

Article 11 - Officers

Terminology - In this article the use of the word 'officers' means all employees and persons engaged by Ards and North Down Borough Council to carry out its functions and includes those engaged in short term agency or other contract for services.

11.1 Management structure

The management structure of the Council is set out in Part 6 of this constitution.

11.2 Functions of the clerk to the Council

The clerk to the Council or Chief Executive has the following functions and responsibilities:

- Overall corporate management and operational responsibility (including overall management responsibility for all officers),
- Discharge the functions of the Council,
- Provision of professional advice to all parties in the decision making process ensuring lawfulness and fairness,
- Responsibility for a system of record keeping of Council decisions,
- Representing the Council on partnership and external bodies (as required by statute or by the Council) and
- Ensuring that decisions taken by the Council are lawful, reasonable and fair and in accordance with standing orders and Council policy.

11.3 Functions of the chief financial officer

The Chief Financial Officer has responsibility to

- Ensure lawfulness and financial prudence of decision making
- Administration of financial affairs
- Contribute to corporate management
- Provide advice
- Give financial information

11.4 Duty to provide sufficient resources to the chief financial officer

The Council will provide the Chief Financial Officer with such officers, accommodation and other resources as are, in its opinion, sufficient to allow their duties to be performed.

11.5 Conduct

Officers will comply with the Officers' Code of Conduct and the Local Government Employee and Councillor Working Relationship Protocol set out in Part 4 of this Constitution.