

Part 8: Management Structure

Chief Executive's Directorate

- Chief Executive
- Organisational Development
- Democratic Services

Directorate of Services

- Strategic Director
- Community Support Services
- Environmental Services
- Customer Services
- Leisure and Cultural Services
- Planning Services

Directorate of Resources

- Deputy Chief Executive and Strategic Director
- Asset Management and Property
- Finance
- Housing
- Information Systems
- Internal Audit
- Legal Services and Procurement

Glossary of Terms

Area

This means the geographical area of the Borough of Elmbridge.

Background papers

In relation to a report means those documents, other than published works which relate to the subject matter of the report and which in the opinion of the proper officer disclose facts on which the report or an important part of it is based and were relied on to a material extent in preparing the report.

Cabinet Committee

A Cabinet Committee is a committee comprised only of Cabinet members, and has power to make Executive decisions following delegation from the Leader to make those decisions. Details of delegations to Cabinet Committees can be found at Part 3 of the Constitution.

Chief Officers

The following persons are designated Chief Officers:

Chief Executive; Deputy Chief Executive and Strategic Director – Resources;
Strategic Director - Services.

Executive Decision

A decision made or to be made in connection with the discharge of a function which is the responsibility of the Cabinet.

Executive Function

A function which is the responsibility of the Cabinet.

Forward Plan

The Cabinet will be required to set out its programme of work in the coming four months, as far as it is known, in a Forward Plan. The Forward Plan will need to be updated each month on a rolling basis and will have to set out:

- a short description of matters under consideration and when key decisions are expected to be taken;
- who is responsible for taking the decisions and how they can be contacted;
- what relevant reports and background papers are available; and
- how and when the decision taker intends to involve local stakeholders in the decision making process.

Key Decision

A Key Decision means an Executive Decision which is likely to:

- result in the incurring of expenditure or the making of savings which are significant having regard to the Council's budget for the service or function to which the decision relates; or

- to be significant in its effects on communities living/working in an area covering two or more wards.

Key decisions must be taken by the Cabinet in public and in accordance with the Access to Information Procedure Rules, unless to do so would result in Confidential or Exempt information becoming public.

The Council has approved the following financial thresholds be set for defining Key Decisions.

- A) The consideration by the Cabinet of any
 - request made for a supplementary estimate
 - request made for expenditure to be met from either the contingency reserve or general fund reserve
 - allocation of one-off monies
 - request for virement which exceeds the limits set out in the Council's Financial Procedure Rules.
- B) £200,000 for defining the award of a contract as a Key Decision.
- C) With regard to savings, which includes items of additional income, a financial threshold of £100,000.

Proper Officer

This is a statutory term and essentially means the Officer appointed to undertake various functions. The appointed Officer will vary for the particular type of function, but in the majority of cases within the Constitution, will refer either to the Chief Executive (or his/her nominated deputy for that purpose), or to the Monitoring Officer or his/her appointed deputy for that purpose).

Relevant Decisions

Extends the definition of Key Decisions for the purposes of preparing Cabinet reports.