

Officer Delegations relating to Elections

Chief Executive

1. Make an Order under Section 39(4) of the Representation of the People Act 1983 in relation to a Parish Council.
2. Pay expenses properly incurred by electoral registration officer.
3. Fill vacancies in the event of insufficient nominations in relation to a Parish Council.
4. Declare a vacancy in office where a member ceases to be qualified, is disqualified or ceases to be a member of the authority.
5. Give public notice of a casual vacancy.
6. Make temporary appointments to Parish Councils.
7. Deal with publicity requirements where the Council has decided on a change of scheme for elections.
8. Deal with notice to Electoral Commission where the Council has decided on a change of scheme for elections.

Appointments and Conditions of Service Committee

Responsible for:

- i) All non-executive functions of the Council with regard to staffing and personnel issues.

Delegation

- 1 To conduct the process of appointment, dismissal or taking disciplinary action in respect of the Chief Executive and Head of Paid Service and make recommendations to full Council.
- 2 To conduct the process of appointment, dismissal or taking disciplinary action in respect of Heads of Service.
- 3 To determine the terms and conditions of Council employees and procedures for disciplinary action and dismissal.
- 4 To appoint Proper Officers.
- 5 To designate an Officer as Section 151 Officer.

- 6 To designate an Officer as Head of Paid Service and to ensure the provision of sufficient staff and other resources.
- 7 To designate an Officer as Monitoring Officer and to ensure the provision of sufficient staff and other resources.
- 8 To provide staff and other resources to a person nominated by Monitoring Officer.
- 9 To appoint an independent person to investigate matters of misconduct and capability involving the Chief Executive, the S.151 Officer and Monitoring Officer.
- 10 To approve any proposals for significant restructuring of the Council's management structure proposed by the Chief Executive.
- 11 To approve any proposals from the Chief Executive for any changes to salary levels (including ranges of salaries) for the Chief Executive and Chief Officers.

Head of Paid Service

The Chief Executive, in his role as Head of Paid Service, derives the following powers from statute:

- (a) the manner in which the discharge by the authority of their different functions is co-ordinated;
- (b) the number and grades of staff required by the authority for the discharge of their functions;
- (c) the organisation of the authority's staff; and
- (d) the appointment, dismissal and proper management of the authority's staff, other than in relation to Heads of Service.

Officer Delegation

Chief Executive

- 1 Implementation of Circulars on national wage and salary awards and other alterations in conditions of service.
- 2 Authority to approve unpaid leave in excess of 13 weeks.
- 3 Designation of posts attracting car user allowance and eligibility for car loans.
- 4 Authority, to give approval to the payment of first class rail fare to Members and Officers in appropriate circumstances.
- 5 Authority to make agreements with other local authorities for the placing of staff at the disposal of those other authorities.

All Heads of Service

1 Authority to approve honoraria within the terms of the National and Local Schemes in accordance with the Council's Policy and in consultation with the Head of Customer Services and Organisational Development.

2 Approval of leave of absence for volunteer members of non-regular forces.

3 Authority to appoint to established posts following consultation with the Head of Customer Services and Organisational Development.

4 Authority to approve unpaid leave of up to 13 weeks duration.

5 Authority to create a temporary post provided that this can be accommodated within existing budgets, in consultation with the Head of Customer Services and Organisational Development.

6 Authority to allow carry over leave beyond the permitted 5 days and additional paid or unpaid compassionate leave following consultation with the Head of Customer Services and Organisational Development.

7 To authorise payment of occasional user car allowance.

8 Approval of post entry training grants and attendance at training courses in accordance with the Council's policies.

9 Authority to allow an appropriate amount of time away from work for family care which can be worked back over a reasonable length of time, the decision to allow time off to take into account both the business needs of the Authority and the individual's personal circumstances.

10 Authority in consultation with the Head of Customer Services and Organisational Development to make minor adjustments to job descriptions, where they do not involve changes to grade or service conditions and do not give rise to any financial implications.

Head of Corporate Services

1 Authority to approve applications for a car purchase loan or a contract hire car within the approved scheme.

Appeals and Retirements Committee

Responsible for:

- i) All non-executive functions of the Council with regard to pension issues.
- ii) All non-executive functions of the Council with regard to determining discretionary payments under local policies in respect of dismissals due to reason of redundancy or efficiency of service.

iii) Appeals and disciplinary matters where approved policies and procedures provide for appeal to or consideration by a Committee.

Delegation

1 To determine appeals from Chief Officers against decisions taken under the Council's Disciplinary Procedures including the decision to dismiss.

2 To determine appeals from employees employed under the NJC for Local Authority Services against any decision to dismiss.

3 Consideration of issues arising from Pension Act reviews where these involve the exercise of discretion.

4 To authorise release of pension in all cases of early retirement, other than ill health retirement, subject to the Council's policy on early retirement and to consideration of a fully costed report in each case.

5 To determine and authorise release of any discretionary payments allowed by local policy in respect of dismissals due to reason of redundancy or efficiency of service, whether or not associated with early retirement, and subject to the Council's policy and to consideration of a fully costed report in each case.

6 To consider all issues concerning the Local Government Pension Scheme and sick pay within the terms of the approved policy.

7 To consider extensions to the Council's sick pay scheme in individual cases in accordance with the approved policy.

Chief Executive

1 To approve cases of retirement on the grounds of ill-health, including authority to release statutory ill-health pension benefits subject to necessary medical approval (as defined by regulation) having been obtained.

2 Implementation of requirements arising from Pension Act reviews where no discretion is afforded to the Authority.

3 Authority to approve all cases of dismissal, including by reason of early retirement and compulsory or voluntary redundancy in accordance with any statutory or discretionary arrangements, other than decisions relating to pension release and discretionary payments.

Joint Consultative and Safety Committee

Responsible for:

i) Providing a forum for discussion and consultation between the Council and Trade Union representatives on matters affecting the Council's employees. Such matters to include but not limited to:

1. Employee terms and conditions
2. Employee health and well-being.

Delegation

- 1 To receive proposals and make recommendations to the Appointments and Conditions of Service Committee in relation to the terms and conditions of Council employees and procedures for disciplinary action and dismissal.
- 2 To receive proposals and make recommendations to the Head of Paid Service in respect of his proposals for significant change to :
 - (a) the manner in which the discharge by the authority of their different functions is co-ordinated;
 - (b) the number and grades of staff required by the authority for the discharge of their functions;
 - (c) the organisation of the authority's staff.
- 3 To be consulted on and make recommendations to the Executive in respect of any health and safety functions of the Council to the extent that those functions are discharged in the authority's capacity as an employer.

Audit Committee

Terms of Reference

- (i) To consider the Head of Internal Audit's annual report and opinion and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.
- (ii) To consider summaries of internal audit reports.
- (iii) To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.
- (iv) To consider the External Auditor's annual letter, relevant reports and the report to those charged with governance.
- (v) To consider specific reports as agreed with the External Auditor
- (vi) To commission work from internal and external audit
- (vii) Power to make payments or provide other benefits in cases of maladministration

Risk Management

- (i) Receiving quarterly reports with respect to the effectiveness of risk management procedures.
- (ii) Achievement of Business Continuity Plans

(iii) Notification of Internal Audit recommendations in respect of Risk Management procedures

Regulatory Framework

(i) To maintain an overview of the Council's constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour.

(ii) To monitor the effective development and operation of risk management and corporate governance in the Council.

(iii) To monitor council policies on "Whistleblowing" and the anti-fraud and anti-corruption strategy and the Council's complaints process.

(iv) To review the Assurance Statement of the Chief Internal Auditor (Manager of Resource Services) in support of the authority's Statement of Internal Control

(v) To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.

Accounts

(i) To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts

Officer Delegation

All Heads of Service

Authority for each Head of Service, in consultation with the Monitoring Officer, to authorise payment of compensation of up to £500.00 in order to settle a complaint made to the Council directly or through the Local Government Ombudsman.