

## Constitution Part 5 Table 5.02 – Transformation and OD

<b>TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT</b>			
<b>1. <u>IT Services</u></b>			
<b>Subject</b>	<b>Detail</b>	<b>Delegated by:</b>	<b>Delegated to:</b>
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.  <b>(Moved from the previous "General Delegations" section).</b>	Council	The Information Management Team under the supervision of the [Head of Transformation and Organisational Development.]

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

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<b>3. Human Resources</b> <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).	<p style="color: red;"><del>To control and manage own Directorates.</del></p> <p style="text-align: center; color: red;"><b><u>Staffing Matters</u></b></p> <p>Within the terms of the Council's agreed policies and employment objectives, to deal with the following matters without reference to Committee:-</p> <p style="color: red;"><b><u>a. Appointments:</u></b></p> <p style="color: red;">i) <u>to appoint Executive Directors</u></p> <p style="color: red;">ii) <u>to appoint Heads of Service</u></p> <p style="color: red;">iii) <u>to appoint staff below the level of Head of Service</u></p> <p style="color: red;">a. <u>to engage employees within budget provision / establishment;</u></p> <p style="color: red;"><b><u>b. Disciplinary and Capability Action</u></b></p> <p style="color: red;">i) <u>Within the Council's approved disciplinary and capability procedures and National Conditions of Service, to take disciplinary action against, (including dismissal of)</u></p>	<p style="color: red;"><del>Council/Executive Committee</del></p> <p style="color: red;"><del>Council</del></p> <p style="color: red;"><del>Council</del></p> <p style="color: red;"><del>Council</del></p> <p style="color: red;"><del>Council</del></p> <p style="color: red;"><del>N/a</del></p>	<p style="color: red;"><del>Chief Executive/ Deputy Chief Executive/Directors or their nominated Manager(s)</del></p> <p style="color: red;"><del>Chief Executive</del></p> <p style="color: red;"><del>Chief Executive/ Executive Directors</del></p> <p style="color: red;"><del>Heads of Service</del></p> <p style="color: red;"><del>Chief Executive/ Deputy Chief Executive/ Directors</del></p> <p style="color: red;"><del>Council</del></p>

**Comment [SS1]:** Moved down to section below

**Comment [SS2]:** This now mirrors the delegation for BDC and splits out class of employees re appointments.

**Comment [SS3]:** This now mirrors the BDC wording on Disciplinary and Capability.

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	<p><u>the Head of Paid Service, s151 Officer or Monitoring Officer subject to compliance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended).</u></p> <p><u>ii) Within the Council's approved disciplinary and capability procedures, to take action against, (including dismissal of), Executive Directors, subject, in the case of any Officer designated as Chief Finance Officer or Monitoring Officer, to compliance with the Local Authorities (Standing Orders) (England) Regulations 2001.</u></p> <p><u>iii) Within the Council's approved disciplinary and capability procedures, to take action against (including dismissal of) Heads of Service and Assistant Chief Executive subject, in the case of any Officer designated as Chief Finance Officer or Monitoring Officer, to compliance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended).</u></p> <p><u>iv) Within the Council's approved disciplinary and capability procedures, to take disciplinary action against (including dismissal of) any member of staff in the department concerned below Head of Service level.</u></p> <p><del>b. o deal with the recruitment, suspension, and dismissal of employees in accordance with agreed procedures;</del></p> <hr style="width: 10%; margin-left: 0;"/>	<p><u>Council</u></p> <p><u>Council</u></p> <p><u>Council</u></p>	<p><u>Chief Executive</u></p> <p><u>Chief Executive/ Executive Directors</u></p> <p><u>Heads of Service</u></p>
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	<p align="center"><b><u>c. Terms and conditions of employment</u></b></p> <p><del>e. 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;</del></p> <p><u>To determine HR policies and procedures and terms and conditions of employment (save where specified by statutory provisions) in respect of all staff (except the Chief Executive).</u></p>	<p align="center"><u>Executive Cttee Council</u></p>	<p align="center"><del>Chief Executive/ Deputy Chief Executive/ Directors Head of Transformation and Organisational Development</del></p>
	<p align="center"><b><u>d. Restructures and Service Reviews</u></b></p> <p><del>i) Subject to the prior approval of the Executive Committee, and consultation with employees and/or their representatives, to carry out Restructures Service Reviews, as necessary, and implement outcomes;</del></p> <p><del>ii) Within the policy and budgets decided by the Council, to make decisions on the addition and deletion of posts and on adjustments to working conditions applying to particular posts (but not generally) insofar as it relates to a service review which is not associated with the setting of the Council's budget</del></p>	<p align="center"><u>Executive Cttee Council</u></p>	<p align="center"><del>Chief Executive/ Deputy Chief Executive/ Directors Executive Directors/ Heads of Service as appropriate</del></p> <p align="center"><u>Chief Executive/ Deputy Chief Executive/ Executive Directors/ Heads of Service as appropriate</u></p>

**Comment [SS4]:** Essentially the same effect as the original but reworded so as also to include policies and procedures.

**Comment [SS5]:** Amended to cover major reviews referred to as "restructures" for which exec approval s required, and smaller scale changes within budget referred to as "service reviews" where no exec approval is required.

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	<p><b><u>e. Appeals (general)</u></b>  <u>To consider and determine appeals in respect of discipline, dismissal, the exercising of delegations (in respect of pension matters) for staff below the level of Head of Service.</u></p>	<p align="center"><u>Council</u></p>	<p><u>Any one of the following: Chief Executive, Deputy Chief Executive Directors, Heads of Service (other than Head of Transformation and Organisational Development) or a consultant selected by the Head of Transformation and Organisational Development</u></p>
	<p><b><u>f. Appeals (job evaluation)</u></b>  <u>To consider and determine appeals in respect of salary grading.</u></p>	<p align="center"><u>Council</u></p>	<p><u>Any Officer of Head of Service level or above or a consultant selected by the Head of Transformation and Organisational Development</u></p>
	<p><b><u>g. Posts – Grading</u></b>  <u>Within the policy and budgets decided by the Council, to make decisions on the grading of posts and on adjustments to working conditions applying to particular posts (but not generally).</u></p>	<p align="center"><u>Council</u></p>	<p><u>Head of Transformation and Organisational Development</u></p>
	<p><b><u>h. Early Retirement Payments</u></b>  <u>To exercise discretionary powers under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 to make a single lump sum payment (including any</u></p>	<p align="center"><u>Council</u></p>	<p><u>Chief Executive following consultation with Head of Transformation and Organisational</u></p>

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	<p><u>redundancy payment where necessary) of up to no more than 52 weeks actual pay to any employee in accordance with agreed criteria.</u></p> <p><b><u>i. Overtime Payments</u></b>  <u>Within the budget determined by Council, to approve payments for overtime working where staff are required to work such overtime in pursuance of the Council's obligations or objectives.</u></p> <p><b><u>j. Pay Award</u></b>  <u>Within the budget determined by Council, to implement increases in respect of the annual cost of living pay award as negotiated and agreed by the National Joint Councils or the Joint national Council for all staff.</u></p> <p><b><u>k. Pay Protection</u></b>  <u>To determine an appropriate pay protection policy for all staff</u></p> <p><b><u>l. Travel Allowances</u></b>  <u>i) To implement increases in respect of the lump sum and mileage allowance payable to all staff in accordance with circulars issued by the Joint National Council and National Joint</u></p>	<p><u>Council</u></p> <p><u>Council</u></p> <p><u>Council</u></p> <p><u>Council</u></p>	<p><u>Development and the relevant Portfolio Holder</u></p> <p><u>Chief Executive/ Deputy Chief Executive/ Executive Directors/ Heads of Service</u></p> <p><u>Financial Services Manager</u></p> <p><u>Head of Transformation and Organisational Development in consultation with the Chief Executive and Executive Director - Finance and Corporate Resources.</u></p> <p><u>Financial Services Manager</u></p>
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	<p><u>Council.</u>  ii) <u>To implement and review increases in respect of subsistence allowances on an annual basis.</u></p> <p><u>m. Training</u>  e.n. <u>to provide an overview of training activities for the Council and, in accordance with the Council's stated requirements, through either direct provision of in-house training via in-house and/or external resources (Human Resources);</u></p> <p>f. <u>to settle claims of up to £150 for damage to and/or loss of employee's clothing and personal property.</u></p> <p>g. <u>to exercise the various delegations defined hereunder.</u></p>	<p><u>Executive Cttee</u></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>
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**Comment [SS6]:** Consider deleting. Seems out of date and would be covered by general delegation to carry out day to day operations

**Comment [SS7]:** Consider deleting. This seems to be saying that all delegations are delegated to everyone. The scheme should work by Heads of Service delegating down to relevant staff.



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<p><u>Service Managers (4th Tier and below)</u> (Moved from the previous “General Delegations” section).</p>	<p><b><u>Day to Day Activities</u></b></p> <p>a. <u>To control and manage own Directorates</u></p> <p>b. 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>c. The day-to-day discharge of functions not otherwise covered by this scheme in accordance with any requirements of the Chief Executive.</p> <p>d. 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><u>Council/ Executive Committee</u></p> <p>Council/Executive Committee</p> <p>Executive Committee</p> <p>Executive Committee</p>	<p><u>Chief Executive/ Deputy Chief Executive/ Directors or their nominated managers</u></p> <p>Various</p> <p>Chief Executive or in his absence the Deputy Chief Executive</p> <p>Chief Executive, in consultation with Group Leaders and Monitoring Officer</p>
<p>Miscellaneous (Moved from the previous “General Delegations” section).</p>	<p><b><u>Operation of Scheme of Delegations</u></b></p> <p>a4. 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</p>	<p>Council / Executive Committee/ Planning / Licensing Committees</p>	<p>Chief Executive/ Deputy Chief Executive/ Directors</p>

**Comment [SS8]:** Moved from earlier in the document

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	<p>of Job Description. <del>In other cases, please see Form of Authorisation at Appendix 1.</del></p> <p><b>b2.</b> 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>Council / Executive Cttee/ Planning / Licensing Committees</p>	<p>Various</p>
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