



**SCHEME OF OFFICER AUTHORISATIONS  
MADE PURSUANT TO PARAGRAPH 3.4.2 OF PART 3 OF THE CONSTITUTION  
WITHIN THE PORTFOLIO OF  
THE EXECUTIVE DIRECTOR RESOURCE SERVICES**

**March 2011**

|                     |                                  |
|---------------------|----------------------------------|
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## **Purpose**

To set out the authorisations to officers to act on behalf of officers with delegated powers from the Council's Executive and Council bodies within the Resources Service.

## **Related Policies and Documents**

All parts of the Officers scheme of delegation  
Resources Service Schemes of Delegations

## **Who is governed by this policy?**

The scheme of authorisation will apply to all permanent, contract and temporary staff working for the Council.

## **Executive Summary**

The Executive Director for Resource Services and the Divisional Directors within the Resource Services have been delegated by the Executive or the Council (as appropriate) each of the functions listed within this scheme of authorisation unless a specific restriction is stated. Those listed below are authorised by the officers with delegated powers to carry out the powers on their behalf. This list may be updated by the officers with delegated powers wishing to authorise others to exercise them on their behalf under the provisions of paragraph 3.4.2 of Part 3 of the constitution. Any revisions must be submitted to the Council's monitoring officers within 28 days of the authorisation being approved.

All authorised officers are required to consult local ward councillors and community lead councillors if the decision has a direct impact on a local community. Please consult Democratic Services for advice. In addition, please be aware that at the very least local ward councillors should be kept aware of any decision made and implemented under delegated powers that affects members of the community in their ward.

All officers authorised to exercise functions on behalf of officers with delegated functions are required to do so in compliance with the law, the Council's Constitution, its Procurement Code, Financial Regulations and other relevant policies and procedures.

| <b>Number</b>               | <b>Function</b>   | <b>Authorised Post</b>   |
|-----------------------------|---|--|
| <b>Financial Management</b> |   |  |
| EDR1.                       | Maintaining financial regulations   | No authorisation to any officer other than Executive Director or Divisional Director Finance |
| EDR2.                       | Making amendments to risk management policy and strategy with appropriate consultation with Audit Board.  | Strategic Finance Manager (Central Finance)<br>Corporate Risk Manager                        |
| EDR3.                       | Making appropriate arrangements for the use of banking services including accounts held jointly with others   | No authorisation to any officer other than Executive Director or Divisional Director Finance |
| EDR4.                       | Making provision for insurance in respect of the Council's functions, premises, property, employees, Members and third parties including self insurance   | Insurance and Treasury Manager   |
| EDR5.                       | Dealing with any claims against the Council where the losses are so insured including those below any excess and approve any settlements or other action in respect of such claims  | Strategic Financial Advisor (Central Finance)<br>Corporate Risk Manager                      |
| EDR6.                       | Preparing, proposing, and implementing a treasury management policy statement, annual strategies (including an annual investment strategy) and plan for the year ahead and report at year close (for approval by Cabinet and Full Council). | No authorisation to any officer other than Executive Director or Divisional Director Finance |
| EDR7.                       | Spending and maintaining reserves in accordance with prudential finance strategies  | No authorisation to any officer other than Executive Director or Divisional Director Finance |

| <b>Number</b> | <b>Function</b>  | <b>Authorised Post</b>  |
|---------------|--|---|
| EDR8.         | Borrowing, investing or lending money on behalf of the Authority in accordance with the Treasury Management Policy Statement, any borrowing limits and the Prudential Code. Including raising, varying, repaying loans, taking overdrafts, bonds and stock and arranging for investment of funds   | Strategic Finance Advisor (Central Finance)   |
| EDR9.         | Approving all loans or other financial assistance to Housing Associations/Register Social Landlords and fixing interest rates under the Housing Act in respect of any such advances  | No authorisation to any officer other than Executive Director or Divisional Director Finance  |
| EDR10.        | Maintaining relevant statutory accounts and registers in respect of the Council's financial arrangements including the maintenance of relevant separate accounts (capital and revenue) and any register of loans or loan investments   | No authorisation to any officer other than Executive Director or Divisional Director Finance  |
| EDR11.        | Suspending financial delegation to any school where there is a failure to comply with requirements of Financial Management under the School Standards and Framework Act 1992 (Section 51). (See also CYPS Scheme of Delegation)  | No authorisation to any officer other than Executive Director, Divisional Director Finance or Executive Director Children & Young People's Services                                     |
| EDR12.        | Applying for any subsidy due to the Council  | Strategic Finance Advisors  |
| EDR13.        | Approving any incentive schemes in respect of management of the Council's housing stock including incentives for under occupation. (See also ED Environment's Scheme of Delegation)  | No authorisation to any officer other than Executive Director, Divisional Director of Finance<br>Executive Director of Environment<br>Divisional Director Housing and Public Protection |
| EDR14.        | Giving instructions to debt collection agencies, issuing legal proceedings, applying for attachment of earnings orders, charging orders, bankruptcy and any other relevant enforcement action to recover any debt including attending creditors meetings, co-operating with administrators, trustees in bankruptcy, liquidators, receivers and exceeding powers to | Divisional Director of Council Tax and Benefits<br>Revenues Manager<br>Revenues Development Manager   |

| Number | Function  | Authorised Post   |
|--------|---|---|
|        | seek administration, bankruptcy or liquidation in relation to debts owed to the Council. (see also Executive Director Customer Services, Regeneration and Part 3 Schemes of Delegation)   | <p style="text-align: center;">Revenues Team Leaders<br/> Revenues Officers<br/> Council Tax and Benefits Managers and Officers<br/> Divisional Director of Property Services<br/> Divisional Director for Legal Services<br/> Deputy Head of Legal Services<br/> Principal Lawyers<br/> Senior Lawyers<br/> Assistant Lawyers</p>  |
| EDR15. | Serving statutory demands, placing and enforcing charges, recovering interest and expenses, appointing receivers, collecting interest and expenses in connection with any debt owed to the Council (see also Executive Director Customer Services, Regeneration and Part 3 Schemes of Delegation) | <p style="text-align: center;">Divisional Director of Council Tax and Benefits<br/> Revenues Manager<br/> Revenues Development Manager<br/> Revenues Team Leaders<br/> Revenues Officers<br/> Council Tax and Benefits Managers and Officers<br/> Divisional Director of Property Services<br/> Divisional Director for Legal Services<br/> Deputy Head of Legal Services<br/> Principal Lawyers<br/> Senior Lawyers<br/> Assistant Lawyers</p> |
| EDR16. | To exercise the Council's discretion to release information where statutorily permitted to do so in respect of any debt owed to the Council (see also Executive Director Customer Services, Regeneration and Part 3 Schemes of Delegation)  | <p style="text-align: center;">Divisional Director of Council Tax and Benefits<br/> Revenues Manager<br/> Revenues Development Manager<br/> Revenues Team Leaders<br/> Revenues Officers<br/> Council Tax and Benefits Managers and Officers<br/> Divisional Director of Property Services</p>  |

| Number                      | Function  | Authorised Post  |
|-----------------------------|---|--|
|                             |   | Divisional Director for Legal Services<br>Deputy Head of Legal Services<br>Principal Lawyers<br>Senior Lawyers<br>Assistant Lawyers<br>Head of Democratic Services<br>Head of Information Governance |
| EDR17.                      | Agreeing any apportionment in respect of the expenses of the Coroners Service under the Coroners Act 1988   | No authorisation to any officer other than Executive Director or Divisional Director Finance   |
| EDR18.                      | Pay any expenses incurred by Electoral Registration Officer   | No authorisation to any officer other than Executive Director or Divisional Director Finance   |
| <b>Council Tax and NNDR</b> |   |  |
| EDR19.                      | Calculating the Council Tax Base and keeping on deposit a copy of the valuation list.   | No authorisation to any officer other than Executive Director of Resources   |
| EDR20.                      | Levying and collecting Council Tax in respect of dwellings in the Council's area under the Local Government Finance Act 1992 (see also the Executive Director Customer Services Scheme of Delegation) | Divisional Director of Council Tax and Benefits<br>Revenues Manager<br>Revenues Development Manager<br>Revenues Team Leader<br>Revenues Officer<br>Council Tax and Benefits Managers and Officers    |

| Number | Function  | Authorised Post   |
|--------|---|---|
| EDR21. | Issuing proceedings in respect of the collection of Council Tax, appearing for the Council in any proceedings and taking any necessary action to recover unpaid sums due including bankruptcy (see also Executive Director Customer Services, Regeneration) | <p style="text-align: center;">Divisional Director of Finance<br/> Divisional Director of Council Tax and Benefits<br/> Revenues Manager<br/> Revenues Development Manager<br/> Revenues Team Leader<br/> Revenues Officers<br/> Council Tax and Benefits Managers and Officers</p> |
| EDR22. | Power to levy discretionary discounts under Section 13A of the Local Government Finance Act 1992  | No authorisation to any officer other than Executive Director or Divisional Director Finance  |
|        | To prepare, deposit, alter and give notice of any adopted non-domestic rating list under the Local Government Finance Act 1988  | No authorisation to any officer other than Executive Director or Divisional Director Finance  |
|        | The administration, collection and recovery of non-domestic rates and exercise of powers and duties under Local Government Finance Act 1988   | <p style="text-align: center;">Revenues Manager<br/> Revenues Development Manager<br/> Revenue Team Leaders<br/> Revenue Officers</p>   |
|        | Reducing or remitting any non-domestic rates payable under Sections 43 or 45 of the 1988 Act in cases of hardship or where it is reasonable to do so having regard to the relevant factors and interests  | No authorisation to any officer other than Executive Director or Divisional Director Finance  |
|        | Determining chargeable amounts payable by charities, non-profit making bodies, recreational clubs and societies and the exercise of any discretionary relief.   | Executive Director of Resources or Divisional Director of Finance in accordance with the Council's policy or  |

| Number                          | Function   | Authorised Post   |
|---------------------------------|--|---|
|                                 |  | scheme. No other officer authorisations   |
|                                 | Exercise of the Council's functions in relation to any Business Improvement District under the Local Government Act 2000   | No authorisation to any officer other than Executive Director or Divisional Director Finance                                      |
| <b>Internal Audit and Fraud</b> |  |   |
|                                 | Proposing, adopting, implementing, and monitoring policies to tackle fraud including but not limited to Fraud Policy, Fraud Response Plan and Fraud Prosecution Policy, Annual and Strategic Internal Audit Plans, money laundering. Includes any relevant consultation with the Executive, Audit Board or Standards Committee | Chief Internal Auditor<br>Senior Audit Manager  |
|                                 | Exercising the Authority's functions and powers to administer cautions and administrative penalties with regard to benefit offences under the Social Security Fraud Act 2001.  | Chief Internal Auditor<br>Fraud Manager<br>Manager and Officers of the Counter Fraud Team   |
|                                 | Acting as Council's reporting officer to the National Criminal Intelligence Service under the Proceeds of Crime Act.   | Chief Internal Auditor<br>Chief Internal Auditor<br>Fraud Manager   |
|                                 | Authorising a prosecution for fraud by an employee or third party in accordance with the Fraud Prosecution Policy.   | Chief Internal Auditor<br>Fraud Manager<br>(for staff this must be agreed by Head of Services or Executive Director of Resources) |
|                                 | Applying for communications Data in accordance with the powers conferred by the Social Security Fraud Act 2001   | Such Officers as are authorised by the Executive Director of Resources for these purposes. This is the Chief Internal Auditor     |

| Number          | Function  | Authorised Post   |
|-----------------|---|---|
|                 |   | Fraud Manager   |
| <b>Pensions</b> |   |   |
|                 | All Decisions relating to the administration of the Superannuation Fund, crediting contributions, dividends and interest and realising and making investments, providing notices to members, arranging for periodical valuations, actuarial certificates and keeping audited accounts | Executive Director of Resources in accordance with the overall policy agreed by the Investment Committee within the requirements of the Local Government Pension Scheme Regulations 1997. No other officer authorisations |
|                 | To exercise all powers and duties of the Council as an employer in respect of contracted-out persons under the Pensions Schemes Act 1993 (See also Chief Executive's scheme of delegation)  | Chief Executive<br>Executive Director of Resources<br>No other officer authorisations   |
|                 | To make payments of remuneration or pension payable to an officer or pensioner of the Council, specified dependants or release permitted sums under the Local Government Act 1972 Sections 118 or 119. (See also Chief Executive's Scheme of Delegation)                              | Chief Executive<br>Executive Director of Resources<br>No other officer authorisations   |
|                 | Approval of any discretionary payments permitted by the Superannuation Act 1972. (See also delegation CE25 in the Chief Executive's Scheme of Delegation)   | No authorisation to any officer other than Executive Director or Divisional Director Finance  |
|                 | Administration of Discretionary Pension powers. (See also delegation CE26 in the Chief Executive's Scheme of Delegation)  | No authorisation to any officer other than Chief Executive, Executive Director of Resources or Divisional Director Finance  |
|                 | Approving any gratuity scheme for part-time workers who were not eligible to join the Superannuation Scheme in consultation with Head of HR and NEB. (See also delegation CE27 in the Chief Executive's Scheme of Delegation)   | Chief Executive<br>Executive Director of Resources<br>No other officer authorisations   |

| Number                 | Function   | Authorised Post  |
|------------------------|--|--|
|                        | To agree early retirements granted by any school governing body with delegated powers to do so and to make discretionary severance payments in accordance with regulations and guidelines for making such payments to non school based staff. (See the CYPS Scheme of Delegation)  | Executive Director Children and Young People's Services or the Divisional Director of Learning and Schools Services in consultation with Divisional Director Finance |
|                        | To exercise and perform any powers and duties under The Welfare Reform and Pensions Act 1999 which fall to be exercised or performed by the Council by virtue of its being an employer (powers and duties relating to stakeholder pensions). (See also delegation CE29 in the Chief Executive's Scheme of Delegation)  | Chief Executive<br>Executive Director of Resources<br>No other officer authorisations  |
|                        | Apply to Secretary of State for a forfeiture certificate under S111 of the Local Government Pension Scheme Regulations (as amended) (see also delegation CE28 in the Chief Executive's Scheme of Delegation).  | No authorisation to any officer other than to the Chief Executive, Executive Director of Resources or Divisional Director Finance                                    |
|                        | Determining any appeal against the terminations set out in the Superannuation Regulations 1972 in the absence of the Chief Executive or where the Chief Executive is unable to make the decision or otherwise requests that the Executive Director of Resources deal with the appeal.  | Executive Director of Resources<br>No other officer authorisations   |
| <b>Human Resources</b> |  |  |
|                        | Agreeing policies and procedures for recruitment, retention, change/reorganisation, redundancy, redeployment, absence, capability, conduct, Terms and Conditions of Employment, including dismissal of staff under Section 112 of the Local Government Act 1972 in consultation with Head of Paid Service and NEB where appropriate. (See also the Chief Executive's Scheme of Delegation) | Deputy Divisional Directors HR in consultation with the Chief Executive  |
|                        | Approval of staffing related Corporate policies and procedures not otherwise referred to in delegation EDR49 [where those are not specifically reserved to the Mayor in his Scheme of Delegation or where they affect the terms and conditions of staff and would be a non executive matter] including Health and Safety arrangements in consultation with NEB where                       | Deputy Divisional Directors HR in  |

| <b>Number</b> | <b>Function</b>   | <b>Authorised Post</b>  |
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|               | appropriate and Head of Paid Service. (See also the Chief Executive's Scheme of Delegation)   | consultation with the Chief Executive   |
|               | Evaluating job descriptions and approving changes to job grading and issuing statements of particulars to all staff. (See also the Chief Executive's Scheme of Delegation)  | Deputy Divisional Directors HR<br>HR Business Partners<br>HR Consultants  |
|               | Designing and implementing job application forms and criteria. (See also the Chief Executive's Scheme of Delegation)  | Deputy Divisional Directors HR<br>Assistant Head of HR (Resourcing)<br>HR Business Partners<br>HR Consultants               |
|               | Comply with and exercise powers and duties of the Authority as an employer under the Transfer of Undertakings (TUPE) Regulations.   | Deputy Divisional Directors HR<br>HR Business Partners<br>HR Consultants  |
|               | Appointing or engaging trainers to facilitate the Council's corporate training scheme and managing the corporate management training programme in compliance with relevant procurement rules  | Deputy Divisional Directors HR<br>Assistant Head of HR – Learning and Development<br>HR Business Partners<br>HR Consultants |
|               | Consulting with recognised Trades Unions and in particular in respect of redundancies under the Trade Union and Labour Relations (Consolidation) Act 1992, s.188 including giving all appropriate notices.  | Deputy Divisional Directors for HR<br>HR Business Partners<br>HR Managers/Consultants                                       |
|               | Complying with, exercising and performing powers and functions of the Authority as an employer under the Trade Union and Labour Relations (Consolidation) Act 1992  | Deputy Divisional Directors of HR<br>HR Business Partners<br>Relevant Assistant Heads of HR<br>HR Consultants               |
|               | Giving notice of redundancy, make redundancy payments, serve counter notices and written statements of redundancy calculations under ERA 1996 Sections 135, 143, 149 and 165 (save that any pension payments payable shall be subject to the relevant pensions decisions) | Deputy Divisional Directors for HR<br>HR Business Partners  |

| <b>Number</b> | <b>Function</b>   | <b>Authorised Post</b>  |
|---------------|---|---|
|               | as provided for elsewhere in the Scheme of Delegation).   | HR Consultants  |
|               | In a redundancy situation, consideration of the suitability of alternative employment and the impact on redundancy pay of an employee's rejection of the alternative role and reasons for refusal   | Deputy Divisional Directors for HR<br>HR Business Partners<br>HR Consultants  |
|               | In a redundancy situation, deciding to end the trial period for potential suitable alternative employment before the end of the normal four weeks or not to confirm the employee in post at the end of the trial period.  | Deputy Divisional Directors for HR<br>HR Business Partners<br>HR Managers/Consultants   |
|               | Exercising any powers in respect of statutory sick, parental, incapacity or industrial injuries pay under The Social Security Administration Act 1992, Social Security Contributions and Benefits Act 1982 or in relation to the reserve forces under the Reserve Forces (Safeguard of Employment) Act 1985 and Reserve Forces Act 1996.          | Deputy Divisional Directors for HR<br>HR Business Partners<br>HR Consultants  |
|               | Adjusting payment to officers, implementing binding decisions of national negotiating bodies and implementing single status agreement   | Deputy Divisional Directors of HR<br>Business Partners HR<br>HR Consultants   |
|               | Giving effect to a governing body's decision in respect of the remuneration and other terms of employment of school teachers and any pay and conditions orders made by the Secretary of State in accordance with any guideline issued under Education Act 2002 Sections 10, 122 and 127. (See also Chief Executive and CYPS Scheme of Delegation) | Deputy Divisional Directors HR<br>Head of Schools Traded Services   |
|               | Applying for and giving notices or information in respect of any attachment of earnings orders made in relation to any debtor who is an employee of the Council under Attachment of Earnings Act 1971 Sections 07, 15 and 16  | Deputy Divisional Directors of HR<br>Exchequer Services Manager<br>Employee Services Manager<br>Employee Services Control Manager<br>Business Partners HR<br>HR Consultants |

| Number               | Function   | Authorised Post   |
|----------------------|--|---|
|                      | Approving applications for specific staff monitoring where warranted under the Council's policy and in accordance with the Information Commissioners Code  | Deputy Divisional Directors of HR   |
|                      | Amendments to the Council's whistle blowing policy in consultation with the Audit Board and Standards Committee  | Deputy Divisional Directors of HR<br>Chief Internal Auditor   |
| <b>Procurement</b>   |  |   |
|                      | Maintaining any approved list of contractors and providing written statement of reasons in respect of such a list under Section 20 of the Local Government Act 1988  | Head of Procurement<br>Head of Sourcing   |
|                      | Maintaining arrangements for keeping a corporate contracts register in respect of any contract over the agreed threshold as set out in the Procurement Code  | Head of Procurement<br>Head of Sourcing<br>Systems Development and Support<br>Manager<br>Contract Realisation & Compliance<br>Manager<br>Procurement Team Leaders, officers and<br>administrators |
|                      | Maintaining Standing Orders with regard to the making of contracts for the supply of goods, services and works under Section 135 of the Local Government Act 1972  | Divisional Director for Legal<br>Divisional Director for Procurement<br>No other officer authorisations   |
| <b>Legal matters</b> |  |   |
|                      | In so far as not referred to elsewhere in this scheme of delegation. Instituting, proceedings, agreeing to arbitration or ADR, defending, entering a plea in, admitting facts in, giving and seeking disclosure in, settling (within budget), issuing cautions, seeking costs, taking relevant enforcement action, injunctions, confiscation and restraint orders and taking other relevant procedural action in respect of any actual or contemplated legal or other formal | Deputy Head of Legal Services<br>Principal Lawyers<br>Senior Lawyers<br>Assistant Lawyers   |

| <b>Number</b> | <b>Function</b>  | <b>Authorised Post</b>  |
|---------------|--|---|
|               | proceedings on behalf of or against the Authority and appearing by counsel or other person or to authorise an officer to so appear in any proceedings. Including all and any such action in relation to bringing or defending any appeal arising out of such legal proceedings.  | Education Welfare Officers  |
|               | Instituting proceedings under Section 222 of the Local Government Act 1972   | Deputy Head of Legal Services<br>Principal Lawyers<br>Senior Lawyers<br>Assistant Lawyers<br>Education Welfare Officers   |
|               | Instituting proceedings for debt collection, agreeing to any form of ADR, collection of NNDR or Council Tax and other related enforcement action in respect of such actions including attending creditors meetings, co-operating with administrators, trustees in bankruptcy, liquidators, receivers and exercising powers to seek administration, bankruptcy or liquidation in relation to debts owed to the Council. | Divisional Director Council Tax and Benefits<br>Revenues Manager<br>Revenues Development Manager<br>Revenue Team Leaders<br>Council Tax and Benefits Managers and Officers<br>Deputy Head of Legal Services<br>Principal Lawyers<br>Senior Lawyers<br>Assistant Lawyers |
|               | Instructing the Councils Insurance providers with regard to defending any actions or threatened actions where the Council has insurance cover or is self insured.  | Corporate Risk Manager<br>Insurance Manager<br>Insurance Officers   |
|               | Authorising/affixing the Authority's seal to deeds and other documents   | Deputy Head of Legal Services<br>Principal Lawyers<br>Senior Lawyers<br>(as authorised by Head of Legal Services)   |
|               | Issuing Right to Buy completion notices, and all other action in relation to RTB sales and assignments providing certificates in respect of non registered land (Right to Buy and other) paying relevant stamp duty land tax, waiving RTB discount repayments, Registry  | Deputy Head of Legal Services<br>Principal Lawyers<br>Senior Lawyers  |

| <b>Number</b> | <b>Function</b>   | <b>Authorised Post</b>   |
|---------------|---|--|
|               | Charges/Local Land Charges, creating, waiving and enforcing easements and covenants, and discharging mortgages on behalf of the Authority and such other actions maybe necessary in relation to the sale, purchase or enforcement/creation of rights of land or property. | Assistant Lawyers  |
|               | Exercising the Council's discretionary power under Section 133 of the Housing Act 1985  | Executive Director for Resources<br>Divisional Director for Legal<br>No other officer authorisations |
|               | Waiving legal professional fees   | Deputy Head of Legal Services  |
|               | Instructing Counsel to advise or represent the Council in the name of instructing solicitor   | Deputy Head of Legal Services<br>Principal Lawyers<br>Senior Lawyers<br>Assistant Lawyers            |
|               | Making any application to apply a caution, withdrawing any caution, objecting to any caution, registering, or objecting to notice or interest or restriction, applying to upgrade any title.  | Deputy Head of Legal Services<br>Principal Lawyers<br>Senior Lawyers<br>Assistant Lawyers            |
| EDR72.        | Making arrangements in respect of all meetings of the Council, Committees, Sub-Committees and the Executive including the administration of school appeals for exclusions (see also Chief Executives scheme of delegation).   | Head of Committees and Partnerships  |
| EDR73.        | Spending a reasonable sum for the purposes of presenting an address or casket to a person on whom the title of honorary alderman or freeman has been conferred.   | Chief Executive<br>Head of Democratic Services<br>No other officer authorisations                    |
| EDR74.        | Approving the attendance of a Member or Members at any conference where attendance is in the interests of the Council (See also Part 3 of the Scheme of Delegations and Chief Executive's delegation)   | As provided for in Part 3 of the scheme of delegation/authorisation (general management scheme)      |

| <b>Number</b> | <b>Function</b>  | <b>Authorised Post</b>  |
|---------------|--|---|
|               |  | Exchequer Services Manager  |
| EDR75.        | Approving travelling and subsistence claims of Members in accordance with the agreed Scheme (See also Part 3 of the Scheme of Delegations and Chief Executives Scheme of Delegations).   | Exchequer Services Manager  |
| EDR76.        | Approving expenditure for Members' library and other resources and development, as necessary to enable them to carry out their office and the functions of the Authority. (See also Part 3 general management Scheme of Delegations) | As provided for in Part 3 of the scheme of delegation/authorisation (general management scheme)<br>Exchequer Services Manager |
| EDR77.        | To grant use of the Newham coat of arms and agree the purchase of badges for holders of civic office. [See also Chief Executives Scheme of Delegations]  | Chief Executive<br>Head of Democratic Services<br>No other officer authorisations   |
| EDR78.        | To provide and furnish halls, offices and other buildings for the use of public meetings (See also delegation G4 in Part 3 of the Scheme of Delegations) (see also Chief Executives scheme of delegation).                           | Chief Executive<br>Executive Directors<br>Divisional Directors<br>Head of Democratic Services                                 |
| EDR79.        | To act as the Council's Stage 3 Complaints Officer and will investigate complaints at Stage 3. (see also Chief Executives scheme of delegation).   | Head of Democratic Services<br>Head of Complaints and Members Enquiries<br>Complaints and Members Enquiries Managers          |
| EDR80.        | Comment on any allegations made in a complaint to the Local Ombudsman and give notice of any documents to which are not to be disclosed in the public interest. (see also Chief Executives scheme of delegation).                    | Head of Democratic Services<br>Head of Complaints and Members Enquiries<br>Complaints and Members Enquiries Managers          |
| EDR81.        | Comment on reports where maladministration is found, report to cabinet and manage the  | Executive Director of Resources<br>Divisional Director Legal and  |

| <b>Number</b> | <b>Function</b>  | <b>Authorised Post</b>   |
|---------------|--|--|
|               | process of dealing with the finding.   | Democratic Services<br>Head of Democratic Services<br>No other officer authorisations                          |
| EDR82.        | Ensure appropriate arrangements are made to comply with the Council's duties in respect of the provision of an effective Overview and Scrutiny Committee and function. (see also Chief Executives scheme of delegation).   | Head of Overview and Scrutiny  |
| EDR83.        | Co-ordinate and implement an annual programme of Scrutiny reviews. (see also Chief Executives scheme of delegation).   | Head of Overview and Scrutiny  |
|               | Serving all notices, certificates etc. and taking all relevant action to give effect to any Compulsory Purchase Order made or to be made by the Council and Councils CPOs. But not confirming CPOs.  | Deputy Head of Legal Services<br>Principal Lawyers<br>Senior Lawyers<br>Assistant Lawyers<br>Senior Law Clerks |
|               | Confirming CPOs  | Divisional Director for Legal  |
|               | To agree to waiver the Council's legal professional fees in relation to any land transaction   | Deputy Head of Legal Services  |
|               | To give notice, publish and take any necessary action in respect of Compulsory Purchase Orders under the Acquisition of Land Act 1981, and pay or recover compensation, home loss, disturbance, serve notices, reach agreement, accept undertakings, instruct the Services to issue notices, warrants for possession, redeem mortgages, and such functions and powers position to Compulsory Purchase (Vesting Declarations) Act 1981, and Compulsory Purchase Act 1965 and any other related legislation and Land Compensation Acts 1961 and 1973 | Deputy Head of Legal Services  |
|               | To register a notice, apply for a certificate under The Rights of Light Act 1959 Section 2 [also see Regeneration scheme of delegation]  | Deputy Head of Legal Services  |
|               | To publish notice of any intention to dispose of open space under The Local Government Act 1972 and The Town and Country Planning Act 1959 (Section 26) or instruct the Head of  | Deputy Head of Legal Services<br>Principal Lawyers   |

| <b>Number</b> | <b>Function</b>   | <b>Authorised Post</b>  |
|---------------|---|---|
|               | Legal Services to do so   | Senior Lawyers<br>Assistant Lawyers<br>Senior Law Clerks  |
|               | To agree payments for relevant professional fees incurred by the Council by lessees or prospective lessees of the Council's commercial premises (but not waiver of legal fees which is dealt with above). | Deputy Head of Legal Services in consultation with the relevant service area affected by the waiver of the fees |
|               | To serve any notices and exercise any powers and duties including payment of compensation arising out of the Council's ownership of land  | Deputy Head of Legal Services   |
|               | Approval of claims of costs for successful objectors to CPO   | Deputy Head of Legal Services   |
|               | <b>INFORMATION TECHNOLOGY</b>   |   |
|               | Agreeing arrangements for the use of any spare capacity in any computers or associated equipment owned by the Council under Section 38 of the Local Government (Miscellaneous Provisions) Act 1976        | Head of Information Technology<br>Deputy Head of Information Technology<br>ICT Service Managers                 |
|               | Notifying all staff of any electronic communications monitoring routinely carried out   | Head of Information Technology<br>ICT Services Managers   |
|               | Approving sales of computer software developed and owned by the Council   | Head of Information Technology<br>Deputy Head of Information technology<br>ICT Services Manager                 |
|               | Agreeing policies procedures and standards relating to the security, integrity and accessibility of ICT infrastructure and systems  | Head of Information Governance  |
|               | Maintaining the Council's Publication Scheme, the Freedom of Information Act charging policy and re-use policy under Electoral Registration   | Head of Information Governance  |
|               | <b>REGISTRATION</b>   |   |

| Number | Function   | Authorised Post   |
|--------|--|---|
|        | Maintain the register of Parliamentary, Local Government and London Government and European Electors, allocate electoral members, take reasonable steps to obtain information in relation to the performance of these duties and take appropriate steps to encourage participation in elections.   | Chief Executive<br>Head of Registration and Electoral Services<br>No other officer authorisations |
|        | Approve anonymous registration applications  | Chief Executive<br>Head of Registration and Electoral Services<br>No other officer authorisations |
|        | Conduct annual canvass of electors, determine applications for registration, consider objections, determine whether any persons was not resident at any address and publish a register of the conclusion of the canvass.   | Chief Executive<br>Head of Registration and Electoral Services<br>No other officer authorisations |
|        | Make determinations that the electoral register requires alteration, issue notices of alteration, make necessary changes following any change in polling districts, designate polling places in any case of emergency, publish notices of polling districts and places and carry out, on behalf of the Returning Officer, reviews of polling places and districts. | Chief Executive<br>Head of Registration and Electoral Services<br>No other officer authorisations |
|        | Provide reports and expenditure information to the Electoral Commission as requested by them including information on performance.   | Chief Executive<br>Head of Registration and Electoral Services<br>No other officer authorisations |
|        | Provide any co-ordinated online register (CORE) with specified electoral registration information and comply with such regulations as maybe made under the Electoral Administration Act 2006.  | Chief Executive<br>Head of Registration and Electoral Services                                    |

| Number | Function   | Authorised Post  |
|--------|--|--|
|        |  | No other officer authorisations  |
|        | Comply with Regulations for the provision of Local, Parliamentary, London, European Elections, and Referenda, including power to incur expenditure in relation to such elections and make claims for such expenditure where it is not to be met by the Council.          | Nominated Returning and Acting Returning Deputies  |
|        | To carry out functions in relation to registration of births and deaths as set out in the Births and Deaths Registration Acts of 1926 and 1953.  | Superintendent Registrar<br>Deputy Registration Services Manager<br>Registration and Ceremonies Officers |
|        | To appoint additional Registrars, Deputy Registrars and ensure compliance with the Registration Service Act 1953.  | Superintendent Registrar<br>Deputy Registration Services Manager   |
|        | To carry out functions in relation to Marriages and Civil Partnerships as present in the Marriage Act 1949 and Civil Partnerships Act 2004 and to report any suspicious partnership or marriage to the Secretary of State.   | Superintendent Registrar<br>Deputy Registration Services Manager   |
|        | To conduct citizenship ceremonies and make necessary provision in relation to such ceremonies including gifts and refreshments.  | Superintendent Registrar<br>Deputy Registration Services Manager   |
|        | Nationality Checking Service, Voluntary Ceremonies and other registration services (e.g. baby naming and renewal of vows).   | Superintendent Registrar<br>Deputy Registration Services Manager   |
|        | To set annual fees in respect of enhanced discretionary services provided by the Registration Services   | Executive Director Resources<br>Divisional Director Legal<br>No other officer authorisations             |
|        | <b>PROGRAMMES</b>  |  |
|        | Carry out full range of functions to provide necessary support to deliver the Council's Primary and secondary school building programmes and schools asset management in so far as the function is not contained within the portfolio of the Executive Director for CYPS | Project Director<br>Head of Capital Strategy and School Organisation                                     |

| Number | Function   | Authorised Post  |
|--------|--|------------------|
|        | Provide project and programme office support for the delivery of the Council's programme of projects across the Council and ensuring compliance with corporate standards | Project Director |
|        | <b>CARBON MANAGEMENT AND SUSTAINABILITY</b>  |                  |
|        | To ensure compliance with the Council's carbon reduction commitment energy efficiency scheme   | TBC              |