

PART 10: OFFICER SCHEME OF
DELEGATION AND ASSOCIATED
DOCUMENTATION, RULES & GUIDANCE



Page

General Notes

1. Chief Executive
2. Chief Officers & Service Directors
3. CHIEF STRATEGY OFFICER
4. Joint Director of Public Health
5. Service Director: Human Resources & Organisational Development
6. Service Director: Finance & Commercialisation (S151)
7. Service Director: Intelligence, Insight & Communications
8. Service Director: Legal & Governance (MO)
9. Service Director: Quality & Integration
10. Director of Adult Social Care (DASS)
11. CHIEF OPERATIONS OFFICER
12. Service Director: Children's & Families (DCS)
13. Service Director: Adults, Housing & Communities
14. Service Director: Transactions & Universal Services
15. Service Director: Growth
16. Service Lead: Building Control
17. Service Lead: Infrastructure, Planning & Development
18. Associate Director: Economic Development & Skills
19. Associate Director: Capital Assets
20. Service Director: Digital & Business Operations

May 2018

GENERAL NOTES

NB: These notes form part of the Register of Delegated Powers

1. All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
2. The exercise of a delegated power, duty or function shall:
 - a. be subject to the City Council's Policy Framework and/or Budget;
 - b. be subject to any Special Procedure and/or Protocol;
 - c. be subject to the requirements of the Constitution and Corporate Standards; and
 - d. be subject to the requirements of the Council Procedure Rules, Financial Procedure Rules, Contract Procedure Rules, Corporate Standards and any delegations contained therein.
3. An officer to whom a power, duty or function is delegated may authorise another officer to exercise that power, duty or function, subject to the requirements that follow:
 - a. such authorisations shall be in writing and shall only be given to an officer over which the officer with the original delegated power etc. has control;
 - b. such authorisations should only be given where there is significant administrative convenience in doing so;
 - c. the officer authorised by the other should act in the name of the officer who received the original delegation;
 - d. no authorisation may be given if the statute or law prohibits it.

Authorisations of this kind should not be considered to be norm but used only in appropriate circumstances and after careful thought. There can be no additional such delegation. Any mis-categorisation of a delegation as being Executive, non-Executive or anything else shall not invalidate the delegation.
4. References to any Act, Regulation, Order or Byelaw shall be construed as including any re-enactment or re-making of the same, whether or not with amendments.
5. Any reference to any Act of Parliament includes reference to Regulations, subordinate and EU legislation upon which either UK legislation is based, or from which powers, duties and functions of the Council are derived.
6. Where the exercise of powers is subject to prior consultation with another officer, that officer may give his or her views in general terms in advance to apply to any particular circumstances, to remove the need for consultation for each proposal.
7. Subject to any express instructions to the contrary from the delegating body, any power to approve also includes the power to refuse, and the power to impose appropriate conditions.
8. Delegations to officers are subject to:
 - a. the right of the delegating body to decide any matter in a particular case;
 - b. the officer may, in lieu of exercising his/her delegated power, refer to the delegating body for a decision; and
 - c. any restrictions, conditions or directions of the delegating body.

**CHIEF STRAETGY OFFICER, CHIEF OPERATIONS OFFICER
AND SERVICE DIRECTORS**

1. CHIEF EXECUTIVE

1.1 The Chief Executive shall be the Head of Paid Service and be provided by the authority with such resources as s/he deems necessary to perform that role. The Head of Paid Service shall have overall corporate management and operational responsibility for the way in which the organisation delivers its services.

1.2 The Chief Executive may decide that any function, question or matter is urgent and:

- a. a decision must be made before the next scheduled meeting of the Executive, Council or of the appropriate Committee or Sub-Committee; or
- b. a recommendation to the Executive, Council or within the terms of reference of a Committee or Sub-Committee should be implemented prior to the next scheduled meeting of the Executive, Council, Committee or Sub-Committee by which it could be approved;

in either case, if the Chief Executive is satisfied that it is not expedient, practicable or necessary in the circumstances to convene a special meeting of the Executive, Council or a special meeting or urgent business sub-committee meeting of the Committee or Sub-Committee in question then paragraph (2.3.2) shall apply.

1.3.1 The Chief Executive shall have the power (or may designate the Chief Operations Officer, Chief Strategy Officer or a Service Director who will then have power) to determine the question or matter or to implement the recommendation (as the case may be) in the name of and without further reference to the Executive, Council or to the appropriate Committee or Sub-Committee.

1.3.2 The exercise by the Chief Executive, Chief Operations Officer, Chief Strategy Officer and Service Director of any powers under this Urgent Matters delegation shall be subject to the following conditions:

- a. that the determination of the question or other matter or implementation of the recommendation is capable of determination under law in this manner;
- b. that the Chief Executive, Chief Operations Officer, Chief Strategy Officer or designated Service Director before making a decision under paragraph 1.3.2 shall consult with the Leader;
- c. that the Chief Executive, Chief Operations Officer, Chief Strategy Officer or designated Service Director before making a decision under paragraph 1.3.2, shall consult with the Service Director: Legal & Governance and the Service Director: Finance & Commercialisation or their nominated deputies;
- d. that a record of all decisions made or recommendations implemented, together with the consultations referred to in paragraphs 1.3.2(b) and (c) shall be recorded and maintained by the Service Director: Legal & Governance; and
- e. that any decisions made or recommendations implemented under this provision shall be reported to the next scheduled meeting of the Executive, Council, Committee or Sub-Committee, which would otherwise have dealt with the question or matter.

1.4 The Chief Operations Officer, Chief Strategy Officer and each Service Director (in their service area) and Service Director: Legal & Governance (all areas) may each

**CHIEF STRAETGY OFFICER, CHIEF OPERATIONS OFFICER
AND SERVICE DIRECTORS**

exercise the powers of the Chief Executive in the event of his/her incapacity, absence or unavailability.

- 1.5 To appoint annually on 1st April the chairs of the Local Safeguarding Children's Board and the Local Safeguarding Adults Board.

GENERAL NOTES

9. In exercising delegated powers, the officer shall:
 - a. take account of the requirements of the Corporate Standards and Special Procedures and shall address all legal, financial and other professional safeguards as if the matter were not delegated;
 - b. shall exercise the delegation so as to promote the efficient, effective and economic running of that Division, Directorate and the Council, and in furtherance of the Council's visions and values; and
 - c. shall, where and when appropriate, report back to the appropriate delegating body as to the exercise of those delegated powers.
10. Except where otherwise expressly provided either within this Scheme of Delegation or by resolution of the delegating body, the exercise of any delegated power, duty or function is subject to having the appropriate and necessary budgetary provision in place to take the action in the name of and/or on behalf of the Council.
11. Save in respect of any statutory roles that are not capable of delegation, any power conferred on a subordinate officer shall be exercisable by the Service Director.
12. The compilation of a Register of Delegated Powers is a statutory requirement. The Register is maintained by the Service Director: Legal & Governance, and delegations are added to it as they are made by delegating bodies. Officers should take care to inform themselves of any subsequent changes to the Register before solely relying on this document.
13. The Service Director: Legal & Governance shall have the power to amend this Register to reflect re-organisations, changes in job titles and vacancies, where said changes result in re-distributing existing delegations and not the creation of new ones.
14. Any post specifically referred to below shall be deemed to include any successor post, or a post which includes within the job description, elements relevant to any particular delegation, which were also present in the earlier post and shall include anyone acting up or seconded. Any power contained within this Register in anticipation of any reorganisation may be exercised in accordance with the preceding Register to the date of that reorganisation.
15. Any reference to a Committee, Panel or Sub-Committee shall be deemed to include reference to a successor Committee or Sub-Committee provided that the subject matter of a particular delegation can be found within the terms of reference of both the earlier and the successor Committee or Sub-Committee.
16. Where a power or duty is delegated to an officer, and the exercise of that power or duty is contingent upon the opinion of the Council that particular conditions or factual circumstances exist, then the officer in question has the power to determine whether or not those circumstances exist or those conditions have been fulfilled in the name of and with the authority of the Council.
17. All enquiries about this register should be made to the Service Director: Legal & Governance.
18. All matters of interpretation of this document will be determined by the Service Director: Legal & Governance.

GENERAL NOTES

19. If a matter is delegated to an officer, but that delegation cannot be implemented, that should be reported to the delegating body.
20. Functions, matters, powers, authorisations, delegations, duties and responsibilities, etc within this Scheme shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of anything specified.
21. Non-executive functions are specified in Schedules 1 and 2 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended. Any function that is not therefore specified must be assumed to be executive.
22. Advice on procedures, and matters to be taken into account in exercising officer delegated powers, is set out in the Guidance on Decision-Making issued by the Service Director: Legal & Governance.
23. This Scheme of Delegated Powers was approved as part of the Council's Constitution on 16th May 2018. Ad hoc additional revisions will be considered by the Council as appropriate and page revision numbers indicated on replacement pages.
24. For the avoidance of doubt, where a power or duty delegated under this scheme includes at source a power to recover costs, fees or charges, the delegation shall include the power to take all necessary action to recover such fees cost or charges by way of civil debt or otherwise and shall be without prejudice to any other power to charge or recover costs that the Council may have under legislation.
25. Delegations for Service Directors, set out in Section 3 onwards, can also be exercised by their relevant Service Leads in relation to functions for which they are responsible and/or manage.
26. Where there is doubt over the responsibility for the exercise of the delegated power, the Chief Executive or his or her nominee is authorised to act.

**CHIEF STRAETGY OFFICER, CHIEF OPERATIONS OFFICER
AND SERVICE DIRECTORS**

2. CHIEF STRATEGY OFFICER, CHIEF OPERATIONS OFFICER AND SERVICE DIRECTORS

- 2.1 If a function, power or responsibility has not been specifically reserved to the Council, a Committee or the Executive, the Chief Executive, the Chief Strategy Officer, Chief Operations Officer and Service Director within whose remit the matter falls is authorised to act.
- 2.2 The Council, its Committees and the Executive will make decisions on matters of significant policy. The Chief Strategy Officer, Chief Operations Officer and Service Directors are given express authority to take all necessary actions to implement Council, Committee and Executive decisions that commit resources within agreed budgets in the case of financial resources, as necessary and appropriate.
- 2.3 In relation to all delegated authorities conferred on the Chief Strategy Officer, Chief Operations Officer and Service Directors, the Chief Executive may allocate or reallocate responsibility for exercising particular powers in the interests of effective corporate management as he or she thinks fit.
- 2.4 To take all routine and day-to-day operational service decisions within agreed policies provided they are met from within overall approved budgets in relation to the services for which they are responsible, subject to any other requirements imposed by the Constitution (eg Financial Procedure Rules).
- 2.5 To take all decisions necessary to give effect to implement the contents of any approved Policy Framework plan, in relation to the services for which they are responsible, and within agreed budgets in the case of financial resources, as necessary and appropriate.
- 2.6 To take any action on urgent matters which would otherwise require reference to, or consultation with, the Council, a committee or the Executive if there is no such time for such reference or consultation to be made and provided the Chief Executive, Service Director: Finance & Commercialisation and Service Director: Legal & Governance (or their nominees) agree to the proposed course of action before it is decided. All such decisions shall be reported to the next meeting of the Council, Committee or Executive.
- 2.7 To set, approve or vary, following consultation with the relevant Cabinet Member, Service Director: Finance & Commercialisation and the Service Director: Legal & Governance, the scale of fees and charges for all services within their service area. The revised scale of fees and charges must be made available on the Council's internet and/or be available in paper form on request and is subject always to any statutory or common law duty to consult the public or service users.
- 2.8 To write off debt, following consultation with the Service Director: Finance & Commercialisation, in line with guidance that is issued by the Service Director: Finance & Commercialisation.
- 2.9 To act under all current or future legislation and Council plans, policies, guidelines and procedures relating to their services and functions managed, operated and controlled by them or their Service Leads, and shall have the authority to vary or change their services or functions following consultation with the Chief Executive (where there are Head of Paid Service issues), and the Service Director: Finance & Commercialisation and Service Director: Legal & Governance where legislation, regulations, orders or

**CHIEF STRAETGY OFFICER, CHIEF OPERATIONS OFFICER
AND SERVICE DIRECTORS**

guidance subsequently issued by Ministers in relation to such services or functions require a change in service delivery greater than “de minimus”.

- 2.10 To have the authority and to authorise officers within their functional responsibilities to undertake activities and have powers to undertake those activities including powers of entry, in accordance with relevant legislation as advised from time to time by the Service Director: Legal & Governance.
- 2.11 Following consultation with the Service Director: Legal & Governance, to take decisions, serve notices, requirements or orders, make applications, exercise powers of entry, provide reports and institute or defend any proceedings before any Magistrate, Court or other Tribunal on behalf of the Council in discharge of the Council's functions arising under any law or Act within the postholder's management or control.
- 2.12 Following consultation with the Service Director: Legal & Governance, to authorise appropriate officers to administer formal cautions in respect of any criminal offence.
- 2.13 To act under all current and future legislation and Council plans, policies, guidelines and procedures relating to the services and functions managed, operated and controlled by the Service Director. This should be taken to include all regulations, orders and guidance subsequently issued by Ministers in relation to such services and functions.
- 2.14 To undertake all and any functions and tasks necessary in support of or related to supporting approved partnerships and joint working. This includes joint working with other public bodies and agencies, including the CCG, NHS Trusts and associated bodies, other local authorities and other appropriate bodies. Such organisations may also include representatives of the private sector. This would include Solent LEP, Partnership for Urban South Hampshire (PUSH) and Transport for South Hampshire (TfSH).
- 2.15 To respond to consultations and requests for submission from Government Departments, other local authorities, international, European, academic, research, business representatives and other bodies in respect of: provision and sharing of data and research initiatives; policies, strategies and plans; performance and partnership working.
- 2.16 Following consultation with the Service Director: Legal & Governance and Service Director: Finance & Commercialisation, to submit bids for or tenders involving funding or assistance from central government, the European Commission or from any other source (direct or indirect to the council itself), and to take any further steps including the entering into of any relevant agreements to fulfil the requirements of any bid or tender and to take any necessary or expedient action (including the purchase of services, supplies and works) in the consequential administration of any such bids or tenders. (NB: this delegation applies not only to lottery bids, but also to any new schemes as yet not in place, and is framed broadly and should apply in the same way).
- 2.17 To complete and submit expressions of interest, enter into and vary, research and development projects and associated partnerships within estimates, including seeking external funding or joining funding partnerships, providing the whole life cost of the project does not have an adverse impact on the council's financial position.

**CHIEF STRAETGY OFFICER, CHIEF OPERATIONS OFFICER
AND SERVICE DIRECTORS**

- 2.18 To authorise the attendance by any Member at a conference, meeting or other event, following consultation with the Service Director: Legal & Governance, provided the costs are to be met from the relevant Portfolio budget.
- 2.19 Following consultation with the Service Director: Finance & Commercialisation and the appropriate officers dealing with European matters, to complete and submit expressions of interest for funding or initiatives to any UK or EU funding agencies.
- 2.20 To purchase services or sell spare capacity where there is a financial, service or other benefit to the authority, in consultation with the Service Director: Finance & Commercialisation and Service Director: Legal & Governance.
- 2.21 To obtain information under Section 330 of the Town and Country Planning Act 1990 and Section 16 Local Government (Miscellaneous Provisions) Act 1976 about interests in land.¹²
- 2.22 Within the scope of the postholder's employment, to manage investigations and grant authorisations under Section 28 and 29 of the Regulation of Investigatory Powers Act 2000, subject to having completed the required Authorised Officer training.
- 2.23 To execute and authorise the execution of works in default of compliance of any statutory notice served and to demand the recovery of expenses incurred by the local authority.
- 2.24 To serve notice requiring payment for works carried out in default.
- 2.25 To make payments of trust monies for the maintenance, advancement or benefit of a beneficiary following consultation with the Service Director: Finance & Commercialisation.
- 2.26 To pay expenses such as travel expenses, facilitators' expenses for disabled people, interpreters' expenses for non-English speakers and carers' expenses for people with caring responsibilities to enable participation at consultation meetings.
- 2.27 To undertake benchmarking, cost comparison consultation and all activities associated with Best Value and to take all actions necessary and expedient to ensure best professional practice and Best Value.
- 2.28 To seek planning permission, conservation area consent and listed building consent in accordance with the Town and Country Planning Act 1990 and The Planning (Listed Buildings and Conservation Areas) Act 1990, subject to:
 - i. the Service Director: Growth being given 14 days to comment on the proposal prior to the submission of the formal application; and
 - ii. the Service Director: Growth agreeing that the proposal was not in conflict with any planning policy of the Council and could be dealt with under delegated powers; if he did not agree his reasons to be given in writing.

¹ This section of the scheme of delegation should be interpreted widely to aid the smooth running of the organisation and effective deployment of resources and the efficient delivery of services.

² In determining the services for which Service Directors are responsible, regard should be had to Article 11 of the Council's Constitution which sets out the functions and areas of responsibility for each of the Service Directors.

**CHIEF STRAETGY OFFICER, CHIEF OPERATIONS OFFICER
AND SERVICE DIRECTORS**

- 2.29 Subject to the approval of the Service Director: Legal & Governance, to enter into any lawful contract for the provision of services, goods or materials for another body where to do so is considered beneficial to the City Council, providing the payment terms are in line with agreed council policy if there is any variation to these terms or payment is via another means than invoice (ie direct debit) than approval should also be sought from the Service Director Finance and Commercialisation.
- 2.30 To use all powers necessary to effect the acquisition of services from other authorities or bodies and to set up joint, consortium or other bodies and panels to secure the provision of those services needed to discharge the functions of the Council.
- 2.31 To take any consequential action necessary or expedient in respect of a bid or tender involving funding or assistance from central government, the European Commission or from any other source.
- 2.32 To act in all matters associated with the delivery of regeneration and other programmes, partnerships or arrangements managed and delivered by external partnership bodies where the Council is the accountable body or is responsible for or is a significant stakeholder in the programme, partnership or arrangement, and in particular to do so following consultation with the appropriate board, other body responsible for the management of the programme, partnership or arrangement, and to seek and replace members of such bodies and the Cabinet Member.
- 2.33 To authorise all suitably qualified members of staff under their line management or control to carry out all powers delegated and, following consultation with the Service Director: Legal & Governance, to sign statutory notices on behalf of the Council.
- 2.34 To investigate and respond to all complaints, whether under the Council's Customer Complaints procedure or otherwise.
- 2.35 To dispose of any surplus equipment.
- 2.36 To undertake any preparatory work necessary on any project, scheme or other matter intended to be placed before the Executive, the Council, a Committee, Sub-Committee or Officer with appropriate delegated powers so that the Executive, Council, Committee Sub-Committee or Officer with appropriate delegated powers can, with the benefit of full background information and advice, determine whether or not to proceed with said project, scheme or other matter with or without variation.
- 2.37 a. To settle ex-gratia payments of up to £2,000.
- b. In relation to the Customer Complaints Policy, a complaint being considered by the Local Government Ombudsman, or matter being referred or considered by an Officer as instructed by the Chief Executive or by any third party tribunal or entity, to settle and make a payment of compensation, including (but not limited to) an ex-gratia payment of up to £10,000 following consultation with the Service Director: Legal & Governance.
- 2.38 To arrange visits, lectures and similar visits to publicise Council and City activities.
- 2.39 To grant a civic reception or luncheon subject to approval of the Service Director: Legal & Governance who shall consult with the Mayor.
- 2.40 Where a decision is required to be made by the Council, Executive or any officer, following consultation with the community or part of a community, the relevant Service

**CHIEF STRAETGY OFFICER, CHIEF OPERATIONS OFFICER
AND SERVICE DIRECTORS**

Director is authorised to commence that consultation, following consultation with the relevant Cabinet Member, and the decision shall be reported back to the relevant decision-maker for it to then determine whether or not to proceed (including the results of that consultation).

- 2.41 Under the direction of the Service Director: Legal & Governance, to take such action as is required or necessary in respect of commissioning, monitoring or approving all reports for submission to any decision-making body of the Council or any partner body.
- 2.42 To make arrangements for managing and ensuring the quality of the information to be included within the Forward Plan in accordance with the Council's Constitution, the Local Government Act 2000 and secondary legislation.
- 2.43 As directed from time to time by the Communications Manager, to take such action as necessary in relation to internal or external communications.
- 2.44 Following consultation with the relevant Cabinet Member and Service Director: Legal & Governance to make applications to the Secretary of State in respect of works on common land.
- 2.45 The power to enter into grant agreements for the award of grants derived from Government funded regeneration programmes and to determine when a legal charge is required on property to secure the repayment of any grant award.

**MAY ONLY BE EXERCISED BY THE CHIEF STRATEGY OFFICER, CHIEF
OPERATIONS OFFICER AND/OR SERVICE DIRECTOR
AS THE NOMINEE OF THE CHIEF EXECUTIVE**

- 2.46 To take action under the Council's HR Policies and Procedures, including any work associated with consequential appeals, whether within the Council or otherwise.
- 2.47 To appoint officers for the implementation of the Council's functions as prescribed by Procedure Rules and Recruitment Policy.
- 2.48 To authorise and implement changes in structures or establishments, or to the movement of posts within career grades, where such changes lead to a reduction or no change in employee numbers (full time equivalents) and costs, where no posts are regraded and where all arrangements are in line with the approved pay and allowances framework.

NB: Any proposed change or variation to the approved pay and allowances framework may only be authorised by the Chief Strategy Officer.

- 2.49 To delete posts from the organisational structure.
N.B Any other variations in the organisational structure are subject to approval from the appropriate Service Director and Chief Strategy Officer.
- 2.50 To agree an overlap period for the appointment of employees provided the necessary finance is available within service budgets.
- 2.51 To authorise the appointment of temporary employees provided that the necessary finance is available within service budgets or financed from external sources.
- 2.52 To authorise the employment or extension of employment of employees beyond 65 years of age in accordance with the conditions of service.

**CHIEF STRAETGY OFFICER, CHIEF OPERATIONS OFFICER
AND SERVICE DIRECTORS**

- 2.53 To approve and authorise overtime in accordance with the scheme of allowances as approved by the Chief Strategy Officer, subject to the necessary finance being available.
- 2.54 To authorise attendance of employees on courses of study for an initial or second qualification, together with the granting of financial assistance towards approved expenses, in line with Council process and after consultation with the Chief Strategy Officer.
- 2.55 Subject to budgetary provision, to approve the attendance of employees at conferences, courses and seminars.
- 2.56 To approve payment of subscriptions for membership of professional associations (only one per employee) when the job description specifies that such membership is obligatory.
- 2.57 To authorise subsistence payments in accordance with the Council's approved schemes.
- 2.58 To withdraw the payment of a telephone allowance.
- 2.59 To approve an occasional payment to an employee where a Service has a need for language interpretation where the number of occasions on which the additional skills are required are minimal in accordance with the defined rate of payment, and to approve payment where either there is a substantial use of language interpretation skills or the service requires the language skills to be made available on demand.
- 2.60 To authorise up to 18 days paid leave of absence per annum for employees undertaking public duties and to approve additional paid or unpaid leave up to a maximum of 10 days, after consultation with the Chief Strategy Officer.
- 2.61 To authorise up to 28 days paid leave of absence per annum for employees undertaking duties as a Member of a relevant Council (Local Government and Housing Act 1989).
- 2.62 To authorise leave of absence without pay for over three months for post entry training or for other reasons.
- 2.63 To grant compassionate leave of up to six days, in accordance with the guidance provided.
- 2.64 To grant compassionate leave in excess of six days, after consultation with the Chief Strategy Officer.
- 2.65 To approve other special leave, with or without pay, after consultation with the Chief Strategy Officer.
- 2.66 After consultation with the Chief Strategy Officer, to grant extensions of sick pay in excess of two months at either full or half pay dependent on the circumstances.
- 2.67 To decide each new request for paid time off work for trade union activities or for training or for time off work without pay for trade union duties, following consultation with the Chief Strategy Officer.

CHIEF STRATEGY OFFICER

3. CHIEF STRATEGY OFFICER

- 3.1 To make amendments to the Council's equality policies in order to address evolving legal and performance requirements.
- 3.2 To commission, monitor and approve all reports for submission to any decision-making body of the Executive, the Council, Committees, Panels and Sub-Committees and to ensure their compliance with all the Procedures and other rules contained within the Constitution and with Corporate Standards and legal and financial requirements, following consultation with Service Directors, and the Service Director: Finance & Commercialisation.
 - a. defining the overall standards to be adhered to for that particular service area; and
 - b. commissioning advice on changes to policy.
 - c. To approve changes to Level 1 and Level 2 strategies and plans following consultation with the Leader and relevant Cabinet Member.
- 3.3 To undertake and discharge the roles of proper or deputy Proper Officer in respect of the appointment or dismissal of statutory and non-statutory Chief Officers and Deputy Chief Officers, Service Directors and Service Leads.
- 3.4 To lead on all aspects of organisation design of the Council to ensure it remains fit for purpose.
- 3.5 In respect of the resolution dated 16th April 2002 of Employment Panel regarding Appointment and Dismissal of Chief Officers and Service Directors to implement and adopt arrangements in the event of exceptional circumstances and following consultation with the relevant Cabinet Member.
- 3.6 To consider and resolve any redundancy, severance payments and early release of pension benefits after consultation with Service Director: HR & OD, Service Director: Finance & Commercialisation and Service Director: Legal & Governance (requests from schools will be required to submit a business case).
- 3.7 To approve changes in the number (full time equivalents) or grades on the organisational structure of directorates, where such changes are within overall employee costs, financed from external sources or from ongoing service budgets, and where accommodation is available, following consultation with the relevant Cabinet Member.
- 3.8 To make payments to staff in accordance with the adopted Policy Statement on Discretionary Severance and Payments arrangements where an unreduced pension is payable and where there is no discretionary element, after consultation with the Service Director: Finance & Commercialisation.

DIRECTOR OF PUBLIC HEALTH

4. JOINT DIRECTOR OF PUBLIC HEALTH

- 4.1 To undertake overall responsibility for all of the local authority's duties to take steps to improve public health and to provide officers and elected members with appropriate advice, based on a patterns of local health need of what works and potential returns on public health investment.
- 4.2 To undertake any of the Secretary of State's public health protection or health improvement functions delegated to local authorities.
- 4.3 To plan for, and respond to, emergencies that present a risk to public health, after consultation with the council's emergency planning officer where appropriate.
- 4.4 To undertake local authority's role in co-operating with the police, the probation service and the prison service to assess the risks posed by violent or sexual offenders.
- 4.5 To be responsible for the local authority's public health response as a responsible authority under the Licensing Act 2003, including making representations about licensing applications under sections 5(3), 13(4), 69(4) and 172B(4) of the Licensing Act, as amended by Schedule 5 of the Health and Social Care 2012.
- 4.6 To be responsible for providing Healthy Start vitamins at any maternity or child health clinic commissioned by the Council, in accordance with the Healthy Start and Welfare Food Regulations 2005 as amended by the Health and Social Care Act 2012.
- 4.7 To produce and update as necessary the Southampton Joint Strategic Needs Assessment in partnership with Southampton City Clinical Commissioning Group.
- 4.8 To lead on and co-ordinate the development, production, publication and updating of the Southampton Joint Health and Wellbeing Strategy in partnership with Southampton City Clinical Commissioning Group.
- 4.9 To produce the Director of Public Health's annual report.
- 4.10 To provide public health advice to NHS commissioners to help secure:
 - a. Commissioning strategies that meet the needs of vulnerable groups
 - b. The development of evidence-based care pathways and service specifications
 - c. Evidence-based prioritisation policies
 - d. Health needs audits and health equity audits and health impact assessments
- 4.11 To ensure delivery of the National Child Measurement Programme.
- 4.12 To secure the delivery of the NHS Health Check assessment.
- 4.13 To ensure appropriate access to sexual health services.
- 4.14 To ensure appropriate clinical governance arrangements are in place in respect of any clinical services commissioned, including sexual health and drug and alcohol services.
- 4.15 To maintain a particular focus on ensuring disadvantaged groups receive the attention they need, with the aim of reducing health inequalities.

SERVICE DIRECTOR: HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT

5. SERVICE DIRECTOR: HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT

- 5.1 Following consultation with the relevant Cabinet Member, to negotiate and adopt revised personnel procedures and associated conditions of service where there is no change in policy or strategy.
- 5.2 To make such operational requirements as to comply with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 as referred to in the revised Officer Employment Procedure Rules.
- 5.3 To review the defined levels of post at which action can be taken under HR and Organisational Development procedures, including termination of employment, consistent with changes in the Council's organisational structures.
- 5.4 To approve changes in the designation of posts.
- 5.5 To approve any variations or changes to the approved pay and allowances framework.
- 5.6 To apply, vary or end the payment of a market supplement provided that funding is available within divisional budgets, following consultation with the relevant Cabinet Member.
- 5.7 Following consultation with the relevant Service Director, to approve the payment of honoraria in line with the HR policy and procedures.
- 5.8 To determine applications for the re-assessment of the grade of posts, whether initiated by management or an employee.
- 5.9 To review and vary the value of long service awards, following consultation with the relevant Cabinet Member.
- 5.10 To review and update the level of allowances paid to employees in accordance with the conditions of service, eg the allowance paid to appointed first aiders, following consultation with the relevant Cabinet Member.
- 5.11 To adjust the Taxi Allowance in line with taxi fare increases.
- 5.12 Provided that the cost can be met from within existing budgetary provision and the maximum of the grade is not exceeded, to authorise up to two accelerated increments following examination success or for other reasons.
- 5.13 To authorise the allocation and payment of car allowances.
- 5.14 To authorise any advancement against salary payments.
- 5.15 To approve payments of up to twice the maximum salary of spinal column point 21 in respect of the Personal Injury Scheme, following consultation with the relevant Cabinet Member.
- 5.16 To grant extensions of sick pay for up to two months at either full or half pay dependent on the circumstances.
- 5.17 To vary the amount of trade union facility time approved corporately, subject to the availability of finance, following consultation with the relevant Cabinet Member.
- 5.18 To appoint professional and technical support staff that are deemed to have suitable qualifications, as inspectors under Section 19 Health and Safety at Work etc. Act 1974 and for those officers to exercise all statutory powers relating to enforcement, including but not limited to bringing proceedings.

SERVICE DIRECTOR: HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT

- 5.19 To authorise suitable specialists under Section 20 (2)(c)(i) of the Health and Safety at Work etc Act 1974.
- 5.20 To implement the Incident List and Exclusion Policy and to issue and vary a procedure under which the Council shall operate said policy.
- 5.21 To sign and issue written instruments of appointment for all persons appointed under above, except in the case of the appointments of Service Directors when the Service Director: Legal & Governance shall sign and issue a written instrument of appointment.

SERVICE DIRECTOR: FINANCE & COMMERCIALISATION

6. SERVICE DIRECTOR: FINANCE & COMMERCIALISATION (SECTION 151 OFFICER)

- 6.1 To have authority to take all action as is necessary or expedient to fulfil the statutory obligations under Section 151 Local Government Act 1972.
- 6.2 To vary the limit on the value of houses on which advances under the Housing (Financial Provisions) Act 1958, may be made to employees subject to existing income requirements.
- 6.3 To annually review and set the interest rate for the car loan scheme.
- 6.4 To determine the instalment date in respect of the Statutory Instalment Scheme for the Council Tax.
- 6.5 To make arrangements with the Council's bankers regarding the operation of the Council's bank accounts and the terms on which they are conducted.
- 6.6 To exercise all the powers and duties exercisable by the City Council under the legislation (which for the avoidance of doubt also includes regulations, orders, etc.) concerning:
- | | |
|-------------------|------------------------------|
| Council Tax | National Non-Domestic Rating |
| Community Charges | Community Charge Benefit |
| Housing Benefit | Council Tax Benefit |
| General Rates | |
- reserving only to the Council those functions specifically precluded from delegation by legislation.
- 6.7 To approve the Council Tax Base for the City.
- 6.8 To approve the National Domestic Rates Return (NNDR1) for submission to the Government.
- 6.9 To take all and any decisions necessary or required to be taken by an officer of the Council in relation to the Council's Treasury Management activities and to authorise all officers within the Finance Division to undertake operational Treasury Management activity consistent with those decisions and the Annual Treasury Management Strategy.
- 6.10 To set the mortgage interest rate for Council mortgages in accordance with the Housing Act 1985.
- 6.11 To introduce and operate a Discretionary Housing Payments Scheme in accordance with the Discretionary Financial Assistance Regulations 2001.
- 6.12 To write off any arrears accrued by tenants where he or she is satisfied that:
- arrears arose because the tenant was given incorrect or insufficient Housing Benefit advice; and
 - the tenant was not warned that this advice was a provisional estimate and any difference would have to be made good.
- 6.13 In relation to water rates and budget warmth debts, to write off any debts which have been accepted and cannot be recovered.

SERVICE DIRECTOR: FINANCE & COMMERCIALISATION

- 6.14 To set the rent to be charged to tenants for each leased dwelling to ensure that the costs of the overall scheme are at least covered by rental income.
- 6.15 After consultation with the Service Director: Adults, Housing & Communities and the Service Director: Legal & Governance, to enter into business agreements for the provision of financial assistance provided by external partners in relation to the Private Sector Housing Strategy or such other strategy or policy dealing with such matters.
- 6.16 To provide or arrange for the provision of financial advice to the Council, including from external sources.
- 6.17 To negotiate all loans of money to the City Council (including bank overdrafts) within the City Council's overall borrowing powers.
- 6.18 To act as the Council's Registrar of stocks, bonds, mortgages and other securities, and maintain adequate records of all borrowings of money by the City Council.
- 6.19 To invest or utilise such surplus monies of the City Council and to realise such investments as considered proper and in the City Council's interest.
- 6.20 To be responsible to the Council for the purchase, sale, realisation or exchange of investments.
- 6.21 To enter into any operating leasing agreements that might be required.
- 6.22 To write off any debts of the Council up to £200,000 and to establish, write-off limits for Council Officers and guidance for debt write-off in the case of hardship or safeguarding individuals.
- 6.23 To approve any direct debit arrangements for the Council.
- 6.24 After consultation with the Service Director: Children & Families, to make an advance of funds to post-16 learning providers.
- 6.25 To issue a Financial Notice to Improve in accordance with the Apprenticeships, Skills, Children & Learning Act 2009.
- 6.26 After consultation with the Service Director: Children & Families, to issue a capital related borrowing consent in relation to post-16 learning providers.
- 6.27 After consultation with the Service Director: Children & Families, to issue a solvency related borrowing consent in relation to post-16 learning providers.
- 6.28 After consultation with the Service Director: Children & Families, to use intervention powers under the Apprenticeships, Skills, Children and Learning Act 2009.
- 6.29 To act as the Council's Money Laundering Officer.
- 6.30 To review annually or at such other periods as is considered necessary all risks and insurances following consultation with appropriate Service Directors, and make arrangements and agree terms with insurers for those risks considered to be economic to transfer to the Council's insurers.
- 6.31 To support services areas in the management of operational and strategic risk;
- 6.32 To facilitate and support the Council Management Team in respect of the periodic review of the council's strategic risks.
- 6.33 To arrange appropriate risk financing measures and provide advice and guidance on the extent of insurance or self-insurance arrangements.

SERVICE DIRECTOR: FINANCE & COMMERCIALISATION

- 6.34 Where appropriate, to arrange the placement of cover with insurers including the negotiation of premium rates and policy terms.
- 6.35 To provide and manage a claims handling service to process claims made by directorates and by members of the public.
- 6.36 To approve funding, if requested, to support the development of community involvement activities linked to the operation of such centres.
- 6.37 Following consultation with the Council Capital Board and the Service Director: Legal & Governance, shall be empowered to take all decisions or actions necessary to develop, implement and deliver transformation projects approved by the Council Capital Board in line with Financial Procedure Rules including but not limited to incurring expenditure, structural re-organisations, service reorganisations and entering into contracts and partnership arrangements to deliver services as required together with all ancillary matters necessary to give effect to or conducive to the delivery of such projects. All proposals which are estimated to exceed £5 million shall be considered by Cabinet. The Financial Procedure Rules ceiling requiring reference to Council is waived for such proposals.
- 6.38 To monitor and allocate S106, Community Infrastructure Levy monies in consultation with Council Capital Board.
- 6.39 To manage the Council payment terms and cash handling policy.

~~To review the Council's contribution towards the Employee Car Scheme by the variation in annual rentals and insurance premiums for the Council's benchmark cars.~~

~~To review the mileage allowance for the Employee Car Scheme following any significant variations in petrol prices and the rental / mileage differentials, in addition to the annual review each April.~~

~~To finalise details of the operation of the Employee Car Scheme within the Council's policy.~~

~~To finalise details of the operation of the Mortgage Equity Scheme within the Council policy.~~

~~To authorise requests for Assisted Car Purchase Scheme loans after consultation with the Chief Strategy Officer.~~

SERVICE DIRECTOR: INTELLIGENCE, INSIGHT & COMMUNICATIONS

7. SERVICE DIRECTOR: INTELLIGENCE, INSIGHT & COMMUNICATIONS

- 7.1 To lead on all policies relating to equalities, social cohesion and community engagement.
- 7.2 To issue releases and comments to the media and public as and when necessary in the context of the relevant legal constraints and Council policy.
- 7.3 To edit and publish internal and external communications.
- 7.4 To approve changes and enhancements to the City Council's website and its technology and standards and similar initiatives.
- 7.5 In cases of urgency, and/or when an appropriate Member or officer is not available, to act as a spokesperson for the Council.
- 7.6 To publish and edit the Council's website (Internet), intranet (Staff Stuff) and any subsequent related media.
- 7.7 To commission the sale of advertising or sponsorship in Council (or Council related) publications or on council property subject to legal, etc constraints and Council policy.
- 7.8 To undertake negotiations on behalf of the Council in respect of proposed special events in the City.
- 7.9 To prepare and implement communication plans where required.
- 7.10 To design and implement such short term incentive and/or promotional / marketing schemes that are considered necessary to meet market conditions, to improve operational efficiency and/or to achieve financial benefits at any leisure venue or within any area of leisure activity.
- 7.11 To ensure that the Council complies with the recommended Code on Local Authority Publicity.
- 7.12 To commission market research and customer insight.
- 7.13 The provision and sharing of data and research initiatives.
- 7.14 To develop and implement a system for collecting and analysing data to understand and communicate Southampton's relative position in the Public Health Outcomes Framework.
- 7.15 To be responsible for the completion and updating of the Policy Framework Plans following consultation with the Service Director: Legal & Governance, and implementing the Council's Performance Management Framework.
- 7.16 To make amendments to the Partnership Terms of Reference for Southampton Connect, the Safe City Partnership and the Employment, Skills & Learning Partnership, in consultation with the relevant Partnership Chair, lead Cabinet Member and Service Director: Legal & Governance.
- 7.17 To grant permission for events, entertainments, markets and promotional activities on public lands (including the Guildhall Square open space, Cultural Quarter and Above Bar Precinct) and, where applicable, to make appropriate charges.
- 7.18 To make minor and technical amendments to any Level 1 and Level 2 strategies, following consultation with the relevant Cabinet Member and Chief Strategy Officer, provided the amendments only make updates to data or actions based on latest

SERVICE DIRECTOR: INTELLIGENCE, INSIGHT & COMMUNICATIONS

evidence and performance and only following consultation with the Service Director: Legal & Governance where such changes require amendment to the Council's Constitution..

- 7.19 To liaise with the Police on matters regarding the Prevent duty and related matters.
- 7.20 To approve dispensation for those not able to adopt Customer Care Corporate Standards, policies or strategy.
- 7.21 To enter into professional Customer Service memberships in the interests of the Authority.
- 7.22 To approve the hosting of national or international events.
- 7.23 To grant permission for filming requests on Council land or premises, following consultation with the Service Director: Legal & Governance and to make a charge, where applicable.
- 7.24 To act as City liaison to promote filming at privately owned locations and to charge and retain a location finder's administrative charge, where applicable.

SERVICE DIRECTOR: LEGAL & GOVERNANCE

8. SERVICE DIRECTOR: LEGAL & GOVERNANCE

The Service Director: Legal & Governance is the Monitoring Officer for the purposes of Section 5 Local Government and Housing Act 1989, is the Officer appointed to monitor the Council's legal affairs.

- 8.1 To provide or arrange for the provision of legal advice to the Council, shared services, partner bodies and organisations, etc including obtaining Counsel's opinion and instructing external solicitors as appropriate either on a case by case, or in any other appropriate manner or form.
- 8.2 To be any Proper Officer, required by any legislation.
- 8.3 To undertake, appoint and vary the appointment of any Proper Officer required by any legislation.
- 8.4 To receive and consider a certificate received under Section 47(2) National Assistance Acts 1948 and 1951 to make an application for an order for removal.
- 8.5 To issue a direction to unauthorised campers to leave land and to request an Order from the Magistrates Court if the direction to leave is not complied with, pursuant to Section 77 Criminal Justice and Public Order Act 1994.
- 8.6 To approve designated deputies to carry out the functions of a Proper Officer for the purposes of Section 47 National Assistance 1948 and Section 1 National Assistance (Amendment) Act 1951.
- 8.7 In the absence of any other Officer with delegated powers, Committee or Sub-Committee, to perform the Council's powers and duties in respect of:
 - a. Coroner Services;
 - b. Magistrates' Court Committee;
 - c. Probation Service;
 - d. Hampshire Combined Fire Authority.
- 8.8 To grant authorisations for the dissemination of information under Section 142 Local Government Act 1972 and Section 115 Highways Act 1980.
- 8.9 To grant permissions, consents and licences under the Highways Act 1980 for the provision of services for the benefit of the public, eg recreation and refreshments on the highway, construction of bridges, cycle facilities, highway amenities, etc.
- 8.10 To undertake the Council's functions under the Commons Registrations Act 1965 and any subsequent or ancillary legislation, in so far as the power to register common land, town, or village greens is exercisable solely for the purpose of giving effect to (a) an exchange of lands affected by an order under Section 19(3) of, or paragraph 6(4) of Schedule 3 to, the Acquisition of Land Act 1981 (c.67), or (b) an Order under Section 147 of the Inclosure Act, 1845 or Section 16 / 17 of the Commons Act 2006.
- 8.11 To carry out all functions and responsibilities associated with the Local Land Charges Act 1975, any subsequent legislation or regulations and the Council's responsibilities for maintaining and operating the Register of Local Land Charges including, but not limited to, the setting of fees.

SERVICE DIRECTOR: LEGAL & GOVERNANCE

- 8.12 To enter into agreements on appropriate terms and conditions on behalf of the City Council, as the lead organisation and responsible recipient of any grant funding received.
- 8.13 To enter into grant agreements for the award of grants derived from Government funded regeneration programmes up to £100,000 in value and to determine when a legal charge is required on property to secure the repayment of any grant awarded.
- 8.14 To act as the Council's Senior Information Risk Officer.
- 8.15 To take all action pursuant to information law including, but not limited to the Data Protection Act, GDPR (or equivalent), Freedom of Information Act 2000, the Regulation of Investigatory Powers Act 2000 and all relevant secondary legislation and guidance (including European Directives).
- 8.16 To make decisions in respect of the use and release of digital images and other data arising from CCTV equipment under the control of the division, including responding to requests from the police, insurers, media and members of the public.
- 8.17 To determine all matters arising from the Commission for Local Administration in England (the Local Government Ombudsman) in whatever manner is appropriate, including the making of local settlements.
- 8.18 To determine the eligibility and suitability of applicants and to appoint a pool from which the members of the Independent Education Appeals and Review Panels are to be drawn.
- 8.19 To determine the category of members of the pool (lay or independent members) and to maintain a list of pool members.
- 8.20 To appoint three members of the pool to sit as an Independent Education Appeal or Review Panel and to appoint one of their number to act as chair of the panel when constituted.
- 8.21 To act as Clerk to the Independent Education Appeal and Review Panels and to appoint officers to act as clerks at hearings of the Panels.
- 8.22 To enter into legal agreements pursuant to Section 38 and 278 Highways Act 1980, where a decision has been taken to grant planning consent or resolved to grant planning consent subject to the completion of the appropriate highway agreements.
- 8.23 All functions, powers and duties under the Wildlife and Countryside Act 1981 as amended by the Countryside and Rights of Way Act 2000 and other legislation and guidance in relation to Rights of Ways and associated functions. All functions, powers and duties under the Wildlife and Countryside Act 1981 as amended by the Countryside and Rights of Way Act 2000 and other legislation, including but not limited to duty to keep a definitive map and statement under review,
- 8.24 To take action, where necessary, under section 149 of the Highways Act 1980 to undertake prosecutions to remove obstructions from footpaths and pavements.
- 8.25 Power to issue a certificate of existing or proposed lawful use or development (Sections 191(4) and 192(2) of the Town and Country Planning Act, 1990).
- 8.26 Power to issue Breach of Condition Notices.

SERVICE DIRECTOR: LEGAL & GOVERNANCE

- 8.27 Power to institute criminal or civil proceedings for non-compliance with enforcement notices.
- 8.28 To enter into any necessary planning obligations on behalf of the Council prior to the grant of planning permission.
- 8.29 Power to agree and recommend the terms of variation or enter into any Deed of Variation for a planning obligation where the overall effect of the planning obligation is still achieved.
- 8.30 To obtain information about people interested in land under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976.
- 8.31 To take any action (including, but not limited to, issuing, withdrawing, waiving, enforcing and cost recovery) after consultation with the Service Director: Growth pursuant to the Anti-Social Behaviour Act 2003 (High Hedges).
- 8.32 To make any order, notice or decision, grant any license, make any charge or take any enforcement action considered necessary or expedient pursuant to Clean Neighbourhood and Environment Act 2005 and all associated secondary legislation.
- 8.33 To prepare, approve, conclude, sign or seal all legal documentation for the Council.
- 8.34
 - (i) To investigate, institute or authorise legal proceedings and to prosecute and defend any proceedings (statutory or common law or howsoever arising) brought by or against the Council or take any other action necessary to protect the legal position of the City Council.
 - (ii) In respect of all statutory and common law offences referred to within this scheme, where deemed appropriate and reasonable to institute, or authorise legal proceedings and prosecutions where the cause of action arises or the place of offence is outside of Southampton City Council boundaries where such action deliver a benefit to the residents of the City of Southampton.
- 8.35 To appear and to authorise officers including those not within the managerial control of the Service Director: Legal & Governance to:
 - (i) issue statutory notices or documents under any legislation, and
 - (ii) appear on behalf of the City Council in proceedings in the County Court, pursuant to Section 60 County Courts Act 1984, as amended by s125 (7) of County and Legal Services Act 1990, and in the Magistrates' Court pursuant to Section 223 Local Government Act 1972 or other courts or tribunals at his/her discretion.
- 8.36 To recover all debts with the exception of outstanding general rates, community charges, national non domestic rates, Council tax, mortgages and rent arrears.
- 8.37 To settle any claim whether proceedings have been initiated or not, up to £250,000 following consultation with the Service Director: Finance & Commercialisation.
- 8.38 To determine the procurement route for any procurement governed by the EU procurement regime or any other legislation and make all subsequent decisions in relation to such procurement whether governed by the EU Public Procurement regime or not.
- 8.39 To amend the Constitution pursuant to any decision of the Council.

SERVICE DIRECTOR: LEGAL & GOVERNANCE

- 8.40 To amend the Constitution where any change in the law requires a consequential change in the body of the Constitution.
- 8.41 To take any action necessary or appropriate in relation to Corporate Governance, Standards, the Ethical Framework or any other related issue to Members, ethics, qualification and disqualification, and in this context, subject to any decisions of the Governance Committee, to take any consequential action arising from a breach of the Code of Conduct for Members / Employees, and any other related provisions or issues.
- 8.42 To determine all matters delegated to in his/her capacity as Proper Officer under the Council's Constitution, which may be amended from time to time, including delegations under the following rules:
- Council Procedure Rules
 - Executive Procedure Rules
 - Overview and Scrutiny Procedure Rules
 - Budget and Policy Framework Rules
 - Access to Information Rules
- 8.43 To fill vacant Executive appointments following consultation with the Leader.
- 8.44 To determine Council, Committee and Executive decision-making administrative procedures and the timetable for meetings in so far as they relate to the notice of key decisions, Forward Plan, despatch of agendas and compliance with the Local Government Acts 1972 and 2000 (and regulations made thereunder) and compliance with the Council's Rules of Procedure.
- 8.45 Following consultation with the Service Director: Finance & Commercialisation, to grant specific indemnities to supplement the Standard Indemnity (as amended) where considered that the form of the Standard Indemnity (as amended) provides insufficient protection for the needs of the Council, Members and/or officers in question.
- 8.46 To undertake all functions and responsibilities not the responsibility of other officers associated with the Access to Information provisions contained within the Local Government Acts 1972 and 2000 (and regulations made thereunder).
- 8.47 Following consultation with Group Secretaries, to fill vacancies on all appointments to outside bodies and organisations that arise, provided that they comply with the requirements of the political balance required by the Local Government and Housing Act 1989 subject to changes being reported to the next Council meeting.
- 8.48 To appoint members nominated by external organisations to any bodies set up under statutory requirements, partnership or other arrangements, excluding members of the Council.
- 8.49 To sign on behalf of the Council, Members' Declaration of Interest forms and to maintain any statutory or voluntary registers of Members' interests.
- 8.50 To take any action necessary or appropriate in relation to the operation of the Mayor's Office, in relation to the activities or functions organised on behalf of or involving the Mayor and/or Sheriff..

SERVICE DIRECTOR: LEGAL & GOVERNANCE

- 8.51 To make arrangements for the appointment, operation and remuneration of an Independent Remuneration Panel to recommend the level of allowances paid to Members.
- 8.52 To determine the eligibility of Members and others and authorise payment to those entitled to such allowances.
- 8.53 To revise the Members' Allowance Scheme in line with changes to the National Minimum Wage and any other change to the rate identified in the Scheme.
- 8.54 To determine the political balance requirement in respect of the membership of any bodies within the scope of the provisions of the Local Government and Housing Act 1989.
- 8.55 To authorise the temporary replacement of Committee and Sub-Committee members in accordance with the published procedure under Council Procedure Rules.
- 8.56 To determine the fees and charges for local elections in accordance with the decision of the Hampshire and Isle of Wight Election Fees Working Party.
- 8.57 To produce and revise Corporate Standards, Codes of Conduct, Special Procedures and Protocols and any other appropriate documentation, whether associated with the Constitution or not for Officers, Members and third parties as appropriate.
- 8.58 To make arrangements for the receipt and opening of all tenders invited in accordance with the provisions of the Council's Contracts Procedure Rules.
- 8.59 To approve appointments to the Southern Group Valuation Tribunals.
- 8.60 To determine applications made under the Community Right to Bid (CRTB) regulations.
- 8.61 To sign or endorse any documents on behalf of the authority where so requested by a citizen, eg authentication details, etc.
- 8.62 To issue and certify all forms of authorisation, including identity cards, for all Council officers and employees.
- 8.63 To certify as a true and correct record any documents in accordance with Section 229 Local Government Act 1972.