

**Directorate: Corporate Centre**

The scheme of delegation is to be read in conjunction with relevant sections of the constitution including:

**Part 3 – The functions scheme**

**Part 4 – Section 6 – the contract procedure rules**

**Part 4 – Section 7 – the financial procedure rules**

Reference	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )	Previous Reference
<b>Communications</b>					
1.	To act on behalf of the council to informally brief the media on issues, issue media releases and respond to media queries.	Assistant Director Strategy, Head of Communications, Press and Publicity Officers; Digital Engagement Officers.		O	1.
2.	To monitor and manage corporate social media accounts and support staff with social media community management, in accordance with the communication protocols.	Head of Communications, Press and Publicity Officers, Digital Engagement Officers		O	2.
3.	To implement and lead on actions to support the Communications Strategy	Assistant Director Strategy, Head of Communications		O	3.

1 Say what the activity is that is being delegated and the source of the power eg decision to instigate care proceedings under s 31 of the Children’s Act 1989

2 Say all the posts to which the activity has been delegated; please refer only to post names and not post holders unless there is a personal delegation

3 Include any specific conditions or constraints which apply to the delegation eg requirement to first consult with xxx

4 Identify decision type as follows: E = executive function; C = Council function (includes most planning and regulatory activity); O = operational

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4.	To provide media spokesperson representation on individual issues, for both reactive and proactive media coverage.	Assistant Director Strategy Head of Communications , Press and Publicity Officers	Spokesperson as , Leader, designated Cabinet Member Chief Executive, Directors (including acting), Assistant Directors (including acting); Monitoring Officer, 151 Officer or if operational appointed service lead, with direct delegation in an emergency situation.	O	4.
5.	Authorise changes or create suitable alternative content for the council corporate website, in both proactive and reactive situations.	Head of Communications, Press and Publicity Officers; Digital Engagement Officers; Digital Accessibility Officer; Web Editors (Hoople)	Designated website pages to individual leads.	O	5.
<b>Information Governance</b>					
6.	A senior information risk owner who will take overall ownership of the local authority's Information Risk Policy.	Assistant Director Corporate Support.		C	6.
7.	Approving local settlements as suggested by and agreed with the Ombudsman under section 92 Local Government Act 2000.	Assistant Director Corporate Support, Head of Information Compliance and Equality; Information Access and Records Manager	With agreement of relevant Directors.	C	7.

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8.	Respond to complaints through co-ordinating response from responsible services.	Information Access and Records Manager; Head of Information Compliance and Equality; Information Access Officers		O	8.
9.	Act on behalf of the council to implement the Unreasonable Behaviour policy.	Assistant Director Corporate Support; all service managers; Head of Information Compliance and Equality	With agreement of relevant Assistant Directors or Directors (including acting)	C	9.
10.	Review of information governance policies and implement proactive approach across the council.	Head of Information Compliance and Equality; Information Governance Manager; Information Access and Records Manager.		C	10.
11.	Authorised to conduct searches for subject access requests.	Assistant Director Corporate Support; Information Governance Manager; Head of Information Compliance and		O	11.
12.	To act on behalf of the council in respect of Freedom of Information Act 2000 to co-ordinate and issue responses.	FOI / EIR Officer; Information Access Officers	In liaison with service leads.	O	12.
13.	Investigate data breaches and prepare reports for sharing with Information Governance Steering Group.	Information Governance Officer; Information Governance Manager; Head of Information		O	13.

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		Compliance and Equality; Information Access and Records Manager			
14.	Report to the Information Commissioner's Office on data breaches where decided.	Head of Information Compliance and Equality; Information Governance Manager	Agreed by SIRO	C	14.
15.	To commission investigation into suspected misuse of IT in accordance with the Code of Conduct.	Head of Information Compliance and Equality; Information Governance Manager; Information Access and Records Manager	In agreement with SIRO	O	15.
16.	Respond to requests from police and partners for information and data requirements within the sharing protocol.	Head of Information Compliance and Equality, Information Governance Manager.		O	16.
17.	On behalf of the council collate, produce and submit Information Governance Toolkit.	Head of Information Compliance and Equality; Information Governance Manager	Agreed by the Information Governance Steering Group.	C	17.
18.	Dispose of expired records held at the modern records unit.	Information Governance Manager; Records Officer	In consultation with service lead.	O	18.

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19.	Produce annual equality statement in accordance with Equality Act 2010.	Equality Officer	Agreed by Head of Information Compliance and Equality	C	19.
20.	The officer to act as Local Registrar as defined in Section 3 of the Local Land Charges Act 1975.	Land Charges Manager; Land Charges Officers.		C	20.
<b>Information Technology</b>					
21.	On behalf of the council to manage and issue orders and payment for supplies with agreed contracts.	Assistant Director Corporate Support, Head of Applications Technology and Transformation, Performance Manager, Technology & Transformation, Chief Architect, Technology & Transformation	In accordance with Finance Procedure rules and Contract Procedure Rules.	O	21.
22.	Monitor, assess and modify the Service Level Agreement for IT and the IT strategy.	Assistant Director Corporate Support; Technical Project Manager		O	22.
23.	Delivery of the agreed Service Level Agreement for IT activity.	Chief Operating Officer; Head of Applications, Technology & Transformation		O	23.

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24.	Delivery of the IT strategy for the council.	Assistant Director Corporate Support; Head of Applications, Technology & Transformation	Working across Directorate with project leads.	O	24.
<b>Facilities Management</b>					
25.	Operational delivery of facility management undertakings, building maintenance, cleaning, construction and mechanical/ electrical works	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> <li>• Buildings &amp; Compliance Manager</li> <li>• Facilities &amp; Resources Manager</li> </ul>	Procurement and delivery of existing/ new/ varied services and building work & undertakings in accordance with policy, allocated funding and In accordance with the Financial Procedure Rules	O	-
26.	Operational delivery of health & safety compliance to property assets and associated undertakings	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> <li>• Buildings &amp; Compliance Manager</li> <li>• Facilities &amp; Resources Manager</li> </ul>	Procurement and delivery of existing/ new/ varied services, building work & undertakings in accordance with policy, allocated funding and In accordance with the Financial Procedure Rules	O	-

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27.	Procure and award of contracts to facilitate delivery of projects, goods and operational services identified in accordance with policy and allocated budget	<ul style="list-style-type: none"> <li>Strategic Assets Delivery Director</li> </ul>	All contracts are to be approved at Director. Approval level dependent on the financial value of the contract and in accordance with Financial Procedure Rules.	O	-
28.	The opening and closure of council property assets	<ul style="list-style-type: none"> <li>Strategic Assets Delivery Director,</li> <li>Senior Estate Manager,</li> <li>Commercial &amp; Investment Manager</li> <li>Buildings &amp; Compliance Manager</li> <li>Facilities &amp; Resources Manager</li> </ul>	In the event of emergencies and/or to ensure that health and safety compliance is in place, or for operational reasons.	O	-
29.	Have the authority to manage the day-to-day operation of facilities corporate council buildings.	<ul style="list-style-type: none"> <li>Strategic Assets Delivery Director</li> <li>Facilities and Resource Manager;</li> <li>Facilities Management Supervisor</li> </ul>	Designated officer in charge within sites and services within directorates.	O	25.
30.	Set hire charges for corporate buildings.	<ul style="list-style-type: none"> <li>Strategic Assets Delivery Director</li> <li>Facilities and Resource Manager</li> </ul>		O	26.

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31.	Authorise use of buildings in the event of an emergency and particular circumstances, including opening and closing sites.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director</li> <li>• Facilities and Resource Manager</li> <li>• Buildings and Compliance Manager</li> </ul>	Ensure communication of decisions.	O	27.
32.	Ensure the security of buildings.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director</li> <li>• Facilities and Resources Manager;</li> <li>• Facilities Management Supervisor;</li> <li>• Custodians</li> <li>• Buildings and Compliance Manager</li> </ul>		O	28.
33.	Have the authority to evict people from sites when causing or potential causing a danger, being disruptive or abusive, or not adhering to policies when made aware of them.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director</li> <li>• Facilities and Resource Manager;</li> <li>• Custodians;</li> <li>• Site and service managers;</li> <li>• Directors;</li> </ul>	Also contracted providers at sites where the designation is made via contract service or role profiles	O	29.
<b>Property Services</b>					
34.	To negotiate and agree terms regarding the acquisition (including compulsory purchase) and disposal of property assets and legal interests. Sign Notices to Quit / Terminate Lease.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> </ul>	In liaison with Legal Services	O	53. E&E



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35.	To negotiate, agree terms for and sign the grant of leases, licences, tenancies, agreement for lease, development agreements and legal consents.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> </ul>	In liaison with Legal Services	O	54. E&E
36.	To instruct Legal Services to serve legal notices. Sign Notices to Quit/Terminate Lease/ Seal Contracts.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> <li>• Buildings &amp; Compliance Manager</li> </ul>		O	55. E&E
37.	To grant a wayleave easement or deed of access over Council owned land to a third party.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> </ul>	In liaison with Legal Services	O	56. E&E
38.	To approve listing of Assets of Community Value in accordance with legislation.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> </ul>		C	57. E&E

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39.	To accept the early surrender of any lease of Council owned or controlled property in the interest of good estate management, strategic asset management or economic regeneration purposes.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> </ul>			58. E&E
40.	To appoint bailiffs and debt collectors or to take peaceable re-entry of Council owned property or where the Council has a legal interest in property or to recover the value of any outstanding monies owed.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> <li>• Buildings &amp; Compliance Manager</li> </ul>	In liaison with Legal Services	O	59. E&E
41.	To agree the release of restrictive Covenants on current or previously owned council land.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> </ul>	In liaison with Legal Services	O	60. E&E
42.	To apply for planning permission, building regulation and listed building consent for alteration, development, re-development or change of use of council property (excluding schools), or third party property.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> <li>• Buildings &amp; Compliance Manager</li> </ul>		O	61. E&E

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43.	To negotiate and settle schedules of dilapidation.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> <li>• Buildings &amp; Compliance Manager</li> </ul>		O	62. E&E
44.	To agree and settle rent arrears and refer all property matters in dispute to arbitration/third party for determination.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> </ul>	In liaison with Legal Services	O	63. E&E
45.	To submit appeals in respect of the Rateable Value of council property in the interests of the council.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> <li>• Estate Surveyors</li> </ul>		O	64. E&E
46.	To make changes to the Commons Register.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> </ul>		O	65. E&E

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47.	To engage and instruct Insurance adjusters to negotiate and settle terms of adjustments.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> <li>• Buildings &amp; Compliance Manager</li> </ul>		O	66. E&E
48.	To procure, engage and instruct consultants and agents to act on behalf of Property Services. To procure, engage and instruct contractors and suppliers to act on behalf of Property Services.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> <li>• Buildings &amp; Compliance Manager</li> </ul>		O	67. E&E
49.	To carry out emergency repairs as necessary, that might otherwise require Council Governance, to both corporate and non-corporate buildings and structures so as to make safe so as to safe guard from harm both staff and members of the public as well as protect continuity of Council Services.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director,</li> <li>• Senior Estate Manager,</li> <li>• Commercial &amp; Investment Manager</li> <li>• Buildings &amp; Compliance Manager</li> </ul>		O	68. E&E
50.	Part 5 Chapter 3 of the Localism Act 2011 Assets of community value.	<ul style="list-style-type: none"> <li>• Strategic Assets Delivery Director</li> <li>• Solicitor for the Council (reviews)</li> </ul>			69. E&E

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<b>Elections and Civic Duties</b>					
51.	Section 52(2), Representation of the People Act 1983, Section 52(3), Representation of the People Act 1983	Head of Corporate Support		O	30.
52.	Section 28(5), of Representation of the People Act 1983	Electoral Services Manager; Solicitor to the Council		O	31.
53.	Section 35(4), Representation of the People Act 1983	Electoral Services Manager, Solicitor to the Council		O	32.
54.	Section 5(1), The Police and Crime Commissioners Elections (Functions of Returning Officers) Regulations 2012 Section 7(1), European Parliamentary Elections Act 2001	Electoral Services Manager, Solicitor to the Council		O	33.
55.	Section 35(4), Representation of the People Act 1983	Electoral Services Manager, Solicitor to the Council		O	34.
56.	Deputy Electoral Registration Officer	Assistant Director Corporate Support; Head of Information Compliance and Equality			35.

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57.	Provide contact and duties on behalf of HM Lord- Lieutenant	Civic Liaison Officers		O	36.
<b>Procurement</b>					
58.	Issuing procurement tenders; receive supplier bids; issue contract award notices.	Commercial Services Manager; Commercial Manager; Procurement officers	Working with service leads	O	37.
59.	Update, amend and publish the contracts register.	Commercial Services Manager; Commercial Manager; Procurement officers	Working with service leads	O	38.
<b>Democratic Services</b>					
60.	Ensuring that all published decision reports conform/adhere to constitutional rules and procedures.	Monitoring officer, Democratic services manager, democratic services officers and governance support assistants		O	39.
61.	Verify and agree members' expenses, over the £100 threshold, within the budget perimeters.	Democratic services manager, Governance Support Assistants	In accordance with Finance Procedure rules and Contract Procedure Rules.	O	40.
62.	Publish all public meeting papers five working days prior to the meeting	Democratic services manager, democratic services officers	Constitution reference: 4.1.21  Late papers must be published with the approval of the democratic services manager and / or monitoring	O	41.

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			officer. Exceptions to this are planning and regulatory committee and licensing sub- committee supplementary papers.		
63.	Rejection of a public question under 4.1.49	Democratic services manager, democratic services officers	The clerk to the relevant committee / panel can reject a question. If the member of the public wishes to appeal, then this must be considered by the monitoring officer.  Constitution reference: 4.1.49 and 4.1.50	O	42.
64.	Re-direction of a question to another committee	Democratic services manager, democratic services officers	The clerk to the relevant committee may re-direct a question to the correct committee.  Constitution reference 4,1.51 and 4.1.68		43.
65.	Rejection of a members' question under 4.1.66	Democratic services manager, democratic services officers	The clerk to the relevant committee / panel can reject a question. If the member wishes to appeal, then this must be considered by the monitoring officer.  Constitution reference: 4.1.66 and 4.1.67	O	44.
66.	Notification of substitutions	Democratic services officers	Democratic services officers may be notified of substitutions in relation to their relevant committees.  Constitution reference: 4.1.69	O	45.

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67.	Where the publication of 28 day notice of the intention to make a key decision is impractical, the decision may still be taken if: (a) the monitoring officer has informed the chairperson of the relevant scrutiny committee, or, if there is no such person, each member of that committee by notice in writing, of the matter about which the decision is to be made	Democratic services manager, democratic services officer, ONLY IN THE ABSENCE OF MO AND DMO and cannot reasonably be deferred	The monitoring officer must be made aware of the Regulation 10 request and agree that it meets the requirement of a Regulation 10 decision before the relevant scrutiny chairperson is informed.  In the case of a Regulation 11 decision (special urgency), the monitoring officer must give approval before publication of the issue and the relevant chair of the scrutiny must also have given approval to use of special urgency  Constitution reference: 4.2.50 and 4.2.52	O	46.
68.	Inspection of documents	Democratic services manager, democratic services officer, governance support assistants	Copies of executive decisions to be made publically available as soon as practicable after the decision has been made.	O	47.
69.	Signing of ward councillors' declaration of interest forms	Democratic services officer (who deals with code of conduct complaints)		O	48.
70.	Signing register of parish and town councillors declarations of interest forms	Democratic services officers			49.



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71.	Initial assessment of code of conduct complaints	Democratic services officers who deal with code of conduct issues	Decisions to be made by MO, DMO or lawyer in legal services delegated to deal with matter on a case by case basis.	O	50.
72.	Recruitment of panel members to Independent remuneration panel	Democratic services manager			51.
<b>Legal Services</b>					
73.	To issue, defend, settle or take part in any legal proceedings on the council's behalf	Head of Legal Services, Heads of Law and Senior Lawyers	<p><b>(delegated from solicitor to the council in constitution under 2.10.8)</b> authorised to issue, defend, settle or take part in any legal proceedings on the council's behalf where such action is necessary to give effect to decisions of the council or where they consider that such action is necessary to protect the council's interests.</p> <p><b>Service Director responsible for highways (or such officer delegated by the Service Director)</b></p> <p>To approve and sign Statements of Truth and defences in relation to section 41 Highways Act 1980 claims against the Council</p>		52.

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74.	Exemption to contract procedure rules	Head of Legal Services, Heads of Law, Senior Lawyer Contracts			53.
75.	Signing any document and affixing the council seal on behalf of the council	Director of Governance and Law  Head of Legal Services  Any lawyer in legal services (or such other officer authorised by Head of Legal Services)	Signing or Sealing on behalf of the Council:  Any references to a person signing or affixing a seal on behalf of the Council will include both: (i) by physical means; or (ii) by electronic means. Any electronic means shall only be that approved by the Director of Governance and Law or Head of Legal and will in all circumstances only be used where permitted by law, be secure and maintains an electronic audit record of the signatories and the signing process.		54.
76.	Determination of code of conduct complaints	Monitoring officer, Deputy Monitoring Officer, Heads of Law and Lawyers if delegated on a case by case basis			55.
<b>Human Resources</b>					
77.	Approval of HR, Health & Safety, business continuity and emergency planning policies	Head of paid service	In consultation with employment panel		56.

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78.	Approval of HR, health and safety, emergency planning and business continuity procedures and guidance	Assistant Director for People	In consultation with management board where appropriate		57.
79.	Application of HR and Health & Safety policies and procedures	Line manager			58.
80.	Approval of the carryover of annual leave	Line manager			59.
81.	Approval of expenses and travel claims	Line manager	Self-authorisation up to £100		60.
82.	Approval of time off for trade union duties	Line manager			61.
83.	Approval of special leave	Line manager			62.

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84.	Suspension of an employee	Line manager	With advice from HR at the earliest opportunity.		63.
85.	Approval of additional leave with or without pay	Line manager			64.
86.	Appointment of consultant / interim manager	Line manager (authorised signatory against budget)	In accordance with any additional directorate based processes such as approval at DMT. If cost centre is over budget director approval required. If directorate is over budget S151 officer approval also required.		65.
87.	Approval of new post	Line manager	In accordance with any additional directorate based processes such as approval at DMT. If cost centre is over budget director approval required. If directorate is over budget S151 officer approval also required.		66.
88.	Approval of post re-evaluation where the grade is likely to increase	Assistant Director			67.
89.	Approval of extension of fixed term contract or conversion of fixed term to permanent contract	Line manager (if authorised signatory against budget)	In accordance with any additional directorate based processes such as approval at DMT. In accordance with Finance Procedure rules.		68.

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90.	Recruitment to existing and new posts (whether permanent, fixed term or casual), including cover arrangements where substantive postholder is on long-term leave e.g., due to career break, adoption / maternity, parental leave)	Line manager (authorised signatory against budget)	In accordance with any additional directorate based processes such as approval at DMT. In accordance with Finance Procedure rules. If cost centre is over budget director approval required. If directorate is over budget S151 officer approval also required.		69.
91.	Approval of additional increments within the current pay scale	Assistant Director	Taking into account recommendation from Assistant Director, People		70.
92.	Approval of increased working hours	Line manager (authorised signatory against budget)	In accordance with any additional directorate based processes such as approval at DMT		71.
93.	Changing the duties and responsibilities of jobs and submitting them for job evaluation	Assistant Director			72.
94.	Grading Single Status jobs	Job evaluation panel or trained job evaluator in line with job evaluation Scheme			73.
95.	Grading for jobs subject to other national agreements (e.g., Agenda for Change, Soulbury, Youth and Community)	Job evaluation panel or trained job evaluator in line with job evaluation scheme			74.

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96.	Grading of Hay posts	Job evaluation panel or trained job evaluator in line with job evaluation scheme			75.
97.	Approval of market pay supplements (including extensions)	Assistant Director for People	Taking into account recommendations from Assistant Director and management accountant. In accordance with Finance Procedure rules.S151 approval required if request is outside of policy		76.
98.	Approval of revised staffing structures	Authorised signatory to budget	In consultation with management accountant		77.
99.	Approval of relocation expenses	Assistant Director	In accordance with Finance Procedure rules.		78.
100.	Approval of career breaks	Assistant Director			79.
101.	Determination of employee grievances	Line manager – stage 1 Manager – stage 1 appeal / stage 2 Assistant Director – stage 2 appeal			80.

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Reference	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )	Previous Reference
102.	Dismissal on grounds of capability / conduct / some other substantial reason	Assistant director, or manager if devolved			81.
103.	Dismissal on grounds of redundancy	Assistant Director – dismissal Director – Appeal against dismissal	May be devolved		82.
104.	Approval of MERS applications, redundancy payments, ill health retirement and flexible retirement applications	Assistant Director for People	In consultation with Assistant Director and management accountant		83.
105.	Employer discretions under the official pension schemes	Assistant Director for People	Taking account of recommendation from S151 officer		84.
106.	Approval of settlement agreements	Monitoring Officer			85.
107.	Determination of pension appeals IDRPs stage 1	Assistant Director for People			86.

Directorate scheme of delegation: Corporate Centre May 2024

Reference	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )	Previous Reference
108.	Meeting the cost of redundancies in schools etc. where the Council is the employer	Director	In accordance with Finance Procedure rules.		87.
109.	Determination of pension appeals IDRPs stage 2 if necessary	Director	In the event that the IDRPs stage 2 is not determined by the administering authority.		88.
110.	Ensure appropriate arrangements are in place to carry out the council's emergency planning functions in accordance with the Civil Contingences Act 2004	Chief Executive	In accordance with Finance Procedure rules and Contract Procedure Rules.		89.
111.	Ensure the effective discharge the functions for health, safety and welfare in connection with work and control of dangerous substances within the meaning of the Health and Safety at Work Act 1974	Chief Executive			90.
112.	Approval of spend and the allocation of funds to providers from the council's apprenticeship levy fund.	Assistant Director for People	Spend must be within available funds and subject to contract procedure rules		91.
<b>Finance</b>					
<b>Council Tax and NNDR Billing</b>					
113.	To raise annual bills and required amendments	CFO, Deputy S151	Through Hoople SLA - Council Tax/NNDR team (Hoople)	C	92.



Directorate scheme of delegation: Corporate Centre May 2024

Reference	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )	Previous Reference
114.	To send reminders/summons as required	CFO, Deputy S151	Through Hoople SLA - Council Tax/NNDR and Recovery team (Hoople)	C	93.
115.	To commence recovery procedures as required for outstanding debts	CFO, Deputy S151	Through Hoople SLA - Recovery team (Hoople)	C	94.
116.	Debt Collection enforcement arrangements for Council Tax/NNDR	CFO, Deputy S151	Through Hoople SLA - Bristow & Sutor (via Enforcement Officers (Hoople))	C	95.
117.	Process Council Tax/NNDR refunds	CFO, Deputy S151	Through Hoople SLA - Council Tax/NNDR and Systems team (Hoople)	C	96.
118.	Represent the Council at Magistrates Court/Valuation Tribunals	CFO, Deputy S151	Through Hoople SLA - Recovery/Revenues team (Hoople)	C	97.
119.	Liaise with Valuation Office to maintain accurate banding of properties	CFO, Deputy S151	Through Hoople SLA - Council Tax/NNDR team (Hoople)	C	98.

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Reference	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )	Previous Reference
120.	Prepare annual business rates briefing for consultation	CFO, Deputy S151	Through Hoople SLA - Council Tax/NNDR team (Hoople)	C	99.
121.	Determine entitlement to reliefs/discounts	CFO, Deputy S151	Through Hoople SLA - Council Tax/NNDR team (Hoople)	C	100.
122.	Submission of Government returns	CFO, Deputy S151	Through Hoople SLA - Revenues team (Hoople)	C	101.
123.	To approve Council Tax hardship applications	CFO, Deputy S151	Through Hoople SLA - Council Tax/NNDR team (Hoople)	C	102.
124.	Process Direct Debit claims/Auddis runs	CFO, Deputy S151	Through Hoople SLA - Systems team (Hoople)	C	103.
125.	Conduct periodic visits to properties to ensure revenue is maximised	CFO, Deputy S151	Through Hoople SLA - Council Tax/NNDR team (Hoople)	O	104.

Directorate scheme of delegation: Corporate Centre May 2024

Reference	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )	Previous Reference
126.	Respond to complaints / Freedom of Information requests	CFO, Deputy S151	Through Hoople SLA - Revenues team leaders / managers (Hoople)	C	105.
<b>Debtors</b>					
127.	Raising invoices for sums due	CFO, Deputy S151	Through Hoople SLA - Revenues team (Hoople)	O	106.
128.	Effective collection and recording of all monies due to the council	CFO, Deputy S151	Through Hoople SLA - Revenues team (Hoople)	O	107.
129.	Authorisation of new payment facility	CFO	The Council prohibits the use of any PayPal or any similar electronic payment facilities (unless specific authority has been obtained)	O	108.
130.	Debt Collection enforcement arrangements for car park debts	CFO, Deputy S151	Through Hoople SLA - Jacobs (via Enforcement Officers (Hoople)	O	109.
131.	Process Direct Debit claims/Auddis runs	CFO, Deputy S151	Through Hoople SLA - Systems team (Hoople)	O	110.

Directorate scheme of delegation: Corporate Centre May 2024

Reference	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )	Previous Reference
132.	Respond to complaints / Freedom of Information requests	CFO, Deputy S151	Through Hoople SLA - Revenues team leaders / managers (Hoople)	C	111.
133.	Represent the Council at County Court	CFO, Deputy S151	Through Hoople SLA - Revenues team (Hoople)	C	112.
134.	Liaise with the Department for Work & Pensions (DWP)	CFO, Deputy S151	Through Hoople SLA - Revenues team (Hoople)	C	113.
<b>Housing and Council Tax Benefits</b>					
135.	Process housing and council tax benefit applications	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C	114.
136.	Process change of circumstances	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C	115.
137.	Process Benefits payment runs	CFO, Deputy S151	Through Hoople SLA - Systems staff approved by CFO to hold BACS card Weekly payment run	C	116.

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Reference	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )	Previous Reference
138.	Administer the Discretionary Housing Payments scheme (DHP)	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C	117.
139.	Recovery of benefit overpayments	CFO, Deputy S151	Through Hoople SLA - Benefits/Revenues team (Hoople)	C	118.
140.	Determine entitlement to Free School Meals	CFO, Deputy S151	Through Hoople SLA - Quality team (Hoople)	C	119.
141.	Complete the DWP data matching requirements	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C	120.
142.	Carry out quality and controls checks	CFO, Deputy S151	Through Hoople SLA - Quality team (Hoople)	O	121.
143.	Administer DWP initiatives (VEP/RTI etc.)	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C	122.

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Reference	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )	Previous Reference
144.	Manage CIS/TUO access and process the data	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	O	123.
145.	Administer CTR Discretionary payment scheme	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C	124.
146.	Represent the Council at appeal tribunals	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C	125.
147.	Respond to complaints / Freedom of Information requests	CFO, Deputy S151	Through Hoople SLA - Benefits team leaders / managers (Hoople)	C	126.
148.	Submission of data to external parties e.g. HMRC/DWP(SHBE)	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C	127.
149.	Fraud/NFI completion	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C	128.

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150.	Prepare HB Subsidy calculations for Council sign off	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C	129.
151.	Maintain the revenues and benefits systems	CFO, Deputy S151	Through Hoople SLA - Systems team (Hoople)	O	130.
152.	Implement and maintain online digital customer channels	CFO, Deputy S151	Through Hoople SLA - Benefits/Revenues team (Hoople)	O	131.
<b>Payroll</b>					
153.	Arrangement for the payment of salaries, wages, pensions to current and former employees of the council and members of the council	CFO, Deputy S151	Through Hoople SLA - Human Resources Service (Hoople)	O	132.
154.	Maintain records for compliance with HMRC and pension reporting	CFO, Deputy S151	Through Hoople SLA - Human Resources Service (Hoople)	C	133.
155.	Process claims for payment for car allowances, subsistence allowances, travelling & incidental expenses	CFO, Deputy S151	Through Hoople SLA - Human Resources Service (Hoople)	O	134.

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156.	Process payroll BACS files	CFO, Deputy S151	Through Hoople SLA - Human Resources staff approved by CFO to hold BACS card  Monthly run (Council staff and School staff salaries due on or before 25 <sup>th</sup> of each month, members allowances due on last working day of the month)	O	135.
157.	Authorise payments to Council (maintained) schools	CFO, Deputy S151	Through Hoople SLA - Human Resources staff approved by CFO	O	136.
<b>Creditor and Social Care Payments</b>					
158.	Authorisation of payments (general)	CFO, Deputy S151	Through Hoople SLA  Officers (including Hoople Finance Staff) as agreed by the Director may authorise payments up to £25,000  Managers who report to Heads of Service may authorise payments up to £100,000  Heads of Service (who report directly to Assistant Directors) may authorise payments up to £250,000  Assistant Directors (as defined by assistant director pay grade) may authorise payments up to £500,000  Assistant Directors (as defined by assistant director pay grade) to authorised payments in excess of	O	137.



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	Authorisation of HMRC & Pension payments	CFO, Deputy S151	<p>£500,000 but these must be counter authorised by a Director or the CFO</p> <p>These must be authorised by a Director or the CFO</p> <p>Deputy S151 may authorise HMRC &amp; Pension payments</p> <p>HR Services Manager (Hoople) may authorise trade unions payments</p>		
159.	Payment of invoices and processing BACS/cheque payment runs (through Business World, linking to relevant feeder systems such as FrameWork-I)	CFO, Deputy S151	<p>Through Hoople SLA - Payments team staff approved by CFO to hold BACS card</p> <p>Council's policy is to pay all invoices within 30 days of invoice date</p>	O	138.
160.	Process regular periodical payments	CFO, Deputy S151	Through Hoople SLA - Payments Manager (Hoople)	O	139.
161.	Authorising the issue of Procurement cards and determining credit limits	CFO, Deputy S151	Through Hoople SLA - CFO delegated to Corporate Finance team	O	140.
162.	Process domiciliary care invoices (authorise Abacus payment run)	CFO, Deputy S151	Through Hoople SLA - Social Care Exchequer Team Leader	O	141.

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Reference	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )	Previous Reference
163.	Calculate and bill service users for care contributions	CFO, Deputy S151	Through Hoople SLA - Social Care Exchequer team staff	O	142.
<b>Debt write offs</b>					
164.	Authorisation of debt write off	CFO, Deputy S151	Up to £150 (this includes credit balances) - Team Leaders (Hoople Ltd)  Between £151 and £500 - Senior Revenues Team Leader (Hoople Ltd)  Between £501 and £2,000 - Revenues and Development Operational Manager (Hoople Ltd)  Between £2,001 and £20,000 - Deputy Section 151 Officer  Above £20,001 - CFO	O	143.
<b>Banking Arrangements</b>					
165.	To approve the opening of new cash/bank imprest account or change to limit	CFO, Deputy S151	Through Corporate Finance team	O	144.
166.	To notify Bank of changes to authorised signatories	CFO, Deputy S151	In accordance with NatWest Bank Mandate Control Panel - Authorised Bank signatory (CFO, Head of Corporate Finance, Head of Management Accounting, Strategic Capital Finance Manager, Corporate Finance Manager)	O	145.

Directorate scheme of delegation: Corporate Centre May 2024

Reference	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )	Previous Reference
167.	To authorise cheques on behalf of the Council	CFO, Deputy S151	In accordance with NatWest Bank Mandate - Authorised Bank signatory (CFO, Head of Corporate Finance, Head of Management Accounting, Strategic Capital Finance Manager, Corporate Finance Manager)	O	146.
168.	To be a Primary Security Contact for BACS (including setting up new users to hold a BACS card)	CFO, Deputy S151	Authorised members of the Finance team (Head of Corporate Finance, Head of Management Accounts, Strategic Capital Finance Manager, Corporate Finance Manager)	O	146.
<b>Treasury Management</b>					
169.	Investment of surplus funds	CFO, Deputy S151	Through Corporate Finance team - In accordance with Treasury Management Strategy	O	147.
170.	Borrowing decisions to meet Capital Programme or short-term cash flow requirements	CFO, Deputy S151	Through Corporate Finance team - In accordance with Treasury Management Strategy	O	149.
171.	Authorisation of Bankline payments (e.g. Faster payments / CHAPS)	CFO, Deputy S151	Authorised members of the Finance team - In accordance with Treasury Management Practice Statements	O	150.
<b>Government Grants</b>					

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172.	To accept terms and conditions attached to any Government grants and complete grant returns	CFO, Deputy S151	With authorised members of the Finance team	C	151.
<b>VAT</b>					
173.	To submit VAT returns	CFO, Deputy S151	Through Corporate Finance team Returns required monthly	C	152.
<b>Fixed Assets</b>					
174.	Propose assets to be included in the valuation list	CFO, Deputy S151	Through Corporate Finance team - For capital accounting purposes in accordance with the latest CIPFA code	O	153.
175.	Produce an asset management plan for approval by Council as part of the Capital Strategy	CFO, Deputy S151		O	154.
<b>Capital and Revenue Budgets</b>					
176.	Propose a revenue budget for the coming year for approval by Council	CFO, Deputy S151	With finance managers - to ensure a balanced budget is set and council tax increase is line with Central Government approved limits	O	155.

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177.	Propose all capital project additions for the coming year for approval of an amended capital programme by Council	CFO, Strategic Capital Finance Manager	With Head of Project Management Officer and finance managers to ensure robust, deliverable projects go forward	O	156.
178.	Produce and maintain a Capital Strategy for approval by Council	CFO, Strategic Capital Finance Manager	With finance managers	O	157.
179.	Approval to move revenue budgets between cost centres	CFO, Deputy S151	<p>Up to £500k within a directorate - Deputy S151 Officer in consultation with HoS/Director</p> <p>Over £500k within a directorate - Section 151 Officer in consultation with Director and Portfolio Holder, reported to Cabinet</p> <p>Up to £100k between directorates - Relevant Directors and Finance Manager</p> <p>Over £100k and up to £250k between directorates - Section 151 Officer in consultation with Portfolio Holder, reported to Management Board</p> <p>Over £250k between directorates – Cabinet</p>	O	158.
180.	Approval of additions to Expenditure Budgets Funded from Government Grants, Developers Contributions, Revenue Reserves or other sources of external funding	CFO, Deputy S151, Strategic Capital Finance Manager	Externally sourced capital funding in year to the capital programme - Portfolio Holders for Finance for the relevant service, with the change being subsequently reported to Cabinet	O	159.

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Reference	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )	Previous Reference
181.	Approval of the movement of Capital Budget between Programme Years	CFO, Strategic Capital Finance Manager	<p>Less than £250k approved budget per cost centre to be brought forward from a future year of the programme - S151 Officer (or nominated officer) in consultation with the Portfolio Holder for Finance</p> <p>More than £250k approved budget per cost centre to be brought forward from a future year of the programme - Management Board</p> <p>Any approved capital budget to be reprofiled to later years of the programme - S151 Officer (or nominated officer) in consultation with the Portfolio Holder for Finance, with the change being subsequently reported to the Management Board</p>	O	160.
182.	Authorisation for the carry forward of under or overspends	CFO, Deputy S151	With finance managers	O	161.
183.	Processing journal transfers	CFO, Deputy S151	Approved Finance staff – In accordance with Journal Controls document	O	162.
<b>Insurance</b>					
184.	Responsibility to ensure appropriate insurance arrangements are in place	CFO, Deputy S151	Through Hoople SLA - delegated to Finance Support Team (Hoople)	O	163.

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185.	Maintain record of all insurances, risks covered, premiums paid and of all self-funded risks and losses paid	CFO, Deputy S151	Through Hoople SLA - delegated to Finance Support Team (Hoople)	O	164.
<b>Internal Audit</b>					
186.	Arrangement of internal audit activities in accordance with the Accounts & Audit Regulations	CFO, Deputy S151	Through South West Audit Partnership (SWAP)	O	165.
187.	Give assurance on financial and management control systems	CFO, Deputy S151	Through SWAP	O	166.
188.	Undertake Value for Money reviews	CFO, Deputy S151	Through SWAP	O	167.
<b>Financial Procedure Rules</b>					
189.	Maintain continuous review of the Financial Procedure Rules	CFO, Deputy S151	With Finance teams	O	168.

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<b>Cash Collection</b>					
190.	Management of cash collection system	CFO, Deputy S151	Through Hoople SLA - Finance (Hoople)	O	169.
<b>Appointee Services</b>					
191.	Provision of Appointee and Court Deputy service	CFO, Deputy S151	Through Hoople SLA - Finance (Hoople)	C	170.
<b>Herefordshire Council Website</b>					
192.	Notify web team of changes required to website for Finance areas	CFO, Deputy S151	Finance team leaders/managers	O	171.