

PART 3 – RESPONSIBILITY FOR FUNCTIONS

Section 4D – Delegations to Operational Managers

NOTE: the following delegations must be read in conjunction with the foregoing Section 4A 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, Director, Assistant Director, Chief Officers or Heads of Service,**

All Operational Managers shall be authorised:-

- 1.1 To make any decisions relating to any matter within their area of responsibility (‘General Delegation’),**
- 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
Human Resources OM1	Authority to manage the human resources within their area of responsibility as set out in the approved Human Resources policies and procedures.	Relevant HR Form
Procurement OM2	To procure works, goods, services and/or supplies and manage all aspects of the contract (except in relation to variations – see OM3; framework arrangements – see FS20; or where the Contracts Procedure Rules make contrary provision) where the estimated contract value does not exceed £250,000; and in all cases, subject to compliance with Financial Procedure Rules, Contracts Procedure Rules and the Policy and Budget Framework. Qualification: This may not be further delegated for procurements of £10,000 or above.	Pre-Tender and Contract Award Forms
OM3	To authorise, issue or approve variations in accordance with the values, as set out in the Contracts Procedure Rules.	
Other OM4	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 £50,000. Qualification: This may not be further delegated.	Grant Application Form