

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:

	Delegated Function	Decision-maker
1	Approval of HR and Health & Safety policies and procedures	Head of Paid Service
2	Application of HR and Health & Safety policies and procedures	Line manager
3	Appointment of employees, secondees and casual workers	
4	Appointment of contingent workers where the total cost is within the budget for the position	
5	Approval of extensions of contingent workers where the total cost is within the budget for the position	
6	Approval of changes to working hours/days	
7	Approval of overtime (up to BG15)	
8	Approval of leave with or without pay	
9	Approval of expenses and travel claims	
10	Approval of time off for trade union duties	
11	Approval of paid compassionate leave in excess of 3 days	
12	Approval of the carry-over of annual leave	
13	Changing the purpose and outcome of jobs and submitting for job re-evaluation	
14	Approval of changes in reporting line of positions	
15	Determination of employee grievances	
16	Suspension of employees	
17	Dismissal of employees on grounds of capability / conduct / Some Other Substantial Reason	

18	Appointment of contingent workers where the total cost is above the budget for the position	Director
19	Approval of extensions of contingent workers where the total cost is within the budget for the position	
20	Approval of settlement agreements	
21	Approval of new positions (posts)	Finance and HR Business Partners
22	Approval of flexible retirements	
23	Approval of early retirements on grounds of efficiency	
24	Approval of advertising a vacancy	HR Business Partner
25	Approval of extensions of secondments beyond 18 months	
26	Approval of extensions of fixed term contracts	
27	Approval of conversion of contracts to permanent	
28	Approval of additional increments	
29	Approval of market pay supplements (including extensions)	
30	Dismissal of employees on grounds of redundancy	
31	Grading of Single Status posts	Job Evaluation Panel or trained job evaluator in accordance with Job Evaluation Scheme
32	Allocation of corporate trade union facility time	Head of HR
33	Grading of posts subject to other national agreements (eg, Agenda for Change, Soulbury, Youth and Community)	
34	Employer discretions under the official pension schemes	

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 Selection Committee as appropriate.