Constitution Part 4 Table 4.03 – Corporate Services and Transformation

CORPORATE SERVICES AND TRANSFORMATION			
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	[Assistant Director – Corporate Services and Transformation] / [ICT Transformation Manager]
Corporate IT New Proposed Delegation	To determine all the Council's IT Policies and Strategies	Council	[Assistant Director – Corporate Services and Transformation] / [ICT Transformation 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	[Assistant Director – Corporate Services and Transformation]
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	[Assistant Director of Corporate Services and Transformation], following consultation with Ward and other relevant Members /Portfolio Holder

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Street Numbering	To prescribe street numbers and renumber premises where necessary, in accordance with approved policy.	Executive Committee	[Assistant Director – Corporate Services and Transformation]
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.	Council	The Information Management Team under the supervision of the [Assistant Director – Corporate Services and Transformation]

2. **Policy, Performance & Partnerships**			
Subject:	**Detail:**	**Delegated by:**	**Delegated to:**
Publicity & Communic-ation	To determine applications for non-commercial organisations to use the Borough Crest or Logo.	Executive Committee	[Communications and Marketing Manager]
Policy and Engagement	To determine all the Council's policies and strategies relating to, Engagement and Performance, (including the Engagement Strategy and Performance Strategy)	Executive Committee	[Assistant Director of Corporate Services and Transformation] / [ICT Transformation Manager]

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3. Human Resources			
Employees	Staffing Matters Within the terms of the Council's agreed policies and employment objectives, to deal with the following matters without reference to Committee: a. **Appointments**:		
	i) to appoint Executive Directors	Council	[Chief Executive]
	ii) to appoint Assistant Directors	Council	[Chief Executive]/ Executive Directors
	iii) to appoint staff below the level of Assistant Director	Council	Assistant Directors
	b. Disciplinary and Capability Action		
	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).	N/a	Council
	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	Council	[Chief Executive]

	Orders) (England) Regulations 2001.		
	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 section151 officer) dismissal of Assistant Directors 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).	Council	[Chief Executive]/ Executive Directors
	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 Assistant Director level.	Council	Directors
	v) To consider and determine appeals in respect of discipline and dismissal for staff below the level of Assistant Director.	Council	Any one of the following: The [Chief Executive], the [Deputy Chief Executive] or any Directors.
	c. Terms and conditions of employment 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 (except the Chief Executive).	Council	[Assistant Director – Corporate Services and Transformation]

	d. Restructures To make decisions on service restructures, additions and deletions of posts and on adjustments to working conditions (but not generally) within the agreed budgets decided by Council. This does not apply to changes that impact on service delivery.	Executive Committee	[Chief Executive], [Deputy Chief Executive], Executive Directors and Directors as appropriate.
	e. Appeals (job evaluation) To consider and determine appeals in respect of salary grading.	Council	Any Officer of Director level or above or a consultant selected by the [Assistant Director – Corporate Services and Transformation]
	f. Posts – Grading 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).	Council	[Assistant Director – Corporate Services and Transformation]
	g. Early Retirement Payments 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.	Council	[Chief Executive] following consultation with [Assistant Director – Corporate Services and Transformation] and the relevant Portfolio Holder

	h. Overtime Payments 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.	Council	[Chief Executive]/ [Deputy Chief Executive]/ Executive Directors/ Directors
	i. Pay Award 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.	Council	[Financial Services Manager]
	j. Pay Protection To determine an appropriate pay protection policy for all staff	Council	[Assistant Director – Corporate Services and Transformation,] in consultation with the [Chief Executive] and [Director of Finance] [Financial Services Manager]
	k. Travel Allowances 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. ii) To implement and review increases in respect of subsistence allowances on an annual basis.	Council	

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	I. Training 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);	Executive Cttee	[Chief Executive]/ [Deputy Chief Executive]/ Directors
	Day to Day Activities a. To control and mange own Directorates	Council/ Executive Committee	[Chief Executive]/ [Deputy Chief Executive]/ Directors or their nominated managers Various
	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.	Council/Executive Committee	[Chief Executive] or in his absence the [Deputy Chief Executive]
	c. The day-to-day discharge of functions not otherwise covered by this scheme in accordance with any requirements of the Chief Executive.	Executive Committee	[Chief Executive], following consultation with Group Leaders and Monitoring Officer
	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.	Executive Committee	

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Miscellaneous	**Operation of Scheme of Delegations**		
	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.	Council / Executive Committee/ Planning / Licensing Committees	[Chief Executive]/ [Deputy Chief Executive]/ Directors
	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.)	Council / Executive Cttee/ Planning / Licensing Committees	Various

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4. Health and Safety			
Subject	**Detail:**	**Delegated by:**	**Delegated to:**
Approval of Health and Safety policies	To determine all health and safety policies	Council	[Assistant Director – Corporate Services and Transformation], following consultation with the Corporate Leadership Team, the Joint Corporate Health, Safety and Welfare Committee (where applicable), the Leader of the Council and the relevant Portfolio Holder