority and should be recognised and rewarded as such.

- the role of Head of Paid Service is an integral part of the Chief Executive's role and is rewarded as part of the substantive role;
- where the Section 151 or Monitoring Officer role is discharged at either the Deputy Chief Executive or Director level it is rewarded as part of the substantive role and therefore no additional honorarium payment is payable;

- where the Section 151 or Monitoring Officer role is discharged below Director level it is rewarded as an additional responsibility through an honorarium;
- the deputizing role for the Head of Paid Service is reflected in the substantive salary paid to the Deputy Chief Executive and no additional honorarium payment is payable in respect of the discharge of this role.
- the deputising role for the Section 151 or Monitoring Officer role is also rewarded as an additional responsibility through an honorarium payment.

6. Calculation of Honorariums

6.1 Deputising role for Head of Paid Service

The deputising role for the Head of Paid Service is reflected in the substantive salary paid to the Deputy Chief Executive and no additional honorarium payment is payable in respect of the discharge of this role (see paragraph 5 ante)

6.2 Section 151 Officer/Monitoring Officer

In circumstances where either of the above roles, are carried out by an officer below that of Director individuals will receive an honoraria payment equivalent to £4,000 per annum. This is a fixed amount and will not increase in line with any negotiated pay awards. A review may be undertaken by the Chief Executive at any time and at least every three years to assess whether the amount payable is still appropriate, should be increased, decreased or removed. Any decision taken by the Chief Executive in this regard will be final.

6.3 Deputy Role for Section 151 Officer/Monitoring Officer

Officers operating in the role of Deputy for either the Section 151 Officer or Monitoring Officer will receive an honoraria payment equivalent to £2,000 per annum. This is a fixed amount and will not increase in line with any negotiated pay awards. A review may be undertaken by the Chief Executive at any time and at least every three years to assess whether the amount payable is still appropriate, should be increased, decreased or removed. Any decision taken by the Chief Executive will be final.

7. General

- 7.1 Honoraria payments in respect of statutory officer /deputy officer roles are paid for the period for which an individual is required to undertake the duties and responsibilities attaching to the role. The Council retains absolute discretion to review and subsequently remove the requirement for a particular post holder to carry out a statutory role on behalf of the Council and any associated payments for doing so at any time without notice either for a temporary period or permanently and allocate the duties and responsibilities to another officer. Similarly in circumstances where individuals are prevented from carrying out their statutory role

as a consequence of non attendance at work and the Council choose to make alternative arrangements whilst the officer is absent then any such payment in respect of the statutory duties will cease. Once the officer has returned to the workplace a review will take place to determine arrangements for carrying out the statutory role. The statutory duties may be re-assigned to the individual and associated payments made but the Council reserves the right not to do so.

- 7.2 Honorariums are payable in twelve monthly installments (where applicable) and will be subject to pensionable deductions (where applicable) as well as tax and national insurance deductions.

A list of officers discharging statutory duties as outlined above are included at Appendix A.

Appendix A

List of Statutory Officers and Annual Honoraria Payments

Date: 1st February 2019

Statutory Officer role	Post	Honorarium
Head of Paid Service	Chief Executive	None*
Deputy Head of Paid Service	Director of Resources and Deputy Chief Executive	None*
Monitoring Officer	Director of Governance and Organisational Development	None*
Section 151 Officer	Director of Resources and Deputy Chief Executive	None*
Deputy Monitoring Officer	TBC	£2,000
Deputy Section 151 Officer	Assistant Business Manager Financial Services	£2,000

*included within substantive salary