

PART 2

SCHEME OF DELEGATION

Decision-Making and Responsibility for Functions

Part 2M - Scheme of Functions Delegated to Employees

6. SPECIFIC DELEGATIONS

The following employees have the powers and functions delegated to them as listed. Where indicated those powers and functions may be exercised on his/her behalf by the officer so nominated. The delegations are subject to any limitations specified.

6.1. CHIEF EXECUTIVE

Statutory or other Functions		Nominee/Limitations
General		
1	Witness and receipt of Declarations of acceptance of office.	City Solicitor
2	To act as the Proper Officer for the purposes of receiving requests for dispensations under section 33 of the Localism Act 2011.	City Solicitor
3	To give to any Cabinet Member with a declared conflict of interest a note of dispensation in connection with: (a) any matter which is to be decided by the Cabinet of which the Cabinet Member is a member; or (b) any matter upon which the Cabinet Member is consulted by another Cabinet Member who is making the decision; or (c) any matter upon which the Cabinet Member is consulted by an employee who is making an executive decision.	City Solicitor
4	Power to make payments or provide other benefits in cases of maladministration.	Chief Finance Officer as Section 151 Officer
5	To assure the reinstatement of services as result of a major disaster in line with the Corporate Disaster Recovery Plan and to be responsible for emergency planning and business continuity generally.	Director of Adult Services & Housing in consultation with relevant Cabinet Member.
6	Maintain a list of all Proper Officer functions.	City Solicitor, the Chief People Officer. Directors are responsible for individual service business continuity plans.
7	To be responsible for, and take any action	Directors, and Heads of

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	necessary in connection with, the Council's functions relating to: (a) Customer Relations and statutory social care complaints; (b) complaints other than those in (a); and (c) freedom of information and data protection.	Service.
8	To declare as Proper Officer, vacancies that occur in relation to Section 86 of the Local Government Act 1972, following consultation with the appropriate Group Leader (where applicable).	City Solicitor
Human Resources		
8	Approval of special payment arrangements.	Chief People Officer
9	Hold on deposit the list of politically restricted posts; determine applications for exemptions from the list of politically restricted posts; and give directions, on the application of any person or otherwise, requiring the inclusion of a post in the list of politically restricted posts.	Chief People Officer
<p>10 <u>Employment Appeals for the following Policies:- Nominated Officer</u></p> <ul style="list-style-type: none"> • <u>Disciplinary</u> • <u>Enabling Attendance</u> • <u>Capability</u> • <u>Grievance</u> • <u>Collective Dispute</u> 		
Electoral Functions		
10 11	To exercise functions under the Representation of the People Act 1983 and in particular, to act as Registration Officer/Returning Officer for local elections and Acting Returning Officer for parliamentary elections and Local Returning Officer for European Parliamentary Elections and elections for a Police and Crime Commissioner and Combined Authority Mayor.	Deputy Returning Officers and Acting Returning Officers may be appointed from any of the Council's employees, or otherwise.
11 12	To act as Electoral Registration Officer.	City Solicitor/ Electoral Services Manager as Deputy Electoral Registration Officers.

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13 <u>2</u>	To exercise functions in relation to any referendum to change governance arrangements under the Local Government Act 2000 and to hold elections for an Elected Mayor.	City Solicitor/ Electoral Services Manager as Deputy Electoral Registration Officers.
13 <u>4</u>	To act as Proper Officer and Counting Officer for any referendums held under the Local Government Act 2000 or under any other legislation.	Deputy Counting Officers may be appointed.
14 <u>5</u>	Hold a referendum under the Localism Act 2011 to veto excessive Council Tax rise.	City Solicitor/ Electoral Services Manager as Deputy Electoral Registration Officers.
Communications		
16 <u>5</u>	To promote the working of the Council, within the Code of Recommended Practice on Local Authority publicity.	Chief People Officer
16 <u>7</u>	To issue statements to the press on behalf of the Council if the public standing of the Authority could be affected by the absence of a statement, whether or not it has been agreed with the Cabinet Member or committee chairman concerned	Chief Partnerships Officer
18 <u>7</u>	To promote the Council's views as agreed by members in the relevant decision-making forum	Chief Partnerships Officer
Coronavirus		

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<p>18 9</p>	<p>To take any actions required under the Health Protection (Coronavirus, Restrictions) (England) (no.3) Regulations 2020 or under any subsequent or amending primary or secondary legislation and specifically the power to:</p> <p>(a) Give a direction imposing prohibitions, requirements or restrictions in relation to the entry into, departure from, or location of persons, specified premises in the council's area (regulation 4)</p> <p>(b) Give a direction imposing prohibitions, requirements or restrictions in relation to the holding of an event in the council's area. (regulation 5)</p> <p>(c) Give a direction imposing prohibitions, requirements or restrictions in relation to a specified public outdoor place in</p>	<p>Following consultation with the Leader of the Council.</p> <p>Power is delegated to the Chief Partnerships Officer, Chief Operating Officer (Section 151 Officer), Chief People Officer or Chief Legal Officer (Monitoring Officer) in the absence of the Chief Executive.</p>
	<p>the council's area, or public outdoor spaces in its area of a specified description. (regulation 6)</p>	