

**SCHEME OF OFFICER AUTHORISATIONS
MADE PURSUANT TO PARAGRAPH 3.4.2 OF PART 3 OF THE CONSTITUTION
Delegations applicable to All Directorates**

GENERAL MANAGEMENT

December 2012

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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 to Chief and Deputy Chief Officers which relate to the General Management of their Services.

Related Policies and Documents

All parts of the Officers scheme of delegation
General Management Scheme 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, within the remit of their job role and description 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 Director or 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 Director or 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 Director or 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
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	✓	No Delegation	No Delegation
A2	Setting Fees and Charges (other than those provided for in delegation G1 – provision to other public bodies) where no statutory fee is applicable 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 may be an Officer key decision	✓	No Delegation	No Delegation
A3	Virements The Director of Finance (as Chief Finance Officer) 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	N Delegation
A4	Authorising or approving payments (not covered by A4(a) or B6). 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
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 4 officers may authorise up to the permitted levels set by each division.

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
A5	Settling insurance claims – including claims for personal injury. Provided any settlement is on advice from Director with responsibility for Legal Services, Insurers and/or Director of Finance.	✓ 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.	✓ up to £50,000	✓ up to £25,000	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 Director of Finance (as Chief Finance Officer) or Director of Legal (as Monitoring Officer) and is within the Council's agreed policy	✓	No Delegation	No Delegation
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 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 Director	✓ Up to £50,000 or higher if approved by Mayor or Executive or Director	✓ Up to £10,000 or higher if approved by Mayor or Executive or Director

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
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 Director of Legal Services or his/her nominee or the requirement waived by Director with responsibility for Legal Services</p>	✓ Up to £100,000 or higher if approved by Mayor or Executive or Director	✓ Up to £50,000 or higher if approved by Mayor or Executive or Director	✓ Up to £10,000 or higher if approved by Mayor or Executive or Director
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).	✓ 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 £10,000
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	✓	✓ 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 contract administrator for these purposes

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
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>	✓ Approval up to £100,000	✓ Approval up to £50,000	✓ Approval up to £10,000
B6(a)	<p>Approving purchasing orders for the supply of goods, works or services where there is a contract or framework in place and is in accordance with the Council's Procurement Code.</p> <p>NOTE all such purchases should be made via the Council's PIP system</p> <p>NOTE For procurement of consultants see delegation B9</p>	All Divisions will maintain a list of authorisation levels which shall apply to use of the Council's PIP system	All Divisions will maintain a list of authorisation levels which shall apply to use of the Council's PIP system	All Divisions will maintain a list of authorisation levels which shall apply to use of the Council's PIP system
B7	<p>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 which will not be fully covered by the charges made in the bid and/or which there is a potential for TUPE/redundancy at the beginning or the end must go to the Mayor for decision. Any proposal to bid for work for a non public body must go to the Mayor for approval in consultation with Cabinet.</p>	✓ Provided it is within officers threshold for contractual decisions (currently £100,000)	✓ Provided it is within officers threshold for contractual decisions (currently £50,000)	✓ Provided it is within officers threshold for contractual decisions (currently £10,000)
B8	<p>Waiving rules in the Code of Procurement in consultation with the 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	✓ Up to £50,000	✓ Up to £10,000

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
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.	No delegation	No delegation	No delegation
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).	✓	✓	✓
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 Director with responsibility for Property Services</p>	✓ If approved by the Mayor or Executive Director or Director or level 3 officer in accordance with their thresholds or up to £50,000	✓ If approved by the Mayor or Executive Director or Director or level in accordance with their thresholds	✓ If approved by the Mayor or Executive Director or Director or level 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 Director with responsibility for Property Services.	✓	✓	✓

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
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 Director with responsibility for Property Services. 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 Director with responsibility for Property Services.	✓	✓	No Delegation
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 Director with responsibility for Property Services.	✓ Compensation up to £100,000	✓ But no power to agree compensation	No Delegation (except for housing tenancies – see Executive Director or Environment Scheme of Delegation).

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
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.	✓ 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 delegations	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 Director of Business Systems, Property and Commercial Development or Markets Development Manager	✓	✓	✓
C10	Enforcement of street trading if approved by the Director of Business Systems, Property and Commercial Development or Markets Development Manager or Director for Enforcement and Safety.	✓	✓	✓
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)	✓	✓	✓
C12	Applying for premises licence, entertainment or liquor licence for Council premises in the portfolio of the relevant officer	✓	✓	✓
C13	Provision and maintenance of any theatre, concert hall, entertainment room, reading room, pavilion, bandstand, refreshment rooms, cloakrooms, lavatories and the like for the provision of concerts and other entertainments and of developing and improving the knowledge of arts and crafts under Sections 4 and 5 of the London County Council (General Powers) Act 1947 and Section 145 of the Local Government Act 1972.	✓	✓	✓

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
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 ordinarily 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.	✓	✓	✓ 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 Director with responsibility for HR or Deputy Director for HR must be obtained.	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	✓	✓	✓
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
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 of 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

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
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. Any requests to appoint an agency worker at a rate in excess of £250 per day shall require the approval of the Chief Executive.	✓	✓	No Delegation
D9	Approval of additional carry over leave under procedures or payments in lieu of leave.	✓	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	✓ In consultation with Executive or Director for relevant service	No Delegation	No Delegation
D12	Authorising acting up	✓ In consultation with Executive or Director for relevant service	No Delegation	No Delegation
D13	Agreeing promotion within any agreed career grade scheme	✓ In consultation with Executive or Director for relevant service	No Delegation	No Delegation
D14	Agreeing accelerated progression provided within budget and scheme	✓ In consultation with Executive or Director for relevant service	No Delegation	No Delegation
D15	Approving ex gratia payments for staff	✓ In consultation with Executive or Director for relevant service	No Delegation	No Delegation
D16	Approve shorter notice period	✓ In consultation with Executive or Director for relevant service	No Delegation	No Delegation

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
D17	Retirement before due retirement age, ill-health retirement and release of frozen benefits following consultation with Executive Director Resources and/or Director with responsibility for Finance or HR.	No Delegation	No Delegation	Mo Delegation
D18	Approving flexible retirement for staff in accordance with scheme	✓	No Delegation	No Delegation
D19	Approval of flexible working under the Council's family friendly policies	✓	No Delegation	No Delegation
D20	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
D21	Approving re-organisation proposals where the proposals are significant this must be done in consultation with the Resourcing Panel. Any cross cutting staffing reviews require CMT consideration before implementation. 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
D22	Approving slotting of current employees into new posts as a result of restructure in line with procedure and in consultation with HR	✓	✓	
D23	Deleting vacant posts	✓	No Delegation	No Delegation
D24	Considering appeals against slotting decisions	✓	No Delegation	No Delegation
D25	Approval of Redundancies in consultation with the Executive Director of Resources and Commercial Development and/or Directors with responsibility for Legal, HR and Finance	No Delegation	No Delegation	No Delegation
D26	Extending trial periods for redeployees in consultation with HR	✓	✓	No Delegation
D27	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)	✓	No Delegation	No Delegation
D28	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

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
D29	Making redundant or dismissing an employee on maternity leave in consultation with the Directors with responsibility for HR.	✓	No Delegation	No Delegation
D30	Stopping sick pay plus provision/requests for information in respect of sick pay with HR approval	✓	No Delegation	No Delegation
D31	Taking management action in relation to sickness absence	✓ If the level 3 officer s also on the Council's Senior Management structure they shall be entitled to do stage 3 if HR agree	✓ If the level 3 officer s also on the Council's Senior Management structure they shall be entitled to do stage 3 if HR agree	✓ Stage 1 and 2 only
D32	Granting ill health and medical retirement. In consultation with the Executive Director of Resources and/or Directors with responsibility for HR, Legal and Finance and on recommendation of Occupational Health	No Delegation	No Delegation	No Delegation
D33	Determining appeals against ill health or medical retirement decision under Superannuation Regulations NOTE If appeal made under Superannuation Regulations only CE or Director with responsibility for Finance can determine a second (final) stage appeal - see Chief Executive's scheme of delegation	No Delegation	No Delegation	No Delegation
D34	Applying or lifting a suspension on conduct grounds in consultation with HR	✓	No Delegation	No Delegation

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
D35	Dismissing a member of staff as a result of conduct or capability proceedings in consultation with 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
D36	Providing a written statement of reasons for dismissal (S92 ERA 1996)	✓	No Delegation	No Delegation
D37	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.
D38	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 level. 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

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
D39	Determining appeals - connected with discipline, conduct and capability matters (but not against dismissal).	✓	No Delegation	No Delegation
D40	Determining appeals against dismissal	No Delegation	No Delegation	No Delegation
D41	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 HR.	✓	✓ Local issues relevant to section/team	No Delegation
D42	To apply to ACAS for conciliation or arbitration in any trade or individual employee dispute. In consultation with Director or Deputy Director for HR	✓	No Delegation	No Delegation
D43	Approving proposals to seek employee and quality related assessment accreditation (IIP or ISO etc)	✓	✓	No Delegation
D44	Applying Recruitment and Retention payments to posts provided within Corporate Scheme provided approved by Resourcing Panel or such other approval required under the policy from time to time.	No Delegation	No Delegation	No Delegation
D45	Seeking consent in relation to voluntary hours in excess of the working time directive in consultation with Director or Deputy 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
SERVICE MANAGEMENT				

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
G1	<p>Agreeing provision to another public body under the Local Government Goods and Services Act 1970 and provision of staff under S112 and S113 of the Local Government Act 1972 (or such other provision as may permit sharing of resources between public authorities) and deciding on the charges levied for such provision provided the decision will not incur additional costs or potential redundancy costs for LBN at the end of the arrangement. If there is a potential for additional costs for LBN as a result of the arrangement or redundancy costs arising to LBN the decision will require Mayoral approval. This delegation must be read in line with delegation B7.</p> <p>This power does not extend to setting up any Joint Committee or Joint Executive.</p> <p>NOTE Subject to insurance cover approval</p>	✓	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 may approve up to £500 if stage 1 up to £100	✓ If stage 1 officer up to £100
H2	<p>Approving local settlements as suggested by and agreed with the Ombudsman.</p> <p>Any finding of maladministration must be sent to all members and reported to Cabinet.</p>	✓ If designated stage 2 complaints officer may approve up to £500	✓ If designated stage 2 complaints officer may approve up to £500 if stage 1 up to £100	No Delegation
H3	Instructing the Head of 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

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
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 remit and job role
H6	Administering cautions in any criminal proceedings.	✓	✓	✓ 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 remit and job role
H8	Settling claims (other than Employment Tribunal claims, debts and those covered by insurance) including Part 36 offers with the approval of the Director with responsibility for Legal Services. Approval of the Director of Finance (as Chief Finance Officer) is required where the settlement will have a detrimental budget impact or require use of contingencies.	✓ Up to £50,000	No Delegation	No Delegation
H9	Settling Employment Tribunal claims. With the approval of the Director with responsibility for Legal Services, Deputy Director for HR 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 and Commercial Development Scheme for specific powers under the Social Security Act)	✓	✓	No Delegation

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
H12	Granting authority to seek magistrates approval 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 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

No.	FUNCTION	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
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
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.	✓	✓	✓
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