

ANY delegations and sub-delegations must be exercised in accordance with:

- (a) any instructions given by the Chief Executive Officer;
- (b) any budgets or policies approved by the Council, and not committing the Council's budget to growth for future financial years;
- (c) Financial, Contract and Property Procedure Rules;
- (d) any legal advice from the Assistant Chief Executive Legal and Democratic Services; and
- (e) any legal requirements and restrictions.

Category	Function Delegated	Terms and Conditions	Sub-delegation	Further Terms and Conditions
Staffing Functions	The delegated authority includes management of the human, financial and material resources made available for the functions allocated to business units.		Assistant Director Communications Head of Resilience and Emergencies Head of Community Safety and CCTV Head of Strategy and Performance Head of Localities	
	To take action with respect to the recruitment, appointment, promotion, training, grading and discipline of staff.		Assistant Director Communications Head of Resilience and Emergencies Head of Community Safety and CCTV Head of Strategy and Performance Head of Localities	
	To take action with respect to the authorisation of senior managers to determine appeals against dismissal under the Council's Attendance Management Policy (in consultation with a member drawn from the Appeals Committee and an HR adviser).		Assistant Director Communications Head of Resilience and Emergencies Head of Community Safety and CCTV Head of Strategy and Performance Head of Localities	
	To take action with respect to the determination of wages and salary scales, determination and application of conditions of service, and determination of the establishment of the Business Unit which they manage.	Subject to the Corporate Director of Resources being satisfied that adequate provision is made in the budget of the Business Unit and to the Assistant Chief Executive HR & Business Support raising no objection to proposals affecting the grading, determination of wages and salary scales, or determination and application of conditions of service.	Assistant Director Communications Head of Resilience and Emergencies Head of Community Safety and CCTV Head of Strategy and Performance Head of Localities	
Policy Functions	To make a formal response on behalf of the Council, following appropriate consultation, to any White Papers, Green Papers, Government Consultation Papers or other consultative document, where it is appropriate that the response should be an officer response. Chief Officers should firstly consult the relevant Portfolio Holder(s) in order to determine whether an officer or Member response is most appropriate.	NB Where there is disagreement for responsibility for responding (i.e. officer or executive member), the relevant Portfolio Holder(s) shall respond.		
Contracts Grants and Tenders	To accept the terms and conditions and governance documentation for a Partnership agreement in respect of a partnership involving the Council			
	To accept the terms and conditions of an Accountable Body agreement in respect of a partnership involving the Council.	Need agreement of Chief Financial Officer and Monitoring Officer - see Rules 28 & 29 of the Financial Procedure Rules and in respect of grants and other external funding and subject to the implications for the Council of this Accountable Body status being consistent with the Budget and Policy Framework.	Head of Localities Head of Community Safety and CCTV	
	To agree that the Council shall undertake work on behalf of, and to provide services to, external bodies.			
	To enter into contracts to facilitate service delivery or to procure works, services and supplies which are incidental to service delivery.	Procurement & Contract Procedure Rules (PCPR) provide that every Contract shall be evidenced in writing and must be signed or sealed (as appropriate) by both parties. Contracts over £50k must be on terms approved by Monitoring Officer (MO). Works & concession contracts over £1m exc. VAT; goods and services contracts over £213, 477 exc. VAT; and social and other specific service contracts over £663,540 incl VAT must go through the Gateway approval process set down in the PCPR. Signature or sealing by the Council shall be in accordance with the requirements set out in Rule 2 and Rule 6 (i.e. goods & services contracts up to WTO GPA threshold (£213,477 inc. VAT) require 1 authorised signature; contracts above this require 2 signatures - including one from MO or officer to whom MO delegated authority. For works & concession contracts up to £1m exc. VAT they require 1 authorised signature and contracts over this must be sealed by MO or person to whom MO delegated authority. For social services contracts up to the value of WTO GPA threshold (£663,540 inc VAT) 1 authorised signature required and contracts above this require 2 signatures - including one from MO or officer to whom MO delegated authority. Only the MO (or a Legal and Democratic Services' Officer (LDSO) authorised by the MO) may seal a Contract on behalf of the Council.	Assistant Director Communications Head of Resilience and Emergencies Head of Community Safety and CCTV Head of Strategy and Performance Head of Localities	
	Gateway Approval - works & concession contracts over £1m exc. VAT; goods and services contracts over £213, 477 exc. VAT; and social and other specific service contracts over £663,540 incl VAT must go through the Gateway approval process set down in the PCPR 18.	Approval at Gates requires various officers to approve including The relevant Director or delegated Assistant Director; Finance - s151 Officer or delegated Assistant Director and ACE(LDS)Monitoring Officer. The Director is part of the Gateway approval team and can nominate one of the Assistant Directors to exercise this power.	Assistant Director Communications Head of Resilience and Emergencies Head of Community Safety and CCTV Head of Strategy and Performance Head of Localities	
	Grants awarded by the Council	Grants awarded by the council must be evidenced in writing. Grants of any value awarded by the Council require a competitive application process to be followed. All grants by the council require sealing by the monitoring officer.	Assistant Director Communications Head of Resilience and Emergencies Head of Community Safety and CCTV Head of Strategy and Performance Head of Localities	
	Authority to Bid for Grant Funding	Corporate Directors permitted to submit applications where the expected funding is less than £200k - the limit applies to the aggregate level of funding where the grant is paid in instalments. For grants over this level see FPR 28	Assistant Director Communications Head of Resilience and Emergencies Head of Community Safety and CCTV Head of Strategy and Performance Head of Localities	
	Authority to Accept Grant Funding	All offers of grant funding can only be accepted with approval of CFO.		
	Authorisation of any document including those which require the common seal of the Council to be affixed			
	Director Recommendation - Exception to requirement to invite bids for the award of a contract	All contracts over £50k but less than appropriate WTO GPA threshold require bids to be invited. Directors have the ability to make a Director Recommendation to make an exception to this in consultation with senior category manager in procurement in the following circumstances (1) purchases at public auctions where the Director is satisfied that VFM is achieved (2) the purchase of suppliers, works, service which are of such a specialised nature as to be obtainable from one contractor only (3) repairs to or the supply of parts for existing proprietary machinery or plant where obtaining the supplier from an alternative supplier would invalidate the warranty/contractual provisions with existing supplier (4) contracts required for reasons of extreme urgency brought about by unforeseeable events where the timescales for bids cannot be met. (5) Social or Other Specific Services Contracts where:- (i) the service is currently supplied by a Contractor to the satisfaction of the relevant Corporate Director, is considered to be offering value for money and where the foreseeable disruption to service users cannot justify the invitation of further bids, or (ii) the service is of a specialist or personal nature and where service users must be involved in the selection of the Contractor and where the Corporate Director Health and Adult Services and the Corporate Director Children and Young People's Service considers it inappropriate for bids to be invited, or(iii) where the relevant Corporate Director is satisfied that the urgency of the need for the service prevents the invitation of bids in which case consideration shall be given to the duration of that service	Non-delegated	

	Director Exemption - Requirement to obtain tenders in respect of Above Threshold Contracts	see PCPR 16	Non-delegated	
	Director Request for Waivers in respect of requirement to Tender	Specific exception to PCPR only allowed in defined circumstances and with approval of MO and s151	Non-delegated	
Property Transactions	All decisions in relation to property must comply with the Property Procedure Rules (PPR) which apply to all property transactions as defined. However, under those rules a property transaction is not: (a) an easement for highways drainage granted as a consequence of a s38 agreement; or (b) a contract entered into by school governing body under its delegated powers including hiring out; or (c) one of hiring in for a formal council event; or (d) a hiring of any or all of the Harrogate Convention Centre, Scarborough Spa, Whitby Pavilion, Scarborough Open Air Theatre.	None apply		
Finance	Expenditure -can only be committed against authorised budgets and in accordance with Financial Procedure Rules	Corporate Directors can only authorise expenditure against budgets under their direct control		
	Virement - Corporate Directors required to manage budgets responsibly and in accordance with FPR. Virement of budgets are required where actual or planned changes are made to the delivery of council services and functions or to individual capital programmes and there is a corresponding change to the level of resource required. Corporate Directors can make virements within or between defined budget headings or cost centres under their control up to £200k	See the FPR 11- must inform CFO of virement asap. Must ensure that aggregate income and expenditure in each financial year balances the net approved budget. Approval of the executive required even if under £200k for any transfer of resources between Revenue Budget & Capital Plan and also between General Fund and HRA	Assistant Director Communications Head of Resilience and Emergencies Head of Community Safety and CCTV Head of Strategy and Performance Head of Localities	
	Leasing agreements to finance the acquisition of an asset	No leasing agreement should be entered into without the approval of the CFO - the CFO is responsible for negotiating and agreeing any terms		
	Corporate Directors must inform the CFO if they are considering making loans to 3rd parties or entering into other types of investment for commercial or non-commercial purposes	No agreement should be entered into without the approval of the CFO - the CFO is responsible for negotiating and agreeing any terms		
	Disposals of assets (excluding land & property)	Prior to disposal of assets there are obligations in FPR 20 which Corporate Directors must observe. Subject to observing those conditions Corporate Directors have authority to dispose up to a value of £50k - see FPR 20. Values over this need approval of CFO or executive depending on value - see FPR		
	Stock & Inventories	Corporate Directors may arrange for disposal of unrequired stock or inventory items subject to FPR 21. Corporate Directors have authority up to £20k - values over this need approval of CFO or executive depending on value -see FPR		
	Debt write off	Approval of CFO required		
	Waiver of charges	Corporate Directors may waive charges less than £10k - see FPR terms		
Specific Delegations to the Assistant Chief Executive Locality				
Communications	To the extent that they are not specifically reserved to another Council/Executive body, Executive Member or Officer, the Assistant Chief Executive Local Engagement is responsible for the exercise of all powers, duties and functions of the Council in relation to Communications The development, implementation and maintenance of a communications strategy for the Council.	The Assistant Chief Executive will agree arrangements for consultation with the relevant Executive Member(s) and will refer to the Executive for consideration and decision those matters directed by the said Member(s).	Assistant Director Communications	
			Assistant Director Communications	
	To the extent that they are not specifically reserved to another Council/Executive body, Executive Member or Officer, the Assistant Chief Executive Local Engagement is responsible for the exercise of all powers, duties and functions of the Council in relation to Community Safety including CCTV. All powers and duties conferred by legislation in connection with community safety functions which are not within the purview of any other Director including but not limited to: <ul style="list-style-type: none">The management and operation of Closed Circuit Television (CCTV).The functions of the Council relating to anti-social behaviour, harassment and community protection including public spaces protection orders and identifying a place as a designated public place for the purposes of police powers in relation to alcohol consumption.	The Assistant Chief Executive will agree arrangements for consultation with the relevant Executive Member(s) and will refer to the Executive for consideration and decision those matters directed by the said Member(s).	Head of Community Safety and CCTV	
			Community Safety/CCTV Manager - Harrogate, Craven, Selby, Scarborough, Hambleton, Richmondshire, Ryedale offices	
Corporate Policy	To the extent that they are not specifically reserved to another Council/Executive body, Executive Member or Officer, the Assistant Chief Executive Local Engagement is responsible for the exercise of all powers, duties and functions of the Council in relation to Corporate policy including the Council Plan, the Sustainable community strategy, Community engagement, Equality and Diversity, the Compact and thriving voluntary and community sector, Localism and	The Assistant Chief Executive will agree arrangements for consultation with the relevant Executive Member(s) and will refer to the Executive for consideration and decision those matters directed by the said Member(s).	Assistant Director Communications Head of Resilience and Emergencies Head of Community Safety and CCTV Head of Strategy and Performance Head of Localities	
Emergency Planning including Emergency Planning and Service Continuity	To the extent that they are not specifically reserved to another Council/Executive body, Executive Member or Officer, the Assistant Chief Executive Local Engagement is responsible for the exercise of all powers, duties and functions of the Council in relation to Emergency Planning including emergency planning and service continuity. The provision of support to the Chief Executive Officer in the exercise of civil aid and emergency planning and business continuity management capability functions in accordance with the Civil Contingencies Act 2004 and other relevant functions in accordance with the Civil Contingencies Act 2004 and other relevant The development, implementation and maintenance of the Council's Emergency Plan and Business Continuity Plans.	The Assistant Chief Executive will agree arrangements for consultation with the relevant Executive Member(s) and will refer to the Executive for consideration and decision those matters directed by the said Member(s).	Head of Resilience and Emergencies	
Locality structure	To the extent that they are not specifically reserved to another Council/Executive body, Executive Member or Officer, the Assistant Chief Executive Local Engagement is responsible for the exercise of all powers, duties and functions of the Council in relation to Locality structure. The development, implementation and maintenance of the Council's strategy for Locality working. The promotion and development of collaborative working arrangements with stakeholders and partners in the voluntary sector.	The Assistant Chief Executive will agree arrangements for consultation with the relevant Executive Member(s) and will refer to the Executive for consideration and decision those matters directed by the said Member(s).	Head of Localities	
			Head of Localities	
	The registration and all of the processes for determining the community right to challenge and nominating assets of community value under the Localism Act 2011.		Parish Liaison and Local Devolution Manager (Only for The registration and all of the processes for determining the community right to challenge and nominating assets of community value under the Localism Act 2011)	
Policy and Performance	To the extent that they are not specifically reserved to another Council/Executive body, Executive Member or Officer, the Assistant Chief Executive Local Engagement is responsible for the exercise of all powers, duties and functions of the Council in relation to Policy and Performance. The development of the Council's policy agenda. The development of the Council's Council Plan setting out the Council's vision, values and key ambitions. The development of the Council's use of evidence to generate insight and inform decision making and drive improvements across service delivery. The development and implementation of the Council's performance framework including service key performance indicators and reporting thereon.	The Assistant Chief Executive will agree arrangements for consultation with the relevant Executive Member(s) and will refer to the Executive for consideration and decision those matters directed by the said Member(s).	Head of Strategy and Performance	
Refugees & Asylum seekers	To the extent that they are not specifically reserved to another Council/Executive body, Executive Member or Officer, the Assistant Chief Executive Local Engagement is responsible for the exercise of all powers, duties and functions of the Council in relation to Refugees & Asylum seekers.	The Assistant Chief Executive will agree arrangements for consultation with the relevant Executive Member(s) and will refer to the Executive for consideration and decision those matters directed by the said Member(s).	Head of Localities	