

## **Additions for Scheme of Delegations**

### **1. General Rules**

#### ***Application & Scope***

- 1.1. In this Scheme, the term “officer” or “officers” includes all permanent, contract and temporary staff working for the Council. Officers will have the delegated powers of the post they are undertaking, including posts held under any interim, acting up or deputising arrangements.
- 2.1. Unless stated, all financial limits in this Scheme:
- 2.1.1. include any expenditure up to and including the figure stated *and*
- 2.1.2. where no figure is stated, the Key Decision Thresholds will apply by default
- 2.3. All powers delegated to an officer will apply to all services and functions within their direct line management or responsibility, except where expressly stated and the terms “directorate”, “service”, “division”, “team” or “business unit” shall be interpreted to include such services and functions under the officer.

#### ***Discharge of Delegations by Senior Officers***

- 2.4. Where a function or power falls to be discharged by an officer, a more senior post holder in the Directorate, Division or Service may also discharge that function or power, unless the officer has been expressly prohibited from doing so.

#### ***Successor Posts and Legislative or Constitutional Powers***

- 2.5. Subject to any specific restriction in writing, a function or power which may be discharged by an officer with delegated powers or an authorised Officer, may also be discharged by any person who holds a post which is a successor post to that of the original post with delegated powers or the authorised Officer following any reorganisation, restructure or similar process
- 2.6. Any reference in this Scheme to any legislation or to any Council procedure or rule shall be deemed to include a reference to any successor legislation, procedure, rule or constitutional provision (as the case may be) as may be introduced or enacted by way of substitution, revision or amendment or by Council agreement.

General Management Delegation to Officers	
Designated Level of Authority	Posts
1	Chief Executive, Executive Directors
2	Directors and officers reporting to tier 1 posts (excluding officers in support/clerical roles)
3	Heads of Service and officers reporting to tier 2 posts (excluding administrative or clerical posts)
4	Officers reporting to tier 3 posts(excluding administrative or clerical posts)

COUNCIL FUNCTION	OFFICER LEVEL OF AUTHORITY & POWERS <i>All thresholds include decisions up to the value stated</i>				SOURCES (where relevant) & GUIDANCE
	1	2	3	4	

GENERAL MANAGEMENT POWERS						
1.	To make all significant operational decisions as to the discharge of functions and powers of services under their management	X	X	X		s.101 LGA 1972 s.9E LGA 2000  Significant includes major changes/interruptions to services, no budget is available,

						politically controversial, risk of reputational damage.
2.	To undertake day to day management and non-significant operational decisions relating to those services and staff under their management.			X	X	
3.	To manage and respond to members of the public *non-serious complaints about the staff and the services under their management.  To manage and respond to members of staff *non-serious complaints under their management.				X  X	*Not significant in terms of impact and not requiring or meriting deep reflection/investigation.  Subject to referring to the Corporate Complaints System where required.
4.	To manage and respond to members of the public complaints about the staff and the services under their management, that does not fall within 3 above, and where escalation is considered appropriate.  To manage and respond to members of staff complaints under their management.	X	X	X	X	Subject to referring to the Corporate Complaints System where required
5.	To manage and respond to member complaints about the staff or the services under their management.	X	X	X		Subject to escalation request by member or Level 1/2 Manager.
6	To make minor variations to decisions of the Executive, where such variation is calculated to facilitate or induce implementation of the Executive decision. Subject to consultation with the CFO and relevant Portfolio holder and the cumulative effect of a number of changes making the decision significantly/substantially different to	X	X			Minor in the context of the impact of the decision & financial

	the original decision or a significant changes in circumstances.					implications.
7.	In addition to any of their general and/or specific delegated functions set out in this Scheme or in the Constitution, to make all decisions which are calculated to facilitate, or are conducive or incidental to the discharge of such delegated functions.	X	X	X	X	s.101 LGA 1972 s.9E LGA 2000
8.	<p>To make ex gratia payments on a without admission of liability and on a without prejudice basis, to the limits set below.</p> <p>£10,000* £5,000 £2,500 £250</p> <p>(Unlimited for the Chief Executive, in consultation with the CFO and Leader)</p>	X	X	X	X	Subject to identified funding being available.
8.	<p>To authorise or delegate to Officers under his/her management (or with the agreement of the Chief Executive any other Council Officer not under their management) to perform any or all of their functions and powers set out in this Scheme of Delegations.</p> <p><b>NB</b> Any onward authorisation/delegation of powers must be made in writing by way of a written Directorate Scheme of Delegation, as required by the Constitution or, where for reasons of urgency, in writing copied to the Monitoring Officer.</p>	X	X	X		s.101 LGA 1972 s.9E LGA 2000



