

PART 3 – RESPONSIBILITY FOR FUNCTIONS

Section 4B – Delegations to Chief Executive, Corporate Directors and Directors

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.

All Delegated decisions taken in this sub-section, apart from CD1 and CD2 (Council Functions), will be published in the Officer Executive Decision Register, irrespective of whether they are further delegated, that is, both the decision to delegate and the delegated decision will be published.

PROVIDED ALWAYS that the decision is:

- a) within budget;
- b) in accordance with the Council's policy framework;
- c) in accordance with the 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 Executive or a Statutory Officer.

The Chief Executive, Corporate Director, and all Directors 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 Assistant Director, Chief Officer (or Head of Service) or 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 |
|-------------------------------|--|---|
| Human Resources CD1 | <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>Qualification: This may not be further delegated.</p> | Relevant HR Form |
| CD2 | <p>Authority to consider and approve, as appropriate, in consultation with the Chief HR Officer and 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>Qualification: This may not be further delegated.</p> | Relevant HR Form |
| Procurement CD3 | <p>To procure works, goods, services and/or supplies and manage all aspects of the contract (except in relation to variations - see CD4; framework arrangements - see FS20; or where the Contracts Procedure Rules make contrary provision) where the estimated contract value does not exceed £5,000,000; and in all cases, subject to consultation with the Cabinet Member for Finance and any other Cabinet Member with relevant portfolio responsibility and compliance with Financial Procedure Rules, Contracts Procedure Rules and the Policy and Budget Framework and provided that in the event of an objection from the Cabinet Member/s, the decision shall be referred to Cabinet.</p> <p>Qualification: This may not be further delegated.</p> | Pre-Tender and Contract Award Forms Officer Decision Form and Report |

| Ref | Delegation | Form of Evidence |
|---------------------|--|-------------------------------------|
| CD4 | <p>To authorise, issue or approve variations in accordance with the values, as set out in the Contracts Procedure Rules, subject to consultation with the Cabinet Member for Finance and any other Cabinet Member with relevant portfolio responsibility, and provided that in the event of an objection from the Cabinet Member/s, the decision shall be referred to the Cabinet.</p> <p>Qualification: This may not be further delegated.</p> | |
| CD5 | <p>To appoint persons to undertake management consultancy up to a value of £500,000 where the sum is allocated in the budget and for that purpose, subject to compliance with the Contracts Procedure Rules and the Policy and Budget Framework.</p> <p>Qualification: This may not be further delegated.</p> | Pre-Tender and Contract Award Forms |
| Other CD6 | <p>Within Service Areas to vire sums not exceeding £250,000 provided under specific public revenue budget heads to other purposes (revenue only), subject to compliance with the Financial Procedure Rules.</p> <p>Qualification: This may not be further delegated.</p> | Virement Form |
| CD7 | <p>Within service areas 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 £250,000 to or from another project but subject to the Policy and Budgetary Framework and in accordance with Financial Procedure Rules.</p> <p>Qualification: This may not be further delegated.</p> | Virement Form |
| CD9 | <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 £1,000,000 per grant.</p> | Grant Application Form |

| Ref | Delegation | Form of Evidence |
|------|---|------------------|
| CD10 | To exercise the rights and responsibilities of the Council as shareholder or member of a company or other body, where no other specific provision has been made. Qualification: This may be further delegated to officers of grade OM1 or above only. | |