

# **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

## **Council**

**23rd December 2020**

### **Report of the Head of Legal Services – Mr Craig Griffiths**

#### **Matter for Decision**

#### **Wards Affected:**

All wards

#### **Designation of Head of Paid Service**

#### **Purpose of the Report:**

To designate Mrs Karen Jones as Neath Port Talbot County Borough Council's Head of Paid Service from the 1<sup>st</sup> January 2021 in accordance with Section 4 of the Local Government and Housing Act 1989, as Returning Officer pursuant to Section 35 (1A) of the Representation of the People Act 1983 and Electoral Registration Officer pursuant to Section 8 of the Representation of the People Act 1983.

#### **Background:**

Section 4 of the Local Government & Housing Act 1989 provides that it is the duty of every local authority to designate one of their officers as its Head of Paid Service and to provide that officer with such staff, accommodation and other resources as are, in their opinion, sufficient to allow their duties under this section to be performed.

It is the duty of the Head of Paid Service where he or she considers it appropriate to do so, to prepare a report to the authority setting out their proposals as to:

- the manner in which the discharge by the authority of their different functions is co-ordinated;

- the number and grades of staff required by the authority for the discharge of their functions; the organisation of the authority's staff;
- the appointment and proper management of the authority's staff.

In Neath Port Talbot County Borough Council ("the Council"), the Chief Executive fulfils this statutory role.

In addition, pursuant to the Council's constitution, the Chief Executive also fulfils the role of Returning Officer pursuant to Section 35 (1A) of the Representation of the People Act 1983 and Electoral Registration Officer pursuant to Section 8 of the Representation of the People Act 1983

The current Chief Executive, Mr Steven Phillips retires from this Council on 31<sup>st</sup> December 2020 and on the 1<sup>st</sup> January 2021, Mrs Karen Jones will assume the role of Chief Executive, following appointment on the 17<sup>th</sup> November 2020.

This report seeks to confirm Mrs Karen Jones as the Head of Paid Service from the 1<sup>st</sup> January 2021 in accordance with Section 4 of the Local Government and Housing Act 1989, as Returning Officer pursuant to Section 35 (1A) of the Representation of the People Act 1983 and Electoral Registration Officer pursuant to Section 8 of the Representation of the People Act 1986.

### **Financial Impacts:**

There are no financial impacts associated with this report

### **Integrated Impact Assessment:**

There is no requirement for an Integrated Impact Assessment as this is a report in respect of governance arrangements only

### **Valleys Communities Impacts:**

There are no valley community impacts

### **Workforce Impacts:**

There are no workforce impacts associated with this report

**Legal Impacts:**

The report discharges duties placed on the Council pursuant to the Local Government and Housing Act 1989 and Representation of the People Act 1983.

**Risk Management Impacts:**

Failure to ensure that the appropriate appointments are made could render the Council in breach of its statutory duties.

**Consultation:**

There will be no requirement for any consultation.

**Recommendations:**

That from the 1<sup>st</sup> January 2021, Mrs Karen Jones be designated as

- (a) Neath Port Talbot County Borough Council's Head of Paid Service in accordance with Section 4 of the Local Government and Housing Act 1989;
- (b) Returning Officer of Neath Port Talbot County Borough Council pursuant to the Section 35 (1A) of the Representation of the People Act 1983; and
- (c) Electoral Registration Officer of Neath Port Talbot County Borough Council pursuant to Section 8 of the Representation of the People Act 1983.

**Reasons for Proposed Decision:**

To meet the requirements of the Local Government and Housing Act 1989 and Representation of the People Act 1983

**Implementation of Decision:**

The decision is proposed for implementation immediately

**Appendices:**

None

**List of Background Papers:**

Constitution of Neath Port Talbot County Borough Council

**Officer Contact:**

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