

**SCHEME OF OFFICER AUTHORISATIONS
MADE PURSUANT TO PARAGRAPH 3.4.2 OF PART 3 OF THE CONSTITUTION
Delegations applicable to All Directorates**

CHIEF EXECUTIVE

December 2012

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Purpose

To set out the authorisations to Officers to act on behalf of Officers with delegated powers from the Council's Executive and Council bodies to the Chief Executive which relate to the functions within the Chief Executive's Services.

Related Policies and Documents

All parts of the Officers scheme of delegation
Chief Executive Service Scheme of Delegations

Who is governed by this policy?

The scheme of authorisation will apply to all permanent, contract and temporary staff working for the Council.

Executive Summary

The Chief Executive and Executive Directors have been delegated by the Executive or the Council (as appropriate) each of the functions listed within this scheme of authorisation unless a specific restriction is stated. Those listed below are authorised by the officers with delegated powers to carry out the powers on their behalf. This list may be updated by the officers with delegated powers wishing to authorise others to exercise them on their behalf under the provisions of paragraph 3.4.2 of Part 3 of the constitution. Any revisions must be submitted to the Council's monitoring officers within 28 days of the authorisation being approved.

All authorised officers are required to consult local ward councillors and community lead councillors if the decision has a direct impact on a local community. Please consult Democratic Services for advice. In addition, please be aware that at the very least local ward councillors should be kept aware of any decision made and implemented under delegated powers that affects members of the community in their ward.

All officers authorised to exercise functions on behalf of officers with delegated functions are required to do so in compliance with the law, the Council's Constitution, its Procurement Code, Financial Regulations, their job remit and job description and other relevant policies and procedures.

Executive decisions will require publication once made (unless publication would not be expected for example decisions affecting individuals or low value – see general principles and interpretation for full guidance) and all Key decisions will need to be in the forward plan, made on a report published at least 5 clear days before the decision.

GENERAL DELEGATIONS

No.	Function	Authorised Position
RETURNING OFFICER DUTIES		
CE1.	Dividing the constituency units into polling districts under Section 18 of the Representation of the People Act 1983. Final proposals to be subject to Full Council approval.	Head of Registration and Electoral Services to make proposals
CE2.	Dividing electoral divisions into polling districts at local government elections under Section 31 of the RPA 1983. Final proposals to be subject to Full Council approval.	Head of Registration and Electoral Services to make proposals
CE3.	Determining fees and conditions for supply of copies of, or extracts from, election documents under Rule 48(3) of the Local Elections (Financial Areas) Rules 1986	Head of Registration and Electoral Services
CE4.	Submitting proposals to the Secretary of State for an Order under Section 10 of the RPA 2000 (Pilot Schemes for Local Elections)	Head of Registration and Electoral Services to make proposals
EMERGENCIES		
CE5.	Incurring any expenditure and making grants and loans where an emergency or disaster involves danger to life or property or is imminent and to incur expenditure for the purposes for contingency planning.	Executive Director of Resources and Commercial Development in the absence of the Chief Executive Chief Officers and Deputy Chief Officers on Gold duty
CRIME AND DISORDER		
CE6.	Closure of noisy premises not exceeding 24 hrs. under section 40 Anti Social Behaviour Act 2003	Chief Executive No other authorisations save for under the deputising arrangements in the Chief Executives scheme of delegation
CE7.	Determining which areas of the borough should be subject to an order under Section 15 of the Criminal Justice & Police Act 2001 to control drinking in public	Chief Executive No other authorisations save for under the deputising arrangements in the Chief

No.	Function	Authorised Position
		Executives scheme of delegations
CE8.	Consent to the making of an authorisation under S30 of the Anti-Social Behaviour Act 2003, in relation to powers to disperse groups and remove persons under 16 to a place of residence.	Chief Executive No other authorisations save for under the deputising arrangements in the Chief Executives scheme of delegations
HEAD OF PAID SERVICE		
CE9.	Keep under review provision of staff resources, the terms and conditions on which staff are appointed/employed and align staff resources to meet service needs of the Community and the Council's functions and responsibilities	Changes permitted as set out in the Council's Change management policy
CE10.	Agreeing policies and procedures for recruitment, retention, change/reorganisation, redundancy, redeployment, capability, conduct and dismissal of staff under Section 112 of the Local Government Act 1972 in consultation with SLG/CMT and Director for HR or Deputy Director for HR (See also Executive Director Resources & Commercial Development and Commercial Development Scheme of Delegations)	No further authorisations save that proposals to change such polices shall be subject to proper and appropriate consultation
CE11.	Approval of staffing related corporate policies and procedures not otherwise referred to in delegation CE10 where those are not specifically reserved to the Mayor in his Scheme of Delegation or would be a non-executive matter not falling in the Terms of Reference of Council or any Committee or Council. Delegation to be exercised in consultation with SLG and/or Director for HR or Deputy Director for HR as appropriate (see also ED Resources & Commercial Development and Commercial Development Scheme of Delegations.)	No further authorisations save that proposals to change such polices shall be subject to proper and appropriate consultation
CE12.	Giving effect to a governing body's decision in respect of the remuneration and other terms of employment of school teachers and any pay and condition orders made by the Secretary of State in accordance with any guidance issued under Education Act 2002, Sections 10, 122 and 127 and to enter into contracts of employment as provided for in Section 35. (See also Executive Director Resources & Commercial Development Scheme of Delegations and CYPS scheme of delegation)	No further authorisations

No.	Function	Authorised Position
CE13.	Ensure that all appointments are made on merit.	All recruiting officers
CIVIC MATTERS		
CE14.	Spending a reasonable sum for the purposes of presenting an address or casket to a person on whom the title of honorary alderman or freeman has been conferred (see also Executive Director Resources & Commercial Development Scheme of Delegation).	No further authorisations
CE15.	Authorising payment of subscription to any local government association or body of which the Council is in membership.	No further authorisations
CE16.	Approving the attendance of a Member or Members at any conference where attendance is in the interests of the Council (See also the general scheme of delegations Part 2 and Executive Director of Resources delegations).	As provided for in Part 2 of the scheme of delegation/authorisation (general management scheme) Revenues and Exchequer Manager
CE17.	Approving travelling and subsistence claims of Members in accordance with the agreed (See also the general scheme of delegations Part 2 and Executive Director of Resources delegations).	As provided for in Part 2 of the scheme of delegation/authorisation (general management scheme) Revenues and Exchequer Manager
CE18.	Approving expenditure for Members' library and other resources and development, as necessary to enable them to carry out their office and the functions of the Authority (See also the general scheme of delegations Part 2).	As provided for in Part 2 of the scheme of delegation/authorisation (general management scheme)
CE19.	Production of Mayors annual report	Head of Strategy Head of Mayors Office
CE20.	To grant use of the Newham coat of arms and agree the purchase of badges for holders of civic office.	No other authorisations save under power to deputise
CE21.	To provide and furnish halls, offices and other buildings for the use of public meetings (See also the general scheme of delegations Part 2).	As provided for in Part 2 of the scheme of delegation/authorisation (general management scheme)

No.	Function	Authorised Position
CE22.	Approving proposals for Members or officers to make foreign visits and receive foreign visitors where the cost is to be met in whole or part by the Council subject to any protocol in this regard that may apply from time to time. This delegation does not apply to any officer attending an essential conference or course abroad which shall be approved by the relevant Executive Director.	No further authorisations
CE23.	Approving corporate publicity on the amenities and advantages of the Borough and functions discharged by the Council and to incur reasonable expenditure in doing so within officers' limits under the Code of Procurement including holding public events for these purposes. Such activity should be in consultation with the Head of Communications.	All relevant officers are authorised. Such expenditure to be within officer authorisations for financial approval and provided it is within the officer's portfolio.
CE24.	Approving press releases and official statements to press enquiries on behalf of the Authority	Head of Communications Deputy Head of communications Senior Media Officer
PENSIONS		
CE25.	Determining any appeal against determinations as set out in the Superannuation Regulations 1972 [see also Executive Director Resources & Commercial Development Scheme of Delegation]	No further authorisations
CE26.	Approving early retirements, ill-health retirement and release of frozen benefits (subject to any procedural consultation requirements). (See also the general scheme of delegations Part 2).	As provided for in Part 2 of the scheme of delegation/authorisation (general management scheme)
CE27.	To make payments of remuneration or pension payable to an officer or pensioner of the Council, specified dependants or release permitted sums under the Local Government Act 1972 Sections 118 or 119. (See also Executive Director Resources & Commercial Development Scheme of Delegations).	No other officer authorisations
CE28.	Approval of any discretionary payments permitted by the Superannuation Act 1972. (See also Executive Director Resources & Commercial Development Scheme of Delegations).	No authorisation to any officer other than Chief Executive, Executive Director of Resources and Commercial Development or

No.	Function	Authorised Position
		Director of Finance
CE29.	Administration of Discretionary Pension Powers. (See also Executive Director Resources & Commercial Development Scheme of Delegations).	No authorisation to any officer other than Chief Executive, Executive Director of Resources and commercial Development or Director of Finance
CE30.	Approving any gratuity scheme for part-time workers who were not eligible to join superannuation scheme in consultation with the Director with responsibility for HR and SLG. (See also Executive Director Resources & Commercial Development Scheme of Delegations).	No other officer authorisations
CE31.	Apply to Secretary of State for a forfeiture certificate under S111 of the Local Government Pension Scheme Regulations (as amended) (See also Executive Director Resources & Commercial Development Scheme of Delegations).	No authorisation to any officer other than to the Chief Executive, Executive Director of Resources and commercial Development or Director of Finance
CE32.	To exercise and perform any powers and duties under the Welfare Reform and Pensions Act 1999 which fall to be exercised or performed by the Council by virtue of its being an employer (powers and duties relating to stakeholder pensions) (See also Executive Director Resources & Commercial Development Scheme of Delegations).	Chief Executive Executive Director of Resources and commercial Development No other officer authorisations
<u>MEETINGS OF THE COUNCIL, COMMITTEES, SUB-COMMITTEES, THE EXECUTIVE, ETC.</u>		
CE33.	Making arrangements in respect of all meetings of the Council, Committees, Sub-Committees, and the Executive including the administration of school appeals for exclusions (See also Executive Director Resources & Commercial Development Scheme of Delegations).	Head of Committees and Partnerships
<u>POLICY</u>		
CE34.	Carry out relevant research and surveys including necessary expenditure in relation to such research and surveys as are appropriate to help facilitate the Council's functions	Head of Public Policy and Research Head of Improvement and Performance Head of Strategy

No.	Function	Authorised Position
		Head of Communications
CE35.	Facilitate the formulation, review, and implementation of the Council's Strategies and Policy Strategy Development guidance.	Head of Public Policy and Research Corporate Policy Manager Head of Strategy
CE36.	Co-ordinate the formulation of any Corporate plan and/or business plan for the Council and keep such plans under review.	Head of Public Policy and Research Corporate Policy Manager Head of Strategy
CE37.	Prepare annual report for the Council's performance and budget outcomes	Head of Public Policy and Research Head of Improvement and Performance Head of Strategy