Annex A: Duties

The Executive Secretary is the executive, administrative and financial head of the Local Council.

The duties of Executive Secretary include:

(a) issue all notices, prepare the agenda in consultation with the Mayor and attend all meetings.

(b) draw up and sign the Minutes of Council or committee meetings.

(c) submit a detailed annual administrative report to the Mayor who shall submit it to the Council for its approval.

(d) prepare for submission to the Council estimates of the income and expenditure and five year business plan of the Council for the next financial year.

(e) carry out any other administrative duties as deemed necessary, subject that such instructions fall within the parameters as prescribed by Law and Regulations, in accordance with policies decided and delegated by the Council.

(f) issue all orders bearing an expense as approved by the Council.

(g) upload Agenda, Minutes and Schedule of Payments on the Local Councils' website as prescribed by law.

(h) strictly adhere to all Memos, Circulars and Directives issued by the Local Government Division and direct the Local Council accordingly.

(i) report to the Director General (Local Government) and submit all reports and any other documentation as required, and adhere to any other directive issued by the Division.

(j) Undertakes any other tasks, which the superior may delegate to him/her, as they may be required; Any other duties as directed by the Principal Permanent Secretary.

For further details, vide the Local Councils Act (Cap 363), Laws of Malta.

Annex A: Dmirijiet

Is-Segretarju Eżekuttiv huwa l-kap eżekuttiv, amministrattiv u finanzjarju tal-Kunsill.

Id-dmirijiet ta' persuna fil-ħatra ta' Segretarju Eżekuttiv jinkludu:

(a) joħroġ l-avviżi kollha, jipprepara l-aġenda b'konsultazzjoni mas-Sindku u jattendi l-laqgħat kollha;
(b) jiddraftja u jiffirma l-Minuti tal-laqgħat tal-Kunsill jew kumitat;
(c) jagħmel rapport amministrattiv dettaljat ta' kull sena lis-Sindku li min-naħa tiegħu jqiegħdu għall-approvazzjoni tal-Kunsill;
(d) ilesti biex jitqiegħed quddiem il-Kunsill Estimi tad-Dħul u Ħruġ u Pjan ta' Ħidma tal-Kunsill matul is-sena finanzjarja li tkun ġejja;
(e) jagħmel kull dover amministrattiv ieħor kif ikun hemm bżonn, sakemm dawn listruzzjonijiet jaqgħu fil-parametri kif preskritt bil-Liġi u r-Regolamenti, skont il-policies deċiżi u delegati mill-Kunsill;
(f) joħroġ kull ordni li tkun teħtieġ nefqa kif approvata mill-Kunsill;
(g) itella' l-Aġenda, il-Minuti u l-Iskedi ta' Pagamenti fuq il-website tal-Kunsilli, kif mitlub bil-liġi;
(h) jimxi strettament mal-Memos, Ċirkularijiet u Direttivi maħruġa mid-Diviżjoni għall-Gvern Lokali, u jidderieġi lill-Kunsill skont il-każ;
(i) jirrapporta lid-Direttur Ġenerali (Gvern Lokali) u jagħti r-rapporti kollha u kull dokumentazzjoni oħra kif mitlub, u jaderixxi ma' kull direttiva oħra maħruġa.
(j) Jitwettaq kull kompitu ieħor li s-superjur jista' jiddeliga lilha/lilu, kif jista' jkun meħtieġ; Kull dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Għal aktar dettalji, ara l-Att dwar Gvern Lokali (Kap 363), Liġijiet ta' Malta.