

Scheme of Management: Communities Directorate

In accordance with the Council's Constitution (Section 3 - Responsibility for Functions Part 3B– Scheme of Delegations of Authority to Officers) all matters which have not been reserved to Council or a Committee are delegated to Officers. Each Service area must develop and maintain their own internal scheme of management which will be published on the Council's website. This internal scheme of management sets out how powers are delegated at the appropriate level. It is impossible and impractical to capture all decisions which are taken by officers; this scheme focuses on high level decisions and does not cover many of the day-to-day decisions individual officers take which are essential to business continuity. The purpose of this document is not to replace the previous detailed scheme of delegation included in the constitution but is developed with the intention of giving a streamlined, clear and simple decision-making process. Departments should therefore avoid detail and assign delegations to posts/levels rather than individual officers.

General Notes: With the exception of matters that are delegated to an officer due to their Statutory Role or where a specified professional qualification is required, the authority delegated to an officer within a team for any matter is automatically delegated to any officer within the team at a more senior level.

Role within scheme	Specific function or decision-making	Officer responsible for that function
Statutory Officers	Director of Public Health	Director of Public Health
	Data Protection Officer	Assistant Director, Digital and ICT
Proper Officers	Borough Librarian	Role undertaken by Corporate Head of Service, Culture and Heritage
	Control of disease and Notification of Disease functions	Consultant in Communicable Disease Control – Public Health England-London. Local assurance: Director of Public Health

Type of activity	Specific function or decision-making	Officer responsible for that function
	Compilation of background paper lists under the Access to Information legislation	Appropriate Director / Corporate Head of Service
	Registration of Births, Deaths and Marriages	AD Healthy & Safe / Director of Public Health
	Chief Inspector of Weights and Measures as required by section 72 of the Weights & Measures Act 1985	Team Leader, Trading Standards
Management of Staff	1. Authorising appointment of agency staff	Assistant Director
	2. Authorising recruitment of permanent staff	Director/ Assistant Director/ Corporate Head of Service/Group Manager
	3. Authorising overtime & expenses payments	Manager
	4. Authorising loan payments (car, season ticket)	Corporate Head of Service/ Group Manager
	5. Authorising acting-up payments and honoraria	Assistant Director
	6. Approval of special leave and unpaid leave	Assistant Director
	7. Approval of extension of sick pay	Assistant Director

Type of activity	Specific function or decision-making	Officer responsible for that function
	8. Approval of carry over and buy-out of annual leave	Assistant Director/ Corporate Head of Service/ Group Manager
	9. Approval of career break applications	Assistant Director
	10. Approval of applications for additional employment	Director
	11. Service structure changes	Director
	12. Approval of changed and new job descriptions (when/if applicable)	Assistant Director / Corporate Head of Service
	13. Authorisation for retirement, redundancy and pension transfer	Director and Director, Corporate and Commercial
	14. Issue notices of termination – redundancy & retirement	Director/ Assistant Director
	15. Authorising the appointment of consultants	Assistant Director

Type of activity	Specific function or decision-making	Officer responsible for that function
Contracts	To sign up to new EU compliant frameworks procured by another public body, a local authority consortium, a national agency which is recognised as carrying out procurement for the benefit of public bodies or another local authority as part of a joint purchasing arrangement of which the Council is permitted to use in accordance with the Public Procurement Regulations 2015	Assistant Director
	To authorise contract variations where the overall financial implications of the variation is contained within the agreed contract sum for a project and is compliance with conditions of the signed contract.	Authorised Contract Officer
Contracts (applies to all contracts under £1m) – and must be processed in accordance with Contract Standing Orders	1. Contract awards between £500,001 – £1 million in total	Chief Executive or Section 151 Officer (this must be only after consultation with the Commissioning Board)
	2. Contract awards £100,001 -£500,000	Directors (for contract awards of £150k - £500k, this must only be after consultation with the Commissioning Board)
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Type of activity	Specific function or decision-making	Officer responsible for that function
	3. Contract awards up to £100,000	Assistant Directors and Corporate Heads of Service
Contract variations (applies to all contract spend over £150,000 and under £1m) – and must be processed in accordance with Contract Standing Orders	1. Contract variations <u>less than 10%</u> (a) variation of value between £500,001 – £1 million in total (b) variation of value £100,001 - £500,000 (c) variation of value up to £100,000	(a) Chief Executive or Section 151 Officer (b) Directors (c) Assistant Directors and Corporate Heads of Service
	2. Contract variations of <u>10-25%</u>	As above, and in consultation with the Corporate Head of Commissioning
	3. Contract variations of <u>25-49%</u>	As above, and in consultation with the Commissioning Board
Authorisation of Expenditure	1. Authority to purchase (revenue and capital) and authorisation of invoices - £250,001 - £500,000	Chief Executive or Section 151 Officer
	2. Authority to purchase (revenue and capital) and authorisation of invoices - £100,001 - £250,000	Directors
	3. Authority to purchase (revenue and capital) and authorisation of invoices - up to £100,000	Assistant Directors and Corporate Heads of Service
New Capital Schemes	1. New Capital Schemes – £250,001 - £500,000	Chief Executive or Section 151 Officer

Type of activity	Specific function or decision-making	Officer responsible for that function
	2. New Capital Schemes - £100,001 - £250,000	Directors
	3. New Capital Schemes – up to £100,000	Assistant Directors
Capital virements	1. Capital virements - £250,001 - £500,000	Chief Executive or Section 151 Officer
	2. Capital virements - £100,001 - £250,000	Directors
	3. Capital virements - up to £100,000	Assistant Directors
Variations to Capital Schemes	1. Variations to Capital Schemes - £250,001 - £500,000	Chief Executive or Section 151 Officer
	2. Variations to Capital Schemes - £100,001 - £250,000	Directors
	3. Variations to Capital Schemes - up to £100,000	Assistant Directors
Revenue virements	1. Revenue Virements - £250,001 - £500,000	Chief Executive or Section 151 Officer
	2. Revenue Virements - £100,001 - £250,000	Directors

Type of activity	Specific function or decision-making	Officer responsible for that function
	3. Revenue Virements - up to £100,000	Assistant Directors
New Delivery models	1. New Delivery Models - £250,001 - £500,000 / 25 up to 50 staff	Chief Executive or Section 151 Officer
	2. New Delivery Models - £100,001 - £250,000 / 10 up to 25 staff	Directors
	3. New Delivery Models – up to £100,000 / up to 10 staff	Assistant Directors
Acquisition and Disposal of land	1. To authorise the acquisition and disposal of land where value is £500,001 - £1m	Chief Executive or Section 151 Officer
	2. To authorise the acquisition and disposal of land where value is £100,001 - £500,000	Directors
	3. To authorise the acquisition and disposal of land where value is up to £100,000	Assistant Directors
Debt Write-offs	1. To authorise write offs of value £50,001 - £100,000	Chief Executive or Section 151 Officer
	2. To authorise write offs of value £10,001 - £50,000	Directors

Type of activity	Specific function or decision-making	Officer responsible for that function
Reports sign off	Standing Committee	Director
	Neighbourhood Committee	Assistant Director/ Corporate Head of Service/Group Manager
	Delegated Decision Notices	Director/ Assistant Director
	Other Decision Notices	Operational Delegation to relevant Assistant Director or Corporate Head of Service / Group Manager
	CMT	Director
	Member Briefings	Director/ Assistant Director/ Group Manager
Communications	Members enquiries responses	Assistant Director / Corporate Head of Service / Group Manager/ Team Leader
	FOI responses	Assistant Director / Corporate Head of Service
	Complaint Stage 1 responses	Corporate Head of Service / Group Manager/ Team Leader
	Complaint Stage 2 responses	Director/Assistant Director/ Corporate Head of Service

Type of activity	Specific function or decision-making	Officer responsible for that function
	LGO Complaint responses	Assistant Director Customer Care Manager
	Subject Access Requests responses and sign off	Assistant Director / Corporate Head of Service
	ICO Complaint responses and sign off	Data Protection Officer
	Press releases – political or reputational impact	Director
	Press releases – without political or reputational impact	Assistant Director / Corporate Head of Service
	Sign and serve statutory/non-statutory notices	Director/Assistant Director
Environmental Health Trading Standards Licensing Environmental Enforcement	Authority to enforce/comply with legislation and undertake/implement all statutory functions.	Assistant Director, Highways Transport and Regulatory Services Operational Delegation to Group Manager, Regulatory Services
Highways Transport	Authorisation to enforce/comply with legislation and undertake/implement statutory functions	Assistant Director, Highways Transport and Regulatory Services Operational Delegation to Group Manager, Highways and Transport Group

Type of activity	Specific function or decision-making	Officer responsible for that function
Authorisations to enforce legislation and statutory regulations	Patient group directions (PGDs)	Director of Public Health
Cemeteries Traveller Enforcement	Authority to enforce/comply with legislation and undertake/implement statutory functions	Assistant Director Operational delegation to Head of Bereavement and Registration Emergency Planning Manager
Emergency Planning and Community Safety	Authorisation to enforce/comply with legislation and undertake/implement statutory functions	Strategic Director Operational delegation to Assistant Director, Healthy and Safe Communities
	Community Right to Challenge	Head of Service
Other	Appointment of Counsel	Assistant Director / Head of Service (or as otherwise delegated)
Registrars	Approval of Premises as a venue for civil marriage and civil partnerships.	Assistant Director, Healthy and Safe Communities
Libraries	Authority to enforce/comply with legislation and undertake/implement statutory functions under Public Libraries and Museums Act 1964	Corporate Head of Culture and Heritage (or as otherwise delegated to library and heritage managers)

Signature

A handwritten signature in black ink, appearing to read 'Stephen Evans', with a long, sweeping horizontal stroke extending to the right.

Signed

(Stephen Evans, Director of Community Services) Date 01.03.2019