

## DELEGATIONS OF AUTHORITY (Workforce)

This document replaces any previous delegations given in writing or verbally. It sets out the circumstances in which officers in the Workforce Team (previously Human Resources, Performance & Service Planning Services) are able to exercise delegated powers on behalf of the Director responsible for the service. For the avoidance of doubt, the Assistant Director Workforce is able to exercise all powers delegated to the appropriate Director which relate to the Workforce function where:

- The Director is unable to act owing to absence or illness; and
- The matter is so urgent that it cannot await the return of the Director or
- There is an expedient need to apply a decision and the Director is unavailable

If any matter is not urgent, officers are only entitled to act in the circumstances set out below. Further, for the sub-delegations listed below, in the case where it is the AD Workforce wishing to take a decision and where it is a requirement of that decision to consult with the AD Workforce then the consultation will instead be with the Director responsible for Workforce.

| Reference No              | Function   | Authorised Officer  | Consultation/Limitation |
|---------------------------|--|---|-------------------------|
| G7                        | Respond to consultation documents of a non-controversial nature.   | Assistant Director or Responsible officer nominated by Assistant Director |                         |
| ACS1 d (staffing matters) | The appointment, dismissal and proper management of the authority's staff, other than in relation to Chief Officers. | Assistant Director or Responsible officer nominated by Assistant Director |                         |
| ACS3                      | Authority to approve unpaid leave in excess of 13 weeks.   | Assistant Director  | AD Workforce            |
| ACS4                      | Designation of posts attracting car user allowance and eligibility for car loans.                                    | Assistant Director  | AD Workforce            |

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| ACS7  | Authority to approve honoraria within the terms of the National and Local Schemes  | Assistant Director  | AD Workforce in accordance with Council policy   |
| ACS8  | Approval of leave of absence for volunteer members of non-regular forces.  | Assistant Director  |  |
| ACS9  | Authority to appoint to established posts.   | Assistant Director  | Senior Leadership Team (through Establishment Management Form)                                 |
| ACS10 | Authority to approve unpaid leave of up to 13 weeks duration.  | Assistant Director  |  |
| ACS11 | Authority to create a temporary post   | Assistant Director  | Senior Leadership Team (through Establishment Management Form) must be within existing budgets |
| ACS13 | To authorise payment of occasional user car allowance.   | Assistant Director  |  |
| ACS14 | Approval of post entry training grants and attendance at training courses in accordance with the Council's policies.   | Assistant Director or Responsible officer nominated by Assistant Director |  |
| ACS15 | 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. | Assistant Director  |  |
| ACS16 | Authority 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.  | Assistant Director or Responsible officer nominated by Assistant Director | AD Workforce or Responsible HR officer nominated by AD Workforce                               |

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| AR18 | To approve cases of retirement on the grounds of ill-health, including authority to release statutory ill-health pension benefits. | Assistant Director | AD Workforce or Responsible HR officer nominated by AD Workforce and subject to necessary medical approval (as defined by regulation) being obtained. |
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Dated: 24 March 2025

Chief Executive



Deputy Chief Executive

