

## **Midlothian Council Corporate Management Team - Membership and Role**

### **Membership**

The membership of the Midlothian Council Corporate Management Team (CMT) will be as follows:-

- Chief Executive (Head of Paid Service) who will chair the meeting
- Director, Resources
- Director, Education, Communities and Economy
- Joint Director, Health & Social Care (Chief Social Work Officer)
- Head of Finance and Integrated Service Support (Section 95 Officer)
- Monitoring Officer

In the absence of the Chief Executive, the CMT will be chaired by one of the three Directors, to be agreed among themselves. All other members of the CMT may appoint a substitute to attend in their place.

In addition to the Clerk, the following officers may also attend meetings of the CMT:-

- Executive Officer, Transformation
- Business Transformation Manager (or substitute)
- A representative from Communications and Marketing
- Such other officers as may be invited for particular items of business

### **Meetings**

The CMT will normally meet fortnightly, but this can be varied depending on business need.

### **Role**

The function of the CMT is to support the Chief Executive, as Head of the Council's Paid Service, and in doing so will have a broad role to look at any aspect of the Council's work. This, however, will be constrained to the extent that it may not exercise any functions allocated through the Council's Scheme of Administration (e.g. to the Council, a Committee or Sub-Committees) or otherwise by statute or regulation. It must also have regard to the Scheme of Delegation to Officials and the roles of the Statutory Officers.

Subject to the foregoing, the CMT will work on the basis of collective responsibility, but with the Chief Executive having the final say on all matters considered.

In particular, but not exclusively, the role of the Corporate Management Team will include the provision of strategic direction on major issues facing the Council and the delivery of effective corporate governance through collaborative working with elected Members, the Senior Management Team and partners, by focusing on:-

- Leadership, vision, strategic objectives and corporate priorities;
- Performance, improvement planning and efficiency;
- Financial strategy, budget strategy and financial performance;
- Workforce control, development and planning;

- Corporate governance and strategic risk management;
- Partnership development;
- Communication Strategy;
- Agenda management for Council and Cabinet;
- Member development and briefing;
- Significant cross organisational operational matters not capable of resolution elsewhere; and
- Maintain close liaison with Cabinet Portfolio-holders and Councillors representing the political groups in relation to any matter which in the opinion of the CMT may be regarded as sensitive or contentious by any such group.

Business which would otherwise be considered by the Business Transformation Board may be considered by the CMT if it is expedient to do so.