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.

<table>
<thead>
<tr>
<th>Delegated Function</th>
<th>Decision-maker</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Approval of HR and Health &amp; Safety policies and procedures</td>
<td>Head of Paid Service in consultation with CLB</td>
</tr>
<tr>
<td>2 Application of HR and Health &amp; Safety policies and procedures</td>
<td>Line manager</td>
</tr>
<tr>
<td>3 Approval of the carryover of annual leave</td>
<td></td>
</tr>
<tr>
<td>4 Approval of expenses and travel claims</td>
<td></td>
</tr>
<tr>
<td>5 Approval of time off for trade union duties</td>
<td></td>
</tr>
<tr>
<td>6 Approval of paid compassionate leave in excess of 3 days</td>
<td></td>
</tr>
<tr>
<td>7 Suspension of an employee</td>
<td>4th tier manager or above</td>
</tr>
<tr>
<td>8 Approval of additional leave with or without pay</td>
<td></td>
</tr>
<tr>
<td>9 Appointment of consultant / interim manager</td>
<td>Director or above</td>
</tr>
<tr>
<td>10 Approval of new post</td>
<td></td>
</tr>
<tr>
<td>11 Approval of post re-evaluation where the grade is likely to increase</td>
<td></td>
</tr>
<tr>
<td>12 Approval of extension of fixed term contract or conversion of fixed term to permanent contract</td>
<td>Director or EDM with approval from Finance and HR Business Partners</td>
</tr>
<tr>
<td>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)</td>
<td>Director or EDM with approval from Finance and HR Business Partners</td>
</tr>
<tr>
<td>14 Recruitment to and extension of acting-up / secondment arrangements</td>
<td></td>
</tr>
<tr>
<td>15 Approval of additional increments</td>
<td></td>
</tr>
<tr>
<td>16 Approval of increased working hours</td>
<td></td>
</tr>
<tr>
<td>17 Approval of additional hours / overtime</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approval of the use of casual / agency staff</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>19</td>
<td>Changing the duties and responsibilities of jobs and submitting them for job evaluation</td>
</tr>
<tr>
<td>20</td>
<td>Grading Single Status jobs</td>
</tr>
<tr>
<td>21</td>
<td>Grading for jobs subject to other national agreements (eg, Agenda for Change, Soulbury, Youth and Community)</td>
</tr>
<tr>
<td>22</td>
<td>Approval of market pay supplements (including extensions)</td>
</tr>
</tbody>
</table>
| 23 | Approval of revised staffing structures | Where the grievance is raised by:  
- 3<sup>rd</sup> tier managers - Director  
- Employees on grades BG10 to BG15 inclusive (or equivalent) - 3<sup>rd</sup> tier manager  
- Employees on grades BG1 to BG9 inclusive (or equivalent) - 4<sup>th</sup> tier manager |
| 24 | Determination of employee grievances | Informal: line manager  
Informal appeal: Executive Director or Head of Paid Service  
Formal: HR Committee |
| 25 | Determination of collective disputes | In relation to:  
- 3<sup>rd</sup> tier managers - Director  
- Employees on grades BG10 to BG15 inclusive (or equivalent) - 3<sup>rd</sup> tier manager  
- Employees on grades BG1 to BG9 inclusive (or equivalent) - 4<sup>th</sup> tier manager |
<p>| 26 | Dismissal on grounds of capability / conduct / Some Other Substantial Reason | As for 23, subject to approval of Finance and HR Business Partners |
| 27 | Dismissal on grounds of redundancy | Relevant Director in consultation with Chief Finance (section 151) Officer |
| 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 |</p>
<table>
<thead>
<tr>
<th></th>
<th>Approval of flexible retirement / early retirement on grounds of efficiency</th>
<th>As for 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Employer discretions under the official pension schemes</td>
<td>Director HR, Workforce and Organisational Design</td>
</tr>
<tr>
<td>31</td>
<td>Approval of settlement agreements</td>
<td>Director, subject to approval of Finance and HR Business Partners</td>
</tr>
<tr>
<td>32</td>
<td>Allocation of corporate trade union facility time</td>
<td>Executive Director Resources</td>
</tr>
</tbody>
</table>

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.