

# PROPOSED REVISION TO ACCORD WITH THE

COUNCIL'S NEW (MAY 2002) CONSTITUTION

## DELEGATIONS

(1) All delegated powers are to be exercised subject to there being adequate financial provision within the current budget of the Cost Centre. Service plans for the future can include provision for future changes.

(2) All delegations are subject to meeting the Council's "Corporate Personnel Standards". (The corporate standards for human resources management.)

### Delegations to Heads of Services

In so far as they affect the staff of his or her Division, the following matters are delegated for decision and action to the Head of Service. This delegation is subject to the Head of Service implementing the Council's Corporate Personnel Standards and also to the result of the action not exceeding budgetary provision. In some instances, consultation with others is required. Please see table, which follows:

- the decision to recruit to a vacancy, subject to this being a current service and role and utilises current budget and subject to consultation with the appropriate Cabinet Member and authorisation of Recruitment Review form.
- the selection of a candidate for a Post
- the opening, closing and amendment of payroll records, in consultation with the Officers responsible for Payroll
- the grade band (subject, in the event of a change, to consultation with appropriate Cabinet Member and Personnel and subject to a Job Evaluation at scp 29 and above)
- the incremental position within the grade band, subject to consultation with Personnel.
- the payment of honoraria (subject to consultation with appropriate Cabinet Member if more than £1,000 p.a. is proposed)
- the induction programme for a new recruit
- the management and review of probationary period and decision thereon
- payment of expenses
- management and use of the Appraisal & Development Scheme
- investigations, disciplinary action and delegated powers of dismissal under the Council's agreed Disciplinary Procedure
- investigations and action under the Grievance procedure
- responsibility for safety and health of staff
- consultation with staff on any matter, particularly on health and safety matters

- communication of corporate and departmental matters to the staff
- maintaining and providing for the security of Personal Files
- welfare
- ensuring counselling is provided where required
- action to improve capability in accordance with the Personnel Standards
- planning and determination of payment for overtime, subject to application of appropriate agreements to staff salaried under spinal column point 28
- allocation of nationally agreed car allowances to any post
- management and monitoring of flexi-time scheme and action thereon
- managing annual leave
- awards for Long Service
- maintenance of records for their division within any corporate computerised Personnel database
- the determination of the level of Uniform allowance and its application to any employee
- all personnel administration, except the creation of a Contract of Employment or secondment
- the employment of temporary staff
- the creation of a new “permanent” post (providing this is a current service and role and utilises current budget and subject to consultation with the appropriate Cabinet Member and Personnel and authorisation of Recruitment Review form)

The Director or Chief Executive (as appropriate) is authorised to make decisions or take actions as above where Heads of Service are concerned.

APPEALS	To form an Appeals Panel to hear and resolve Appeals on grievances, grading issues and dismissals	Council Panel and otherwise in accordance with the Officer Employment Procedure Rules.	The Head of Personnel
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<p><b>CHIEF EXECUTIVE</b></p>	<p><b>To appoint the Chief Executive (HPS) in accordance with the LG &amp;H Act 1989.</b></p> <p><b>Discipline of a Chief Executive</b></p> <p><b>Dismissal of a Chief Executive</b></p>	<p><b>The Council</b></p> <p><b>(delegation of selection process up to appointment stage to Appointments Panel) and otherwise in accordance with the Officer Employment Procedure Rules.</b></p> <p><b>In accordance with appropriate JNC Agreements and the Officer Employment Procedure Rules.</b></p> <p><b>In accordance with appropriate JNC Agreements and the Officer Employment Procedure Rules.</b></p>	<p><b>The Head of Personnel</b></p>
<p>CONDITIONS OF SERVICE</p> <p>(THE FRAMEWORK)</p>	<p>Decisions concerned with:</p> <p>Pensions*</p> <p>Salaries Policy</p> <p>Leased Car Scheme</p> <p>Resettlement allowance and Mortgage Assistance Scheme</p> <p>Criteria for Accelerated Increments and Honoraria</p> <p>Disciplinary and other Corporate Procedures</p>	<p>The Cabinet+</p>	<p>The Corporate Management Team</p> <p>The Head of Personnel</p>
<p>CONSULTATION</p>	<p>To form an Employer's Side to consult with the staff in the Joint Staff Committee</p>	<p>The Council</p>	<p>The Head of Personnel</p>

<b>DIRECTORS</b>	<p>To appoint the Council's Directors (including the Council's Monitoring Officer)</p> <p>Disciplinary matters relating to Directors or Monitoring Officer duties are dealt with by Officer Employment Procedure Rules and relevant JNC agreements</p> <p>Dismissal of a Director (or of a person who carries Monitoring Officer duties where these are the basis of the reason to dismiss) are dealt with by Officer Employment Procedure Rules and relevant JNC agreements</p>	<p>Appointments Panel and otherwise in accordance with the Officer Employment Procedure Rules.</p> <p>Dealt with by Officer Employment Procedure Rules and relevant JNC agreements</p> <p>Dealt with by Officer Employment Procedure Rules and relevant JNC agreements</p>	<p>The Chief Executive</p> <p>The Head of Personnel</p>
DISPUTES	To form a Disputes Committee	The Cabinet	<p>The Chief Executive</p> <p>The Head of Personnel</p>
EQUAL OPPORTUNITIES	To monitor our performance as an employer	The Cabinet	<p>The Head of Personnel</p> <p>The Corporate Management Team</p>
NEW POST	<p>Creation of</p> <p>(New role or service and requiring utilisation of new or redirected money)</p> <p>(see * below)</p>	The Cabinet+	<p>The Director</p> <p>The Head of Service</p> <p>The Head of Personnel</p>
NEW POST	<p>Creation of</p> <p>(No new service and within current budgets)</p>	Head of Service	<p>(1) Director</p> <p>(2) Head of Personnel</p> <p>(3) The staff affected</p> <p>(4) Appropriate Cabinet Member</p>

ORGANISATIONAL STRUCTURE	Change to  (Requiring new money)  (see * below)	The Cabinet+	The Director  The Head of Service  The Head of Personnel
POLICY MAKING	To make policies for the Council as an employer	The Cabinet+ (with Equalities Policy requiring full Council approval as part of Policy Framework)	The Corporate Management Team  The Head of Personnel
REDUNDANCY TERMS AND/OR PREMATURE RETIREMENT WITH OR WITHOUT ADDED YEARS*	Ending of employment and terms	Council Panel+	The Director  The Head of Personnel

+Cabinet/Council will expect Consultation with UNISON to

precede their consideration.

CAPABILITY	Action to improve capability in accordance with Scheme of Advice	Head of Service	Employee Relations Adviser
CAR ALLOWANCES	Allocation to Posts	Head of Service	Head of Personnel
CAR LEASING	Application to Posts	Director	Head of Personnel
CAREER GRADES	Decisions within grades	Head of Service	Director  Head of Personnel
COMMUNICATION TO THE STAFF	Letters, Meetings, etc	Chief Executive, Director or Head of Service (as appropriate)	Corporate Management Team or Director or Head of Service (as appropriate)
COMPUTERISED PERSONNEL/PAYROLL DATABASE	Creation and Maintenance	Payroll team members  Employee Relations Adviser  Head of Service	Head of Personnel

CONDITIONS OF SERVICE	<p>Interpretation of matters within the Corporate framework</p> <p>Determination of matters outside the corporate framework: plus payments and alternatives to premia rates</p>	<p>Head of Personnel</p> <p>Head of Service</p>	<p>(1) Corporate Management Team</p> <p>(2) UNISON</p> <p>(1) Head of Personnel</p> <p>(2) UNISON</p>
<p>“CORPORATE INTEREST”</p> <p>eg creation of or regrading of Head of Service post</p>	<p>To determine when a matter is of corporate interest.</p> <p>To intervene and withdraw powers previously delegated to any Officer</p> <p>To suspend any Officer</p>	<p>The Chief Executive</p> <p>The Chief Executive</p> <p>The Chief Executive</p>	<p>Head of Personnel</p> <p>Head of Personnel</p> <p>Head of Personnel</p>
COUNSELLING	<p>- first line</p> <p>- support</p>	<p>Head of Service</p> <p>Counselling Team</p>	<p>(1) Head of Personnel</p> <p>(2) Specialist support</p>
DISCIPLINE AGREED PROCEDURE	<p>Disciplinary action involving Chief Executive, Directors or Monitoring Officer are dealt with by Officer Employment Procedure Rules and relevant JNC agreements.</p> <p>Suspension under the disciplinary procedure</p> <p>Dismissal of a Head of Service</p> <p>Dismissal from other Posts</p> <p>Disciplinary action involving a Head of Service</p> <p>Disciplinary action (short of dismissal) (other posts)</p> <p>Appeals – within Department</p> <p>Appeals – Corporate (to Members)</p>	<p>See ‘Body Responsible’ in previous section</p> <p>Director</p> <p>Head of Service or person duly authorised by the Proper Officer</p> <p>Director</p> <p>Director</p> <p>Head of Service or person duly authorised by the Proper Officer</p> <p>Director</p> <p>Head of Service or person duly authorised by the Proper Officer</p> <p>Director</p> <p>Head of Personnel (servicing Member Panel)</p>	<p>Head of Personnel or Employee Relations Adviser</p> <p>Chief Executive</p> <p>Head of Personnel</p> <p>Employee Relations Adviser</p> <p>Head of Personnel</p> <p>Employee Relations Adviser</p> <p>Head of Personnel</p>

DRESS ALLOWANCES	Determination of Level and Application to Posts	Head of Service	Director
EMPLOYEE RELATIONS	<p>Consultation and negotiation</p> <ul style="list-style-type: none"> <li>· at Departmental level</li> <li>· within Division</li> </ul> <p>Consultation and negotiation</p> <ul style="list-style-type: none"> <li>- corporately</li> <li>- (on the Budget)</li> <li>- Joint Staff Committee</li> <li>- Disputes</li> </ul>	<p>Director</p> <p>Head of Service</p> <p>The Chief Executive</p> <p>Corporate Management Team</p> <p>(Chief Executive)</p> <p>Head of Personnel</p> <p>Chief Executive</p>	<p>Head of Personnel</p> <p>(Corporate Management Team)</p> <p>(1) Corporate Management Team</p> <p>(2) Head of Democratic Services</p> <p>(1) Director(s)</p> <p>(2) Head of Personnel</p>
EMPLOYMENT LAW	Determination of other employment law matters – Employment Protection, Maternity, Time off for Union duties, etc.	Head of Personnel	Legal advisers
EMPLOYMENT TRIBUNALS	Representation of the Council	The Council's Solicitor	(1) Head of Personnel (2) Head of Service
FLEXI-TIME SCHEME	Monitoring	Head of Service	Director
GRIEVANCE AGREED PROCEDURE	<p>All investigations and interviews at Stage 1</p> <p>Appeals - within Department</p> <p>Appeals – Corporate (to Members)</p>	<p>Head of Service or line</p> <p>Manager</p> <p>Director or other senior</p> <p>Manager</p> <p>Head of Personnel (servicing Member Panel)</p>	<p>Head of Personnel</p> <p>Head of Personnel</p>

HONORARIA	Honoraria for Head of Service  Honoraria for other staff	Director  Head of Service	(1) Head of Personnel  (2) Appropriate Cabinet Member if above £1,000 p.a.  (1) Director  (2) Appropriate Cabinet Member if above £1,000 p.a.
HEALTH AND SAFETY	Responsibility for health and safety of staff  Advice  Consultation with the staff on health and safety  Corporate consultation with UNISON	1. Director  2. Head of Service  Health and Safety Adviser  Head of Service  Head of Personnel	UNISON Safety Representatives  Director  Chief Executive  Head of Environmental Health
ILL HEALTH	Any action including ending employment	Head of Service or Director (as appropriate)	(1) Head of Personnel  (2) The Council's Medical Adviser  (3) UNISON (if appropriate)
LEAVE	Agreement and Recording	Head of Service	Director (if appropriate)
LOANS TO STAFF	Administration and decisions	Head of Service	Payroll Manager
LONG SERVICE AWARD	Administration of scheme	Head of Service	
MATERNITY LEAVE AND PAY	Determination of entitlement	Head of Service	Employee Relations Adviser
OCCUPATIONAL HEALTH CONTRACT	Managing and monitoring the Contract	Head of Personnel and Health & Safety Adviser	Corporate Management Team

*ORGANISATIONAL STRUCTURE	Change to  (No new service and within current budgets)	Head of Service	(1) Director  (2) Head of Personnel  (3) The staff affected  (4) UNISON  (5) Appropriate Cabinet Member
PAYROLL	Delivery of accurate and timely salaries  Open/Close/Amend payroll	The Payroll Manager  Head of Service  Recruitment Manager	Head of Service  The Payroll Manager
PERSONAL FILES  NB The Personal File is a corporate device and will move with the employee	Keeping	Head of Service	Head of Personnel
PLANNED OVERTIME	Determination	Head of Service	Director
RECRUITMENT AND SELECTION – HEAD OF SERVICE	Whole process  Writing Contract of Employment  Induction – Individual  Probationary Review  Payment of Resettlement Allowances, Mortgage Assistance and Temporary Housing	Recruitment Manager  Recruitment Manager  Director  Director  Director	Director  Staff Development and Training Manager  Head of Personnel  Recruitment Manager

RECRUITMENT AND SELECTION – POSTS OTHER THAN HEAD OF SERVICE	<p>Whole process</p> <p>Writing a Contract of Employment</p> <p>Induction – Individual</p> <p>Induction – Corporate</p> <p>Probationary Review</p> <p>Payment of Resettlement Allowances, Mortgage Assistance and Temporary Housing</p>	<p>Recruitment Manager</p> <p>Recruitment Manager</p> <p>Head of Service</p> <p>Staff Development and Training Manager</p> <p>Head of Service</p> <p>Head of Service</p>	<p>Head of Service</p> <p>Staff Development and Training Manager</p> <p>Recruitment Manager</p>
SALARY/GRADE BAND DECISIONS	<p>Determination for “corporate interest” posts, (eg creation and grading of Head of Service)</p> <p>Correct Grade Band</p> <p>Incremental position within Grade Band for Head of Service</p> <p>Incremental position within Grade Band of other staff</p>	<p>Chief Executive</p> <p>Head of Service subject to Job Evaluation at scp 29 and above</p> <p>Director</p> <p>Head of Service</p>	<p>Corporate Management Team</p> <p>(1) Director</p> <p>(2) Head of Personnel</p> <p>(3) Appropriate Cabinet Member</p> <p>Chief Executive</p> <p>Head of Personnel</p> <p>Director</p> <p>Employee Relations Adviser</p>
SPECIAL LEAVE	Agreement	Head of Service	Director
TELEPHONE ALLOWANCES	Application to Posts	Head of Service	
TEMPORARY STAFF	<p>Decision to employ</p> <p>Terms and Conditions of Service</p>	<p>Head of Service</p> <p>Head of Personnel</p>	<p>Director</p> <p>Head of Service</p>
TRAINING AND STAFF DEVELOPMENT	<p>Business Planning</p> <p>Training Needs Analysis (includes information from Appraisal &amp; Development Scheme)</p> <p>Training Plan (including I.T.)</p> <p>Head of Service Personal Development Plan</p>	<p>Head of Service</p> <p>Head of Service</p> <p>Head of Service</p> <p>Director</p> <p>Corporate Management Team</p> <p>Staff Development and</p>	<p>Director</p> <p>Director</p> <p>Director</p> <p>Head of Service</p> <p>(1) Head of Personnel Team</p> <p>(2) Staff Development and Training Manager</p>

WELFARE	Responsibility for	Head of Service	Head of Personnel
APPRAISAL & DEVELOPMENT SCHEME	Determination of Objectives/Performance Targets  Use of Scheme to determine performance  Management of Scheme  Training for the operation of Scheme	Director or Head of Service as appropriate  Head of Service  Director and Head of Services  Staff Development & Training Manager	Member of staff concerned

caf/personnel standards/Delegations