

# GENERAL POWERS APPLICABLE TO ALL DIRECTORS

## General

- 1.1 In all cases where specific authority is given to a Director or other Officer in these Responsibility for Functions that Director/Officer is responsible for undertaking any necessary consultation with any other Director or Officers as may be appropriate.
- 1.2 To continually review service provision and seek to deliver services in a way which provides best value.
- 1.3 To determine appropriate and reasonable charges for works/services provided by his/her service area.
- 1.4 To negotiate with Trade Unions alongside a representative from Human Resources, whenever necessary, on matters appertaining to the workforce or systems in his/her service area.
- 1.5 To fulfil the prescribed corporate role in relation to health and safety and implement an effective procedure for Health, Safety and Welfare within his/her service area.
- 1.6 To resolve disputes on interpretation or application of National, Regional or Local Joint Agreements in conjunction with the Assistant Director (Legal and Governance), when necessary.
- 1.7 To hire any necessary items of plant and equipment for a short-term use (under 3 months) by his/her service area provided this comes from an agreed budget.
- 1.8 To take all necessary and appropriate action in response to civil emergency or business continuity incidents, in accordance with the Council's Emergency Plan or Business Continuity Plans.
- 1.9 To engage at his/her discretion consultants provided this sum comes from an agreed budget and subject to compliance at all times with Finance and Contract Procedure Rules.
- 1.10 To enter into maintenance agreements and other minor agreements provided this comes from agreed budgets and subject to compliance at all times with Finance and Contract Procedure Rules.
- 1.11 To lead strategic joint working with other tiers of local government.
- 1.12 To do any other thing which is reasonable and necessary to facilitate the

performance of his/her specific responsibilities which are detailed in Part 3 of the Constitution - Responsibility for Functions.

- 1.13 To authorise the payment of compensation in accordance with the agreed compensation policy

## **1. STAFFING**

- 2.1 The appropriate Director/Assistant Director in consultation with the Human Resources Manager is authorised in accordance with agreed Council procedures:
- (a) to arrange for the job evaluation of new posts and re-evaluation of existing posts as and when required in accordance with the procedure adopted by the Council (from time to time);
  - (b) to issue warnings, suspend, dismiss or take other disciplinary action which he/she considers necessary against employees in his/her service area (there may be occasions where a Director has to take action outside their service area) in accordance with the appropriate Disciplinary, Grievance & Capability policies referred to at (2) below;
  - (c) to approve applications for vehicle loans under the Vehicle Loan Policy;
  - (d) to approve the payment of honorariums to Officers under Part 3 paragraph 1.3 of the National Scheme of Conditions of Service or in accordance with any local agreement;
  - (e) to approve course of study applications in accordance with the course of study policy approved by Senior Leadership Team;
  - (f) to deal with all matters arising from and following the appointment of apprentices, trainees or other workers through Government sponsored trainee/apprentice schemes, including approving apprenticeship levy spend, and completion of contractual or other documents in accordance with the policy determined by the Senior Leadership Team from time to time;
  - (g) to arrange for the advertising and filling of vacant posts in his/her service area;
  - (h) to agree the appointment of temporary staff as required within approved estimates.
- 2.2 To carry out functions specified within the approved Disciplinary, Harassment, Grievance, Capability and Sickness Procedure documents and all other human resources or corporate procedures.

## **2. CONSULTATION WITH MEMBERS**

- 3.1 Before taking any decision on behalf of the Council, Directors and Assistant Directors must consider whether to involve Members. If a matter is a purely routine, administrative, technical or professional matter that is not controversial then Members need not be involved. For the avoidance of doubt matters in relation to development management, licensing, registration, consents and other permissions will always be dealt with in accordance with the procedures which the Council has established from time to time.

- 3.2 If a matter has only local significance and is not controversial Directors should ensure that local Members are kept up to date on such issues that affect their areas.
- 3.3 If a matter has general significance for the Council and/or is likely to be controversial then the Director should consult the appropriate Cabinet Member before proceeding. In some cases it will be necessary to consult with more than one Cabinet Member, and in some cases the Leader of the Council will need to be consulted. If the Cabinet Member(s) concurs with the Director then the Director may proceed.

### **3. FURTHER PROVISIONS**

- 3.1 Delegations to Directors and Assistant Directors include the power for Directors and Assistant Directors to further delegate in writing any of their delegated functions either fully or under the general supervision and control of the delegating Director. A record of sub delegations shall be kept by the appropriate Director and copied to the Governance Services Manager for entry into a formal register.
- 3.2 Directors shall devolve responsibilities for service delivery and management (whether or not involving sub-delegation under 1 above) to the nearest practicable point to the service user and in a way which clearly identifies accountabilities.
- 3.3 It shall always be open to a Director not to exercise delegated powers but to refer the matter to the Cabinet for decision.
- 3.4 In exercising delegated powers, Directors shall consult with such other Officers as they deem appropriate and shall have regard to any advice given, particularly by the Monitoring Officer.