

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

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
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
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

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 Centre August 2021 update

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
3.	To implement and lead on actions to support the Communications Strategy	Assistant Director Strategy, Head of Communications		O
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
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
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
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;	With agreement of relevant Directors.	C

Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
		Information Access and Records Manager		
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
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
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
11.	Authorised to conduct searches for subject access requests.	Assistant Director Corporate Support; Information Governance Manager; Head of Information Compliance and		O

Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
		Equality; Information Access and Records Manager.		
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
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
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
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

Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
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
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
18.	Dispose of expired records held at the modern records unit.	Information Governance Manager; Records Officer	In consultation with service lead.	O
19.	Produce annual equality statement in accordance with Equality Act 2010.	Equality Officer	Agreed by Head of Information Compliance and Equality	C
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
Information Technology				
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

Directorate scheme of delegation: Corporate Centre August 2021 update

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22.	Monitor, assess and modify the Service Level Agreement for IT and the IT strategy.	Assistant Director Corporate Support; Technical Project Manager		O
23.	Delivery of the agreed Service Level Agreement for IT activity.	Chief Operating Officer; Head of Applications, Technology & Transformation		O
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
Facilities Management				
25.	Have the authority to manage the day-to-day operation of facilities corporate council buildings.	Facilities and Resource Manager; Facilities Management Supervisor	Designated officer in charge within sites and services within directorates.	O
26.	Set hire charges for corporate buildings.	Facilities and Resource Manager		O
27.	Authorise use of buildings in the event of an emergency and particular circumstances, including opening and closing sites.	Head of Corporate Services; Facilities and Resource Manager	Ensure communication of decisions.	O
28.	Ensure the security of buildings.	Facilities and Resources Manager; Facilities Management Supervisor; Custodians		O

Directorate scheme of delegation: Corporate Centre August 2021 update

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29.	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.	Facilities and Resource Manager; Custodians; site and service managers; receptionists; heads of service; directors; assistant directors.	Also contracted providers at sites where the designation is made via contract service or role profiles.	O
Elections and Civic Duties				
30.	Section 52(2), Representation of the People Act 1983, Section 52(3), Representation of the People Act 1983	Head of Corporate Support		O
31.	Section 28(5), of Representation of the People Act 1983	Electoral Services Manager; Solicitor to the Council		O
32.	Section 35(4), Representation of the People Act 1983	Electoral Services Manager, Solicitor to the Council		O
33.	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
34.	Section 35(4), Representation of the People Act 1983	Electoral Services Manager, Solicitor to the Council		O

Directorate scheme of delegation: Corporate Centre August 2021 update

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35.	Deputy Electoral Registration Officer	Assistant Director Corporate Support; Head of Information Compliance and Equality		
36.	Provide contact and duties on behalf of the Lord HM Lord-Lieutenant	Civic Liaison Officers		O
Procurement				
37.	Issuing procurement tenders; receive supplier bids; issue contract award notices.	Commercial Services Manager; Commercial Manager; Procurement officers	Working with service leads	O
38.	Update, amend and publish the contracts register.	Commercial Services Manager; Commercial Manager; Procurement officers	Working with service leads	O
Democratic Services				
39.	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
40.	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
41.	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

Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)
42.	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
43.	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	
44.	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
45.	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
46.	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

Directorate scheme of delegation: Corporate Centre August 2021 update

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47.	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
48.	Signing of ward councillors' declaration of interest forms	Democratic services officer (who deals with code of conduct complaints)		O
49.	Signing register of parish and town councillors declarations of interest forms	Democratic services officers		
50.	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 solicitor in legal services dealing with matter.	O
51.	Recruitment of panel members to Independent remuneration panel	Democratic services manager		

Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)
Legal Services				
52.	To issue, defend, settle or take part in any legal proceedings on the council's behalf	Interim head of legal services, Deputy solicitors, Senior Commercial, Property Solicitor, Senior Planning Highways and Regeneration Lawyer, Adults Litigation Lawyer, Litigation and Employment Solicitor, Senior Children's Solicitor, Children's solicitor, Children's lawyer, Litigation and Education Lawyer, Senior Solicitor Major Projects	(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	
53.	Exemption to contract procedure rules	Solicitor to the Council, Deputy Solicitors, Interim Head of Legal Services, Contracts Solicitor Lawyer, Senior Solicitor Major Projects		
54.	Affixing the council seal	Solicitor to the council, Head of Legal Services, Deputy solicitors, Senior Commercial Property Solicitor, Senior Planning Highways and Regeneration Lawyer, Senior Children's Solicitor, Senior Solicitor Major Projects		

Directorate scheme of delegation: Corporate Centre August 2021 update

55.	Determination of code of conduct complaints	Monitoring officer, deputy monitoring officer, Deputy to the solicitor to the council Senior lawyer		
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Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
Human Resources				
56.	Approval of HR, Health & Safety, business continuity and emergency planning policies	Head of paid service	In consultation with employment panel	
57.	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	
58.	Application of HR and Health & Safety policies and procedures	Line manager		
59.	Approval of the carryover of annual leave	Line manager		
60.	Approval of expenses and travel claims	Line manager	Self-authorisation up to £100	
61.	Approval of time off for trade union duties	Line manager		
62.	Approval of special leave	Line manager		
63.	Suspension of an employee	Line manager	With advice from HR at the earliest opportunity.	
64.	Approval of additional leave with or without pay	Line manager		

Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
65.	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.	
66.	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.	
67.	Approval of post re-evaluation where the grade is likely to increase	Assistant Director		
68.	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.	
69.	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.	

Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
70.	Approval of additional increments within the current pay scale	Assistant Director	Taking into account recommendation from Assistant Director, People	
71.	Approval of increased working hours	Line manager (authorised signatory against budget)	In accordance with any additional directorate based processes such as approval at DMT	
72.	Changing the duties and responsibilities of jobs and submitting them for job evaluation	Assistant Director		
73.	Grading Single Status jobs	Job evaluation panel or trained job evaluator in line with job evaluation Scheme		
74.	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		
75.	Grading of Hay posts	Job evaluation panel or trained job evaluator in line with job evaluation scheme		
76.	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	
77.	Approval of revised staffing structures	Authorised signatory to budget	In consultation with management accountant	

Directorate scheme of delegation: Corporate Centre August 2021 update

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78.	Approval of relocation expenses	Assistant Director	In accordance with Finance Procedure rules.	
79.	Approval of career breaks	Assistant Director		
80.	Determination of employee grievances	Line manager – stage 1 Manager – stage 1 appeal / stage 2 Assistant Director – stage 2 appeal		
81.	Dismissal on grounds of capability / conduct / some other substantial reason	Assistant director, or manager if devolved		
82.	Dismissal on grounds of redundancy	Assistant Director – dismissal Director – Appeal against dismissal	May be devolved	
83.	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	
84.	Employer discretions under the official pension schemes	Assistant Director for People	Taking account of recommendation from S151 officer	
85.	Approval of settlement agreements	Monitoring Officer		
86.	Determination of pension appeals IDR stage 1	Assistant Director for People		

Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
87.	Meeting the cost of redundancies in schools etc. where the Council is the employer	Director	In accordance with Finance Procedure rules.	
88.	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.	
89.	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.	
90.	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		
91.	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	

Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)
Finance				
Council Tax & NNDR Billing				
92.	To raise annual bills and required amendments	CFO, Deputy S151	Through Hoople SLA - Council Tax/NNDR team (Hoople)	C
93.	To send reminders/summons as required	CFO, Deputy S151	Through Hoople SLA - Council Tax/NNDR and Recovery team (Hoople)	C
94.	To commence recovery procedures as required for outstanding debts	CFO, Deputy S151	Through Hoople SLA - Recovery team (Hoople)	C
95.	Debt Collection enforcement arrangements for Council Tax/NNDR	CFO, Deputy S151	Through Hoople SLA - Bristow & Sutor (via Enforcement Officers (Hoople)	C
96.	Process Council Tax/NNDR refunds	CFO, Deputy S151	Through Hoople SLA - Council Tax/NNDR and Systems team (Hoople)	C
97.	Represent the Council at Magistrates Court/Valuation Tribunals	CFO, Deputy S151	Through Hoople SLA - Recovery/Revenues team (Hoople)	C
98.	Liaise with Valuation Office to maintain accurate banding of properties	CFO, Deputy S151	Through Hoople SLA - Council Tax/NNDR team (Hoople)	C
99.	Prepare annual business rates briefing for consultation	CFO, Deputy S151	Through Hoople SLA - Council Tax/NNDR team (Hoople)	C

Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
100.	Determine entitlement to reliefs/discounts	CFO, Deputy S151	Through Hoople SLA - Council Tax/NNDR team (Hoople)	C
101.	Submission of Government returns	CFO, Deputy S151	Through Hoople SLA - Revenues team (Hoople)	C
102.	To approve Council Tax hardship applications	CFO, Deputy S151	Through Hoople SLA - Council Tax/NNDR team (Hoople)	C
103.	Process Direct Debit claims/Auddis runs	CFO, Deputy S151	Through Hoople SLA - Systems team (Hoople)	C
104.	Conduct periodic visits to properties to ensure revenue is maximised	CFO, Deputy S151	Through Hoople SLA - Council Tax/NNDR team (Hoople)	O
105.	Respond to complaints / Freedom of Information requests	CFO, Deputy S151	Through Hoople SLA - Revenues team leaders / managers (Hoople)	C
Debtors				
106.	Raising invoices for sums due	CFO, Deputy S151	Through Hoople SLA - Revenues team (Hoople)	O
107.	Effective collection and recording of all monies due to the council	CFO, Deputy S151	Through Hoople SLA - Revenues team (Hoople)	O
108.	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

Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
109.	Debt Collection enforcement arrangements for car park debts	CFO, Deputy S151	Through Hoople SLA - Jacobs (via Enforcement Officers (Hoople))	O
110.	Process Direct Debit claims/Auddis runs	CFO, Deputy S151	Through Hoople SLA - Systems team (Hoople)	O
111.	Respond to complaints / Freedom of Information requests	CFO, Deputy S151	Through Hoople SLA - Revenues team leaders / managers (Hoople)	C
112.	Represent the Council at County Court	CFO, Deputy S151	Through Hoople SLA - Revenues team (Hoople)	C
113.	Liaise with the Department for Work & Pensions (DWP)	CFO, Deputy S151	Through Hoople SLA - Revenues team (Hoople)	C
Housing & Council Tax Benefits				
114.	Process housing and council tax benefit applications	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C
115.	Process change of circumstances	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C
116.	Process Benefits payment runs	CFO, Deputy S151	Through Hoople SLA - Systems staff approved by CFO to hold BACS card Weekly payment run	C
117.	Administer the Discretionary Housing Payments scheme (DHP)	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C

Directorate scheme of delegation: Corporate Centre August 2021 update

118.	Recovery of benefit overpayments	CFO, Deputy S151	Through Hoople SLA - Benefits/Revenues team (Hoople)	C
119.	Determine entitlement to Free School Meals	CFO, Deputy S151	Through Hoople SLA - Quality team (Hoople)	C
120.	Complete the DWP data matching requirements	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C
121.	Carry out quality and controls checks	CFO, Deputy S151	Through Hoople SLA - Quality team (Hoople)	O
122.	Administer DWP initiatives (VEP/RTI etc.)	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C
123.	Manage CIS/TUO access and process the data	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	O
124.	Administer CTR Discretionary payment scheme	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C
125.	Represent the Council at appeal tribunals	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C
126.	Respond to complaints / Freedom of Information requests	CFO, Deputy S151	Through Hoople SLA - Benefits team leaders / managers (Hoople)	C
127.	Submission of data to external parties e.g. HMRC/DWP(SHBE)	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C

Directorate scheme of delegation: Corporate Centre August 2021 update

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128.	Fraud/NFI completion	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C
129.	Prepare HB Subsidy calculations for Council sign off	CFO, Deputy S151	Through Hoople SLA - Benefits team (Hoople)	C
130.	Maintain the revenues and benefits systems	CFO, Deputy S151	Through Hoople SLA - Systems team (Hoople)	O
131.	Implement and maintain online digital customer channels	CFO, Deputy S151	Through Hoople SLA - Benefits/Revenues team (Hoople)	O
Payroll				
132.	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
133.	Maintain records for compliance with HMRC and pension reporting	CFO, Deputy S151	Through Hoople SLA - Human Resources Service (Hoople)	C
134.	Process claims for payment for car allowances, subsistence allowances, travelling & incidental expenses	CFO, Deputy S151	Through Hoople SLA - Human Resources Service (Hoople)	O
135.	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 th of each month, members allowances due on last working day of the month)	O

Directorate scheme of delegation: Corporate Centre August 2021 update

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136.	Authorise payments to Council (maintained) schools	CFO, Deputy S151	Through Hoople SLA - Human Resources staff approved by CFO	O
Creditor & Social Care Payments				
137.	Authorisation of payments (general)	CFO, Deputy S151	<p>Through Hoople SLA</p> <p>Officers (including Hoople Finance Staff) as agreed by the Director may authorise payments up to £25,000</p> <p>Managers who report to Heads of Service may authorise payments up to £100,000</p> <p>Heads of Service (who report directly to Assistant Directors) may authorise payments up to £250,000</p> <p>Assistant Directors (as defined by assistant director pay grade) may authorise payments up to £500,000</p> <p>Assistant Directors (as defined by assistant director pay grade) to authorised payments in excess of £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>	O
	Authorisation of HMRC & Pension payments	CFO, Deputy S151		

Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is ¹	Who may carry it out ²	Any constraints/comments ³	Decision (E/C/O ⁴)
138.	Payment of invoices and processing BACS/cheque payment runs (through Business World, linking to relevant feeder systems such as FrameWork-I)	CFO, Deputy S151	Through Hoople SLA - Payments team staff approved by CFO to hold BACS card Council's policy is to pay all invoices within 30 days of invoice date	O
139.	Process regular periodical payments	CFO, Deputy S151	Through Hoople SLA - Payments Manager (Hoople)	O
140.	Authorising the issue of Procurement cards and determining credit limits	CFO, Deputy S151	Through Hoople SLA - CFO delegated to Corporate Finance team	O
141.	Process domiciliary care invoices (authorise Abacus payment run)	CFO, Deputy S151	Through Hoople SLA - Social Care Exchequer Team Leader	O
142.	Calculate and bill service users for care contributions	CFO, Deputy S151	Through Hoople SLA - Social Care Exchequer team staff	O
Debt write offs				
143.	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

Directorate scheme of delegation: Corporate Centre August 2021 update

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Banking Arrangements				
144.	To approve the opening of new cash/bank imprest account or change to limit	CFO, Deputy S151	Through Corporate Finance team	O
145.	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
146.	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.	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
Treasury Management				
147.	Investment of surplus funds	CFO, Deputy S151	Through Corporate Finance team - In accordance with Treasury Management Strategy	O
149.	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
150.	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

Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
Government Grants				
151.	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
VAT				
152.	To submit VAT returns	CFO, Deputy S151	Through Corporate Finance team Returns required monthly	C
Fixed Assets				
153.	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
154.	Produce an asset management plan for approval by Council as part of the Capital Strategy	CFO, Deputy S151		O
Capital & Revenue budgets				
155.	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
156.	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
157.	Produce and maintain a Capital Strategy for approval by Council	CFO, Strategic Capital Finance Manager	With finance managers	O

Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
158.	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
159.	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
160.	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</p>	O

Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
			subsequently reported to the Management Board	
161.	Authorisation for the carry forward of under or overspends	CFO, Deputy S151	With finance managers	O
162.	Processing journal transfers	CFO, Deputy S151	Approved Finance staff - In accordance with Journal Controls document	O
Insurance				
163.	Responsibility to ensure appropriate insurance arrangements are in place	CFO, Deputy S151	Through Hoople SLA - delegated to Finance Support Team (Hoople)	O
164.	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
Internal Audit				
165.	Arrangement of internal audit activities in accordance with the Accounts & Audit Regulations	CFO, Deputy S151	Through South West Audit Partnership (SWAP)	O
166.	Give assurance on financial and management control systems	CFO, Deputy S151	Through SWAP	O
167.	Undertake Value for Money reviews	CFO, Deputy S151	Through SWAP	O
Financial Procedure Rules				
168.	Maintain continuous review of the Financial Procedure Rules	CFO, Deputy S151	With Finance teams	O

Directorate scheme of delegation: Corporate Centre August 2021 update

	What the function/power is¹	Who may carry it out²	Any constraints/comments³	Decision (E/C/O⁴)
Cash Collection				
169.	Management of cash collection system	CFO, Deputy S151	Through Hoople SLA - Finance (Hoople)	O
Appointee Services				
170.	Provision of Appointee and Court Deputy service	CFO, Deputy S151	Through Hoople SLA - Finance (Hoople)	C
Herefordshire Council Website				
171.	Notify web team of changes required to website for Finance areas	CFO, Deputy S151	Finance team leaders/managers	O

Directorate scheme of delegation: Corporate Centre August 2021 update