

Updated 06/05/2026

Directorate: Corporate Services

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 ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
Communications					
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

Directorate scheme of delegation: Corporate Services

Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
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.
Information Governance					
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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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
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.
12A	To act on behalf of the council as 'Qualified Person' in respect of the Freedom of Information Act 2000	Monitoring Officer	The Monitoring Officer is authorised by the Secretary of State as the primary qualified person for the purposes of the Freedom of Information Act 2000 (section 36 - prejudice to effective	O	N/A

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
			conduct of public affairs).		
13.	Investigate data breaches and prepare reports for sharing with Information Governance Steering Group.	Information Governance Officer; Information Governance Manager; Head of Information Compliance and Equality; Information Access and Records Manager		O	13.
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.

Directorate scheme of delegation: Corporate Services

Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
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.
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.
Information Technology					
21.	On behalf of the council to manage and issue orders and payment for supplies with agreed contracts.	Chief Digital Information Officer, Head of IT (Hoople), Head of ICT and Digital, Performance Manager, Technology & Transformation, Chief Architect, Technology & Transformation	In accordance with Finance Procedure rules and Contract Procedure Rules. May be delegated to Hoople IT employees	O	21.

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
22.	Monitor, assess and modify the Service Level Agreement for IT and the IT strategy.	Director of HR & OD, Chief Digital Information Officer		O	22.
23.	Delivery of the agreed Service Level Agreement for IT activity.	Chief Digital Information Officer, Head of IT (Hoople)		O	23.
24.	Delivery of the IT strategy for the council.	Chief Digital Information Officer, Head of IT (Hoople_	Working across Directorate with project leads.	O	24.
Facilities Management					
25.	Operational delivery of facility management undertakings, building maintenance, cleaning, construction and mechanical/ electrical works	<ul style="list-style-type: none"> • Chief Operating Officer, • Senior Estate Manager, • Commercial & Investment Manager • Buildings & Compliance Manager • Facilities & Resources Manager 	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	-

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
26.	Operational delivery of health & safety compliance to property assets and associated undertakings	<ul style="list-style-type: none"> • Director for Growth • Senior Estate Manager, • Commercial & Investment Manager • Buildings & Compliance Manager • Facilities & Resources Manager 	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	-
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"> • Chief Operating Officer • Director for Growth 	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"> • Director for Growth, • Senior Estate Manager, • Commercial & Investment Manager • Buildings & Compliance Manager • Facilities & Resources Manager 	In the event of emergencies and/or to ensure that health and safety compliance is in place, or for operational reasons.	O	-

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
29.	Have the authority to manage the day-to-day operation of facilities corporate council buildings.	<ul style="list-style-type: none"> • Chief Operating Officer • Facilities and Resource Manager; • Facilities Management Supervisor 	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"> • Chief Operating Officer • Facilities and Resource Manager 		O	26.
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"> • Chief Operating Officer • Director for Growth • Facilities and Resource Manager • Buildings and Compliance Manager 	Ensure communication of decisions.	O	27.
32.	Ensure the security of buildings.	<ul style="list-style-type: none"> • Chief Operating Officer • Facilities and Resources Manager; • Facilities Management Supervisor; • Custodians • Buildings and Compliance Manager 		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"> • Chief Operating Officer • Facilities and Resource Manager; • Custodians; • Site and service 	Also contracted providers at sites where the designation is made via contract service or role profiles	O	29.

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
		<ul style="list-style-type: none"> managers; • Directors; 			
Property Services					
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"> • Director for Growth • Senior Estate Manager, • Commercial & Investment Manager 	In liaison with Legal Services	O	53. E&E
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"> • Director for Growth, • Senior Estate Manager, • Commercial & Investment Manager 	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"> • Director for Growth, • Senior Estate Manager, • Commercial & Investment Manager • Buildings & Compliance Manager 		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"> • Director For Growth, • Senior Estate Manager, • Commercial & 	In liaison with Legal Services	O	56. E&E

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
		Investment Manager			
38.	To approve listing of Assets of Community Value in accordance with legislation.	<ul style="list-style-type: none"> • Director for Growth, • Senior Estate Manager, • Commercial & Investment Manager 		C	57. E&E
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"> • Director for Growth, • Senior Estate Manager, • Commercial & Investment Manager 			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"> • Director for Growth, • Senior Estate Manager, • Commercial & Investment Manager • Buildings & Compliance Manager 	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"> • Director for Growth, • Senior Estate Manager, • Commercial & 	In liaison with Legal Services	O	60. E&E

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
		Investment Manager			
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"> • Director for Growth, • Senior Estate Manager, • Commercial & Investment Manager • Buildings & Compliance Manager 		O	61. E&E
43.	To negotiate and settle schedules of dilapidation.	<ul style="list-style-type: none"> • Director for Growth, • Senior Estate Manager, • Commercial & Investment Manager • Buildings & Compliance Manager 		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"> • Director for Growth, • Senior Estate Manager, • Commercial & Investment Manager 	In liaison with Legal Services	O	63. E&E

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
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"> • Director for Growth, • Senior Estate Manager, • Commercial & Investment Manager • Estate Surveyors 		O	64. E&E
46.	To make changes to the Commons Register.	<ul style="list-style-type: none"> • Director for Growth, • Senior Estate Manager, • Commercial & Investment Manager 		O	65. E&E
47.	To engage and instruct Insurance adjusters to negotiate and settle terms of adjustments.	<ul style="list-style-type: none"> • Director for Growth • Senior Estate Manager, • Commercial & Investment Manager • Buildings & Compliance Manager 		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"> • Director for Growth, • Senior Estate Manager, • Commercial & Investment Manager • Buildings & Compliance Manager 		O	67. E&E

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
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"> • Director for Growth • Senior Estate Manager, • Commercial & Investment Manager • Buildings & Compliance Manager 		O	68. E&E
50.	Part 5 Chapter 3 of the Localism Act 2011 Assets of community value.	<ul style="list-style-type: none"> • Director for Growth • Solicitor for the Council (reviews) 			69. E&E
Elections and Civic Duties					
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.

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
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.
57.	Provide contact and duties on behalf of HM Lord- Lieutenant	Civic Liaison Officers		O	36.
Procurement					
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.
Democratic Services					

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
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 officer. Exceptions to this are planning and regulatory committee and licensing sub- committee supplementary papers.	O	41.
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.

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
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.
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.

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
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.
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.
Legal Services					
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 Officer responsible for management of highways (or such officer delegated by the Service Director) s.151 Officer, Deputy S151	(delegated from solicitor to the council in constitution under 2.10.8) 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. To approve and sign Statements of Truth and defences in relation to section 41 Highways Act 1980 claims		52.

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
		Head of Regulation and Technical Services & Regulatory Service Managers	<p>against the Council</p> <p>s.151 Officer / Deputy S151 in relation to any debtors to the Council (including council tax and NNDR recovery proceedings)</p> <p>Decision to issue legal proceedings in the magistrate's court in respect to matters falling within remit of Regulation and Technical Services*.</p> <p>Decision to request the issue of legal proceedings in other courts via legal services in respect to matters falling within remit of Regulation and Technical Services*.</p> <p>* having first consulted legal services on the proposed proceedings.</p>		
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	<p>Director of Governance and Law</p> <p>Head of Legal Services</p> <p>Any lawyer in legal services (or such other</p>	<p>Signing or Sealing on behalf of the Council:</p> <p>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</p>		54.

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
		officer authorised by Head of Legal Services)	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.		
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.
Human Resources					
77.	Approval of HR and Health & Safety, policies	Head of paid service			56.
78.	Approval of HR and health and safety, procedures and guidance	Director of HR and OD	In consultation CLT where appropriate		57.
79.	Application of HR and Health & Safety policies and procedures	Line manager			58.

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
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.
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.

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
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	Service 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.
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.

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
91.	Approval of additional increments within the current pay scale	Service Director	Taking into account recommendation from Director of HR & OD		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	Service 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.
96.	Grading of Hay posts	Job evaluation panel or trained job evaluator in line with job evaluation scheme			75.

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
97.	Approval of market pay supplements (including extensions)	Director of HR and OD	Taking into account recommendations from Service 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	Service Director	In accordance with Finance Procedure rules.		78.
100.	Approval of career breaks	Service Director			79.
101.	Determination of employee grievances	Line manager – stage 1 Manager – stage 1 appeal / stage 2 Head of Service – stage 2 appeal	May be delegated		80.
102.	Dismissal on grounds of capability / conduct / some other substantial reason	Service director, or manager if devolved	May be delegated		81.

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
103.	Dismissal on grounds of redundancy	Service Director – dismissal Director – Appeal against dismissal	May be delegated		82.
104.	Approval of MERS applications, redundancy payments, and flexible retirement applications	Director of HR and OD	In consultation with Service Director and management accountant and in accordance with the statutory 'Special Severance Payments' guidance.		83.
104. a	Approval of ill health retirement applications	Director of HR and OD (delegated to the HR Business Partner)			
105.	Employer discretions under the official pension schemes	Director of HR and OD	Delegated to the HR Business Partner		84.
106.	Approval of settlement agreements	Monitoring Officer			85.
107.	Determination of pension appeals IDRPs stage 1	Director of HR and OD			86.

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Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
108.	Meeting the cost of redundancies in schools etc. where the Council is the employer	Service Director, Education and Skills and Learning	In accordance with Finance Procedure rules.		87.
109.	Determination of pension appeals IDRPs stage 2 if necessary	Director of HR and OD	In the event that the IDRPs stage 2 is not determined by the administering authority.		88.
110.	Removed – moved to Community Wellbeing Scheme of Delegation 55.				
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.		Spend must be within available funds and subject to contract procedure rules		91.
Finance					
Council Tax and NNDR Billing					
113.	To raise annual bills and required amendments	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Council Tax/NNDR team (Hoople)	C	92.

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

Directorate scheme of delegation: Corporate Services

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

Directorate scheme of delegation: Corporate Services

Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
126.	Respond to complaints / Freedom of Information requests	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Revenues team leaders / managers (Hoople)	C	105.
Debtors					
127.	Raising invoices for sums due	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Revenues team (Hoople)	O	106.
128.	Effective collection and recording of all monies due to the council	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Revenues team (Hoople)	O	107.
129.	Authorisation of new payment facility	S151 Officer	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	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Jacobs (via Enforcement Officers (Hoople)	O	109.
131.	Process Direct Debit claims/Auddis runs	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Systems team (Hoople)	O	110.

Directorate scheme of delegation: Corporate Services

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

Directorate scheme of delegation: Corporate Services

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

Directorate scheme of delegation: Corporate Services

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

Directorate scheme of delegation: Corporate Services

Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
150.	Prepare HB Subsidy calculations for Council sign off	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Benefits team (Hoople)	C	129.
151.	Maintain the revenues and benefits systems	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Systems team (Hoople)	O	130.
152.	Implement and maintain online digital customer channels	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Benefits/Revenues team (Hoople)	O	131.
Payroll					
153.	Arrangement for the payment of salaries, wages, pensions to current and former employees of the council and members of the council	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Human Resources Service (Hoople)	O	132.
154.	Maintain records for compliance with HMRC and pension reporting	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Human Resources Service (Hoople)	C	133.
155.	Process claims for payment for car allowances, subsistence allowances, travelling & incidental expenses	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Human Resources Service (Hoople)	O	134.

Directorate scheme of delegation: Corporate Services

Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
156.	Process payroll BACS files	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Human Resources staff approved by CFO to hold BACS card Monthly run (Council staff and School staff salaries due on or before 25 th of each month, members allowances due on last working day of the month)	O	135.
157.	Authorise payments to Council (maintained) schools	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Human Resources staff approved by CFO	O	136.
Creditor and Social Care Payments					
158.	Authorisation of payments (general)	S151 Officer, Deputy S151	Delegated and delivered to Hoople 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.

Directorate scheme of delegation: Corporate Services

Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
	Authorisation of HMRC & Pension payments		<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 & 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)	S151 Officer, Deputy S151	<p>Delegated and delivered to Hoople - 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	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Payments Manager (Hoople)	O	139.
161.	Authorising the issue of Procurement cards and determining credit limits	S151 Officer, Deputy S151	Delegated and delivered to Hoople - CFO delegated to Corporate Finance team	O	140.
162.	Process domiciliary care invoices (authorise Abacus payment run)	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Social Care Exchequer Team Leader	O	141.

Directorate scheme of delegation: Corporate Services

Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
163.	Calculate and bill service users for care contributions	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Social Care Exchequer team staff	O	142.
Debt write offs					
164.	Authorisation of debt write off	S151 Officer, 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.
Banking Arrangements					
165.	To approve the opening of new cash/bank imprest account or change to limit	S151 Officer, Deputy S151	Through Corporate Finance team	O	144.
166.	To notify Bank of changes to authorised signatories	S151 Officer, 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 Services

Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
167.	To authorise cheques on behalf of the Council	S151 Officer, 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)	S151 Officer, 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.
Treasury Management					
169.	Investment of surplus funds	S151 Officer, 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	S151 Officer, Deputy S151	Through Corporate Finance team - In accordance with Treasury Management Strategy	O	149.
171.	Authorisation of Bankline payments (e.g. Faster payments / CHAPS)	S151 Officer, Deputy S151	Authorised members of the Finance team - In accordance with Treasury Management Practice Statements	O	150.
Government Grants					

Directorate scheme of delegation: Corporate Services

Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
172.	To accept terms and conditions attached to any Government grants and complete grant returns	S151 Officer, Deputy S151	With authorised members of the Finance team	C	151.
VAT					
173.	To submit VAT returns	S151 Officer, Deputy S151	Through Corporate Finance team Returns required monthly	C	152.
Fixed Assets					
174.	Propose assets to be included in the valuation list	S151 Officer, 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	S151 Officer, Deputy S151		O	154.
Capital and Revenue Budgets					
176.	Propose a revenue budget for the coming year for approval by Council	S151 Officer, 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.

Directorate scheme of delegation: Corporate Services

Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
177.	Propose all capital project additions for the coming year for approval of an amended capital programme by Council	S151 Officer, 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	S151 Officer, Strategic Capital Finance Manager	With finance managers	O	157.
179.	Approval to move revenue budgets between cost centres	S151 Officer, 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	S151 Officer, 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.

Directorate scheme of delegation: Corporate Services

Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
181.	Approval of the movement of Capital Budget between Programme Years	S151 Officer, 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	S151 Officer, Deputy S151	With finance managers	O	161.
183.	Processing journal transfers	S151 Officer, Deputy S151	Approved Finance staff – In accordance with Journal Controls document	O	162.
Insurance					
184.	Responsibility to ensure appropriate insurance arrangements are in place	S151 Officer, Deputy S151	Delegated and delivered to Hoople - delegated to Finance Support Team (Hoople)	O	163.

Directorate scheme of delegation: Corporate Services

Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
185.	Maintain record of all insurances, risks covered, premiums paid and of all self-funded risks and losses paid	S151 Officer, Deputy S151	Delegated and delivered to Hoople - delegated to Finance Support Team (Hoople)	O	164.
Internal Audit					
186.	Arrangement of internal audit activities in accordance with the Accounts & Audit Regulations	S151 Officer, Deputy S151	Through South West Audit Partnership (SWAP)	O	165.
187.	Give assurance on financial and management control systems	S151 Officer, Deputy S151	Through SWAP	O	166.
188.	Undertake Value for Money reviews	S151 Officer, Deputy S151	Through SWAP	O	167.
Financial Procedure Rules					
189.	Maintain continuous review of the Financial Procedure Rules	S151 Officer, Deputy S151	With Finance teams	O	168.

Directorate scheme of delegation: Corporate Services

Reference	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)	Previous Reference
Cash Collection					
190.	Management of cash collection system	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Finance (Hoople)	O	169.
Appointee Services					
191.	Provision of Appointee and Court Deputy service	S151 Officer, Deputy S151	Delegated and delivered to Hoople - Finance (Hoople)	C	170.
Herefordshire Council Website					
192.	Notify web team of changes required to website for Finance areas	S151 Officer, Deputy S151	Finance team leaders/managers	O	171.