

# Principles of Delegation

1. Section 101 of the Local Government Act 1972 provides that:
  - A Council may delegate its powers (except those incapable of delegation) to a committee or an officer
  - A Committee may delegate its powers to a sub-committee
  - A Committee may delegate its powers to an officer
  - Powers which have been delegated may be exercised by the delegating body.
- Under the Localism Act 2011 the Council has been given a general power of competence, enabling it to do anything that an individual might do. This is subject to certain qualifications.
2. Any delegation to a Committee or a Senior Officer shall be exercised in compliance with the Council's Constitution, any other policies or conditions imposed by the Council and with the law.
3. In making any decision regard shall be had to the Council's Priorities and principles of decision-making as set out in Article 6 of the Constitution.
4. A Senior Officer may nominate another named Officer to carry out any powers and duties which have been delegated to that Senior Officer.
5. If any officer to whom a function has been delegated is for any reason unable to act, or if the post of any such officer is vacant, the Head of Paid Service, or in his absence, the Executive Director (Service Delivery and Commercial Development) or Monitoring Officer may exercise the delegated power or nominate another named officer to carry out those duties.
6. In an emergency the Head of Paid Service is empowered to carry out any function of the Council.
7. Where officers are contemplating any action under delegated powers which is likely to have a significant impact in a particular area, they should also consult the Members for the appropriate Wards.
8. A delegated officer must ensure that s/he obtains appropriate advice from the Council's legal, financial and other specialist staff before action is taken.
9. The Monitoring Officer may make consequential amendments to the Delegation Scheme to reflect the re-designation of posts in any Service which affects the terms of the scheme.
10. The Monitoring Officer shall settle any points requiring interpretation or clarification in the practical application of this Delegation Scheme.

# **Delegation to Senior Officers**

## **Matters reserved for Council or Committee**

1. Subject to **urgent items** (see paragraph 2 below), the following matters shall be referred to the relevant Committee or Council, where appropriate.

Any matter which:

- (a) is strategic in nature (as determined by Senior Management Team); or
- (b) requires a new policy; or
- (c) requires an alteration to an existing policy (other than a minor amendment); or
- (d) would be contrary to the Policy Framework; or
- (e) involves expenditure, or a reduction in income, for which there is no sufficient budgetary provision; or
- (f) is an issue of principle as determined by Senior Management Team; or
- (g) in the opinion of the Head of Paid Service or Monitoring Officer, cannot in law or in accordance with the Constitution be decided by an Officer; or
- (h) upon which a Committee has requested a report; or
- (i) a Member has requested an item to be put on an agenda under Procedure Rules 12 and 13; or
- (j) in the opinion of the officer concerned, should be determined by a Committee; or
- (k) is reserved to the Planning & Licensing Committee.

## **Urgent Items**

2. Matters of urgency, as determined by the Head of Paid Service (or in his absence another Senior Officer) shall be delegated to the relevant officer in consultation with the Chairman and Vice-Chairman of the appropriate Committee subject to a report being made to the next meeting of the appropriate Committee.

## **Authority for Officers to Act**

3. **'Senior Officers'** includes for the time being: Executive Directors, Heads of Service, Group Managers (Level 2), Corporate Planning & Strategic Finance Lead (Level 2 / s151 Officer), Community of Practice Specialist Leads (Level 3) and Managers (Level 3) and Monitoring Officer.
4. All Senior Officers are appointed across both West Devon Borough Council and South Hams District Council, and in respect of West Devon Borough Council they shall have the following delegated authority. Please also cross-refer to the remit of the appropriate committee.
5. Throughout the Constitution references to:
  - Executive Directors shall include Executive Director of Strategy & Commissioning (HoPS) and Executive Director of Service Delivery & Commercial Development
  - Section 151 Officer and Chief Finance Officer shall include the Corporate Planning & Strategic Finance Lead and Community of Practice Specialist Lead (Finance) or their nominated Deputy
  - Heads of Services shall include Group Managers, Corporate Planning & Strategic Finance Lead, Community of Practice Specialist Leads and Level 3 Managers
  - Middle Managers shall include Community of Practice Specialist Leads and Level 3 Managers
4. Subject to those matters which are reserved for Committee (see paragraph 1 above) **all Senior Officers** shall be responsible and shall have **delegated authority** for the **day-to-day operation and management** of his/her Group/ service area and of the services and land for which s/he is responsible.
4. Any matter not reserved for Committee (i.e. any matter falling outside the criteria contained in paragraph 1 above) shall be regarded as falling within the day-to-day operation and management of the relevant department and shall be delegated to the appropriate Senior Officer and shall be exercised in accordance with the principles of delegation.
5. **All Senior Officers** are appointed across both West Devon Borough Council and South Hams District Council and shall have authority to:
  - issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties (provided that any written authority to enter upon the land or premises shall be in pursuance of a statutory power of entry or inspection)\*\*
  - to nominate officers to deputise in their absence
  - call for and accept quotes and tenders within the Contract Procedure Rules

- to act as Proper Officer for their service

\*\* to be recorded in a separate record held by the relevant Head of Service

- 5(a) In the absence of the Monitoring Officer or Head of Finance & Audit, any officer duly appointed by them to act as their deputy may exercise any of the powers or duties delegated to the Monitoring Officer or Head of Finance & Audit
6. Delegations to Senior Officers in respect of **financial matters** are set out in the Financial Procedure Rules (Part 4 (6) of the Constitution).
7. Delegations to Senior Officers in relation to the letting of **contracts** are set out in the Contract Procedure Rules (Part 4 (6) of the Constitution).
8. Delegations to Senior Officers in respect of **land and premises** are set out in the Financial Procedure Rules.
9. The **Council's Monitoring Officer / Community of Practice Specialist Lead (Legal)** shall be responsible for signing all the Council's Official Notices and other documents and for sealing Council documents (unless otherwise specifically delegated). In her absence, any other Solicitor employed by the Council (or South Hams District Council) may carry out these functions, or in their absence a Senior Officer.
10. All Heads of Service are responsible for considering and issuing a formal caution in respect of any matter for which the Head of Service is responsible. All Senior Officers are responsible for authorising, signing and issuing Notices and other documentation (save for legal proceedings) for those matters for which they have responsibility.
11. The Head of Paid Service shall be the Proper Officer for any function of the Council in the absence of any other appointment as specified within this Delegation Scheme.
12. Where the Council is required to institute or defend legal proceedings, authority must be first obtained from the Monitoring Officer.

### **Delegation to the Executive Director of Strategy & Commissioning (Head of Paid Service)**

The **Executive Director of Strategy & Commissioning (Head of Paid Service)** shall have delegated authority for the following:

- Head of Paid Service functions
- Strategy & Commissioning, including overarching responsibility for the services, functions and roles of the following Community of Practice Leads and Managers (Level 3):
  - Community of Practice Lead Specialist – Communications and Media
  - Community of Practice Lead Specialist – Corporate Services

- Performance
- Governance
- Corporate planning
- Strategic finance
- Democratic support
- Elections
- External partnerships
- Transformation programme
- Safeguarding Children & Vulnerable Adults Officer
- Electoral Registration Officer and Returning Officer

### **Delegation to the Executive Director of Service Delivery & Commercial Development**

The **Executive Director of Service Delivery & Commercial Development** shall have delegated authority for the following:

- all of the powers of the Head of Paid Service to act in his absence
- Service Delivery & Commercial Development, including overarching responsibility for:
  - Commercial Services
  - Customer Services
  - Support Services
- Transformation Programme
- Data Protection and Senior Information Risk Officer
- Deputy Electoral Registration Officer

### **Delegation to the Monitoring Officer**

The Monitoring Officer shall have delegated authority for the following:

- Monitoring Officer issues (including those matters set out in Article 9)
- Standards
- Conduct of legal proceedings on behalf of the Council as its solicitor

### **Part 1: Delegation to the Heads of Service**

The Council is undergoing a staff restructure during 2015 and during this process there may be an overlap of delegated responsibilities between:

- the posts currently designated in the 2014 Constitution as Heads of Service / Middle Managers and
- the new Group Managers (Level 2), Community of Practice Specialist Leads (Level 3) and Managers (Level 3).

until the Heads of Service and Middle Managers have left the Authority or taken up their new roles as set out in Part 2 below.

## **Delegation to the Head of Assets (Corporate Property Officer)**

The **Head of Assets** (and following her departure the following **Middle Managers and Postholders**) shall have delegated authority for the following services and functions until such time as the new Group Managers (Level 2), Community of Practice Specialist Leads (Level 3) and Managers (Level 3) have been appointed and taken up the roles, services and functions set out in Part 2 of this Delegation Scheme.

- Building Control and Services: (Commercial Services Group Manager)
- Engineering (including drainage): (Engineering Manager)
- Facilities Management: (Estates Manager)
- Leisure & Recreation (to include leisure centres, outdoor sports, community parks and open spaces): (Natural Environment & Recreation Manager)
- Land and Property: (Estates Manager)
- Lower Ferry Dartmouth: (SHDC only) (Commercial Services Group Manager)
- Environmental initiatives, AONB and Countryside Recreation & Management: (Natural Environment & Recreation Manager)
- Cemeteries & burials : (Natural Environment & Recreation Manager)
- Tree and Hedge Legislation: (Development Manager and Natural Environment & Recreation Manager)
- Salcombe Harbour (SHDC only) (Commercial Services Group Manager)

## **Delegation to Head of Corporate Services**

The following services functions of the **Head of Corporate Services** are delegated to the following officers until such time as the new Group Managers (Level 2), Community of Practice Specialist Leads (Level 3) and Managers (Level 3) have been appointed and taken up the roles, services and functions set out in Part 2 of this Delegation Scheme:

- Committee / Member Services: (Democratic Services Manager)
- Communications and Media: (Communications Manager)
- Elections: (Democratic Services Manager)
- Freedom of Information: (Democratic Services Manager)
- Ombudsman: (Customer Services Manager)
- Print Services & WD Post Room: (Democratic Services Manager)

## **Delegation to the Interim Support Services Group Manager**

The **Interim Support Services Group Manager** shall have delegated authority for the following:

- Human Resources
- Legal
- Payroll
- Standards
- Finance
- Audit
- Customer Support
- Case Management
- Information and Communications Technology and Design

### **Delegation to Head of Environment Services**

The **Head of Environment Services / Commercial Services Group Manager** shall have delegated authority for the following until such time as the new Group Managers (Level 2), Community of Practice Specialist Leads (Level 3) and Managers (Level 3) have been appointed and taken up the roles, services and functions set out in Part 2 of this Delegation Scheme:

- Car Parking and Civil Enforcement
- Dog fouling and stray dogs
- Grounds and Graveyard Maintenance
- Public Conveniences
- Recycling and Waste Collection
- Refuse & Vehicle Disposal
- Street Scene and enforcement (including litter and waste)

### **Delegation to Head of Environmental Health & Housing**

The **Head of Environmental Health & Housing** (and following his departure the following **Middle Managers** and **Postholders**) shall have delegated authority for the following services and functions until such time as the new Group Managers (Level 2), Community of Practice Specialist Leads (Level 3) and Managers (Level 3) have been appointed and taken up the roles, services and functions set out in Part 2 of this Delegation Scheme.

- **Housing:** (Divisional Environmental Health Officer (Environmental Control (IL))
  - Strategy
  - Private Sector

- Enabling
- Grants / loans
- Home energy conservation
- **Community Safety and Antisocial behaviour:** (Divisional Environmental Health Officer (Environmental Control (IL))
- **Emergency Planning:** Divisional Environmental Health Officer (Environmental Control (IL))
- **Environmental Protection:** (those matters set out under the Community Services Committee remit): (Divisional Environmental Health Officer (Environmental Control (IL))
- **Food Safety:** (Divisional Environmental Health Officer (Environmental Control (IL))
- **Health & Safety:** (Divisional Environmental Health Officer (Environmental Control (IL))
- **Licensing:** (Licensing Officer )
- **Public Health:** (Divisional Environmental Health Officer (Environmental Control (IL))

The **Head of Environmental Health & Housing / Divisional Environmental Health Officer (Environmental Control)** to act as the **Proper Officer** in respect of the signing of all appointments and authorisations of authorised officers or Inspectors appointed under legislation relevant to environmental health, food safety, health and safety, housing and licensing and also the signing of authorisations of other persons to accompany authorised officers or Inspectors (including Consultants) and to be given discretion to specify which powers under the relevant legislation are to be exercised by particular authorised officers or Inspectors.

### **Delegation to Head of Finance & Audit**

The **Head of Finance & Audit (Chief Finance Officer and s151 Officer) / Community of Practice Lead Specialist (Finance)** shall have delegated authority for the following:

- **Finance**
- **Audit**
- **Matters set out in the Financial Procedure Rules**
- to act as the **Proper Officer** relating to financial matters in the Local Government Act and Finance Acts.

### **Delegation to Head of ICT & Customer Services**

The following services functions of the **Head of ICT & Customer Services** are delegated to the following officers until such time as the new Group Managers (Level 2), Community of Practice Specialist Leads (Level 3) and Managers (Level 3) have



been appointed and taken up the roles, services and functions set out in Part 2 of this Delegation Scheme:

- **Customer Services:** (Customer Services Manager)
- **Performance and Improvement:** (Customer Services Manager)
  - Performance
  - Projects
  - Corporate Priorities
  - Policy
- **Revenues and Benefits:** (Customer Services Manager)
  - Council Tax and Non-domestic Rates
  - Housing and Council Tax Benefit
- **Housing (homelessness, advice):** Housing Manager
- **Post Room (SH only):** (Customer Services Manager)

### **Delegation to the Head of Planning, Economy and Community**

The following services functions of the **Head of Planning, Economy and Community** are delegated to the following officers until such time as the new Group Managers (Level 2), Community of Practice Specialist Leads (Level 3) and Managers (Level 3) have been appointed and taken up the roles, services and functions set out in Part 2 of this Delegation Scheme:

- **Children & Youth:** (Community Manager)
- **Arts, Community Grants & Transport:** (Community Manager)
- **Community Delivery** (Community Planning & Development, Connect Partnership (formerly LSP)): (Community Manager)
- **Assets of Community Value:** (Community Manager)
- **Conservation & Historic Buildings:** (Development Manager)
- **Corporate Planning:** (Community Manager)
- **Development Management and Enforcement & Prosecution** (as set out in the remit of the Planning & Licensing Committee):
- **Trees & Hedges legislation:** (Development Manager and Natural Environment & Recreation Manager)
- **Economic Prosperity** (regeneration, development and tourism): (Economy Manager)
- **Land Charges:** (Development Manager)
- **Strategic Planning** (Local Development Framework, Neighbourhood Planning, Planning & Development Policies): (Strategic Planning Manager)
- **Street Naming & Numbering:** (Development Manager)

## **Delegation to the Devon Building Control Partnership**

To exercise on behalf of the Council such statutory duties or powers conferred on the Council by the following enactments and any enactments amending or replacing them and also any regulations, orders, bylaws and other subsidiary legislation made under the following enactments.

For the avoidance of doubt the functions conferred by this scheme of delegation shall include:

- (i) Appointment and/or authorisation of officers to exercise statutory functions.
- (ii) Undertaking of inspections, investigations, interviews, service of notices, notifications, consultation responses, and legal proceedings under the legislation applicable thereto set out below, and to exercise all other relevant powers, including powers of entry provided under such legislation.
- (iii) Determination of applications, service of notice, exercise of powers in default and recovery of expenses.
- (iv) The institution of legal proceedings including the issuing of formal cautions.
- (v) Exercise of powers of entry.
- (vi) The production and operation of a Scale of Building Regulation Charges that will comply with the Building (Local Authority Charges) Regulations 1998.
- (vii) Setting of fees and charges which it has discretion to levy.

### **List of Enactments**

- The Building Act 1984 and regulations made under that Act, including the Building Regulations 1991 (as amended), the Building Regulations 2000 together with the Fire Precautions Act 1971
- Local Government (Miscellaneous Provisions) Act 1982
- Town Improvement Clauses Act 1847 and the Public Health Act 1925
- Town and Country Planning Act 1990
- The Fires Safety and Places of Sport Act 1987
- Licensing Act 1964
- Party Wall etc Act 1996
- The Building (Local Authority Charges) Regulations 1998
- The Building (Approved Inspectors etc) Regulations 1985 and The Building (Approved Inspectors etc) Regulations 2000

**Note:** the above list of enactments is also to include any subsequent amendments to the acts listed that are introduced.

## **Part 2**

### **Delegation to Group Managers**

Further details are set out under the Community of Practice Specialist Leads and Manager roles set out below. Please see attached structure plan.

### **Delegation to the Corporate Planning & Strategic Finance (s151) Lead**

The **Corporate Planning and Strategic Finance Lead (s151 Officer)** shall have delegated authority for the following services and functions:

- Overarching responsibility for the services, functions and roles of the following Community of Practice Leads, Managers (Level 3) and service areas:
  - Community of Practice Lead Specialist – Environment Services
  - Community of Practice Lead Specialist – Recycling & Waste Resources
  - Corporate Planning & Policy
  - Community Delivery
  - Governance
  - Strategic finance
  - Strategic IT
  - Strategic Asset Management
  - Performance
  - Data analysis
  - Strategic contract management
  - Corporate Performance
- To act as the Council's s151 / Chief Finance Officer as the Proper Officer relating to financial matters in the Local Government Acts and Finance Acts
- Matters set out in the Council's Financial Procedure Rules for Head of Finance & Audit / s 151 / Chief Finance Officer

### **Delegation to the Commercial Services Group Manager**

The **Commercial Services Group Manager** shall have delegated authority for the following services and functions:

- Responsibility and Management of the Commercial Services Group
- Overarching responsibility for the services, functions and roles of the following Managers and service areas (Level 3) (see below):
  - Operational Manager (Environment)
  - Operational Manager (Waste)
  - Building Control and Services
  - Areas of Outstanding Natural Beauty
  - Dartmouth Ferries

### **Delegation to the Customer First Group Manager**

The **Customer First Group Manager** shall have delegated authority for the following services and functions:

- Responsibility and management of the Customer First Group
- Overarching responsibility for the services, functions and roles of the following Community of Practice and Managers (Level 3):
  - Community of Practice Lead Specialist – Planning
  - Community of Practice Lead Specialist – Environmental Health
  - Community of Practice Lead Specialist – Housing Benefits & Revenues
  - Community of Practice Lead Specialist – Assets

### **Delegation to the Support Services Group Manager**

The **Support Services Group Manager** shall have delegated authority for the following services and functions:

- Responsibility and management of the Support Services Group
- Overarching responsibility for the services, functions and roles of the following Community of Practice Leads and Managers (Level 3):
  - Community of Practice Lead Specialist – Legal
  - Community of Practice Lead Specialist – Human Resources
  - Community of Practice Lead Specialist – Finance
  - Community of Practice Lead Specialist – Information Technology
  - Audit
  - Customer Support
  - Case Management and payroll
  - FOI
  - Ombudsman

### **Delegation to Community of Practice Specialist Leads and Level 3 Managers**

#### **Strategy and Commissioning Group**

#### **Community of Practice Lead Specialist – Communications and Media**

The **Community of Practice Specialist Lead for Communications and Media** shall have delegated authority for the following:

- Communications (Internal and External)
- Communications Strategy
- Media and website management

#### **Community of Practice Lead Specialist – Corporate Services**

The **Community of Practice Specialist Lead for Corporate Services** shall have delegated authority for the following:

- Democratic Support Services

- Member Development
- Elections

### **Community of Practice Lead Specialist- Environment Services**

The **Community of Practice Specialist Lead for Environment Services** shall have delegated authority for the following:

- Strategic responsibility for Environment Services including:
  - Building maintenance
  - Facilities management
  - Grounds maintenance
  - Cleansing services
  - Car Parking
  - Enforcement
  - Markets
  - Events management
  - Street Naming & Numbering
  - Land Charges

### **Community of Practice Lead Specialist - Recycling & Waste Resources**

The **Community of Practice Specialist Lead for Recycling & Waste Resources** shall have delegated authority for the following:

- Strategic responsibly for recycling and waste services including:
  - Recycling
  - Waste collection
  - Commercial waste services
  - Transport and waste / recycling haulage
  - Health & Safety

## **Commercial Group Services**

### **Operational Manager – Waste**

The **Operational Manager (Waste)** shall have delegated authority for the following operational services and functions:

- Recycling
- Waste collection commercial waste services
- Marketing and service design
- Transport and waste / recycling haulage
- Health & safety

### **Operational Manager – Environment**

The **Operational Manager (Environment)** shall have delegated authority for the following operational services and functions:

- Car parking
- Building maintenance
- Grounds maintenance
- Cleansing services
- Abandoned vehicles
- Environmental enforcement
- Areas of Outstanding Natural Beauty
- Markets
- Events management
- Ferry operation
- Stores
- Salcombe Harbour

### **Customer First Group**

#### **Community of Practice Lead Specialist – Assets**

The **Community of Practice Specialist Lead for Assets** shall have delegated authority for the following:

- To be the Council's **Corporate Property Officer**
- **Estates** - to include:
  - In-house management of operational assets (facilities management)
  - Estates management
  - Valuations
  - Strategic Asset Management
- Matters set out in relation to Assets in the Council's Financial Procedure Rules (currently listed as assigned to the Head of Assets)
- **Engineering** - to include:
  - Engineering services – commercial
  - Civil engineering (drainage, flood, coastal and fluvial)
  - Asset Capital Programme Management
  - Development management consultancy
  - Coastal protection statutory functions
  - Flood Protection statutory functions
- **Natural Environment, Countryside and Leisure** – to include:
  - Policy and management of parks, green space, play area and outdoor sport
  - Grounds maintenance (client)
  - Tree and Hedge protection
  - Protected landscapes and landscape character
  - Biodiversity conservation and enhancement
  - Green infrastructure, 106 and community projects
  - Natural environment and Healthy Communities Partnerships

- Leisure Services
- Countryside services

### **Community of Practice Lead Specialist – Planning**

The **Community of Practice Specialist Lead for Planning** shall have delegated authority for the following:

- **Strategic Planning:**
  - Local Plan and Local Development Framework
  - Infrastructure planning and delivery
  - Supporting neighbourhood planning
- **Development Management** (as set out in the Planning Committee remit):
  - Development management
  - Pre-application advice
  - Enforcement and Prosecution
  - Conservation and historic buildings
- **Economic Development:**
  - Regeneration
  - Development
  - Tourism
  - Business engagement
- **Housing enabling:**
  - Affordable housing
  - Specialist housing needs

### **Community of Practice Lead Specialist- Environmental Health**

The **Community of Practice Specialist Lead for Environmental Health** shall have delegated authority for the following:

- **Environmental Protection and Licensing:**
  - Emergency planning
  - Contaminated land
  - Nuisance
  - Private water supplies
  - Licensing (licences, enforcement, advice)
  - Community Safety
  - Antisocial behaviour
- **Environmental Health – business:**
  - Food safety and enforcement
  - Inspections
  - Approved premises
  - Infectious disease control
  - Health and safety (regulatory)
  - Fatalities /accidents
  - Health and safety (internal functions /corporate liability)
  - Inspections / enforcement
- **Housing and Health**

- Private sector housing and enforcement
- Houses in multiple occupation
- Disabled facilities grants
- Private sector renewal – loans / grants
- Caravan sites
- Public Health / Health and well-being
- Fuel poverty
- Home energy conservation
- Empty homes
- Management of **out of hours service** (including homelessness and emergency planning)

The **Community of Practice Specialist Lead for Environmental Health** shall act as the **Proper Officer** in respect of the signing of all appointments and authorisations of authorised officers or Inspectors appointed under legislation relevant to environmental health, food safety, health and safety, housing and licensing and also the signing of authorisations of other persons to accompany authorised officers or Inspectors (including Consultants) and to be given discretion to specify which powers under the relevant legislation are to be exercised by particular authorised officers or Inspectors.

### **Community of Practice Lead Specialist - Housing, Benefits and Revenue**

The **Community of Practice Specialist Lead for Housing, Benefits and Revenue** shall have delegated authority for the following:

- **Vulnerable customers:**
  - Identification and protection
- **Business rates:**
  - Collection and enforcement
  - Billing
  - Government submissions
  - Pool membership
  - Policy
- **Housing Benefit:**
  - Assessment of claims
  - Collection and recovery
  - Subsidy maximisation
  - Discretionary housing payments
- **Housing, Options & advice**
  - Prevention and homelessness
  - Choice based letting
  - LDWSF
  - Direct lets
- **Council tax and non domestic rates :**
  - Collection and enforcement
  - Billing
  - Government submissions



- Council tax reduction
- Exceptional hardship fund
- **Fraud:**
  - Maximising income
  - Recovery

## **Support Services group**

### **Community of Practice Lead Specialist - Legal**

The **Community of Practice Specialist Lead for Legal** shall have delegated authority for the following:

- Legal Services
- Monitoring Officer (see above)

### **Community of Practice Lead Specialist – Human Resources**

The **Community of Practice Specialist Lead for Human Resources** shall have delegated authority for the following:

- Human Resources services
- Recruitment and resourcing
- Employee relations
- Employee Learning and Development
- Employment law

### **Community of Practice Lead Specialist - Finance**

The **Community of Practice Specialist Lead for Finance** shall have delegated Authority for the following:

- Finance
- Budget setting (capital and revenue)
- Income and expenditure
- Financial Statements
- Investments, taxation and insurance
- Deputy section 151 officer functions
- In his/her absence, to act as the Council's s151 / Chief Finance Officer as the Proper Officer relating to financial matters in the Local Government Acts and Finance Acts
- Matters set out in the Council's Financial Procedure Rules for Head of Finance / 151 officer

### **Community of Practice Lead Specialist - ICT**

The **Community of Practice Specialist Lead for ICT** shall have delegated authority for the following:

- ICT Services
- Infrastructure design and delivery
- Business systems design and delivery
- Information security management and delivery