

Guiding Principles for the Organisational Set-up of Local Self-Governmental Institutions




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Guiding Principles for the Organisational Set-up of Local Self-Governmental Institutions

The functions of a local self-government body

1. The functions to be undertaken by the local self-government body relate to the mandate of the local self-government body and comply with its mission and goal.
2. The functions to be undertaken by the local self-government body are divided into the main, support and technical functions.
3. For effective and efficient use of the administrative resources, the support and technical functions of several institutions under a local self-government body may be executed by the relevant structural units of the supervisory body.

Main functions

1. Main functions of the local self-government body constitutes of the exclusive and delegated authorities of the municipality.
2. Main functions of a local self-government body include the execution of the authority as defined by the Organic Law of Georgia on Local Self-Government, such as developing a strategy within the scope of competence and the functions for coordinating, monitoring and implementing the developed strategy, and/or developing a policy and strategy, the functions for coordinating, monitoring and supporting its implementation, as well as undertaking of functions based on the strategy developed within the scope of the delegated authorities.
3. The strategy development implies the development of the strategy documents and an action plan, defining the strategic goals and prioritised objectives of the municipality concerned in relevant fields and sectors.
4. The implementation of a strategy implies practical undertaking/implementation of the activities defined by the strategy documents and relevant action plans.
5. Strategy coordination and monitoring implies systemic assessment of the duties to be undertaken by the structural units under the local self-government body, as well as other institutions, their official supervision, ensuring the dialogue between the subordinated structural units and institutions and other similar activities.

6. The local self-government body ensures the implementation of a developed strategy through the clearly distinguished structural units under its subordination, as well as other institutions within its scope of authority.

7. Legal entity established by the local self-government body (non-entrepreneurial (non-commercial) legal entity, Ltd, LEPL) may be set up exclusively for the purposes of the implementation of a planned strategy, for the authorities as defined by the Organic Law of Georgia on Local Self-Government, except for the supervisory function.

8. Apart from identifying non-authorized activities, the supervisory function of a local self-government body includes monitoring the municipal transport and the processes of rendering other municipal services, as well as the progress of the implementation of municipal projects and programmes.

9. The structure of local self-government body includes a unit responsible for rendering current quality services to citizens, as well as introducing and developing the one-shop-stop principle services.

10. In order to undertake the authorities as defined by the Organic Law of Georgia on Local Self-Government, the self-government body needs to have declared the strategic objectives defined for a long-term period, as well as clearly designated structural units responsible for achieving the set objectives.

11. Based on the essence of the main functions, they are to be undertaken by the professional civil servant.

Support functions

1. Support functions permanently ensure proper operation of the local self-government body as an organisation, as well as supports execution of the main functions of the body concerned.

2. As a rule, support functions relate to the use of administrative resources needed for undertaking the main functions, legal issues, local budget planning, administrative proceedings, human resources management and public relations. Based on the essence of the support functions, they are to be undertaken by the professional civil servant.

3. Support functions have to be included in the administrative unit of a local self-government body.

Technical functions

1. Technical functions related to rendering temporary, or permanent technical service, such as expertise, information technology, translation, courier, logistical and other activities relating to a specific or other technical fields.
2. Technical function may be undertaken by a person employed in a civil service under the labour contract.

Quantitative distribution of employees by functions

1. The ratio of human resources assigned to the structural units responsible for carrying out the main functions of a local self-government body shall amount to no less than 70% of the total staff list of the body concerned.
2. The ratio of human resources assigned to the structural units responsible for carrying out the support functions of a local self-government body shall not exceed 30% of the total staff list of the body concerned.
3. The number of Deputy Heads of a local self-government body shall correspond to the scale of the municipality; it is advisable that the municipalities under the category scale 'large' may have no more than three Deputies, while no more than two Deputies may be assigned for medium and small scale municipalities. (Annex 1,2,3,4)
4. It is advisable not to have more than 5-7 structural units under the direct subordination of the head of local self-government body. (Annex 1,2,3,4)
5. Distribution of the structural units/tasks, as well as employees between the Deputy Heads of the local self-government body shall be balanced/equal. (Annex 1,2,3,4)

Distribution of competences

1. Each structural unit under the local self-government body shall have a clear goal defined by relevant legal act and reflected in the title of the structural unit concerned.
2. The responsibilities on predefined prioritised objectives of strategic importance shall be divided between the Deputy Heads of local self-government body. (Annex 1,2,3,4)

3. Structural units, coordination between which is critically important, shall be defined and united by fields under the supervision of the Deputy Head of the body concerned.

4. It is not advisable for the local self-government body to group conflicting objectives under one structural unit or under the supervision of the same Deputy Heads. Such conflicting objectives include: supervision and the fields, supervision on which the structural unit is undertaking; permits and spatial arrangement directions.

5. It is essential to establish and operate thematic commissions in the local self-government units, ensuring permanent gathering of comprehensive information about the needs of all major local social groups.

6. Legal entity established by the local self-government body (non-entrepreneurial (non-commercial) legal entity, Ltd, LEPL) shall be subordinated to the Deputy Head of the self-government body, who would mostly benefit from the assistance rendered by the legal entity concerned in achieving the set objectives.

Head of the local self-government body

1. The following structural units, if such exist, may be placed under the direct subordination of the Head of local self-government body:

a) Internal Audit and Inspection Unit

b) Supervision Unit

2. The issue of subordination of all other structural units is regulated through the delegation of authorities by the Head of local self-government body to the Deputy Heads.

Deputy Head of the local self-government body

1. The Deputy Head of the local self-government body coordinates the main and/or support functions of the body and supervises no less than two primary structural units.

2. The Deputy Head of the local self-government body undertakes the supervision and coordination of the main or support functions of the body on the basis of the officially delegated authorities.

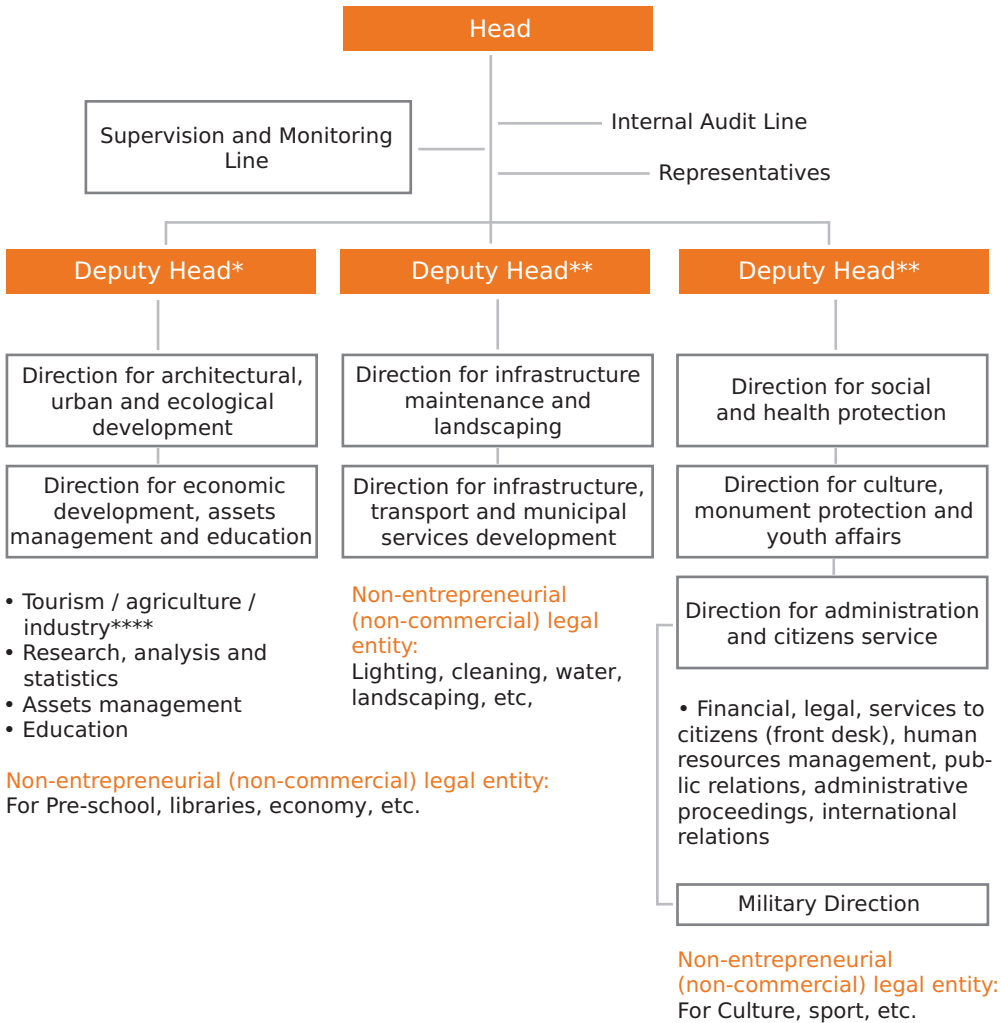
Functional arrangement of individual specificities of the local self-government body

1. Each municipality, based on its individual needs and available natural resources, shall select at least one of the priority fields among the following – tourism, agriculture, production/industry – and respectively reflect it in its structure. (Annex 1,2,3,4)

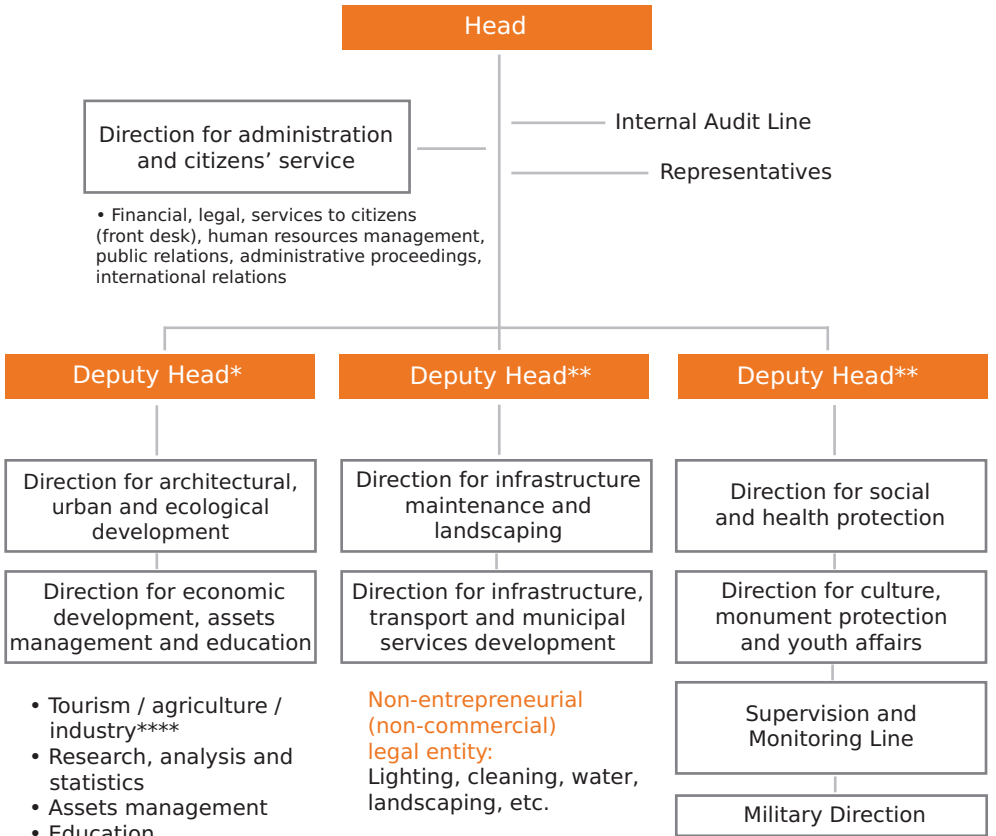
2. The structural unit of local self-government, the economic priority of which is production/industry, shall have established a structural unit for ecology and environment protection that will not be placed in the same vertical line of structural unit established for the development of industrial potential.

3. In the unit of a local self-government body with a ratio of socially vulnerable population exceeding the average a separate unit exclusively dealing with social vulnerability issues should be set up.

4. Apart from other main responsibilities, the First Deputy Head of the municipality in a conflict zone should also be responsible for coordinating timely gathering of information about possible risks, threats and occurrences on the territory under the municipality's control, as well as timely response to them.



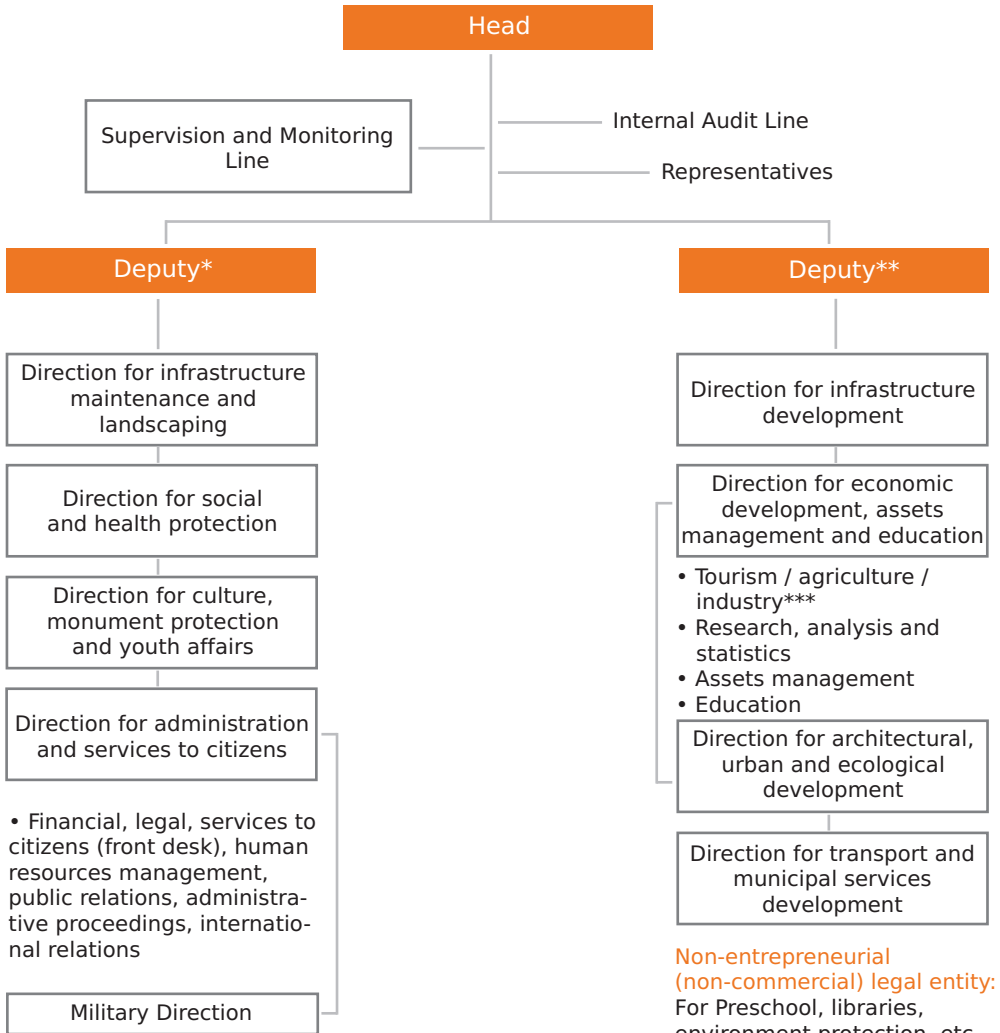
* Deputy Head in the field of the economic development
 ** Deputy Head in the field of the organization of public services and amenities
 *** Deputy Head in the field of service and administration
 **** Options for economic priorities based on the specificities of a municipality



Non-entrepreneurial (non-commercial) legal entity: For Pre-school, libraries, economy, etc.

Non-entrepreneurial (non-commercial) legal entity: For Culture, sport, etc.

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 ** Deputy Head in the field of the organization of public services and amenities
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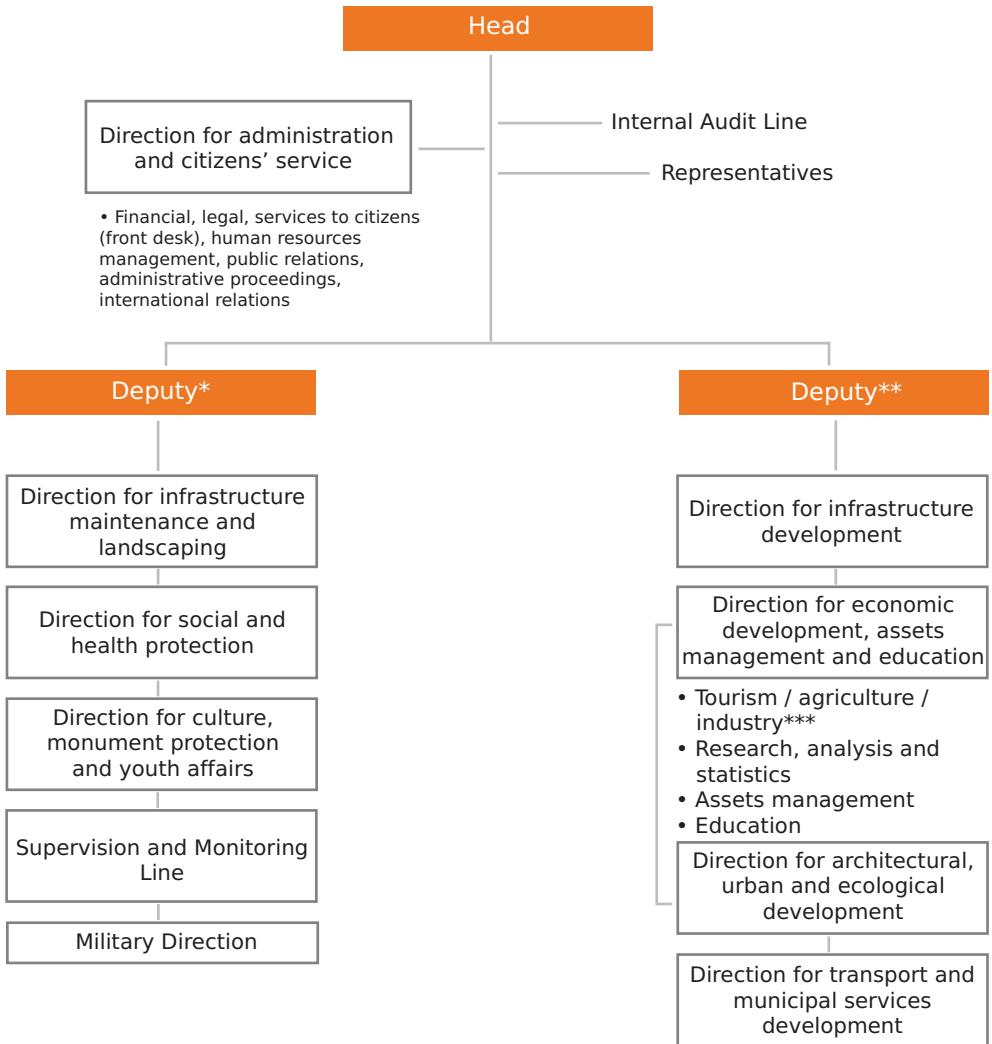
Non-entrepreneurial (non-commercial) legal entity:

For culture, sport, health protection, lighting, cleaning, water, etc.

* Deputy Head in the field of rendering municipal services

** Deputy Head in the field of development

*** Options for economic priorities based on the specificities of a municipality



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Non-entrepreneurial (non-commercial) legal entity:
For For Preschool, libraries, ecological, etc.

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