

Deputy Chief Executive – Transformation and Operations

Head of corporate services

(Communications and engagement, customer services, people and culture, and IT services)

HEAD OF CORPORATE SERVICES		
Ref	Function	Consultation (where applicable)
1.0	PUBLICITY AND MARKETING	
1.1	To compile and deal with all the council's publicity and marketing material including the publication of any council magazine and all press releases (S142, 144, 145 LGA 1972 and S2 LGA 1986).	
2.0	HEALTH AND SAFETY	
2.1	To exercise the council's powers and duties under the Health and Safety at Work etc. Act 1974 including statutory powers of inspection and entry, service of notices, taking enforcement action and the appointment of inspectors.	
3.0	HUMAN RESOURCES	
3.1	To take any action required or authorised under the council's recruitment and selection policy and procedures.	
3.2	To issue and authenticate all council contracts of employment .	
3.3	To make awards to employees achieving qualifications.	
3.4	To authorise contractual salary progression .	
3.5	To determine staff salary grades in accordance with the council's approved job evaluation scheme.	
3.6	To authorise honoraria to staff.	
3.7	To implement pay awards and decisions of national negotiating bodies.	
3.8	To make appointments and dismissals of staff.	
3.9	To undertake any disciplinary action .	

HEAD OF CORPORATE SERVICES		
Ref	Function	Consultation (where applicable)
3.10	To undertake any action necessary in respect of job maintenance and staff capabilities .	
3.11	To authorise casual and essential user car allowances	
4.0	STREET NAMING AND NUMBERING	
4.1	To authorise the display and service of any Notice and authorise the naming of any street, or the alteration of any street name provided it is unopposed (S.13 OA 1985).	
4.2	To place the name of any street in a conspicuous position (S.13 OA 1985).	
4.3	To confirm new street names .	Group leaders and local ward councillors