

A. TO THE CHIEF EXECUTIVE Delegated by the Council and The Leader/Cabinet	
1 Delegation	2 Condition
1.1. Any action which it falls to the Chief Executive to take under the terms of the Constitution.	
1.2 Exercising the Authority's duties and responsibilities as an employer and owner or manager of property for the health and safety of Employees and others.	
1.3 Authorising any suitably qualified Employee to or for any legal purpose, including Proper Officer appointments	Unless otherwise prescribed by law as reserved to full Council In consultation with the Borough Solicitor as appropriate
1.4 To advise the Council, Appointments Committee or Cabinet on any staffing matter that falls within their remit	In consultation with the ADHROD, Appointments Committee and/or Staffing Working Group as appropriate
1.5 To exercise functions in relation to elections, parishes, vacancies and local bills	Unless otherwise prescribed by law as reserved to full Council In consultation with the Borough Solicitor and/or (Acting) Returning Officer as appropriate
Delegated by the Leader/Cabinet	
1 Delegation	2 Condition
1.6 Making a decision on behalf of the Cabinet in a matter where the number of Cabinet Members having an interest under the Code of Members Conduct prevents the Cabinet, by virtue of it not having a quorum, from itself making a decision on that	Subject to prior consultation with and taking account of the views of the Council Chairman and the Chairman of the Appropriate Overview and Scrutiny Committee.

matter.	
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B. TO EACH OF THE CHIEF EXECUTIVE AND THE STRATEGIC DIRECTORS Delegated by the Council and The Leader/ Cabinet	
1 Delegation	2 Condition
General 2.1. Any action which it falls to a Strategic Director to take under the terms of the Constitution.	
Urgency 2.2. Taking any action reasonably necessary, including incurring expenditure for which there is no budgetary provision which, in the opinion of the Chief Executive or Strategic Director, is required as a matter of urgency including dealing with an emergency or disaster.	(a) in consultation with the Council Chairman (if it is a matter reserved to Council), the Appropriate Cabinet Member, the Appropriate Overview and Scrutiny Committee Chairman and the Chairman of any other Appropriate Committee where he/she can reasonably be contacted; and b) a report to be made to the next meeting of the Council, Cabinet or Appropriate Committee
2.3 Taking any action reasonably necessary, including incurring expenditure, to deal with an emergency or disaster.	Where practicable: (a) in consultation with the Leader or an Appropriate Cabinet Member; and (b) the Chief Finance Officer. A report to be made to the next available meeting of the Cabinet explaining the action taken and reason for taking it.

Staffing Matters 2.3 To specify and implement corporate policies and procedures relating to Employees except for employment contract terms and conditions of Chief Executive, Strategic Directors and Assistant Directors	Unless expressly reserved to full Council In consultation with the ADHROD and/or Staffing Working Group as appropriate
2.4 Appointing and dismissing Employees to the Authority (other than Chief Executive, Strategic Directors or Assistant Directors) and deciding matters relating to their contracts of employment including taking disciplinary action against such Employees	In consultation with the ADHROD and Borough Solicitor as appropriate
2.5 Undertaking the powers of Chief Officers or Heads of Department under conditions of service.	In consultation with the AD HROD
2.6 Deciding upon redundancies and determining applications from Employees for early retirement (including ill health retirements) where there are financial implications for the Authority.	Except in the case of the Chief Executive, a Strategic Director, the Monitoring Officer or the Chief Finance Officer. Subject to any corporate policy and financial authorisation, and in consultation with AD HROD or HR Manager Operations as appropriate
2.7 Determining all matters under the various schemes of allowances, honoraria and benefits which apply to Assistant Directors	Subject to any corporate policy and financial authorisation, and in consultation with AD HROD or HR Manager Operations as appropriate
2.8 Nominating Members to represent the Council on joint staff or joint consultative committees	In consultation with the Staffing Working Group

<p>Contracts</p> <p>2.9 Accepting any Quotation and/or Tender for the supply of Services or Services to the Authority or for the execution of Works, provided:-</p> <p>(a) it does not exceed the approved capital programme provision and/or budgetary provision; and</p> <p>(b) it is obtained and the contract is entered into strictly in accordance with the Financial and Contract Rules</p>	<p>The Appropriate Cabinet Member or Committee to be informed, through a briefing note or otherwise.</p>
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<p>C. TO EACH ASSISTANT DIRECTOR Delegated by the Council and the Leader /Cabinet</p>	
<p>1 Delegation</p>	<p>2 Condition</p>
<p>Contracts</p> <p>3.1 Accepting any Quotation and/or Tender for the supply of Supplies or Services to the Council or for the execution of Works within their respective service areas, provided:-</p> <p>(a) it does not exceed the approved capital programme provision and/or budgetary provision.</p> <p>(b) it is obtained and the contract is entered into strictly in accordance with the Financial and Contract Rules.</p>	<p>The Appropriate Cabinet Member or Committee to be informed through a briefing note or otherwise</p>

<p>Notices, etc.</p> <p>3.2 To issue, serve and receive all notices, whether statutory or otherwise, and similar documents relating to matters falling within their respective service areas.</p>	<p>Where necessary, in consultation with the Borough Solicitor and/or any other appropriate Assistant Director.</p>
<p>Staffing Matters</p> <p>3.3 Exercising the Authority's powers and duties with regard to the health and safety of all Employees within their division</p>	<p>In consultation with the AD HROD or HR Manager Operations</p>
<p>3.4 Undertaking the powers of Chief Officers (if so authorised by the Chief Executive/Strategic Directors) or Heads of Department under conditions of service</p>	<p>In consultation with the AD HROD or HR Manager Operations</p>
<p>3.5 Authorising any suitably qualified Employee to or for any legal purpose within the Assistant Director's division including authorising entry on to land or premises for any purpose</p>	<p>In consultation with the Borough Solicitor as appropriate.</p>
<p>3.6 Appointing and dismissing Employees within their division and deciding matters relating to their contracts of employment including taking disciplinary action</p>	<p>In consultation with the ADHROD/ HR Manager Operations and Borough Solicitor as appropriate</p>
<p>3.7 Power to grant compassionate or unpaid leave for staff within their divisions</p>	<p>In consultation with the AD HROD or HR Manager Operations</p>
<p>3.8 Power to authorise the carrying over of paid leave from one year to the next for staff within their division</p>	<p>In consultation with the AD HROD or HR Manager Operations</p>
<p>3.9 Determining the wage/salary grading of all Employees within their divisions and individual or group re-grading claims</p>	<p>In consultation with the AD HROD or HR Manager Operations</p>
<p>3.10 Amending the flexi-time scheme in line with the operational requirements of their division</p>	<p>In consultation with HR Manager Operations</p>
<p>3.11 Determining all matters under the various schemes of allowances, honoraria and benefits which apply to Employees (unless specifically reserved to the Chief Executive or a Strategic Director)</p>	<p>Subject to any express written policy and financial authorisation, and in consultation with AD HROD or HR Manager Operations as appropriate</p>

3.12 Reorganisation of functions and restructuring of staff within their division and the reallocation and transfer of staff and functions below Assistant Director level between divisions

Subject to any express written policy and financial authorisation, and in consultation with AD HROD or HR Manager Operations as appropriate

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