

## HR Scheme of Delegation

### Introduction

Guidance for managers and staff on how to use Schemes of Delegation is available on the intranet.

In the Constitution, the Mayor and Full Council delegate certain powers and functions to the Head of Paid Service and Executive Directors. HR functions are delegated to the Head of Paid Service.

This HR Scheme of Delegation lays out how these HR functions are then delegated onwards to officers across the council.

### HR FUNCTIONS delegated by the Head of Paid Service:

	<b>Delegated Function</b>	<b>Decision-maker</b>
1	Approval of HR and Health & Safety policies and procedures	Head of Paid Service in consultation with CLB
2	Application of HR and Health & Safety policies and procedures	Line manager
3	Approval of the carryover of annual leave	
4	Approval of expenses and travel claims	
5	Approval of time off for trade union duties	
6	Approval of paid compassionate leave in excess of 3 days	
7	Suspension of an employee	4 <sup>th</sup> tier manager or above
8	Approval of additional leave with or without pay	
9	Appointment of consultant / interim manager	Director or above
10	Approval of new post	Director or EDM with approval from Finance and HR Business Partners
11	Approval of post re-evaluation where the grade is likely to increase	
12	Approval of extension of fixed term contract or conversion of fixed term to permanent contract	
13	Recruitment to existing and new posts (whether permanent, fixed term or casual), including cover arrangements where substantive postholder is on long-term leave (eg, due to career break, adoption / maternity / parental leave)	
14	Recruitment to and extension of acting-up / secondment arrangements	
15	Approval of additional increments	
16	Approval of increased working hours	
17	Approval of additional hours / overtime	

18	Approval of the use of casual / agency staff	
19	Changing the duties and responsibilities of jobs and submitting them for job evaluation	Line manager
20	Grading Single Status jobs	Job Evaluation Panel or trained job evaluator in line with Job Evaluation Scheme
21	Grading for jobs subject to other national agreements (eg, Agenda for Change, Soulbury, Youth and Community)	Director HR, Workforce and Organisational Design
22	Approval of market pay supplements (including extensions)	
23	Approval of revised staffing structures	3 <sup>rd</sup> tier manager, except where 3 <sup>rd</sup> tier managers are affected - in which case Director
24	Determination of employee grievances	Where the grievance is raised by: <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> tier managers - Director</li> <li>• Employees on grades BG10 to BG15 inclusive (or equivalent) - 3<sup>rd</sup> tier manager</li> <li>• Employees on grades BG1 to BG9 inclusive (or equivalent) - 4<sup>th</sup> tier manager</li> </ul>
25	Determination of collective disputes	Informal: line manager Informal appeal: Executive Director or Head of Paid Service Formal: HR Committee
26	Dismissal on grounds of capability / conduct / Some Other Substantial Reason	In relation to: <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> tier managers - Director</li> <li>• Employees on grades BG10 to BG15 inclusive (or equivalent) - 3<sup>rd</sup> tier manager</li> <li>• Employees on grades BG1 to BG9 inclusive (or equivalent) - 4<sup>th</sup> tier manager</li> </ul>
27	Dismissal on grounds of redundancy	As for 23, subject to approval of Finance and HR Business Partners
28	Meeting the cost of redundancies in schools etc where the Council is the employer	Relevant Director in consultation with Chief Finance (section 151) Officer

29	Approval of flexible retirement / early retirement on grounds of efficiency	As for 24
30	Employer discretions under the official pension schemes	Director HR, Workforce and Organisational Design
31	Approval of settlement agreements	Director, subject to approval of Finance and HR Business Partners
32	Allocation of corporate trade union facility time	Executive Director Resources

**Note: as set out in the Council's Constitution HR matters for those employed on terms and conditions of the Joint Negotiating Committee for Local Authority Chief Executives and the Joint Negotiating Committee for Chief Officers of Local Authorities are reserved to the Full Council, HR Committee, the Independent Panel, the Investigating and Disciplinary Panel, the Performance Management Panel, the Selection Committee as appropriate.**