

Appendix 1 - Constitution Part 5 Table 5.02 – Transformation and OD

TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT			
1. <u>IT Services</u>			
Subject	Detail	Delegated by:	Delegated to:
Members' IT	To supply and maintain Members' IT facilities in accordance with approved Policy(-ies)	Executive Committee	[Head of Business Transformation and Organisational Development] / [IT Manager]
Land and Property Gazetteer	To keep and maintain the Council's Local Land & Property Gazetteer (LLPG) and act as "Custodian" for this purpose.	Executive Committee	[Head of Business Transformation and Organisational Development]
Street Naming	To be responsible for Street / Property naming, in accordance with Council-approved Policy, and to maintain a list of candidate street and property names.	Executive Committee	[Head of Business Transformation and Organisational Development], following consultation with Ward and other relevant Members / [Portfolio Holder]
Street Numbering	To prescribe street numbers and renumber premises where necessary, in accordance with approved policy.	Executive Committee	[Head of Business Transformation and Organisational Development]
Regulation of Investigatory Powers Act (RIPA) (See also Chief Executive's/ Corporate delegations)	To maintain the central record of documents relating to RIPA policy, including authorisations. (Moved from the previous "General Delegations" section).	Council	The Information Management Team under the supervision of the [Head of Transformation and Organisational Development.]

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2. <u>Policy, Performance & Partnerships</u>			
<u>Subject:</u>	<u>Detail:</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
Publicity & Communication	To determine applications for non-commercial organisations to use the Borough Crest or Logo.	Executive Committee	[Communications Manager]

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3. Human Resources <i>(The HR delegations are in the process of being reviewed. The attached delegations are presented for Members' consideration in this report as they have been moved from the list previously entitled "General Delegations".)</i>			
Employees (Moved from the previous "General Delegations" section).	To control and manage own Directorates. Within the terms of the Council's agreed policies and employment objectives, to deal with the following matters without reference to Committee:-	Council/Executive Committee	Chief Executive/ Deputy Chief Executive/Directors or their nominated Manager(s)
	a. to engage employees within budget provision / establishment;	Council	Chief Executive/ Deputy Chief Executive/ Directors
	b. to deal with the recruitment, suspension, and dismissal of employees in accordance with agreed procedures;	Council	Chief Executive/ Deputy Chief Executive/ Directors/Heads of Service as appropriate
	c. subject to negotiation with employees and/or their representatives, to vary the conditions of service, salaries and hourly rates (including the level of bonus payments) where in their judgement such variations are in the interest of the service, where the terms of employment permit this. In exercising this authority, CX / DCX / Directors shall observe national agreements and shall not depart from individual terms and contracts of employment;	Council	Chief Executive/ Deputy Chief Executive/ Directors
d. subject to the prior approval of the Executive Committee, and consultation with employees and/or their representatives, to carry out Service Reviews, as necessary, and implement outcomes;	Executive Cttee	Chief Executive/ Deputy Chief Executive/ Directors	

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	<p>e. to provide an overview of training activities for the Council and, in accordance with the Council's stated requirements, direct provision of training via in-house and external resources (Human Resources);</p> <p>f. to settle claims of up to £150 for damage to and/or loss of employee's clothing and personal property.</p> <p>g. to exercise the various delegations defined hereunder.</p>	<p>Executive Cttee</p> <p>Executive Cttee</p> <p>Various</p>	<p>Chief Executive/ Deputy Chief Executive/ Directors</p> <p>Chief Executive/ Deputy Chief Executive/ Directors</p> <p>All employees, including all employees of Bromsgrove District Council seconded to Redditch Borough Council under shared services arrangements. or employed by other local authorities who provide services for or on behalf of Redditch Borough Council under shared service arrangements</p>
<p>Service Managers (4th Tier and below) (Moved from the previous "General Delegations" section).</p>	<p>In the absence of any specific delegation and subject to supervision by their immediate line Managers, Service Managers are authorised to perform the duties for which they are employed, including the day-to-day management of their specific Service.</p>	<p>Council/Executive Committee</p>	<p>Various</p>
<p>Miscellaneous (Moved from the previous "General Delegations"</p>	<p>1. The day-to-day discharge of functions not otherwise covered by this scheme in accordance with any requirements of the Chief Executive.</p>	<p>Executive Committee</p>	<p>Chief Executive or in his absence the Deputy Chief Executive</p>

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<p>section).</p>	<p>2. To respond to miscellaneous enquiries for which no delegated authority currently exists and to determine whether further formal decision is required and, if so, what.</p> <p>3. Any Officer with a delegated power under this Scheme may authorise other Officers to exercise the powers on their behalf. Any such authorisation should be in writing, which in most cases, will be by way of Job Description. In other cases, please see Form of Authorisation at Appendix 1.</p> <p>4. Any of the powers delegated to a specific Officer within this Scheme may be exercised by any of their line Managers, except where such exercise is not permitted in law or subject to other qualification. (Some powers may only be exercised by a specific type of Officer.)</p>	<p>Exec</p> <p>Council / Executive Committee/ Planning / Licensing Committees</p> <p>Council / Executive Cttee/ Planning / Licensing Committees</p>	<p>Chief Executive, in consultation with Group Leaders and Monitoring Officer</p> <p>Chief Executive/ Deputy Chief Executive/ Directors</p> <p>Various</p>
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