

**Chief Executive Officer**

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.

| Function Delegated   | Further Terms and Conditions   | Sub-delegation  | Further sub-delegation | Further Terms and Conditions |
|--|--|---|------------------------|------------------------------|
| The delegated authority includes management of the human, financial and material resources made available for the functions allocated to business units.   |  | Assistant Chief Executive Legal & Democratic<br>Assistant Chief Executive HR & Business Support<br>Assistant Chief Executive Local Engagement |                        |                              |
| To take action with respect to the recruitment, appointment, promotion, training, grading and discipline of staff.   |  | Assistant Chief Executive Legal & Democratic<br>Assistant Chief Executive HR & Business Support<br>Assistant Chief Executive Local Engagement |                        |                              |
| 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 Chief Executive Legal & Democratic<br>Assistant Chief Executive HR & Business Support<br>Assistant Chief Executive Local Engagement |                        |                              |
| 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 Chief Executive Legal & Democratic<br>Assistant Chief Executive HR & Business Support<br>Assistant Chief Executive Local Engagement |                        |                              |
| 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.   | Assistant Chief Executive Legal & Democratic<br>Assistant Chief Executive HR & Business Support<br>Assistant Chief Executive Local Engagement |                        |                              |
| To accept the terms and conditions and governance documentation for a Partnership 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 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.   | Assistant Chief Executive Legal & Democratic<br>Assistant Chief Executive HR & Business Support<br>Assistant Chief Executive Local Engagement |                        |                              |
| 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.   | Assistant Chief Executive Legal & Democratic<br>Assistant Chief Executive HR & Business Support<br>Assistant Chief Executive Local Engagement |                        |                              |
| To agree that the Council shall undertake work on behalf of, and to provide services to, external bodies.  |  | Assistant Chief Executive Legal & Democratic<br>Assistant Chief Executive HR & Business Support<br>Assistant Chief Executive Local Engagement |                        |                              |
| <b>Functions Delegated to Statutory Officers - The Head of Paid Service - The Chief Executive Officer:</b>   |  |   |                        |                              |
| Functions relating to the grant and supervision of exemptions from political restriction. (s3A Local Government and Housing Act 1989).   | Not to be sub-delegated  |   |                        |                              |
| Duty to prepare a report regarding proposals as to the co-ordination of the authority's functions and the number and grades, the organisation, and the appointment and proper management of the authority's staff. (s4 Local Government Housing Act 1989).   | Not to be sub-delegated  |   |                        |                              |
| <b>Specific Delegations to the Chief Executive Officer:</b>  |  |   |                        |                              |
| To exercise the functions of the Head of the Paid Service.   | Not to be sub-delegated  |   |                        |                              |
| To act as, and exercise the functions of, Electoral Registration Officer under the Representation of the People Act 1983.  |  | Assistant Chief Executive Legal & Democratic is the appointed deputy ERO  |                        |                              |
| To act as, and exercise the functions of, Returning Officer under the Representation of the People Act 1983 and to appoint such Deputy Returning Officers as the Chief Executive requires to enable the proper exercise of their statutory duties as Returning Officer.  |  |   |                        |                              |
| To manage and co-ordinate budget processes, strategic planning and information.  |  |   |                        |                              |
| To authorise attendance at meetings by Members as an approved duty and the payment of Members' allowances.   |  |   |                        |                              |
| To incur expenditure in the event of a civil emergency.  |  |   |                        |                              |
| In cases of emergency to take any decision which could be taken by the Council, the Executive or a committee. This includes incurring expenditure from working balances or reserves.   | Subject to consultation with the Corporate Director of Resources if the Chief Officer reasonably considers it appropriate and feasible and also to notifying any emergency to the Leader as soon as is reasonably practicable.   |   |                        |                              |
| To exercise the functions of the Executive for civil aid and emergency planning.   |  |   |                        |                              |
| To make payments or provide other benefits in cases of maladministration under Section 92 of the Local Government Act 2000.  |  |   |                        |                              |
| To exercise all of the functions in relation to elections listed in Part D of Schedule 1 to the Local Authority (Functions and Responsibilities) (England) Regulations 2000 which are functions of the Council, to the extent that they are not delegated to a committee.  |  |   |                        |                              |
| To carry out the Council's functions relating to local government pensions under Regulations under Sections 7, 12 or 24 of the Superannuation Act 1972.  |  |   |                        |                              |
| In consultation with the Leader of the Council, the Corporate Director of Resources and the Assistant Chief Executive Legal and Democratic Services, to endorse the payment of indemnity to any Member or Officer, up to a maximum of £50k, where such indemnity is not covered by insurance.  | Any sums above £50k are to be referred to the Executive.   |   |                        |                              |
| To approve recommendations from external partnerships in relation to the distribution of funds overseen by those partnerships, in consultation with the relevant Executive Member.   |  |   |                        |                              |
| The Chief Executive Officer, in consultation with the Leader of the Council, the appropriate Executive Member(s), the Corporate Director of Resources, the Assistant Chief Executive Legal and Democratic Services, and the Assistant Chief Executive HR and Business Support, shall have authority to agree the terms and conditions of employment of the Council's workforce, and any changes to them.   | Except in relation to those matters concerning employee terms and conditions which are decided in accordance with the statutory Pay Policy Statement agreed by full Council, the terms of reference of the Chief Officers' Appointments and Disciplinary Committee, and the Staff Employment Procedure Rules or are otherwise decided in accordance with the Constitution. |   |                        |                              |
| That the Chief Executive Officer, in consultation with the Leader of the Council, the appropriate Executive Member(s), the Corporate Director of Resources, and the Assistant Chief Executive Legal and Democratic Services, shall have authority to agree operational policies regulating the internal operations and working practices of the Council, which shall include, but not exclusively, policies in relation to health and safety, information governance, and IT policies. |  |   |                        |                              |
| To act as, and exercise all functions of, the Chief Executive Officer of NYC and Group (Shareholder Representative) in relation to the Council's companies and shareholders.   |  |   |                        |                              |
| To exercise all functions in connection with the completion of ballot papers on behalf of the Council in relation to any Business Improvement District ballot.   |  |   |                        |                              |

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| <p>To authorise covert activities by, and provide internal authorisations and renewal authorisations to, all appropriate officers for juvenile Covert Human Intelligence Sources (CHIS) covert investigations under the Regulation for Investigatory Powers Act 2000 (as amended) as required and to represent the Council in respect of such activities and/or authorisations when seeking judicial approval of them before the Magistrates' Court.</p> |  |  |  |  |
| <p>To issue a Closure Notice under the Anti-Social Behaviour Crime and Policing Act 2014</p>   |  | <p>Assistant Chief Executive Legal &amp; Democratic<br/>Assistant Director Legal</p> |  |  |