

Woking Borough Council

# Management Arrangements

Shaping the *future* of our borough



## 1. Management Arrangements

1.1. This document sets out the Council's general management arrangements.

### Management Structure

## 2. Corporate Leadership Team (CLT)

2.1. The Council's Corporate Leadership Team comprises the Chief Executive, the Monitoring Officer (Director of Legal and Democratic Services), the Chief Finance Officer (Director of Finance), Strategic Director – Corporate Resource, Strategic Director- Communities, and Strategic Director or Place or such other composition as the Council may from time to time determine.

2.2. The Corporate Leadership Team will:

- act as the interface between the Council and its staff;
- lead, direct and support the staff, and
- deliver the agenda set by the Council

2.3. The Corporate Leadership Team performs a strategic and service role with senior managers responsible for day-to-day operations. Individual members of the Corporate Leadership Team will contribute to the effective collective work and responsibility of the Corporate Leadership Team; they will ensure cross-unit collaboration and will hold senior managers to account for delivery of the Council's objectives, services and priorities.

2.4. Individual members of the Corporate Leadership Team are accountable for ensuring that the fullest empowerment possible, including self-service by members of the public, is achieved within the areas subject to their oversight.

2.5. The designation of one of the Director posts as Deputy Chief Executive is within the personal discretion of the Chief Executive.

## 3. Statutory Officers

3.1. The Council designates officers to the following statutory positions:-

- Head of Paid Service (Section 4 Local Government and Housing Act 1989);
- Monitoring Office (Section 5 Local Government and Housing Act 1989), and
- Chief Finance Officer (Section 151 Local Government Act 1972)

3.2. The statutory officers shall exercise the statutory functions set out in Article 11 of this Constitution.

3.3. The Monitoring Officer and the Chief Finance Officer shall, at all times, enjoy unfettered rights to:-

- Report direct to the Council, the Leader, the Executive, the Overview and Scrutiny Committee and all other Committees of the Council in exercise of their statutory functions, or where they consider it appropriate to do so;
- Attend meetings of the Corporate Leadership Team when issues relevant to their areas of responsibility are being considered (Note: this right will apply in the event that Council determines that the Monitoring Officer and/or the Chief Finance Officer should

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not be a member of the Corporate Leadership Team);

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- Contribute to papers for Corporate Leadership Team meetings in advance with access to decisions made (Note: this right will apply in the event that Council determines that the Monitoring Officer and/or the Chief Finance Officer should not be a member of the Corporate Leadership Team), and
  - Advise, consult with or report to the Chief Executive, the Corporate Leadership Team or to Councillors whenever they consider it appropriate to do so.
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3.4. The Chief Finance Officer shall at all times enjoy unfettered access to:-

- Internal Audit, including the ability to influence and control those parts of its work programme that relate to the discharge of her/his statutory duties, and
  - External Audit to ensure that they enjoy complete and up-to-date information about the financial arrangements in operation within the Council.
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#### 4. Leadership Details

4.1. Further information in respect of the Council's Leadership team can be found on the Council's website using the below link:-

[Council's senior officers | Woking Borough Council](#)



### Woking Borough Council - Organisational Chart



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