



CUSTOMER TRANSACTIONS

Level of Officers with General Management Authority

April 2012

Purpose

The Council's general management delegations (Part 2) of the Officers Scheme of Delegation provide for "levels" of officers authorised to carry out certain functions. This table sets out, for certainty, who operates at which level in Benefits and Council Tax.

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Related Policies

Officers Scheme of Delegation - <http://www.newham.gov.uk/YourCouncil/HowNewhamIsGoverned/SchemesofDelegation.htm>

Who is governed by this policy?

All Officers in Customer Transactions

Consequences

A failure to comply with this scheme of delegation for levels of officers could lead to decisions being taken on behalf of the Council by officers without appropriate authority to do so. This may mean the Council is committed to a course of action or may invalidate an action where there is no proper authority for the decision. This can lead to legal challenge and reputational problems for the Council. This may lead to management action under the Council's disciplinary procedures.

Executive Summary

- The Council Officers scheme of Delegation is split into various parts. As a whole it sets out which officers are authorised to take decisions in relation to the provision of Council Services and management of our functions.

- As a whole the scheme sets out who in the council is authorised to take what action in relation to generic function (i.e. decisions taken across all services such as spending or HR decisions) and those that are service specific.
- The key parts of the scheme of delegation for any officer is Part 2 (which sets out the general management functions which apply across all services) and Part 4 the service specific functions. You should familiarise yourself with both.
- The Council's general management delegations (Part 2) of the Scheme of Delegation provide for "levels" of officers authorised to carry out certain functions.
- Each Division maintains a list which sets out, for certainty, which operates at which level in each service. This is set out in Part 5 of the officer's scheme of delegation.
- This list is maintained by the divisional Director and approved by the Executive Director.
- All officers should familiarise themselves with the level at which their post sits in their Division and the list of authorisations for the level of their post by reading the list for their Division and Part 2 of the scheme of delegation (general management delegations).
- The list also sets out any variations to the Scheme (i.e. levels of officer permitted/not permitted to make decisions although on the face of Part 2 of the Scheme they are/are not at the correct level to do so).
- All Divisions must identify in this list Officers permitted to take employment related decisions under delegation for Stage 3 sickness, serious misconduct hearings and Stage 3 grievances if a service wishes to delegate those functions below a level 2 Officer (i.e. to a level 3 or 4 Officer). HR approval as well as Executive Director Approval will be required for these additions. Ordinarily approval to undertake this sort of decision will be dependant on attending appropriate training.

Level One Job Title	Level Two Job Title	Level Three Job Title	Level Four Job Title	Level Five Job Title	Additions	Restrictions
Executive Director						
		Head of Customer Transactions			D1.12 Approved; D5.3 Approved D6.2 Approved	D2.3; D3.5; D3.7; D3.12; D6.5;
			Council Tax and Benefits Manager			D2.3; D3.5; D3.7; D3.9; D3.12; D3.16;
			Council Tax and Benefits Manager			D2.3; D3.5; D3.7; D3.9; D3.12; D3.16;
			Council Tax and Benefits Manager			D2.3; D3.5; D3.7; D3.9; D3.12; D3.16;
			Council Tax and Benefits Operational Manager			D2.3; D3.5; D3.7; D3.9; D3.12; D3.16;
				Council Tax		B1; B2; B3;

Level One Job Title	Level Two Job Title	Level Three Job Title	Level Four Job Title	Level Five Job Title	Additions	Restrictions
				and Benefits Team Leader		B4; B4(a); B5; B6; D1.1; D1.12; D2.2; D2.3; D3.1; D3.5; D3.7; D3.9; D3.12; D3.16; D6.5; E1
				Council Tax and Benefits Team Leader		B1; B2; B3; B4; B4(a); B5; B6; D1.1; D1.12; D2.2; D2.3; D3.1; D3.5; D3.7; D3.9; D3.12; D3.16; D6.5; E1
				Council Tax and Benefits Team Leader		B1; B2; B3; B4; B4(a); B5; B6; D1.1; D1.12; D2.2; D2.3; D3.1; D3.5; D3.7; D3.9; D3.12; D3.16; D6.5; E1
				Council Tax and Benefits		B1; B2; B3; B4; B4(a); B5;

Level One Job Title	Level Two Job Title	Level Three Job Title	Level Four Job Title	Level Five Job Title	Additions	Restrictions
				Team Leader		B6; D1.1; D1.12; D2.2; D2.3; D3.1; D3.5; D3.7; D3.9; D3.12; D3.16; D6.5; E1
				Council Tax and Benefits Team Leader		B1; B2; B3; B4; B4(a); B5; B6; D1.1; D1.12; D2.2; D2.3; D3.1; D3.5; D3.7; D3.9; D3.12; D3.16; D6.5; E1
				Council Tax and Benefits Team Leader		B1; B2; B3; B4; B4(a); B5; B6; D1.1; D1.12; D2.2; D2.3; D3.1; D3.5; D3.7; D3.9; D3.12; D3.16; D6.5; E1
				Council Tax and Benefits		B1; B2; B3; B4; B4(a); B5; B6; D1.1;

Level One Job Title	Level Two Job Title	Level Three Job Title	Level Four Job Title	Level Five Job Title	Additions	Restrictions
				Team Leader		D1.12; D2.2; D2.3; D3.1; D3.5; D3.7; D3.9; D3.12; D3.16; D6.5; E1
				Council Tax and Benefits Team Leader		B1; B2; B3; B4; B4(a); B5; B6; D1.1; D1.12; D2.2; D2.3; D3.1; D3.5; D3.7; D3.9; D3.12; D3.16; D6.5; E1
				Council Tax and Benefits Team Leader		B1; B2; B3; B4; B4(a); B5; B6; D1.1; D1.12; D2.2; D2.3; D3.1; D3.5; D3.7; D3.9; D3.12; D3.16; D6.5; E1
				Council Tax and Benefits Team Leader		B1; B2; B3; B4; B4(a); B5; B6; D1.1; D1.12; D2.2;

Level One Job Title	Level Two Job Title	Level Three Job Title	Level Four Job Title	Level Five Job Title	Additions	Restrictions
						D2.3; D3.1; D3.5; D3.7; D3.9; D3.12; D3.16; D6.5; E1
				Council Tax and Benefits Team Leader		B1; B2; B3; B4; B4(a); B5; B6; D1.1; D1.12; D2.2; D2.3; D3.1; D3.5; D3.7; D3.9; D3.12; D3.16; D6.5; E1
				Council Tax and Benefits Team Leader		B1; B2; B3; B4; B4(a); B5; B6; D1.1; D1.12; D2.2; D2.3; D3.1; D3.5; D3.7; D3.9; D3.12; D3.16; D6.5; E1