

3.9. Arrangement For Scheme Of Management~~Interpretation~~

3.9.1 References in the Scheme to any statute, statutory instrument, regulation, rule, circular, agency or other agreement or any such matter in respect of which a power or duty is delegated shall be deemed to include any modification or re-enactment of the same as may be made from time to time.

3.9.2 The Scheme of Management is in two parts as follows:-

~~ARRANGEMENT FOR SCHEME OF MANAGEMENT~~

Part A – Corporate Delegations. These are set out ~~below~~ at Part 8.1 of this Constitution and cover a general range of functions which apply to all the Council’s Directorates. The Corporate Delegations authorise all officers of the appropriate seniority to exercise the functions specified.

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Part B – Directorate Delegations. These are set out at Part 8.2 of this Constitution and apply to the particular functions undertaken by each Directorate. The delegations extend to the holders of the specified posts which have been determined by the Director having regard to the requirements of the particular functions and the way in which the service is delivered.

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~~A Chief Officer may extend or withdraw delegations as he/she considers appropriate, subject to notification to the Monitoring Officer who will ensure publication in this Constitution in due course.~~

**Scheme of Management – Part A: Corporate Delegations**

**Human Resources Management**

**1. Establishment**

<b>Decision</b>		<b>Director</b>	<b>Service Head</b>	<b>Section Head</b>	<b>Notes</b>
1.1	Making changes to the establishment. Creating and deleting posts	√	√		Changes must be funded from within the Service Head's approved budget
1.2	Making changes to job documentation (JDs and person specifications)	√	√	√	
1.3	Making changes to the structure and reporting lines	√	√		

**2. Appointments**

<b>Decision</b>		<b>Director</b>	<b>Service Head</b>	<b>Section Head</b>	<b>Notes</b>
2.1	Deciding to fill vacant posts	√	√	√	
2.2	Taking decisions on the recruitment process for individual posts	√	√	√	
2.3	Chairing appointments panels and making appointments	√	√	√	Posts at Service Head level and above are member appointments except in the Law, Probity and Governance Directorate. Panels for Section Head appointments must be chaired by Service Heads or Directors
<b>Decision</b>		<b>Director</b>	<b>Service Head</b>	<b>Section Head</b>	<b>Notes</b>
2.4	Deciding whether to proceed with appointments in the light of references, medicals	√	√	√	

	and criminal record checks				
2.5	Determining whether the probation period for a new recruit has been successfully completed	√	√	√ (Communities, Localities & Culture only)	Termination of contracts following an unsuccessful probation period must be approved by Service Heads or Directors.
2.6	Approving acting up and cover arrangements	√	√	√ (Communities, Localities & Culture only)	
2.7	Authorising transfers and secondments	√	√		
2.8	Procuring/engaging agency and temporary staff	√	√	√ (Communities, Localities & Culture only)	

### 3. Remuneration

Decision		Director	Service Head	Section Head	Notes
3.1	Authorising a request for a post to be graded or regraded.	√	√		
3.2	Authorising essential car user status and entitlement to car and season ticket loans	√			These may also be authorised by the Service Head, Human Resources and Workforce Development. Currently under review.
Decision		Director	Service Head	Section Head	Notes
3.3	Approving annual increments	√	√	√	
3.4	Awarding honoraria and ex-gratia payments	√	√		

3.5	Approving acting up allowances	√	√		
3.6	Approving or authorising pay supplements that form part of a member of staff's terms of employment e.g. overtime, bonus etc.	√	√	√	
3.7	Authorising expenses and allowances	√	√	√	

#### 4. Disciplinary, capability, sickness management and grievances

Decision		Director	Service Head	Section Head	Notes
4.1	Suspending a member of staff	√	√		
4.2	Instructing a member of staff to leave the premises	√	√	√	
4.3	Initiating disciplinary proceedings/confirming disciplinary charges	√	√	√	
4.4	Chairing a disciplinary panel for charges that may lead to action up to a final warning	√	√	√	
4.5	Chairing a disciplinary panel for charges that may lead to dismissal	√	√	√ (except Communities, Localities & Culture)	
4.6	Initiating performance/capability procedure	√	√	√	
4.7	Chairing a performance panel	√	√	√	
4.8	Confirming action taken under the performance procedure including dismissal	√	√		

Decision		Director	Service Head	Section Head	Notes
4.9	Initiating action under the Sickness procedures including referral to Occupational Health and chairing a sickness review meeting	√	√	√	
4.10	Terminating a member of staff's contract under the terms of the sickness procedures	√	√	√ (except Communities, Localities & Culture)	
4.11	Determining complaints under the Grievance or CHAD (harassment) Procedures	√	√	√	
4.12	Determining appeals under the Grievance or CHAD Procedures	√	√		

#### 5. Attendance

Decision		Director	Service Head	Section Head	Notes
5.1	Agreeing changes to an individual's contractual hours	√	√	√	
5.2	Agreeing hours of attendance	√	√	√ (Communities, Localities & Culture only)	
5.3	Agreeing the application of any flexible or shift working arrangements	√	√	√ (Communities, Localities & Culture only)	
5.4	Agreeing home working arrangements	√	√	√ (Communities, Localities & Culture only)	

5.5	Approving annual leave and flexi leave	√	√	√	
<b>Decision</b>		<b>Director</b>	<b>Service Head</b>	<b>Section Head</b>	<b>Notes</b>
5.6	Approving carry-over leave	√			
5.7	Approving special leave	√	√		
5.8	Approving training (time off and costs)	√	√	√	
5.9	Approving time off with pay	√	√		
5.10	Approving leave without pay	√	√		

### **6. Leavers**

<b>Decision</b>		<b>Director</b>	<b>Service Head</b>	<b>Section Head</b>	<b>Notes</b>
6.1	Confirming resignations	√	√	√	
6.2	Providing references	√	√	√	
6.3	Agreeing terms on which staff leave the Council e.g. outstanding leave, notice to be worked etc.	√	√	√	
6.4	Designating a member of staff as a redeployee	√	√		
6.5	Agreeing redundancy/early retirement	√	√		

### **Other Matters**

### **7. Managing budgets**

<b>Decision</b>		<b>Director</b>	<b>Service Head</b>	<b>Section Head</b>	<b>Notes</b>
7.1	Incurring expenditure within approved budget limits	√	√	√	May be delegated further to designated budget managers
7.2	Authorising virements within approved service budget	√	√	√	May be delegated further to designated budget managers
7.3	Authorising virements between approved service budgets	√			Up to £250,000 under delegated authority

### **8. Payroll**

<b>Decision</b>	<b>Director</b>	<b>Service</b>	<b>Section</b>	<b>Notes</b>
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			<b>Head</b>	<b>Head</b>	
8.1	Authorising payroll submissions	√	√		Includes authority to include a new employee on the payroll
8.2	Authorising payroll corrections	√	√		

### 9. — Income

	<b>Decision</b>	<b>Director</b>	<b>Service Head</b>	<b>Section Head</b>	<b>Notes</b>
9.1	Determining whether income is due	√	√	√	Delegated further to budget managers/operational staff as required.
9.2	Determining local fee rates	√			Where authorised by the Executive
9.3	Initiating debt recovery action	√	√	√	No decision required—administrative task. Decision <u>not</u> to pursue a debt needs to be a delegated decision—see below (writing off debts)
9.4	Cancelling and reversal of debts	√	√	√	Cancellation of debt raised in error—Administrative task providing there is documented audit trail.

Decision		Director	Service Head	Section Head	Notes
9.5	Writing-off debts	√	√		Up to £20,000 with written agreement of Corporate Director, Resources. Over £20,000 with written agreement of Corporate Director, Resources and Director of Law, Probity and Governance

#### 10. — Purchasing and Procurement

Decision		Director	Service Head	Section Head	Notes
10.1	Seeking tenders and quotations within approved limits	√	√	√ (Communities, Localities & Culture only)	Subject to Procurement Procedures
10.2	Awarding contracts within approved limits	√	√	√ (Communities, Localities & Culture only)	Subject to Procurement Procedures
10.3	Placing orders	√	√	√ (Communities, Localities & Culture only)	Subject to Procurement Procedures
10.4	Authorising variations to contracts within approved limits	√	√	√ (Communities, Localities & Culture only)	Subject to Procurement Procedures

Decision		Director	Service Head	Section Head	Notes
10.5	Terminating contracts	√	√ (Communities, Localities & Culture only)		Subject to legal advice
10.6	Authorising invoices	√	√	√	May be delegated further within Directorates to designated budget managers.
10.7	Maintaining an inventory of assets	√	√	√	
10.8	Disposal of Assets	√	√		Subject to guidance in Financial Procedures

#### 11. Authorisations

Decision		Director	Service Head	Section Head	Notes
11.1	Signing off reports to Executive and committee	√			
11.2	Signing off Government and other returns	√			
11.3	Signing off bids and applications for funding	√	√ (Communities, Localities & Culture only)		
11.4	Approving service and business plans	√			

#### 12. Complaints

Decision		Director	Service Head	Section Head	Notes
12.1	Determining complaints	√	√	√	

Decision		Director	Service Head	Section Head	Notes
12.2	Authorising compensation	√	√	√	Subject to financial limits— Service Head £25,000 and Section Head £3,000

### 13. Engaging Specialists

Decision		Director	Service Head	Section Head	Notes
13.1	Engaging legal advice and entering into legal actions	√	√		Subject to consultation with Director of Law, Probity and Governance
13.2	Engaging consultants	√	√	√ (Communities, Localities & Culture only)	

### 14. Land Transactions

Decision		Director	Service Head	Section Head	Notes
14.1	Acquisitions and Disposals at full market value. The purchase or sale of land up to £250,000 in value (including leases or easements where the annual rent multiplied by the length of the lease does not exceed that figure assuming that the rent is not increased on review)	√	Corporate Property, D&R Directorate only		Subject to reference to Cabinet by the Director of areas of open space or land in the nature of open space if there is significant public interest in the preservation of the same.
Decision		Director	Service Head	Section Head	Notes

14.2	Acquisition and Disposals at below market value. The purchase or sale of land (on the basis set out in paragraph 14.1 where in respect of a purchase the value of the consideration does not exceed £250,000 or in respect of a sale the value of the consideration and the undervalue foregone do not together exceed £250,000. Where a sale is pursuant to Section 123 Local Government Act 1972, Section 32 Housing Act 1985 or Section 25 Local Government Act 1988, consent to the Secretary of State may be sought as necessary.	√	Corporate Property, D&R Director a-te only		Subject to reference to Cabinet by the Director of areas of open space or land in the nature of open space if there is significant public interest in the preservation of the same.
14.3	Compulsory Disposals. Any sale or lease of land pursuant to the Right to Buy or the Right of Enfranchisement under the Housing Act 1985, the Leasehold Reform Act 1967 or The Leasehold Reform Housing and Urban Development Act 1993 subject to compliance with the statutory procedures.	√	Corporate Property, D&R Director a-te only		

Part B of the Scheme of Management (Departmental Delegations) is set out at Part 8 of this Constitution.