

Scheme of Delegation

Delegations applicable to All Directorates

General Management March 2011

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Purpose

To set out the delegations from the Council's Executive and Council bodies to Chief and Deputy Chief officers within the General Management Service.

Related Policies and Documents

All parts of the Officers scheme of delegation
General Management Service Schemes of Authorisations

Who is governed by this policy?

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

Executive Summary

All delegations are subject to compliance with the law, the Council's Constitution, its Procurement Code, Financial Regulations and other relevant policies and procedures. All delegations may be exercised by the Chief Executive as well as those posts set out in this Scheme of Delegation.

This section sets out the powers which are conferred on the Council and its Executive which are exercisable by Officers and is the list maintained pursuant to Section 100 (G) (2) of the Local Government Act 1972. Under the provisions of the Local Government and Housing Act 1989 (S2) as amended by the Provisions of S202 of the Local Government and Public Involvement in Health Act 2007 and S30 of the Local Democracy Economic Development and Construction Act 2009 the post holders in this Scheme of Delegation hold politically restricted posts.

Pursuant to Paragraph 3.4.2 of Part 3 of the constitution the officers listed in this scheme of delegation may authorise officers to carry out the functions listed on their behalf. A list of all officers so authorised shall be maintained in accordance with paragraph 3.4.2.

Although these powers have been delegated to officers, there is a requirement to consult local ward councillors and community lead councillors if the decision you are making 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 and this would normally be through the ward based bulletin.

Urgency Matters

URG 1	Except in relation to key decisions (which must be dealt with in accordance with the Access to Information Procedure Rules) each office holder identified has the delegated authority to make any urgent decision within his/her area of responsibility, which is not otherwise delegated to him/her under this Scheme of Delegation or the Constitution, where the available time would not permit the relevant decision making body (Executive, Committee, Sub-committee or the Council) to make that decision. The matter must be urgent on grounds of health and safety or legal or financial risk and the decision must be fully documented and reported to the next convenient meeting of the relevant body. Where practicable the Officer shall consult with the Chief Executive, Mayor or relevant Chair of Committee before making the decision.
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No.	FUNCTION	DELEGATED OFFICER
FINANCE MATTERS		
A1	Setting statutory Fees and Charges for Services where the fee/charge is levied under a statutory obligation to do so. Note depending on impact this maybe an officer key decision	Chief Executive All Executive Directors All Divisional Directors
A2	Setting Fees and Charges that are discretionary provided that the Mayor (in consultation with the Cabinet) must approve the levying of the fee/charge in the first instance Note depending on impact this maybe an officer key decision	Chief Executive All Executive Directors All Divisional Directors

No.	FUNCTION	DELEGATED OFFICER
A3	<p>Virements</p> <p>The ED – Resources’ approval will be required for any virement involving; Capital financing, support service/internal recharges, rates, insurance and pensions</p>	<p>Chief Executive All Executive Directors Virements up to £500,000 within own Portfolio.</p> <p>All Divisional Directors Virements up to £100,000 within area of budget responsibility</p>
A4	<p>Authorising or approving payments (not covered by A4(a) or B6). Save that the Council’s policy on duplicate signatories must be complied with</p>	<p>Chief Executive All Executive Directors Any payment up to £500,000 within own Portfolio.</p> <p>All Divisional Directors Up to £100,000 within area of budget responsibility</p>
A4(a)	<p>Authorising payments in excess of the sum set out in delegation A4 above where the payment is due under a contract or binding Agreement, or operation of law provided the sum due is payable under the relevant instrument and the sum approved is within any limit set by the service for authorised officers to make payments. (See also B6)</p>	<p>Chief Executive All Executive Directors All Divisional Directors</p> <p>Unlimited provided the sum is certified as due under the contract unless a limitation is provided for in the list of financial authorisations maintained for each Division.</p>

No.	FUNCTION	DELEGATED OFFICER
A5	Settling insurance claims – including claims for personal injury. Provided any settlement is on advice from Head of Legal Services, Insurers and/or Chief Finance Officer as appropriate	<p>Chief Executive All Executive Directors Settlements up to £500,000 within own Portfolio.</p> <p>All Divisional Directors Settlements up to £100,000 within area of budget responsibility</p>
A6	Writing off debts. Provided any write off must be in accordance with the Council’s policy on write offs.	<p>Chief Executive All Executive Directors £20,000 Citizen Debt £50,000 Business Debt</p> <p>All Divisional Directors in consultation with Divisional Director for Finance £10,000 Citizen Debt £20,000 Business Debt</p>
A7	Making bids for external funding subject to any overall strategy approved by the Executive save where capital matched funding in excess of £500,000 outside the budget strategy shall be required from the Council or ongoing revenue spend in which case approval must be obtained from the Mayor before any bid is submitted (see Mayors Scheme of Delegation) Depending on impact or value this could be a key decision	<p>Chief Executive All Executive Directors All Divisional Directors</p>
A8	Approving grants to voluntary organisations in accordance with the Authority’s policies and budget provision under any relevant legal powers	<p>Chief Executive All Executive Directors All Divisional Directors</p>

No.	FUNCTION	DELEGATED OFFICER
A9	Making arrangements under S.78 Charities Act 1993 to co-ordinate activities of the Council and any charity with similar or complementary purposes, etc.	Chief Executive All Executive Directors All Divisional Directors
A10	Approving indemnities to officers or Members including insurance cover. Provided with the consent of the ED – Resources and the Head of Legal Services and is within the Council’s agreed policy	Chief Executive All Executive Directors All Divisional Directors
PROCUREMENT		
B1	<p>Procurements from external sources, obtaining quotes, tendering contracts, authorising use of available frameworks, evaluating and selecting contractors provided any requirement to report to the Mayor for approval at any stage has been complied with. In consultation with the Divisional Director with responsibility for Procurement or the Head of Procurement.</p> <p>NOTE For procurement of consultants see delegation B9</p>	<p>Chief Executive All Executive Directors Procurements up to £500,000.</p> <p>All Divisional Directors Procurements Up to £100,000</p> <p>or higher following approval of the Mayor</p>
B2	<p>Signing of contractual documents up to £250,000 provided in Council standard form or any variations have been approved by Legal Services or Procurement.</p> <p>Contracts over £250,000 must be executed under seal by the Divisional Director of Legal Services or his/her nominee or the requirement waived by Divisional Director Legal Services</p>	Chief Executive All Executive Directors All Divisional Directors

No.	FUNCTION	DELEGATED OFFICER
B3	Approving extensions and renewals to contracts taking the total value above the original agreed value of the contract and notations including extensions of Contract Hire Agreements (subject to the Code of Procurement).	<p>Officers have no authority to approve renewals and extensions to contracts where the contract was originally let by virtue of an approval from the Mayor or where the proposed renewal or extension will take the total value of the contract over the threshold that would ordinarily require approval by the Mayor.</p> <p>Chief Executive All Executive Directors Where the total value of the contract plus any value of an extension or renewal will not exceed £500,000</p> <p>All Divisional Directors Where the total value of the contract plus any value of an extension or renewal will not exceed £100,000</p>
B4	Approving amendments or variations to contracts which will have an impact on the value of the contract where the variation is in accordance with the original approval of the Contract	<p>Chief Executive All Executive Directors All Divisional Directors</p> <p>Where the value of all amendment or variations to contracts is below 10% of the original agreed contract value or such % as the Mayor may have specially approved at the time of approving the contract or where the amendment or variation will not take the total value of the contract over the threshold that would ordinarily require approval of the Mayor</p>

No.	FUNCTION	DELEGATED OFFICER
B5	Referring contracts to Arbitration, terminating contracts, withholding payments, enforcing contract terms (including third party rights under Contracts (Rights of Third Parties) Act 1999) and serving notices in accordance with the contract conditions	Chief Executive All Executive Directors All Divisional Directors
B6	<p>Approving Purchasing Orders in accordance with the Code of Procurement if; (i) within budget and (ii) following an appropriate competitive process or to draw down from an approved framework or contract or (iii) for those orders between £100,000 and the EU threshold (supplies and services) and up to £500,000 for works, where approval to waive the requirement to tender has been given.</p> <p>NOTE:- (i) where the levels stated in this delegation are exceeded, see B6(a) and (ii) where the purpose is to make payment under an existing contract see A4(a).</p> <p>NOTE For procurement of consultants see delegation B9</p>	<p>Chief Executive All Executive Directors Up to £500,000</p> <p>All Divisional Directors Up to £100,000</p>
B6(a)	<p>Approving purchasing orders for the supply of goods, works or services where approval to procure has been obtained from the Mayor under his Scheme of Delegation or an Officer under delegation B6 above, or there is a contract or framework in place and is in accordance with the Council's Procurement Code.</p> <p>NOTE For procurement of consultants see delegation B9</p>	<p>Chief Executive All Executive Directors All Divisional Directors</p> <p>Unlimited provided the sum is certified as due under the contract unless a limitation is provided for in the list of financial authorisations maintained for each Division.</p>
B7	Approvals to submit bid for work being procured by the Council (an in-house bid) or by other public sector bodies. Any proposal to bid for work of value over the officer thresholds or which will require additional resources and/or where there is a potential for TUPE/redundancy at the beginning or the end must go to the Mayor for decision.	<p>Chief Executive All Executive Directors All Divisional Directors</p> <p>Provided it is within officers threshold for contractual decisions (currently £500,000)</p>

No.	FUNCTION	DELEGATED OFFICER
B8	<p>Waiving rules in the Code of Procurement in consultation with the Divisional Director with responsibility for Procurement or the Head of Procurement.</p> <p>NOTE For procurement of consultants see delegation B9</p>	<p>Chief Executive All Executive Directors Waivers up to £500,000.</p> <p>All Divisional Directors Waivers up to £100,000</p>
B9	<p>Proposals to procure a consultant provided any proposal over the thresholds for Mayoral approval (currently linked to EU threshold) shall be subject to relevant decisions by the Mayor.</p>	<p>Chief Executive</p> <p>All procurements of consultants must be approved by the Chief Executive for any arrangements post 1 April 2011</p>
ASSET MANAGEMENT		
C1	<p>Disposing of assets (other than land) provided best possible price is obtained.</p>	<p>Chief Executive All Executive Directors Up to £500,000 or greater if approved by Mayor</p> <p>All Divisional Directors Up to £100,000 or greater if approved by Mayor</p>
C2	<p>Disposing of assets (other than land) with no value (this does not include disposal at nil value/peppercorn where the asset has a value. Such disposals are covered by C1).</p>	<p>Chief Executive All Executive Directors All Divisional Directors</p>

No.	FUNCTION	DELEGATED OFFICER
C3	<p>The approval of the disposal of any freehold or leasehold land (other than commercial or industrial tenancies of single units at full market value for 20 years or less) where the capital of the value does not exceed the stated value in the delegation (£10,000 for voluntary or community groups) (excluding disposals of commercial premises, statutory rights such as Right to Buy, enfranchisement or a statutory right to lease extension).</p> <p>All disposals must have the approval of the Divisional Director of Property Services</p>	<p>Chief Executive All Executive Directors Up to £500,000</p> <p>All Divisional Directors Up to £100,000</p>
C3(a)	<p>Disposing of land and property within the postholders portfolio or remit where the disposal is subject to a statutory requirement to do so. Provided in consultation with Divisional Director Property Services.</p>	<p>Chief Executive All Executive Directors Up to £500,000</p> <p>All Divisional Directors Up to £100,000</p>
C3(b)	<p>The approval of the disposal of any commercial shop or industrial unit for a lease of 20 years or less on the Council's usual terms and conditions at full market rental with a capital values of £500,000 or more (or £50,000 or more for voluntary or community groups)</p>	<p>Divisional Director for Property</p>
C4	<p>Acquiring freehold or leasehold land in consultation with Divisional Director of Property Services. Purchases over £500,000 must be approved by the Mayor</p>	<p>Chief Executive All Executive Directors All Divisional Directors</p> <p>Up to £500,000</p>
C5	<p>Applying for planning permission from the Council on Council owned land and in consultation with Divisional Director of Property Services.</p>	<p>Chief Executive All Executive Directors All Divisional Directors</p>

No.	FUNCTION	DELEGATED OFFICER
C6	Serving Notices to Quit, Notices Seeking Possession and tenants notices; exercising any duty to compensate in respect of land matters or re-housing duties, enforcing covenants; serving notices relating to land; and disposal of property left on land. Where such actions are outside the Council's housing landlord function any notice or compensation calculation must be in consultation with the Divisional Director for Property Services.	Chief Executive All Executive Directors Compensation up to £500,000 All Divisional Directors Compensation up to £250,000
C7	Agreeing decant status for occupiers of premises subject to a Regeneration Scheme, disposal programme or land assembly scheme. Up to 50 tenants where scheme cost is within officers delegated authority.	Chief Executive All Executive Directors
C8	Licensing of access works and demolition on Council owned land and property. If approved by Property Services	Chief Executive All Executive Directors All Divisional Directors
C9	Licensing of street trading pitches if approved by the Head of Public Protection	Chief Executive All Executive Directors All Divisional Directors
C10	Enforcement of street trading if approved by the Head of Public Protection	Chief Executive All Executive Directors All Divisional Directors
C11	Enter into planning and highway agreements on Council owned land (but not public highway) and where the Council is not planning authority (e.g. Thames Gateway, UDC area)	Chief Executive All Executive Directors All Divisional Directors
C12	Applying for premises licence, entertainment or liquor licence for Council premises in the portfolio of the relevant officer	Chief Executive All Executive Directors All Divisional Directors

No.	FUNCTION	DELEGATED OFFICER
PEOPLE MANAGEMENT – Approval of HR related decisions under a HR policy (e.g. conduct, capability, recruitment, sickness, change management etc.) must be in accordance with the relevant HR procedure.		
D1	Recruitment and selection decisions are ordinarily the responsibility of the relevant manager who shall Chair the selection panel. All decisions must be taken by the relevant officer under any applicable the HR policy and all Chairs of selection panels must have undertaken relevant recruitment and selection training. Any recruitment during the staffing moratorium period requires moratorium panel approval	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D2	Recommending appointment above normal salary starting point. (normal practice being appointment at the minimum of a salary grade band). Approval of the Divisional Director for HR or Deputy Divisional Director for HR must be obtained. NOTE during staffing moratorium period (commencing 1 April 2011) the Chief Executive’s approval is required for all such payments	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D3	Terminating a temporary/contractor or terminating agency position other than at end of placement in consultation with HR	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D4	Giving references and request them including where no consent to request is specifically given provided individual is aware we will make our own enquiries.	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D5	Approving permanent appointment following probation, dismissal or extension of probationary period in consultation with HR.	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D6	Determining appeals against probation decision provided no conflict of interest.	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D7	Making arrangements for secondments of staff outside the Council, joint officers working and placing staff at the disposal of other Authorities	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR

No.	FUNCTION	DELEGATED OFFICER
D8	Approving use of agency staff provided in compliance with any relevant HR policy or approval process including any moratorium process.	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D9	Approval of additional carry over leave under procedures or payments in lieu of leave.	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D10	Authorising unpaid absence in excess of agreed limits and unpaid leave in consultation with HR	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D11	Agreeing honoraria and flexibility payments within budget NOTE from 1 April 2011 the Chief Executive's approval is required for all such payments	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D12	Authorising acting up NOTE from 1 April 2011 the Chief Executive's approval is required for all such payments	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D13	Agreeing promotion within any agreed career grade scheme NOTE from 1 April 2011 the Chief Executive's approval is required for all such payments	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D14	Agreeing accelerated progression in budget/scheme NOTE from 1 April 2011 the Chief Executive's approval is required for all such payments	Chief Executive All Executive Directors All Divisional Directors
D15	Approving ex gratia payments for staff NOTE from 1 April 2011 the Chief Executive's approval is required for all such payments	Chief Executive All Executive Directors All Divisional Directors

No.	FUNCTION	DELEGATED OFFICER
D16	Approve shorter notice period	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D17	Retirement before due retirement age, ill-health retirement and release of frozen benefits following consultation with Executive Director Resources and/or Divisional Directors for Finance and HR.	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D18	Approval of extension of service beyond 65 years NOTE this provision will be superseded by the rules on the abolition of the default retirement age	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D19	Approving flexible retirement for staff in accordance with scheme	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D20	Approval of flexible working under the Council's family friendly policies	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D21	Approval for officers above SCP29 to have other jobs outside the Council	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D22	Approving re-organisation proposals in consultation with the Executive Director of Resources and/or Divisional Directors of HR and Finance. Any cross cutting staffing reviews require NEB approval. NOTE Any service delivery impact of the reorganisation requires Mayoral approval for the service changes (not staffing changes) and maybe a key decision.	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR

No.	FUNCTION	DELEGATED OFFICER
D23	Approving slotting of current employees into new posts as a result of restructure in line with procedure and in consultation with HR	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D24	Deleting vacant posts	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D25	Considering appeals against slotting decisions	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D26	Approval of Redundancies in consultation with the Executive Director of Resources and/or Divisional Directors of Legal, HR and Finance	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D27	Extending trial periods for redeployees in consultation with HR	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D28	<p>Making changes by mutual consent provided in consultation with HR (Part 4.8 of the Constitution applies to Chief Officer and Deputy Chief Officer posts)</p> <p>NOTE from 1 April 2011 the Chief Executive's approval is required for all such decisions if it will mean an increase in pay</p>	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D29	<p>Making changes by dismissal and reengagement in consultation with HR (Part 4.8 of the Constitution applies to Chief Officer and Deputy Chief Officer posts)</p> <p>NOTE from 1 April 2011 the Chief Executive's approval is required for all such decisions if it will mean an increase in pay</p>	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR

No.	FUNCTION	DELEGATED OFFICER
D30	Making redundant or dismissing an employee on maternity leave in consultation with the Executive Director of Resources and/or Divisional Directors of Legal, Finance and HR	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D31	Stopping sick pay plus provision/requests for information in respect of sick pay with HR approval	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D32	Taking management action in relation to sickness absence	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D33	Granting ill health and medical retirement. In consultation with the Executive Director of Resources and/or Divisional Directors of HR, Legal and Finance and on recommendation of Occupational Health	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D34	Determining appeals against ill health or medical retirement decision under Superannuation Regulations NOTE If appeal made under Superannuation Regulations only CE or Executive Director of Resources can determine a second (final) stage appeal - see Chief Executive's scheme of delegation	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D35	Applying or lifting a suspension on conduct grounds in consultation with HR	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR

No.	FUNCTION	DELEGATED OFFICER
D36	Dismissing a member of staff as a result of conduct or capability proceedings in consultation with Head of Human Resources representative at hearing	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D37	Providing a written statement of reasons for dismissal (S92 ERA 1996)	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D38	Taking disciplinary action short of dismissal. If during the hearing dismissal appears to be a relevant sanction for the hearing, officer shall only continue if authorised to make such a decision under D6.2.	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D39	Determining grievances	Chief Executive All Executive Directors All Divisional Directors
D40	Determining appeals - connected with discipline, conduct and capability matters (but not against dismissal).	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D41	Determining appeals against dismissal	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D42	Local staff consultation and negotiation (but not Corporate ER matters), subject to appropriate consultation and advice on precedent or impact on services. Where staff changes will result in the need to follow the Council's change management processes this must be done in consultation with the Executive Director of Resources and/or the Divisional Directors for Legal, HR and Finance.	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D43	To apply to ACAS for conciliation or arbitration in any trade or individual employee dispute. In consultation with Divisional Director or Deputy Divisional Director for HR	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR

No.	FUNCTION	DELEGATED OFFICER
D44	Approving proposals to seek employee and quality related assessment accreditation (IIP or ISO etc)	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
D45	Applying Recruitment and Retention payments to posts provided within Corporate Scheme NOTE from 1 April 2011 the Chief Executive's approval is required for all such payments	Chief Executive No other officer authorisations
D46	Seeking consent in relation to hours voluntary in excess of the working time directive in consultation with Divisional Director or Deputy Divisional Director for HR	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
EQUALITIES RELATED MATTERS		
E1	Approval of staffing related Equalities Impact Assessments	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
E2	Approval of service related equalities impact assessment	Chief Executive All Executive Directors All Divisional Directors Deputy Divisional Directors for HR
RISK AND HEALTH AND SAFETY RELATED MATTERS		
F1	Decision on relevant suspension of service periods under Service Continuity Plans	Chief Executive All Executive Directors All Divisional Directors
F2	Decisions on restricting access to premises, staff or services or other appropriate action to take with service users that are abusive or violent or otherwise pose a threat.	Chief Executive All Executive Directors All Divisional Directors

No.	FUNCTION	DELEGATED OFFICER
F3	Decision not to tell service user they are on Cautionary Contact Register. Only in consultation with Head of Health and Safety.	Chief Executive All Executive Directors All Divisional Directors
SERVICE MANAGEMENT		
G1	Agreeing the provision of services to another public body under the Local Government Goods and Services Act 1970 or provision of staff provided no TUPE or redundancy implications under Section 112 of the Local Government Act 1972 or any other power but not the power to set up any Joint Committee or Joint Executive NOTE Subject to insurance cover approval	Chief Executive All Executive Directors All Divisional Directors
COMPLAINTS, LEGAL AND MISCELLANEOUS		
H1	Approving compensatory payments under section 92 Local Government Act 2000	Chief Executive All Executive Directors All Divisional Directors
H2	Approving local settlements as suggested by and agreed with the Ombudsman.	Chief Executive All Executive Directors All Divisional Directors
H3	Instructing the Head of Legal Services to institute or defend proceedings in any court or tribunal.	Chief Executive All Executive Directors All Divisional Directors
H4	Authorising officers to attend court and appear on behalf of the Council under S.223 Local Government Act 1972 and the County Courts Act 1984	Chief Executive All Executive Directors All Divisional Directors
H5	Signing Statements of Truth, providing witness statements and statutory declarations in respect of matters within their own knowledge and giving evidence in person on behalf of the Authority	Chief Executive All Executive Directors All Divisional Directors

No.	FUNCTION	DELEGATED OFFICER
H6	Administering cautions in any criminal proceedings.	Chief Executive All Executive Directors All Divisional Directors Provided PACE trained
H7	Applying for Confiscation Orders, restraint, Charging Orders, deduction of wages, injunctions, possession and any other appropriate orders in connection with all criminal legal proceedings initiated by the Council	Chief Executive All Executive Directors All Divisional Directors
H8	Settling claims (other than Employment Tribunal claims and those covered by insurance) with the approval of the ED - Resources and the Head of Legal Services	Chief Executive All Executive Directors Up to £500,000 All Divisional Directors Up to £100,000
H9	Settling Employment Tribunal claims. With the approval of the Head of Human Resources, Head of Legal Services and Relevant Executive Director or authorised nominee.	Chief Executive All Executive Directors Up to £500,000 All Divisional Directors Up to £100,000
H10	Providing legal support (including payment of external lawyers' fees etc.) to staff assaulted in the course of their duties. Includes agreeing any conditions applicable including a cap on contributions and circumstances for repayment	Chief Executive All Executive Directors All Divisional Directors
H11	Authorising officers to use powers of entry and seizure where permitted in law. (See Executive Director of Resources Scheme for specific powers under the Social Security Act)	Chief Executive All Executive Directors All Divisional Directors

No.	FUNCTION	DELEGATED OFFICER
H12	Granting authority under RIPA in accordance with the agreed policy & guidance	Such officers as are authorised by the Monitoring Officer. Details of which shall be set out in any relevant policy or guidance.
H13	Authorising officers and Single Point of contact for communications data (see Executive Director of Resources Scheme for powers under Social Security Act)	Such officers as are authorised by the Monitoring Officer. Details of which shall be set out in any relevant policy or guidance.
H14	Discharging miscellaneous Local Government functions and powers such as accepting gifts on behalf of the Council, advertising Council services, promoting involvement in democracy and promoting the area. Provided any requirement to consult with the Councils communications service is adhered to.	Chief Executive All Executive Directors All Divisional Directors
H15	Applying to register any Land Charge, search the Land Charges Register pay any request fee and request Office Copy Entries from Land Registry	Chief Executive All Executive Directors All Divisional Directors
H16	Authorise the taking of photocopies of material open for public inspection under a statutory requirement as permitted by copyright Designs & Patents Act 1984	Chief Executive All Executive Directors All Divisional Directors
H17	Serving notice on registered keeper of vehicle requiring information about the identity of driver person in charge of the vehicle in relation to any offence concerning the vehicle and instructing Head of Legal Services to bring proceedings for failure to provide information	Chief Executive All Executive Directors All Divisional Directors
H18	Serving notices on occupiers of any land or premises requiring them to furnish information regarding details of all those with an interest in the land	Chief Executive All Executive Directors All Divisional Directors
H19	Approving the attendance of a Member or members at any conference where attendance is in the interests of the Council	Chief Executive All Executive Directors All Divisional Directors Head of Democratic Services
H20	Approve expenditure for members Library and other resources and development as necessary to enable them to carry out their office and functions of the Authority.	Chief Executive All Executive Directors All Divisional Directors Head of Democratic Services

No.	FUNCTION	DELEGATED OFFICER
H21	Approving travelling and subsistence claims of Members in accordance with the agreed Scheme	Chief Executive All Executive Directors All Divisional Directors Head of Democratic Services
H22	To provide and furnish halls, offices and other buildings for the use of public meetings subject to use of corporate licence and hire agreements where the said premises is within the portfolio of the relevant officer.	Chief Executive All Executive Directors All Divisional Directors Head of Democratic Services
H23	Approving expenditure on payments in respect of public entertainments and, ceremonies arising from the Council's civic functions, receiving and entertaining distinguished persons and making official visits to others	Chief Executive All Executive Directors All Divisional Directors Head of Democratic Services