

Staffing Policy Committee
9 May 2023

Appendix 1 - Wiltshire Council - Chief Officer posts guidance

This document confirms those posts at Wiltshire Council which are considered to fall under the definitions of Chief Officers and Deputy Chief Officers as set out within the Local Government and Housing Act 1989.

It also identifies those posts to which the council's Chief Officer policies and processes do and do not apply.

Statutory Chief Officer posts:

Statutory Chief Officers hold designated posts which, under legislation, the authority must have in place.

The council's Chief Officer policies and processes apply to the Statutory Chief Officer posts identified below in line with part 14 of the Council's constitution:

Statutory post	Defined within	Identified Wiltshire Council post(s)
Head of Paid Service	Local Government and Housing Act 1989, <u>section 4</u>	LSL1-1877 Chief Executive
Monitoring Officer	Local Government and Housing Act 1989, <u>section 5</u>	LSL2-1249 Director - Legal and Governance
Chief Finance Officer	Local Government Act 1972, <u>section 151</u>	LSCD-1998 Corporate Director Resources / Deputy Chief Executive
Director of Children's Services	Children Act 2004, <u>section 18</u>	LSCD-1999 Corporate Director People
Director of Public Health	National Health Service Act 2006, <u>section 73A (1)</u>	LSL2-1602 Director of Public Health
Director of Adult Social Service	Local Authority Social Services Act 1970, <u>section 6 (A1)</u>	LSL2-2434 Director - Adult Social Care

Statutory officer posts to which chief officer policies do not apply

There are other posts within Wiltshire Council which are considered "statutory officers" as they hold a statutory post but to which the council's chief officer policies and processes do not apply due to the grade and level of their post within the organisation (i.e. they sit below Director grade and are not part of the council's extended leadership team).

Examples of statutory posts to which the council's chief officer policies and processes do not apply are:

Statutory post	Defined within	Identified Wiltshire Council post(s)
Deputy Electoral Registration Officers	Election Act 2022	LSL4-1832 Head of Democracy, Governance and Customer Services LST2-2225 Electoral Services Specialist Manager
Designated Scrutiny Officer	Local Government Act 2000, section 9FB	OS15-0075 Democracy Manager – Democratic Services
Lead Data Protection Officer	Data Protection Act 2018, sections 69-71	OS13-0343 Data Protection Lead

Non-statutory Chief Officers

These are posts where the postholder, as respects all or most of the duties of their post, is required to report directly or is directly accountable to the head of paid service or report directly or is directly accountable to the local authority themselves or any committee or sub-committee of the authority. This excludes any person whose duties are solely secretarial or clerical or are otherwise in the nature of support services.

The council's Chief Officer policies and processes apply to the Non Statutory Chief Officer posts identified below in line with part 14 of the Council's constitution:

Identified Wiltshire Council non-statutory chief officer post(s)
LSCD-1947 Corporate Director – Place

Deputy Chief Officers

These are posts where the postholder, as respects all or most of the duties of their post, is required to report directly or is directly accountable to one or more of the statutory or non statutory chief officers.

This excludes any person whose duties are solely secretarial or clerical or are otherwise in the nature of support services.

The council's Chief Officer policies and processes apply to the Deputy Chief Officer posts identified below in line with part 14 of the Council's constitution:

Wiltshire Council deputy chief officer post(s)
LSL2-2094 Director - Procurement & Commissioning
LSL2-1606 Director – Assets
LSL2-1243 Director - Education & Skills
LSL2-1242 Director - Families and Children
LSL2-1604 Director - Highways and Transport
LSAD-2019 Director – Environment
LSAD-2022 Director – Finance
LSAD-2194 Director - HR&OD
LSAD-2090 Director - Leisure, Culture & Communities
LSAD-2073 Director -Transformation & Business Change
LSAD-2270 Director – ICT
LSAD-2097 Director – Planning

There are other posts within Wiltshire Council which are considered “deputy chief officers” because they report directly to one or more of the statutory or non statutory chief officers but to which the council’s chief officer policies and processes do not apply due to the grade and level of their post within the organisation (i.e. they sit below Director grade and are not part of the council’s extended leadership team).

Examples of posts which meet the definition of “deputy chief officer” but to which the council’s chief officer policies and processes do not apply are:

Report to:	Posts
Chief Finance Officer	LSL3-2088 Head of Wiltshire Pension Fund
Director of Children’s Services	LSL3-1898 - HoS Perf, Outcomes & QA Children& Adults
Director of Public Health	PH-CON Public Health Consultants (x4) LSL5-0085 Head of Occupational Health and Safety
Director of Adult Social Service	LSL4-2092 Head of Housing – People services LSL4-1349 Head of Service – Reablement LSL4-1347 Head of Service – Ageing Well LSL4-2080 Head of Service – Living Well LSL4-0153 Head of Service – Mental Health and Safeguarding LSL4-1514 Head of Service – Community Support LSL4-1513 Head of Service – Learning Disabilities and Autism
Monitoring Officer	LSL3-0093 Head of Legal Services LSL4-1832 Head of Democracy, Governance & Customer Services LSL4-1440 Head of Communications Marketing &Events LSL4-1821 Head of Service - Executive Office LSL5-1527 Head of Registration
Corporate Director - Place	LSL3-2100 Head of Economy & Regeneration

Any queries regarding this document should be addressed to Human Resources by emailing policyandreward@wiltshire.gov.uk