

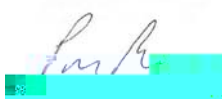
Scheme of Delegations: Director, Digital and Customer Services

**Scheme of Delegations: Director, Digital and Customer Services
September 2019 (amended January 2020)**

The Director Digital and Customer Services is authorised in accordance with Part E: Officer Delegation Scheme to carry out functions on behalf of Full Council and the Executive. The Director has chosen to sub delegate some or all of those functions to officers of suitable experience and seniority in his/her own directorate or in another directorate

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Group Delegations

The Director has chosen to delegate a number of functions to groups of officer Sch uA Sc B A

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Delegation to Director	
Part E 3.2 (i)	<p>To make decisions and approve expenditure relating to the functions of the Directorate providing:</p> <p style="padding-left: 40px;">that the sum expended is within the approved budget for the Directorate and/or relevant portfolio, and the amount in relation to any single matter does not exceed £200,000 or in the case of procurement, the Procurement Threshold (£181,302 as at September 2019);</p> <p style="padding-left: 40px;">that the requirements of the Financial Approval Framework in the Financial Regulations (Part D of the Constitution) and other requirements in the Constitution are complied with.</p> <p>Where the amount in relation to any single matter is between £200,000 and £500,000 (revenue) or £1m (capital) then the decision will be made by the Cabinet member with the Director.</p> <p>Each Director must ensure that they and their relevant staff follow the Financial Rules (Part D of the Constitution) and the Financial Management Tool to ensure that their services are administered in line with procedure.</p>
Sub Delegations	Sub Delegation to Officers within Digital & Customer Services Directorate
<p>Subject to there being an approved budget, and in accordance with Part D: Financial, Contract and Procurement Regulations* (and any other requirements), make purchases of goods and services (excluding consultancy services costing greater than £25,000) as shown.</p> <p>Note 1: virements of revenue budgets between directorates and between capital schemes can only be undertaken by the Chief Finance Officer or delegates.</p> <p>Note 2: all grant applications must be approved by the Chief Finance Officer and City Solicitor (Officer or delegates).*</p> <p>* See in particular Appendix B: Financial Approval Framework</p>	<p>Up to £10m subject to Procurement Governance Director, Digital and Customer Service (or Assistant Director – Business Improvement & Customer Service as deputy) Assistant Director ICT and Digital Services</p> <p>Up to £200,000 Assistant Director – Business Improvement & Customer Service Assistant Director – Revenues and Benefits Commercial Director – Information, Technology and Digital Services Operations Director – Information Technology & Digital Services (IT&D)</p> <p>Up to £50,000 Heads of Service, Digital and Customer Service</p>

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4.	The operation of arrangements relating to hours of work, annual and other leave and time off for employees.	In line with policy and procedures on the intranet, and with the Constitution in relation to Employee Code of Conduct Procedures for local operation: Director Assistant Director Managers at GR7 – GR4
5.	The operation of the Council's procedures relating to: Discipline; Grievance; Managing Capability; Dignity at Work.	In line with policy and procedures on the intranet, and with the Constitution in relation to Employee Code of Conduct Director Assistant Director Managers at GR7 – GR4 Note: the Chair of a Disciplinary Hearing must have attended the Power to Dismiss Course
6.	Operation of the Council's procedures in relation to redundancy, including consultation with trade unions	In line with policy and procedures on the intranet, and with the Constitution in relation to Employee Code of Conduct Director Assistant Director
7.	The promotion, implementation and monitoring of the Council's Equal Opportunities in Employment policy.	In line with policy and procedures on the intranet, and with the Constitution in relation to Employee Code of Conduct Director Assistant Director Managers at GR7 – GR4

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8.	Training and Development for the Directorate.	<p>In line with policy and procedures on the intranet, and with the Constitution in relation to Employee Code of Conduct</p> <p>Director Assistant Director Managers at GR7 – GR4</p>
9.	Ensuring the health, safety & welfare of employees	<p>In line with policy and procedures on the intranet, and with the Constitution in relation to Employee Code of Conduct</p> <p>Director Assistant Director Managers at GR7 – GR4</p>
10.	Determining 'politically restricted' posts	Director with advice from HR Director and City Solicitor (or delegates)
11.	Approval of cases of early retirement	Director under advice from the Chief Finance Officer and HR Director (or delegates)
12.	Deal with compensation for loss of office	Director under advice from the Chief Finance Officer and HR Director (or delegates)
13.	Make Compensation for diminution of Emoluments	Director only under advice of the HR Director and City Solicitor (or delegates)

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Delegation to Director,	
Part E 3.2 (iii)	To approve tender strategies and award contracts in accordance with the Procurement Government Arrangements where the supplies, materials, or services to be purchased or the works to be executed are between the Procurement Threshold (£181,302 as at September 2019) and £10,000,000 in value,

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Delegation to Director		
Part E 3.2 (vi)	The Chief Executive and Directors have delegated authority to approve and make payments in connection with the duties of the council where it holds monies in the capacity of an "Accountable Body". In all such cases where the Council is the Accountable Body, the Chief Executive or any Chief Officer has authority to make lawful payments in compliance with the terms under which the Council holds monies as the Accountable Body and in accordance with any requirements approved by the Council as Accountable Body, up to but not exceeding the total amount held under each agreement with the grant giver.	
	Sub Delegations	Sub Delegation to Officers within Digital & Customer Services Directorate
1.	To approve and make payments in connection with the duties of the council where it holds monies in the capacity of an "Accountable Body" as above and in accordance with Part D Financial, Contract and Procurement Regulations	Up to £200,000 Director (or Assistant Director – Business Improvement & Customer Service as deputy)

Delegation to Chief Officers and Statutory Officers		
Part E 3.3	Chief Officers and Statutory Officers are empowered to authorise all necessary actions in relation to disasters and emergencies as designated under the Council's Emergency Plan when activated; or under Business Continuity Plans in the event of a business continuity disruption. In the event of the Emergency Plan being activated, and following action taken, the Chief Officer must notify the Chief Finance Officer in writing, of the circumstances and estimated financial impact and report formally to the relevant Cabinet Member or, for non executive matters, to the next available meetings of the relevant committee	
	Sub Delegations	Sub Delegation to Officers within Digital & Customer Services Directorate
1.	As above	Director (or Assistant Director – Business Improvement & Customer Service as deputy)