

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

TRANSFORMATION AND ORGANISATIONAL DEVELOPMENT			
<b>1. <u>IT Services</u></b>			
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.  <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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3. Human Resources			
<b><u>Employees</u></b>	<p><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><b>a. Appointments:</b></p> <p>i) to appoint Executive Directors</p> <p>ii) to appoint Heads of Service</p> <p>iii) to appoint staff below the level of Head of Service</p> <p><b>b. Disciplinary and Capability Action</b></p> <p>i) Within the Council's approved disciplinary and capability procedures and National Conditions of Service, to dismiss the Head of Paid Service, s151 Officer or Monitoring Officer subject to compliance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended).</p> <p>ii) Within the Council's approved disciplinary and capability procedures, to take action against including (except in the case of the monitoring officer or the section 151 officer) 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</p>	<p>Council</p> <p>Council</p> <p>Council</p> <p>N/a</p> <p>Council</p>	<p>[Chief Executive]</p> <p>[Chief Executive]/ Executive Directors</p> <p>Heads of Service</p> <p>Council</p> <p>[Chief Executive]</p>

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	<p>Orders) (England) Regulations 2001.</p> <p>iii) Within the Council's approved disciplinary and capability procedures, to take action against including (except in the case of the monitoring officer or the section 151 officer) 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).</p> <p>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.</p> <p>v) To consider and determine appeals in respect of discipline and dismissal for staff below the level of Head of Service <i>(to be implemented subject to approval of replacement of the relevant HR policies)</i></p> <p><u>Part (v) above agreed by Council on 25<sup>th</sup> February 2019</u></p> <p><b>c. Terms and conditions of employment</b></p> <p>To determine all employment/ HR policies and procedures and terms and conditions of employment (save where specified by statutory provisions) in respect of all staff <u>(except the Chief Executive)</u>.</p>	<p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p>	<p>[Chief Executive]/ Executive Directors</p> <p>Heads of Service</p> <p>Any one of the following: The Chief Executive, the Deputy Chief Executive or any Directors.</p> <p>[Head of Transformation and Organisational Development]</p>
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	<p><b>d. Restructures and Service Reviews</b></p> <p>i) Subject to the prior approval of the Executive Committee, and consultation with employees and/or their representatives, to carry out Restructures, as necessary, and implement outcomes;</p> <p>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</p>	Executive Cttee	[Chief Executive/ Deputy Chief Executive]/Executive Directors/ Heads of Service as appropriate
		Council	[Chief Executive/ Deputy Chief Executive]/ Executive Directors/ Heads of Service as appropriate
	<p><b>e. Appeals (job evaluation)</b></p> <p>To consider and determine appeals in respect of salary grading.</p>	Council	Any Officer of Head of Service level or above or a consultant selected by the [Head of Transformation and Organisational Development]
	<p><b>f. Posts – Grading</b></p> <p>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).</p>	Council	[Head of Transformation and Organisational Development ]

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	<p><b>g. Early Retirement Payments</b></p> <p>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 redundancy payment where necessary) of up to no more than 52 weeks actual pay to any employee in accordance with agreed criteria.</p>	Council	[Chief Executive] following consultation with Head of Transformation and Organisational Development and the relevant Portfolio Holder
	<p><b>h. Overtime Payments</b></p> <p>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.</p>	Council	[Chief Executive/ Deputy Chief Executive]/ Executive Directors/ Heads of Service
	<p><b>i. Pay Award</b></p> <p>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.</p>	Council	[Financial Services Manager]
	<p><b>j. Pay Protection</b></p> <p>To determine an appropriate pay protection policy for all staff</p>	Council	[Head of Transformation and Organisational Development] in consultation with the Chief Executive and Executive Director - Finance and Corporate Resources

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<p><b>k. Travel Allowances</b></p> <p>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 Council.</p> <p>ii) To implement and review increases in respect of subsistence allowances on an annual basis.</p>	<p>Council</p>	<p>[Financial Services Manager]</p>
<p><b>l. Training</b></p> <p>To provide training activities for the Council in accordance with the Council's stated requirements, through either direct provision of in-house training or external resources );</p>	<p>Executive Cttee</p>	<p>[Chief Executive/ Deputy Chief Executive]/ Directors</p>
<p><b><u>Day to Day Activities</u></b></p>		
<p>a. To control and manage own Directorates</p>	<p>Council/ Executive Committee</p>	<p>[Chief Executive/ Deputy Chief Executive]/ Directors or their nominated managers</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>Council/Executive Committee</p>	<p>Various</p>

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	<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>Executive Committee</p> <p>Executive Committee</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>
Miscellaneous	<p><b><u>Operation of Scheme of Delegations</u></b></p> <p>a. 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.</p> <p>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 Committee/ Planning / Licensing Committees</p> <p>Council / Executive Cttee/ Planning / Licensing Committees</p>	<p>[Chief Executive/ Deputy Chief Executive]/ Directors</p> <p>Various</p>



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<b>4. <u>Health and Safety</u></b>			
<b><u>Subject</u></b>	<b><u>Detail:</u></b>	<b><u>Delegated by:</u></b>	<b><u>Delegated to:</u></b>
Approval of Health and Safety policies	To determine all health and safety policies	Council	[Head of Transformation and Organisational Development], following consultation with the Corporate Management Team, the Joint Corporate Health, Safety and Welfare Committee (where applicable), the Leader of the Council and the relevant Portfolio Holder