

To: The Leader, the Chief Executive, the Chief Operating Officer, the Head of People and Development, and the Strategic HR Manager.

**Amendment to Part 3 Scheme of Delegation (Executive Functions)**

I give notice that on 28 February 2019, I approved the following recommendation;

That I approve changes to Part 3 (Executive) of the Council's constitution, i.e. the Scheme of Delegation, to transfer and amend the delegations of the Head of Personnel and Development effective on 1<sup>st</sup> April 2019, as set out below;

<p align="center"><b><u>Head of People &amp; Development</u></b>  <b><u>-Transferred to Chief Operating Officer,</u></b>  <b><u>unless stated as transferred to</u></b>  <b><u>Strategic HR Manager (SHRM), effective on 1<sup>st</sup> April 2019,</u></b></p>	
1.	<p>The Chief Executive, Chief Operating Officer and Head of Services shall have power to exercise all normal management functions, including but not limited to:</p> <ul style="list-style-type: none"> <li>➤ the appointment and management of contractors, consultants, etc;</li> <li>➤ the purchase of goods and services; and</li> <li>➤ the recruitment, discipline and dismissal of employees</li> <li>➤ all duties necessary to implement the agreed Service Plan of the Unit within the Council's Standing Orders, Financial Procedure rules and Policy framework.</li> </ul>
2.	Any Officer having delegated powers may, in turn, delegate those powers to other officers except for the powers delegated to the Chief Executive where the Leader and Executive Members are not in office
3.	An Officer may, for good reason, decline to exercise a delegated power on any particular occasion, and the power will then revert to its source.
4.	Any power delegated to an Officer must be exercised in accordance with the law, the Council's Constitution and Financial rules, and any instruction or policies of the Council, its Executive or the Regulatory Committees.
5.	All Complaints Officers and Appeals Officers have authority to make payments to complainants up to £250 and local settlements in Ombudsman cases up to £1000 subject to budgetary restrictions.
6.	To manage their individual Service Unit Budgets in accordance with the Council's financial rules.
7.	Authority to Heads of Service to respond on behalf of the Council to future Government Consultation Papers in consultation with the Chief Executive or Chief Operating Officer as relevant, the Executive and Chair of the Scrutiny Committee.

8.	To deal with applications under the Council's Relocation Policy, including requests to extend the temporary accommodation / travelling allowance period up to 26 weeks from the appointment date.  <b>Transfer to SHRM</b>
9.	To approve temporary cover for increased workloads, and sickness for a period of up to 6 months and maternity leave for the duration of the leave, where budget provision exists.  <b>Transfer to SHRM</b>
10.	To agree requests for secondments internally within the Council -or to or from external organisations in consultation with the relevant Head of Service  unless this relates to a Chief Officer when consultation will be required to be undertaken with the relevant Executive Member(s) and the: <ul style="list-style-type: none"> <li>• Chief Operating Officer for secondments relating to Heads of Service</li> <li>• Chief Executive for secondments relating to the Chief Operating Officer</li> </ul> <b>Transfer to SHRM</b>
11.	To approve the extension of sick pay at the rate of half-pay for up to 3 months where budget provision exists.
12.	To agree or otherwise the availability of suitable alternative employment, when dealing with medical retirements.  <b>Transfer to SHRM</b>
13.	To agree new occupational health arrangements, including the provision of a suitably qualified Occupational Health Physician, in consultation with the Chief Operating Officer as long as it is within the existing budget provision.
14. <b>REMOVE</b>	To implement any changes in the interest rate for the Assisted Car Purchase Scheme. <b>REMOVE</b>
15.	To authorise all honoraria payments, in consultation with the relevant Head of Service or Chief Executive or Chief Operating Officer as relevant <b>Transfer to SHRM</b>
16.	To make decisions on the acceleration of increments within grades in consultation with the s151 Officer and Chief Operating Officer <b>Transfer to SHRM</b>
17.	Agree the regrading and redesignation of posts in consultation with the s151 Officer and Chief Operating Officer where this can be achieved within existing budget provision. <b>Transfer to SHRM</b>
18.	The establishment and deletion of NJC graded posts within the Council's establishment wherever this can be achieved within the existing budget provision in consultation with the Chief Operating Officer and Section 151 Officer. <b>Transfer to SHRM</b>

DATED: 28-02-19

SIGNED:

 28/2/19.

Leader- Councillor Mark Townsend