

Appendix D

Protocol for sub-delegation

1. A Director is not required to exercise all delegations personally and may sub-delegate functions to a Service Manager or other Employee in any of their service areas provided the following conditions are met:
 - a) the Director is satisfied that (i) the Service Manager or other Employee has suitable experience and seniority to undertake those functions, and (ii) the sub-delegation is in the interest of the efficient operation of the Authority's business;
 - b) there is prior consultation with the Appropriate Cabinet Member or Committee Chairman; and
 - c) the Director records the details of the sub-delegation on a register which is kept up-to-date and held by him/her.
2. The Chief Executive and Executive Directors may also sub-delegate direct to a Service Manager or other Employee subject to the same conditions.