

## Assistant Chief Executive

### Introduction and Context

The Assistant Chief Executive has overall responsibilities within the Council for the Assistant Chief Executive Directorate functions. The Assistant Chief Executive is able to onward delegate these functions to other officers. This document seeks to capture those onward delegations.

The Assistant Chief Executive is given delegated power to exercise all the Authority's powers, functions and responsibilities and to take any decisions in relation to the following areas of the Council's operations and services, subject to the Constitution:

**-Engagement and Communications**

**-Strategy Policy and Performance**

**-Transformation**

The powers delegated are wide and inclusive and are not listed by reference to each and every statute, function or regulation.

Type of activity	Specific function or decision-making	Officer responsible for that function
<b>Engagement and Communications</b>	To exercise the functions of the engagement and communications team including internal and external facing engagement, consultation and communication activity.	Head of Engagement and Communications
	To provide advice and guidance to Members and senior officers including in cases of urgency and crisis, and/or when an appropriate Member or officer is not available, to act as a spokesperson for the Council.	Head of Engagement and Communications
Public consultations	To design, develop, launch and / or commission public consultation activities with approval of any relevant	Head of Engagement and Communications

	senior officer and committee chair.	
Commissioning third parties	To commission third parties to deliver media relations, social media, email and digital marketing and public engagement, to protect and enhance the Council's reputation and services where appropriate.	Head of Engagement and Communications
<b>Strategy, Policy and Performance</b>	To be responsible for strategy, policy, performance management and business intelligence that supports the Council, Leadership, Members and Senior Officers.	Head of Strategy, Policy and Performance
	To design, develop, launch and / or commission research and customer insight activities.	Head of Strategy, Policy and Performance
	To make decisions relating to the collection, organisation, storage and analytical use of Council held data and the implementation of new technologies to support evidence-based decision making within the Council, adhering to all relevant policies and strategies.	Head of Strategy, Policy and Performance  In consultation with the Director of Digital and Data Protection Officer where necessary.
Equality, Diversity and Inclusion	To lead on the Council's statutory responsibilities and strategy for Equality, Diversity and Inclusion.	Head of Strategy, Policy and Performance
Corporate Plan	To be responsible for the development and delivery of the Cheshire East (Corporate) Plan.	Head of Strategy, Policy and Performance
Policy Framework and Performance	To be responsible for the development and updating of the Policy Framework, business plan and overall	Head of Strategy, Policy and Performance

Management Framework	Performance Management Framework to support the delivery and reporting against the Cheshire East Plan.	
Statutory data returns	To collate, prepare and complete statutory data returns on behalf of the Council for children's and adults social care, and education.	Head of Strategy, Policy and Performance  In agreement with the
Projects	To deliver effective project management support to the Transformation Plan and significant directorate led projects.	Head of Transformation

<b>Transformation</b>	To deliver the Transformation Plan.	Head of Transformation
	To deliver the Local Government Association Corporate Peer Challenge Action Plan.	Assistant Chief Executive
	To procure and work collaboratively with an external transformation partner, initially focussing on financial recovery.	Head of Transformation
	To deliver a scheme of service redesign.	Head of Transformation
	To deliver a plan for future savings and efficiencies.	Head of Transformation
	To deliver the whole organisation transformation programme and other specific improvement projects.	Head of Transformation
	To lead the development and delivery of a resident engagement strategy to rebuild trust and understanding of the new service offering that Cheshire East will provide.	Assistant Chief Executive
	To develop and implement a range of performance indicators to evidence delivery of the transformation plan and improvement.	Head of Transformation
	To drive the Brighter Futures change programme and delivery of business change.	Head of Transformation