

**TABLE 1**

**DELEGATIONS TO ALL SENIOR LEADERSHIP TEAM MEMBERS**

	<b>DELEGATION</b>	<b>OVERALL RESPONSIBLE BODY</b>
1.	<p>To exercise, within the approved budget, the day to day administrative and operational management of those services, staff and resources placed under the control of the Senior Leadership Team member. Any decisions made as part of this delegation:</p> <ul style="list-style-type: none"> <li>• Shall not be key decisions</li> <li>• Shall relate to maintaining the operation or effectiveness of those services or incidental to the discharge of the Council's functions</li> <li>• Shall comply with the Council's Policy Framework or a policy decision taken by Council</li> </ul>	COUNCIL/ CABINET
2.	<p>To take all steps to implement any decisions taken by the Council or under delegation.</p>	COUNCIL/ CABINET
3.	<p>To take all steps as may be required to maintain the operation and effectiveness of services; such steps to include:</p> <ul style="list-style-type: none"> <li>• The institution, defence, withdrawal or compromise of claims or legal proceedings (civil or criminal) connected with any function or service for which the Senior Leadership Team member is responsible</li> <li>• The commencement of criminal proceedings for any breach of any law/by-law within the services and functions for which the Senior Leadership Team member is responsible</li> <li>• The pursuance of the recovery of costs incurred by the County Council as part of any legal proceedings</li> <li>• The exercise of statutory powers to enter land or premises and/or carry out inspections for the purposes connected with the services or functions for which the Senior Leadership Team member is responsible</li> <li>• To exercise the County Council's statutory powers to require information as to the ownership, occupation or use of land or premises or otherwise</li> <li>• To incur expenditure on repairs and maintenance within the limits established via the Council's Strategic Property Board.</li> <li>• To select applicants for inclusion, or vary the terms of approval for, and suspend firms from,</li> </ul>	COUNCIL/ CABINET

	<b>DELEGATION</b>	<b>OVERALL RESPONSIBLE BODY</b>
	any list of approved contractors for the maintenance of which that Senior Leadership Team member is responsible (Any proposal to delete a firm from a list of approved contractors must be the subject of consultation with the Director of Democracy, Law and Transformation).	
4.	To appoint staff below Wider Leadership Team level within structures and budgets approved by the Council and to take decisions relating to staffing and personnel matters in accordance with the Council's agreed policies and personnel procedures <i>(Senior Leadership Team members' involvement in specific Wider Leadership Team appointments is as specified at section 11 of this Constitution)</i>	COUNCIL
5.	To implement, in the areas for which they are responsible, corporate personnel policies and nationally and locally determined conditions of service adopted by the Council	COUNCIL
6.	Following consultation with the relevant cabinet member to enter into agreement for the provision of services to a third party and make charges therefore subject to confirmation by the Director of Democracy, Law and Transformation that the activity is not ultra vires	COUNCIL/ CABINET
7.	Following advice from the Head of Human Resources, to enter into agreements with other local authorities for the placing of staff at the disposal of other authorities	COUNCIL
8.	To authorise the acquisition of assets or services necessary for the day to day performance of the Council's business or fulfilment of any matter authorised by a cabinet member for which a budget has been approved	CABINET
9.	To determine adjustments to annual fees and charges in line with the provisions of Financial Regulations	COUNCIL
10.	To maintain record of all complaints made in respect of the services for which the Senior Leadership Team member is responsible and deal with them in accordance with the complaints procedure approved by the County Council or as required by specific legislation	CABINET
11.	To incur expenditure of up to £3000 in making an ex-gratia payment in order to resolve a complaint made against the County Council; any proposal to pay an sum in excess of that amount to be reported to Cabinet or Committee as appropriate.	CABINET
12.	To prepare and maintain plans to give effect to the provisions of any County or District Emergency Plan	COUNCIL