

Appendix B**Part 3D - SCHEME OF DELEGATION TO OFFICERS (extract)****The LGSS Joint Committee Scheme of Delegation**
Shared Services and Delegated Functions**1. The Shared Services**

- 1.1 The Organisational Development and Human Resources Service, CCC & NCC
- 1.2 The Internal Audit Service, CCC & NCC
- 1.3 The Procurement Service, CCC & NCC
- 1.4 The Legal Service, CCC & NCC
- 1.5 The Finance Service, CCC & NCC
- 1.6 The ERP Development and Systems Administration Service CCC & NCC
- 1.7 The Information Technology Service
- 1.8 The Property, Performance & Research Service (- For clarity this excludes Facilities Management and Buildings Maintenance (NCC only))
- 1.9 Property and Asset Management Service (NCC)
- 1.10 The Pensions Service - Administering Authority and Employer, CCC & NCC.
- 1.11 Democratic Services, CCC & NCC

2. Delegation of Functions and Responsibilities**General Principles**

- 2.1 The Councils each agree that the Shared Services listed above will be provided under the auspices of the Joint Committee (LGSS) which shall be responsible for the provision of the Shared Service under delegated authority from the Councils to the Joint Committee, which is set out set out below at Table 1 in respect of CCC and Table 2 in respect of NCC. These delegations are subject to the conditions, limitations and the specific reservations, set out below.
- 2.2 In order to facilitate the efficient and effective conduct of the Shared Services, the Joint Committee shall delegate certain functions and responsibilities to The Managing Director (LGSS) and to the Service Directors (LGSS).
- 2.3 The Managing Director (LGSS) and the Service Directors (LGSS), where they consider it necessary and expedient, may sub delegate to officers within their respective service Directorates. If such delegations are made, the relevant Service Director (LGSS) shall prepare and maintain a written schedule of delegations to be available for inspection by the Monitoring Officers and S.151 Officers of the Councils.

- 2.4 Where an Officer listed in this scheme of Delegation is absent for any period, the Managing Director (LGSS) may nominate in writing another officer to act in his/her place during his/her absence and shall make a record of all such nominations.
- 2.5 Without prejudice to the generality of the above and to any specific delegation listed below, the officers listed in this section are authorised to exercise the following functions of the Council, the Leader and the Head of Paid Service, which relate to their area of responsibility.

Conditions Relating to the Exercise of Delegated Authority

- 2.6 The exercise of functions delegated to officers under this scheme must comply with:
- i) any legal requirement or restriction
 - ii) the relevant Council's Constitution
 - iii) the relevant Council's policy framework and any other plans and strategies approved by the relevant Cabinet or Full Council/relevant Committee
 - iv) the relevant in-year budget
 - v) the relevant officers code of conduct
 - vi) relevant Procurement Standing orders and financial regulations
 - vii) all other relevant policies, procedures, protocols and provisions.

Limitations to the Exercise of Delegated Powers

- 2.7 Officers in the exercise of functions delegated by this scheme may not:
- i) make Key Decisions as defined in the relevant Council's Constitution
 - ii) change or contravene policies or strategies approved by the Council (in the case of Cambridgeshire County Council) or the Cabinet (in the case of Northamptonshire County Council) in the absence of specific delegated authority to do so
 - iii) create or approve new policies or strategies, in the absence of specific delegated authority to do so
 - iv) take decisions to withdraw public services, in the absence of specific delegated authority to do so
 - v) take decisions to significantly modify public services without consulting the appropriate Cabinet Member (in the case of Northamptonshire County Council) or Full Council/Committee Chairman/woman (in the case of Cambridgeshire County Council) before exercising the delegated power.

Consultation

- 2.8 Where an officer takes a decision under delegated authority on a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate Cabinet Member or Committee Chairman/woman (or in his/her absence the Vice-Chairman/woman) before exercising the delegated powers.
- 2.9 When exercising delegated powers, officers shall ensure that local Members are kept informed of matters affecting their divisions.

3. Specific Delegations - Cambridgeshire County Council

Table 1 - Delegations from Cambridgeshire County Council

	Delegation to JC from CCC	Delegation to Officer	Condition
3.1	General		
	To have overall responsibility for the provision, to the Councils, of the Shared Services.	None	In accordance with all relevant financial, accounting, Constitutional and legal requirements.
	To consider and approve the annual report for LGSS.	None	
	To consider and approve the annual service plan for each Shared Service and make recommendations to the Council's as to the provision of financial and other resources.	None	
	Responsibility for the operational management of the Shared Services, (CCC), including determining the number, grade, title and nature of staff deployed and all other terms and conditions, in addition to ensuring their proper management.	Managing Director (LGSS) for all Shared Services or in his/her absence, the Chief Executives of the Councils. Directors (LGSS), in respect of the services within their remit.	Subject to budget and in accordance with the relevant Council's policies and procedures.
	To instigate and undertake the selection, recruitment and appointment to, the post of Managing Director (LGSS).	None	In accordance with any protocol agreed by the Joint Committee.
	In respect of the Managing Director (LGSS), to: a) instigate disciplinary and capability investigations and proceedings and to take action up to and including dismissal, and b) implement all other relevant HR policies and exercise any associated decision-making powers.	Chief Executive CCC	Where CCC is employing authority for Managing Director LGSS.



	Delegation to JC from CCC	Delegation to Officer	Condition
	To arrange for and undertake the recruitment and appoint to, the posts of Service Directors (LGSS).	Managing Director (LGSS) or in his/her absence, the Chief Executives of the Councils.	Subject to the provisions of the Local Authority (Standing Orders) Regulations 2001.
	In respect of the Directors (LGSS), to a) instigate disciplinary and capability investigations and proceedings and to take action up to and including dismissal <u>and appeal</u> , and b) implement all other relevant HR policies and exercise any associated decision-making powers.	Managing Director (LGSS) or in his/her absence the Chief Executives of the Councils.	In consultation with the LGSS: Director of People, Transformation and Transactions (PT&T) or his/her nominated deputy; In accordance with the employing council's HR policies and subject to the provisions of the Local Authority (Standing Orders) Regulations 2001.
	To arrange for and undertake the recruitment and appoint to, all Relevant Employees with the exception of the Managing Director (LGSS) and Service & ODs (LGSS).	Managing Director (LGSS) and/or Directors (LGSS).	
	In respect of Relevant Employees other than the Managing Director (LGSS) and Directors (LGSS), to: a) instigate disciplinary and capability investigations and proceedings and to take action up to and including dismissal <u>and appeal</u> , and b) implement all other relevant HR policies and exercise any associated decision-making powers.	Managing Director (LGSS) and Directors (LGSS) (in relation to posts within their Directorate).	In consultation with the LGSS: Director of PT&T and in accordance with the relevant Council's HR policies and procedures.
	To invite tenders and to enter into contracts In respect of goods or services directly relating to the provision of the Shared Services.	Managing Director (LGSS) and/or Directors (LGSS).	In accordance with relevant procurement standing orders and any financial limits in place.



	Delegation to JC from CCC	Delegation to Officer	Condition
3.2	Human Resources and OD		
	Responsibility for the operational management of the Shared Services within the remit of Human Resources and OD,(CCC), including authority to determine the number, grade, title and nature of staff deployed and all other terms and conditions in addition to ensuring their proper management.	Director (LGSS) People, Transformation & Transactions (PT&T)	Subject to budget and in accordance with the relevant Council's policies and procedures.
	To co-ordinate CCC's response to national consultations on terms and conditions of employment, in consultation with the relevant Committee Chairman/woman (or in his/her absence the Vice-Chairman/woman).	LGSS: Director PT&T	
	To implement national and local pay awards/ changes to terms and conditions of employment for employees.	LGSS: Director PT&T	
	To negotiate recognition agreements and local agreements with the trade unions on behalf of CCC, in consultation with the relevant Committee Chairman/woman (or in his/her absence the Vice-Chairman/woman).	LGSS: Director PT&T	
	To co-ordinate CCC's response to retention/recruitment problems within the agreed financial and policy framework, in consultation with the relevant Committee Chairman/woman (or in his/her absence the Vice-Chairman/woman).	LGSS: Director PT&T	
	To advise the Chief Executive on CCC's response to any industrial action affecting CCC's services, in consultation with the relevant Committee Chairman/woman (or in his/her absence the Vice-Chairman/woman), so that he/she can determine the CCC response.	LGSS: Director PT&T	
	To mediate on individual cases or collective disputes to attempt to resolve issues before they are referred to members either at appeal or via the collective disputes procedure	LGSS: Director PT&T	In consultation with the LGSS: Director of Law, Property and Governance (LP&G)



Specific Reservations

The Delegated Functions relating to Human Resources do not include the following Reserved Functions:

- appointment of Officers other than Relevant Employees
- decision making on disciplinary, grievance, dismissal and appeals against dismissal, relating to Officers other than Relevant Employees
- hearing and deciding appeals against dismissal for the Head of Paid Service and Chief Officers of the Councils.