

**Extract from:  
Oxfordshire County Council Corporate Governance Library**

**Role of Head of Paid Service**

- appointed under Section 4 of the Local Government and Housing Act 1989.
- statutorily responsible for reporting to the council on any of the following matters:
  - the manner in which the discharge by the council of their different functions is co-ordinated;
  - the number and grades of staff required by the council for the discharge of their functions;
  - the organisation of the council's staff; and
  - the appointment and proper management of the council's staff.

The council has to provide the Head of Paid Service with staff, accommodation and other resources as in their opinion are sufficient to allow their duties to be performed.

The appointment of the Head of Paid Service is a council function and their dismissal is subject to certain statutory procedures under the Local Authorities (Standing Orders) (England) Regulations 2001.

Other functions

The Head of Paid Service has other responsibilities under the council's Constitution, which include providing:

- support for councillors and leadership of the democratic process;
- overall responsibility for corporate management and promotion of the council's strategic objectives;
- performance management;
- strategic partnerships and the community strategy;
- media and communications.