



**SCHEME OF OFFICER AUTHORISATIONS
MADE PURSUANT TO PARAGRAPH 3.4.2 OF PART 3 OF THE CONSTITUTION
Delegations applicable to All Directorates
GENERAL MANAGEMENT
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 General Management Service.

Related Policies and Documents

All parts of the Officers scheme of delegation
General Management 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 Chief Executive and Executive Directors 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.

KEY	
Level Three Officers	Officers (but not support staff) who report to a Divisional Director or to whom an Executive or Divisional Director has designated as having the authority set out at level 3 in the Scheme of Management Delegations. Ordinarily these will be Service Heads.
Level Four Officers	Officers (but not support staff) who report to a Level Three officer or to whom an Executive or Divisional Director has designated as having the authority set out at level 4 in the Scheme of Management Delegations
Level Five Officers	Officers (but not support staff) who report to a Level Four officer or to whom an Executive or Divisional Director has designated as having the authority set out at level 5 in the Scheme of Management Delegations
Designated Authorised Officers	Where a post holder whose reporting line does not accord with the levels described above is to be designated to carry out certain functions the post title shall be notified to the Monitoring Officer and the list maintained with this Scheme of Delegation

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
A. FINANCIAL MANAGEMENT				
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	✓	No delegation	No delegation
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	✓	No delegation	No delegation
A3	Virements The Executive Director Resources' approval will be required for any virement involving; Capital financing, support service/internal recharges, rates, insurance and pensions	✓ Virements up to £50,000 within own budget responsibility area.	No Delegation	No Delegation
A4	Authorising or approving payments (not covered by A4(a) or B(6). Save that the Council's policy on duplicate signatories must be complied with	✓ Approval up to £50,000 for payments within division/service area.	All Divisions will maintain a list of which officers can authorise payments and up to what level	All Divisions will maintain a list of which officers can authorise payments and up to what level

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
A4(a)	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)	✓ Up to £50,000 or higher if provided for in the list of authorisations maintained for each Division	All Divisions will maintain a list of which officers can authorise payments and up to what level. Level 4 Officers may authorise up to the permitted levels set by each Division.	All Divisions will maintain a list of which officers can authorise payments and up to what level. Level 5 and all other levels of Officer may authorise up to the permitted levels set by each Division.
A5	Settling insurance claims – including claims for personal injury. Provided any settlement is on advice from Divisional Director for Legal Services, Insurers and/or Chief Finance Officer as appropriate	➔ Settling claims up to £50,000	➔ Settling claims up to £25,000	No Delegation
A6	Writing off debts. Provided any write off must be in accordance with the Council's policy on write offs.	➔ Level 3 Officer (Head of Service) £2000 Citizen Debt £4000 Business Debt	➔ Level 4 Officer (Debt Manager) £500 Citizen Debt £1000 Business Debt	No Delegation
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.	✓	✓	✓
A8	Approving grants to voluntary organisations in accordance with the Authority's policies and budget provision under any relevant legal powers	✓	✓	✓
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.	✓	✓	No Delegation
A10	Approving indemnities to officers or Members including insurance cover. Provided with the consent of the Executive Director for Resources and the Divisional Director for of Legal Services and is within the Council's agreed policy	✓	No Delegation	No Delegation

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
B. PROCUREMENT (Note additional restrictions apply where the contract relates to the procurement of consultants as set out in B9.1 below)				
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>	✓ Up to £100,000 or higher if approved by Mayor or Executive or Divisional Director	✓ Up to £50,000 or higher if approved by Mayor or Executive or Divisional Director	✓ Up to £50,000 or higher if approved by Mayor or Executive or Divisional Director
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>	➔	✓ Up to £50,000 or higher if approved by Mayor or Executive or Divisional Director	✓ Up to £50,000 or higher if approved by Mayor or Executive or Divisional Director.
B3	<p>Approving extensions or 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> <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>	✓ Where the total value of the contract plus any value of an extension or renewal will not exceed £100,000	✓ Where the total value of the contract plus any value of an extension or renewal will not exceed £50,000	✓ Where the total value of the contract plus any value of an extension or renewal will not exceed £50,000

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
B4	<p>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> <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>	✓	✓ Where named as the contract administrator for these purposes	✓ Where named as the contract administrator for these purposes
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	✓	✓	✓ If named as contact administrator for these purposes in the Contract
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 £50,000 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>	✓ Approval up to £100,000	➔ Approval up to £50,000	➔➔ Approval up to £50,000
B6(a)	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, there is a contract or framework in place and is in accordance with the Council's Procurement Code.	All Divisions will maintain a list of which officers can authorise purchase orders and at what financial level.	All Divisions will maintain a list of which officers can authorise purchase orders and at what financial level	All Divisions will maintain a list of which officers can authorise purchase orders and at what financial level

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
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.	✓ Provided it is within officers threshold for contractual decisions (currently £100,000)	✓ Provided it is within officers threshold for contractual decisions (currently £50,000)	No delegation
B8	Waiving rules in the Code of Procurement in consultation with the Divisional Director for/Head of Procurement and Executive or Divisional Director.	✓ up to £100,000	✓ up to £50,000	No Delegation
B9	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. All procurements of consultants must be approved by the Chief Executive for any arrangements post 1 April 2011	No delegation	No delegation	No delegation
C. ASSET MANAGEMENT				
C1	Disposing of assets (other than land) provided best possible price is obtained.	✓ Up to £50,000 or greater if approved by Mayor	✓ Only if in accordance with Level 3 or above officer or Mayoral approval	✓ Only if in accordance with Level 3 or above Officer or Mayoral approval
C2	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).	✓	✓	✓

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
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>	✓ If approved by the Mayor or ED or DD or level 3 Officer in accordance with their thresholds or up to £50,000	✓ If approved by the Mayor or ED or DD or level 3 Officer in accordance with their thresholds	✓ If approved by the Mayor or ED or DD or level 3 Officer in accordance with their thresholds
C3(a)	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.	✓	✓	✓
C3(b)	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)	No Delegation	No Delegation	No Delegation
C4	Acquiring freehold or leasehold land in consultation with Divisional Director of Property Services up to £500,000 if within budget framework. Purchases over £500,000 must be approved by the Mayor	No Delegation	No Delegation	No Delegation
C5	Applying for planning permission from the Council on Council owned land and in consultation with Divisional Director of Property Services.	✓	✓	No Delegation

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
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.	✓ Compensation up to £100,000.	✓ But no power to agree compensation	No Delegation (except for housing tenancies - see Executive Director of Environment Scheme of Delegation).
C7	Agreeing decant status for occupiers of premises subject to a Regeneration Scheme, disposal programme or land assembly scheme.	✓ Up to 15 tenants where scheme costs is within officer's delegated authority and the approval is in accordance with any limit applied under the service specific scheme of delegation.	No delegation	No delegation.
C8	Licensing of access works and demolition on Council owned land and property. If approved by Property Services	✓	✓	✓
C9	Licensing of street trading pitches if approved by the Head of Public Protection	✓	✓	✓
C10	Enforcement of street trading if approved by the Head of Public Protection	✓	✓	✓
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)	✓	✓	✓

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
C12	Applying for premises licence, entertainment or liquor licence for Council premises in the portfolio of the relevant officer	✓	✓	✓
D. 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 HR PROCEDURES				
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.	✓	✓	✓ Officers below this level may only chair panel if HR approve them doing so.
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 the Chief Executive's approval is required for all appointments above minimum scp	No Delegation	No Delegation	No Delegation
D3	Terminating a temporary/contractor or terminating agency position other than at end of placement in consultation with HR	✓	✓	No Delegation
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.	✓	➤➤ in consultation with Level 3 Officer or above.	➤➤ Request references where individual has consented to request. Drafting of references to be approved by more senior officer.

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
D5	Approving permanent appointment following probation, dismissal or extension of probationary period in consultation with HR.	✓	✓ Approve satisfactory completion of probationary period only. Dismissals or extensions must be referred to more senior officer	✓ Approve satisfactory completion probationary period only. Dismissals or extensions must be referred to more senior officer
D6	Determining appeals against probation decision provided no conflict of interest.	✓	No Delegation	No Delegation
D7	Making arrangements for secondments of staff outside the Council, joint officers working and placing staff at the disposal of other Authorities	✓	✓	No Delegation
D8	Approving use of agency staff provided in compliance with any relevant HR policy or approval process including any moratorium process. Provided it is to cover a vacancy and use the Councils Managed Agency Service	✓	✓	No delegation
D9	Approval of additional carry over leave under procedures or payments in lieu of leave. NOTE: Approving Annual Leave Flexi- leave /Toil, time off for election related duties, special leave (under the Council's Scheme), ante natal, parental leave, public duties (e.g. JP), interviews, care of sick dependants time off for trade union duties shall be the responsibility of the relevant line manager who shall ensure compliance with the relevant HR policies.	✓	No delegation	No delegation
D10	Authorising unpaid absence in excess of agreed limits and unpaid leave in consultation with HR	✓	✓ Unpaid only.	✓ Unpaid only.
D11	Agreeing honoraria and flexibility payments within budget NOTE from 1 April 2011 the Chief Executive's approval is required for all such payments	✓ In consultation with Executive or Divisional Director for relevant service	No Delegation	No Delegation

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
D12	Authorising acting up within budget NOTE from 1 April 2011 the Chief Executive's approval is required for all such payments	✓ In consultation with Executive or Divisional Director for relevant service	No Delegation	No Delegation
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	✓ In consultation with Executive or Divisional Director for relevant service	No Delegation	No Delegation
D14	Agreeing accelerated progression in budget/scheme NOTE from 1 April 2011 the Chief Executive's approval is required for all such payments	✓ In consultation with Executive of Divisional Director	No Delegation	No Delegation
D15	Approving ex gratia payments for staff NOTE from 1 April 2011 the Chief Executive's approval is required for all such payments	✓ In consultation with Executive of Divisional Director	No Delegation	No Delegation
D16	Approve shorter notice period	✓ In consultation with Executive of Divisional Director	No Delegation	No Delegation
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, legal and for HR.	No Delegation	No Delegation	No Delegation
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	✓ In consultation with Executive of Divisional Director	No delegation	No Delegation
D19	Approving flexible retirement for staff in accordance with scheme	✓	No Delegation	No Delegation
D20	Approval of flexible working under the Council's family friendly policies	✓	No Delegation	No Delegation
D21	Approval for officers above SCP29 to have other jobs outside the Council	✓	✓ Above SCP 29 and up to SCP 43 only	✓ Above SCP 29 and up to SCP 43 only

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
D22	Approving re-organisation proposals 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.	No delegation - only to make recommendations.	No delegation – only to make recommendations	No Delegation
D23	Approving slotting of current employees into new posts as a result of restructure in line with procedure and in consultation with HR	✓	✓	No Delegation
D24	Deleting vacant posts providing there will be no redeployment/ redundancies as a result and subject to consultation with HR HR	✓	No Delegation	No Delegation
D25	Considering appeals against slotting decisions	✓	No Delegation	No Delegation
D26	Approval of Voluntary Redundancies in consultation with the Executive Director of Resources and/or Divisional Directors for HR and Finance	No delegation	No delegation	No Delegation
D27	Extending trial periods for redeployees in consultation with HR	✓	✓	No Delegation
D28	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) NOTE from 1 April 2011 the Chief Executive’s approval is required for all such decisions if it will mean an increase in pay	✓	No Delegation	No Delegation
D29	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)	No Delegation	No Delegation	No Delegation
D30	Making redundant or dismissing an employee on maternity leave in consultation with the Executive Director of Resources and/or Divisional Directors for legal, HR and Finance	✓	No Delegation	No Delegation
D31	Stopping sick pay plus provision/requests for information in respect of sick pay with HR approval	✓	No Delegation	No Delegation

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
D32	Taking management action in relation to sickness absence Stage 1 and 2.	✓ If the level 3 officer is also on the Council's Senior Management structure they shall be entitled to do stage 3 if HR agree	✓ If the level 4 officer is also on the Council's Senior Management structure they shall also be entitled to do Stage 3 if HR agree	✓ Stage 1 and 2 only
D33	Granting ill health and medical retirement. In consultation with the Executive Director of Resources,& Divisional/Deputy divisional Director for HR and on recommendation of Occupational Health	No Delegation	No Delegation	No Delegation
D34	Determining appeals against ill health or medical retirement decision under Superannuation Regulations	No Delegation	No Delegation	No Delegation
D35	Applying or lifting a suspension on conduct grounds in consultation with HR	✓	No Delegation	No Delegation
D36	Dismissing a member of staff as a result of conduct or capability proceedings in consultation with Divisional/Deputy Divisional Director for Human Resources representative at hearing	✓ Level 3 officers may conduct these hearings if they have been approved by HR for these purposes.	✓ Level 4 officers may conduct these hearings if they have been approved by HR for these purposes.	No Delegation
D37	Providing a written statement of reasons for dismissal (S92 ERA 1996)	✓	No Delegation	No Delegation

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
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.	✓	✓ Authority to give a warning only (but not a final warning). If a more serious sanction appears warranted, the matter shall immediately be referred to a more senior officer unless the level 4 officer is authorised under delegation D36 above in which case they may also give a final written warning.	✓ Authority to give a warning only (but not a final warning). If a more serious sanction appears warranted, the matter shall immediately be referred to a more senior officer.
D39	Determining grievances	✓ All stages up to and including stage 2 level. May deal with Stage 3 if they have been approved by HR for these purposes	✓ All stages up to and including stage 2 appeals. May deal with Stage 3 if they have been approved by HR for these purposes	✓ Hear employee complaint/grievance at Stage 1 of the Complaints & Grievance Procedure
D40	Determining appeals - connected with discipline, conduct and capability matters (but not against dismissal).	✓	No delegation	No Delegation
D41	Determining appeals against dismissal	No Delegation	No Delegation	No Delegation
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	✓	✓ local issues relevant to Section/team	No Delegation

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
D43	To apply to ACAS for conciliation or arbitration in any trade or individual employee dispute. In consultation with Divisional Director/Deputy Divisional Director for HR	✓	No Delegation	No Delegation
D44	Approving proposals to seek employee and quality related assessment accreditation (IiP or ISO etc)	✓	✓	No Delegation
D45	Applying Recruitment and Retention payments to posts provided within Corporate Scheme and if approved by R & R Board NOTE from 1 April 2011 the Chief Executive's approval is required for all such payments	No Delegation	No Delegation	No Delegation
D46	Seeking consent in relation to hours voluntary in excess of the working time directive in consultation with Deputy Divisional Director for HR	✓	No Delegation	No Delegation
EQUALITIES RELATED MATTERS				
E1	Approval of staffing related Equalities Impact Assessments	✓	✓	No Delegation
E2	Approval of service related equalities impact assessment	✓	✓	No Delegation
RISK AND HEALTH AND SAFETY RELATED MATTERS				
F1	Decision on relevant suspension of service periods under Service Continuity Plans	✓for Service risks	No Delegation	No Delegation
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.	✓	✓	✓
F3	Decision not to tell service user they are on Cautionary Contact Register. Only in consultation with Head of Health and Safety.	✓	✓	No Delegation

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
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	✓	No delegation	No Delegation
COMPLAINTS, LEGAL AND MISCELLANEOUS				
H1	Approving compensatory payments under section 92 Local Government Act 2000	✓ If designated stage 2 complaints officer may approve up to £500	✓ If designated stage 2 complaints officer up to £500 if stage 1 up to £100	✓ If stage 1 officer up to £100
H2	Approving local settlements as suggested by and agreed with the Ombudsman.	✓ If designated stage 2 complaints officer may approve up to £500	✓ If designated stage 1 complaints officer up to £100	No Delegation
H3	Instructing the Divisional Director for Legal Services to institute or defend proceedings in any court or tribunal.	✓	✓	✓ Any officer of any level may do this provided it is within their remit and job role
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	✓	No delegation	No Delegation
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	✓	✓	✓ All officers at any level can do this provided it is within their own remit and job role

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
H6	Administering cautions in any criminal proceedings. Provided the officer is PACE trained	✓	✓	✓ All officers at any level can do this provided it is within their remit and job role.
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	✓	✓	✓ All officers at any level can do this provided it is within their own remit and job role
H8	Settling claims (other than Employment Tribunal claims and those covered by insurance) with the approval of the Executive Director for Resources and the Divisional Director for Legal Services	✓ Up to £50,000	No Delegation	No Delegation
H9	Settling Employment Tribunal claims. With the approval of the Divisional/Deputy Divisional Directors for Resources, Legal Services and Relevant Executive Director or authorised nominee.	No Delegation	No Delegation	No Delegation
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	✓	No Delegation	No Delegation
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)	✓	✓	No Delegation

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
H12	Granting authority under RIPA in accordance with the agreed policy & guidance	If authorised by the Monitoring Officer	If authorised by the Monitoring Officer	If authorised by the Monitoring Officer
H13	Authorising officers and Single Point of contact for communications data (see Executive Director of Resources Scheme for powers under Social Security Act)	If authorised by the Monitoring Officer	If authorised by the Monitoring Officer	If authorised by the Monitoring Officer
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.	✓	✓	✓ Any Officer can do this if within their remit and job role.
H15	Applying to register any Land Charge, search the Land Charges Register pay any request fee and request Office Copy Entries from Land Registry	✓	✓	✓ Any Officer can do this if within their remit and job role.
H16	Authorise the taking of photocopies of material open for public inspection under a statutory requirement as permitted by copyright Designs & Patents Act 1984	✓	✓	✓ Any Officer can do this if within their remit and job role.
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	✓	✓	✓ Any Officer can do this if within their remit and job role.
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	✓	✓	✓ Any Officer can do this if within their remit and job role.
H19	Approving the attendance of a Member or members at any conference where attendance is in the interests of the Council	No Delegation	No Delegation	No Delegation
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.	No Delegation	No Delegation	No Delegation
H21	Approving travelling and subsistence claims of Members in accordance with the agreed Scheme	No Delegation – only to Head of Democratic Services and Head of Payroll	No Delegation	No Delegation

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
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. Provided it must be within budget and area of responsibility	✓	✓	✓
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	No Delegation	No Delegation	No Delegation