

## **PART 3 – RESPONSIBILITY FOR FUNCTIONS**

### **Section 4C – Delegations to Assistant Directors and Chief Officers (and Heads of Service)**

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#### **DELEGATIONS TO ALL ASSISTANT DIRECTORS, THE CHIEF HR OFFICER and THE CHIEF FINANCE OFFICER**

**NOTE:** the following delegations must be read in conjunction with the foregoing Sub-Section A which set out the overall basis, limitations, and further provisions which apply to this scheme of delegations.

**PROVIDED ALWAYS** that the decision is:

- a) within budget;
- b) in accordance with the Council's policy framework;
- c) in accordance with Council's Financial and Land Procedure Rules and Contracts Procedure Rules;
- d) in accordance with their Service Area Business Plan; and
- e) not a matter specifically reserved for Full Council, a Committee of the Council, the Cabinet, a Statutory Officer, the Chief Executive, Corporate Director or a Director.

**All Assistant Directors and Chief Officers shall be authorised:-**

- 1.1 To make any decisions relating to any matter within their area of responsibility ('General Delegation'), including, for the avoidance of doubt, any matter specifically delegated in this Scheme of Delegations to an Operational Manager.**
- 1.2 To take appropriate action, which is necessary, to ensure the efficient, equitable and effective delivery of services.**

### 1.3 To exercise the following Specific Delegations:-

Ref	Delegation	Form of Evidence
<b>Human Resources</b> CO1	<p>Authority to manage the human resources within their area of responsibility, including the appointment, establishment, salary/grade, training, terms and conditions of employment, health and safety, discipline, suspension and dismissal of staff, in accordance with the Council's HR and financial procedures and subject to appropriate consultation as outlined therein.</p> <p><b>Qualification: This may not be further delegated.</b></p>	Relevant HR Form
CO2	<p>Authority to consider and approve, as appropriate, in consultation with the Chief HR Officer and the Corporate Director, Resources and in accordance with the provisions of the Local Government Pension Scheme and the Council's approved policy and criteria, the early retirement of staff (aged 55 or over) in the following circumstances:</p> <p>(1) in the interests of the efficiency of the service (2) who request voluntary retirement</p> <p><b>Qualification: This may not be further delegated.</b></p>	Relevant HR Form
<b>Procurement</b> CO3	<p>To procure works, goods, services and/or supplies and manage all aspects of the contract (except in relation to variations – see CO4; framework arrangements – see FS20; or where the Contracts Procedure Rules make contrary provision) where the estimated contract value does not exceed £1,000,000; and in all cases, subject to compliance with Financial Procedure Rules, Contracts Procedure Rules and the Policy and Budget Framework.</p> <p><b>Qualification: This may not be further delegated.</b></p>	Pre-Tender and Contract Award Forms

Ref	Delegation	Form of Evidence
CO4	<p>To authorise, issue or approve variations in accordance with the values, as set out in the Contracts Procedure Rules.</p> <p><b>Qualification: This may not be further delegated.</b></p>	
<b>Other</b> CO5	To make any applications under the planning legislation to the Authority as Local Planning Authority in relation to development of land for which the Chief Officer is responsible including Planning Applications to develop any land held by the Authority or for the development of any land by the Authority whether on its own or jointly.	
CO6	To manage any operational land or premises or assets and to secure such maintenance, repair or renewal of the same, save that the purchase repair, leasing, hire, disposal and maintenance of vehicles will be managed in accordance with arrangements made by the officer who is for the time being the Authority's Transport Manager.	
CO7	<p>Within the service area to vary the approved programme of capital expenditure by an addition or deletion or material modification of an existing project by a virement not exceeding £100,000 to or from another project subject to the Policy and Budget Framework and in accordance with Financial Procedure Rules.</p> <p><b>Qualification: This may not be further delegated.</b></p>	Virement Form
CO8	<p>Within service areas to vire sums not exceeding £50,000 provided under specific published revenue budget heads to other purposes (revenue only) subject to compliance with Financial Procedure Rules.</p> <p><b>Qualification: This may not be further delegated.</b></p>	Virement Form

Ref	Delegation	Form of Evidence
CO9	<p>In accordance with any policy or strategy approved by the Cabinet to consider and determine applications for financial assistance or assistance in kind and to approve or reject applications having a value not exceeding £250,000.</p> <p><b>Qualification: This may not be further delegated.</b></p>	Grant Application Form
CO10	In accordance with any policy or strategy approved by the Cabinet to set fees and charges which may be made by the Authority and to waive such fees or charges or grant concessions where it would be likely to promote the economic, social or environmental well being of the Authority's area.	Concessionary Letting Form
CO11	To make applications or submit bids for funding or financial assistance or assistance in kind, to any person or body and take all necessary steps to accept this assistance.	Grant Submission Form
CO12	To approve the write-off of stocks, stores and other assets where the value of the stocks, stores or other assets does not exceed £5,000.	
CO13	To settle complaints made under the Council's Complaint Policy where appropriate, which may include an apology, rectification, or in exceptional circumstances a monetary payment up to a maximum of £100; and to settle Ombudsman's recommendations under Section 21 of the Public Services Ombudsman (Wales) Act 2005, up to a maximum of £1,000.	