

## **Directorate: Corporate Core**

- **Executive Director (Strategy & Transformation)**
- **Director of Law & Governance, Monitoring Officer**
- **Director of People and Inclusion**
- **Assistant Director Digital, Data and Technology**
- **Joint Head of Communications and Engagement**

The scheme of delegation is to be read in conjunction with relevant sections of the constitution including:

**Part 3 – The Functions scheme Part 4 – Section 6 – Contract Procedure Rules Part 4 – Section 7 – Financial Procedure Rules**

### **Contents**

- 1. Communication and Engagement (5)**
- 2. Information Governance (14)**
- 3. Information Technology (4)**
- 4. Elections and Civic Duties (7)**
- 5. Democratic Services (2)**
- 6. Legal (3)**
- 7. Registrars (2)**
- 8. Human Resources (39)**
- 9. Emergency Response and Resilience (2)**
- 10. Communities – VCFA contracts and other Community Grants and Funding (1)**
- 11. Arts & Culture (1)**
- 12. Housing – please refer to the housing scheme of delegation as detailed at Appendix A.**

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
<b>1.Communication and Engagement</b>				
1.	To act on behalf of the council to brief the media, issue media releases and respond to media enquiries and any other related activities as outlined in the Media Policy.	Joint Head of Communications and Engagement	Designated spokesperson roles set out in the media policy of Cabinet Members, Exec Directors and Statutory Officers	O
2.	To monitor and manage corporate social media accounts and support staff with management of service accounts, in accordance with the Social Media Policy.	Joint Head of Communications and Engagement.		O

<sup>1</sup> Say what the activity is that is being delegated and the source of the power eg decision to instigate care proceedings under s 31 of the Children's Act 1989

<sup>2</sup> Say all the posts to which the activity has been delegated; please refer only to post names and not post holders unless there is a personal delegation

<sup>3</sup> Include any specific conditions or constraints which apply to the delegation eg requirement to first consult with xxx

<sup>4</sup> Identify decision type as follows: E = executive function; C = Council function (includes most planning and regulatory activity); O = operational

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3.	To implement and lead on actions to support the Communications Strategy	Joint Head of Communications and Engagement		O
4.	To provide media spokesperson representation on individual issues, for both reactive and proactive media issues.	Joint Head of Communications and Engagement	Designated spokesperson roles set out in the media policy of Cabinet Members, Exec Directors and Statutory Officers  Executive, Directors (including acting), Assistant Directors (including acting); Monitoring Officer, 151 Officer or if operational appointed service lead, with direct delegation in an emergency situation.	O
5.	Authorise changes or create suitable alternative content for the council corporate website, in both proactive and reactive situations.	Assistant Director Digital, Data and Technology	Designated website pages to individual leads.	O
<b>2. Information Governance</b>				
6.	A senior information risk owner who will take overall ownership of the local authority's Information Risk Policy.	<b>Director of Law &amp; Governance, Monitoring Officer (SIRO)</b>		C

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7.	Approving local settlements as suggested by and agreed with the Ombudsman under section 92 Local Government Act 2000.	<b>Director of Law &amp; Governance, Monitoring Officer</b>	With agreement of relevant Directors.	C
8.	Respond to ombudsman complaints through coordinating response from responsible services.	Head of Democratic Services	With agreement of relevant Officers/Directors	O
9.	Act on behalf of the council to where unreasonable behaviour is felt to have occurred.	<b>Director of Law &amp; Governance, Monitoring Officer</b>	With agreement of relevant Assistant Directors or Directors (including acting)	C
10.	Review of information governance policies and implement proactive approach across the council.	<b>Director of Law &amp; Governance, Monitoring Officer</b>	With support of the Corporate Governance Group, Information Asset Owners and managers	C
11.	Authorised to conduct searches for subject access requests.	Departmental Head of services (Information Asset Owner)	With support from Data Protection Officer	O

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12.	To act on behalf of the council in respect of Freedom of Information Act 2000 to co-ordinate and issue responses.	Data Protection Officer (FOI/EIR Officer) Information Asset Owners and Managers	In liaison with Contact Centre who provide central co-ordination and service leads as (IAO and IAMs) in providing responses.	O
13.	Investigate data breaches and prepare reports for sharing with Information Governance Steering Group.	Data Protection Officer (Head of Democratic Services) Data Protection Officer, Information Asset Owners and Managers	In line with agreed policy and with support from Data Protection Officer	O
14.	Report to the Information Commissioner's Office on data breaches where decided.	Data Protection Officer (Head of Democratic Services)	Notified to SIRO	C
15.	To commission investigation into suspected misuse of IT in accordance with the Employee Code of Conduct.	Executive Director (Strategy & Transformation) and relevant Head of service (Information asset Owner or Manager)	In agreement with SIRO and other relevant heads of departments as needed (eg HR, Audit)	O
16.	Respond to requests from police and partners for information and data requirements within the sharing protocol.	<b>Director of Law &amp; Governance, Monitoring Officer</b>	In accordance with information provided by relevant Executive Director	O

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17.	On behalf of the council collate, produce and submit Information Governance Toolkit.	Data Protection Officer (collate and produce) SIRO (approval to submit)	Agreed by the Corporate Governance Group.	C
18.	Dispose of expired records in line with records retention policy	Data Protection Officer;	In line with records retention policy and consultation with Information Asset Owner	O
19.	Produce annual equality statement in accordance with Equality Act 2010.	Director People & Inclusion	Agreed by Head of Information Compliance and Equality	C
<b>3. Information Technology</b>				
20.	On behalf of the council to manage and issue orders and payment for supplies with agreed contracts.	Assistant Director Digital, Data and Technology	In accordance with Finance Procedure rules and Contract Procedure Rules.	O
21.	Monitor, assess and modify the Service Level Agreement for IT and the IT strategy.	Assistant Director Digital, Data and Technology		O

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22.	Delivery of the agreed Service Level Agreement for IT activity.	Assistant Director Digital, Data and Technology		O
23.	Delivery of the IT strategy for the council.	Assistant Director Digital, Data and Technology	Working across Directorate with project leads.	O
<b>4. Elections and Civic Duties</b>				
24.	Discharge of Registration Duties  Section 52(2), Representation of the People Act 1983, Section 52(3), Representation of the People Act 1983	Elections and Land Charges Manager; Director of Law & Democratic Services Executive Director (Strategy & Transformation)	Council appointment – Functions of ERO S52/53 Representation of the People Act 1982	O
25.	Discharge of returning officer's functions  Section 28(5), of Representation of the People Act 1983	Elections and Land Charges Manager; Director of Law & Democratic Services Executive Director (Strategy & Transformation)	Director of Law & Democratic Services and Executive Director (Strategy and Transformation) appointed as Deputy Returning Officer through their job description and contracts.  Elections Manager appointed at each election for specific responsibilities.	O

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26.	<p><b>Returning officers: local elections in England and Wales.</b></p> <p>Section 35(4), Representation of the People Act 1983</p>	<p>Elections and Land Charges Manager; Director of Law &amp; Governance, Monitoring Officer Executive Director (Strategy &amp; Transformation)</p>	<p>Director of Law &amp; Democratic Services and Executive Director (Strategy and Transformation) appointed as Deputy Returning Officer through their job description and contracts.</p> <p>Elections Manager appointed at each election for specific responsibilities.</p>	O
27.	<p>Section 5(1), The Police and Crime Commissioners Elections (Functions of Returning Officers) Regulations 2012 Section 7(1), European Parliamentary Elections Act 2001</p>	<p>Elections and Land Charges Manager; Director of Law &amp; Democratic Services</p>		O
28.	<p>Provide contact and duties on behalf of the Lord-Lieutenant of Greater Manchester and Deputy Lieutenants</p>	<p>Head of Democratic Services</p>		O
29.	<p>-All matters relating to the support of the Council's Mayor and Deputy Mayor during the course of his / her Civic Year</p>	<p>Head of Democratic Services</p>		
<b>5. Democratic Services</b>				



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30.	Ensuring that all published decision reports conform/adhere to constitutional rules and procedures.	Director of Law & Governance, Monitoring Officer		
31.	All matters relating to the operational management and support of the Council's governance and decision making events in accordance with legislation and the Council's constitution	Head of Democratic services.		
32.	All operational and administrative matters in relation to the remuneration of Elected Councillors	Head of Democratic services.	In accordance with Finance Procedure rules and Contract Procedure Rules.	
<b>6. Legal Services</b>				
33.	To issue, defend, settle or take part in any legal proceedings on the council's behalf	Director of Law & Governance, Monitoring Officer	<b>(delegated to solicitor to the council in constitution Article 10 paragraph 2.10.3.3)</b> authorised to issue, defend, settle or take part in any legal proceedings on the council's behalf where such action is necessary to give effect to decisions of the council or where they consider that such action is necessary to protect the council's interests	

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34.	Affixing the council seal	Director of Law & Governance, Monitoring Officer	This is in addition to the Chief Executive, Executive Director and includes any other person so authorised by him/her	
<b>7. Registration of Birth Deaths and Marriages</b>				
35.	<p>Conduct civil marriage ceremonies</p> <p>Issue authorisations for marriages and civil partnerships to take place</p> <p>Advice on how to marry or form a civil partnership</p> <p>Take notices of intention to marry or form a civil partnership</p> <p>Issue authorisations for marriages and civil partnerships to take place</p> <p>Have local involvement in certification and registration of buildings for religious worship and marriage/civil partnership ceremonies</p> <p>Have custody of completed birth, death and marriage registers for the district</p> <p>Issue certificates from registers in their custody</p>	Superintendent Registrar and Deputies		
36.	<p>Register births, still births, deaths and marriages</p> <p>Issue certificates of births, still-births, deaths, marriages from current registers</p>	Registrar of Births, Deaths and Marriages and their deputies		

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	Issue documents to allow burials or cremations			
<b>8. Human Resources</b>				
37.	Approval of HR policies	Chief Executive and Director of People and Inclusion	Employment Panel to be a Consultee on all terms and condition changes including staff policies in line with the Panel's Terms of Reference.  Following Employment Panel approval policies to be ratified jointly through the Joint Consultative Committee (JCC)	
38.	Approval of Health & Safety policies	Chief Executive and Director of People and Inclusion	Employment Panel to be a Consultee on all terms and condition changes including staff policies in line with the Panel's Terms of Reference.  Following Employment Panel approval policies to be ratified jointly through the Joint Consultative Committee (JCC)	
39.	Approval of HR and health and safety emergency planning and business continuity procedures and guidance	Director of People and Inclusion		
40.	Application of HR and Health & Safety policies and procedures	Relevant line manager	With guidance and support from relevant HR or Health and Safety advisors as required	

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41.	Approval of the carryover of annual leave in excess of 5 days	All Executive Directors	The carry forward of upto 5 days, pro rata, will be applied automatically without approval. See: Local Conditions: Section 4 - Hours and Leave.	
42.	Approval of expenses and travel claims	Relevant line manager	See: Local Conditions: Section 6 – Traveling, Subsistence and Housing	
43.	Approval of time off for trade union duties	Head of HR in consultation with relevant line manager	See: Local Conditions: Appendix K – Facilities and Time Off for Trade Union Duties and Responsibilities	
44.	Approval of special leave	Relevant line manager	Details are described within the published Special Leave Guidance	
45.	Suspension of an employee	Director of People & Inclusion or Head of HR	In consultation with the relevant line manager and Assistant Director	
46.	Approval of additional leave with or without pay	All Executive Directors	In consultation with the Director of People & Inclusion and Trade Union. See: Local Conditions: Section 4 - Hours and Leave)	
47.	Appointment of consultant / interim manager	Relevant line manager	In accordance with all internal processes for the approval of resources which will depend on the detail of the engagement, including value. This includes the Council's contract procedure rules, financial regulations and guidance on the engagement of external expertise	

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48.	Approval of new post	<p>The Cabinet Member for HR &amp; Corporate Affairs following a recommendation from the Director of People &amp; Inclusion</p> <p>Chief Officer and Deputy Chief Officer posts to be approved by Employment Panel</p> <p>Posts with remuneration packages of £100,000 or greater to be approved by Council</p>	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance	
49.	Approval of the evaluation and re-evaluation of posts	All Executive Directors	In accordance with agreed JE processes	
50.	Job Evaluation Appeals	Job evaluation appeal panel	See the Job Evaluation Procedure	
51.	Approval of extension of fixed term contract or conversion of fixed term to permanent contract	Relevant line manager	In accordance with all internal processes for the approval of resources which will depend on the detail of the engagement, including value.	

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52.	Recruitment to existing and new posts (whether permanent, fixed term), including cover arrangements where substantive postholder is on long-term leave e.g., due to career break, adoption / maternity, parental leave)	Relevant line manager	In accordance with all internal processes for the approval of resources which will depend on the detail of the engagement, including value.	
53.	Approval of additional increments within the current pay scale	Head of Human Resources	Upon presentation of a satisfactory business case, and in very exceptional circumstances	
54.	Approval of increased working hours	Relevant line manager	In accordance with all internal processes for the approval of resources which will depend on the detail of the engagement, including value. See: Work Life Balance Policies.	
55.	Grade evaluation	Job evaluation and moderation panels in line with the NJC JE Scheme	See the Job Evaluation Procedure	
56.	Grading for jobs subject to other national agreements (e.g., Agenda for Change, Soulbury, Youth and Community)	Job evaluation panel or trained job evaluator in line with job evaluation scheme	Refer to LGA for support when required	
57.	Grading Chief Officer roles	Job evaluation panel in line with LGA JE Scheme		

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58.	Approval of market pay supplements (including extensions)	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Director of People & Inclusion	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance. See: Market Supplement Policy	
59.	Approval of honorarium payments	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Director of People & Inclusion	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance. See: Honoraria Guidance	
60.	Approval of revised staffing structures	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Director of People & Inclusion  Major restructures which meet the threshold for Key Decision to be approved by Cabinet.	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance. Local Conditions: Appendix A – Consultation Procedure for Employees	
61	Approval of relocation expenses	All Executive Directors	See: Local Conditions: Section 6 – Traveling, Subsistence and Housing	
62.	Approval of career breaks	All Executive Directors	In consultation with the Head of HR. See: Career Break Policy	

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63	Determination of employee grievances	Informal – Relevant line manager  Formal – Senior officer nominated by the relevant Executive Director  Appeal - Employment Panel	In consultation with the Head of HR. See: Grievance Procedure	
64	Dismissal on grounds of capability / conduct / some other substantial reason	Dismissal: Senior officer (Chair of Hearing)  Appeal - Employment Panel	With support from HR Advisor  See: Disciplinary, Capability and Hearing procedures	
65.	Dismissal on grounds of redundancy	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Director of People & Inclusion  Appeal - Employment Panel	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance  See: Procedure for Selection of Staff for Redundancy	
66	Approval of Voluntary Early Retirement/Voluntary Severance/Flexible Retirement	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Director of People & Inclusion	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance  See: Voluntary Exits Policy	



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		Costs exceeding £100,000 are subject to approval by full Council.		
67	Ensure the effective discharge the functions for health, safety and welfare in connection with work and control of dangerous substances within the meaning of the Health and Safety at Work Act 1974	Chief Executive	In consultation with the Director of People & Inclusion as the designated Director for Occupational Health and Safety	
68.	Approval of spend and the allocation of funds to providers from the council's apprenticeship levy fund.	Director of People and inclusion	Spend must be within available funds and subject to contract procedure rules	
69.	Approval of Salary Loans in accordance with our Financial Wellbeing Offer	Director of People and Inclusion and Head of Organisational Development & Culture	See: Financial Support Offer for Employees	
70.	Ill health early retirement	Head of HR		
71.	Approval of DBS risk assessments	HR Operations Manager (Lead Counter-Signatory)		

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72.	Approval to award an immigration licence and sponsor individuals	Licence: Director of People and Inclusion and HR Operations Manager  Sponsorship: HR Operations Manager		
73.	Approval of special severance payments	Payments under £20,000 – Director of Law & Governance on the recommendation of the Director of People & Inclusion  Payments between £20,00 and £100,000 – Leader of the Council and Chief Executive on the recommendation of the Director of People & Inclusion, Director of Law & Governance and Executive Director of Finance  Payments over £100,000 – Council	In line with agreed guidance See: Special severance payments guidelines	
<b>9. Emergency Response and Resilience</b>				
74.	Emergency Response and Resilience	Executive Director (Strategy & Transformation)	Community Safety Partnership – responsibility for CSP Grant from GMCA Emergency Response & Resilience i.e. Civil Contingencies Responsibilities, plus	

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			statutory community safety functions re. CCTV and Security; Events Safety Advisory Group	
75.	Ensure appropriate arrangements are in place to carry out the council's emergency planning functions in accordance with the Civil Contingences Act 2004	Chief Executive	In accordance with Finance Procedure rules and Contract Procedure Rules.	
<b>10. Communities</b>				
76	Communities	Executive Director (Strategy & Transformation)	VCFA contracts and other Community Grants and Funding	
<b>11. Arts &amp; Culture</b>				
77.	Arts & Culture	Executive Director (Operations)	responsibility for the Art Gallery and it's collection, decision re maintenance and protection	