

**Delegations to Officers:**  
**Delegations to Chief Executive,**  
**Deputy Chief Executive and Heads of Services**

- (1) To deal with matters relating to recruitment, selection and termination of employment, pay, employment benefits, training and development and other provisions relating to employees of the Council contained from time to time in the Council's Staffing Policies and Procedures documentation.
- (2) To enter into and sign contracts with public utilities, authorities or other bodies where such contracts are regarded as routine commercial matters authenticated by the signature of an officer of the utility, authority or body provided that the contract is within the sum allowed in the Council's estimates and/or Financial Regulations.
- (3) To authorise staff to attend meetings, seminars and conferences, including those arranged by the relevant professional associations.
- (4) To authorise officers to appear in the Courts.
- (5) To terminate employment in case of ill health/capability, in consultation with the Human Resources Manager.
- (6) To dismiss staff in accordance with the Council's disciplinary procedure.
- (7) In the absence of the Chief Executive, The Deputy Chief Executive, be authorised to exercise the powers and duties of the Chief Executive.
- (8) In the absence, incapacity or unavailability of the Chief Executive in circumstances where the post of Deputy Chief Executive remains vacant, the Head of Planning Policy and Economic Development in consultation with the s151 Officer and Monitoring Officer be authorised to exercise such powers as are delegated to the Chief Executive or Deputy Chief Executive as circumstances may reasonably require.
- (9) That the appropriate Heads of Service be delegated the authority to amend charges to reflect changes in VAT rates.
- (10) That the appropriate Head of Service be delegated authority to agree the introduction of a charge for a new Council activity, in consultation with the Head of Finance and Revenues.
- (11) That in the absence of any Head of Service, those matters delegated to that Head of Service be delegated to the Chief Executive or Deputy Chief Executive.
- (12) That Heads of Service may make arrangements for any functions delegated to them to be carried out by other officers in their name.
- (13) That the Chief Executive, Deputy Chief Executive and Heads of Service be authorised, in consultation with the Head of Finance and Revenues, the Monitoring Officer and the Leader, to settle complaints against the Council up to the amount of £1000 per complaint.

- (14) In consultation with the Human Resources Manager and the Head of Finance and Revenues, to make minor changes to the establishment within the approved budget. In the event that either the Human Resources Manager or the Head of Finance and Revenues is proposing the changes within his/her Service, consultation shall be with the Chief Executive and the Human Resources Manager or the Head of Finance and Revenues, whichever is not proposing the change.
- (15) That the holders of the following posts be authorised to act as the nominated consultee and to give consent on behalf of the Council to the Police under Part 3 and Chapter 3 of the Anti-Social Behaviour, Crime and Policing Act 2014:
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| <b>50359085</b> | <b>Chief Executive</b>                          |
| <b>50360579</b> | <b>Deputy Chief Executive</b>                   |
| <b>50360846</b> | <b>Head of Housing and Environmental Health</b> |
- (16) To respond to routine operational consultations.
- (17) In consultation with the relevant Portfolio Holder, to respond to Government consultations.
- (18) To respond to partner consultations where service provision within the Borough may be affected.
- (19) [To take decisions and determine requests for review pursuant to nominations in respect of Assets of Community Value under the Localism Act 2011.](#)