

SCHEDULE 2

Shared Services and Delegated Functions

1. The Shared Services

- 1.1 The Organisational Development and Human Resources Service
- 1.2 The Internal Audit Service
- 1.3 The Procurement Service
- 1.4 The Legal Service
- 1.5 The Finance Service
- 1.6 The ERP Development and Systems Administration Service
- 1.7 The ICT Service (NCC only)
- 1.8 The Property, Performance & Research Service (CCC only - For clarity this excludes Facilities Management and Buildings Maintenance).

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 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 or her place during their 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 Cabinet;
- iv) the relevant in-year budget;
- v) the relevant officers code of conduct;
- vi) Relevant Procurement Standing orders and financial regulations;
- vii) And 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 or the Cabinet 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 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 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

Table 1 - Delegations from Cambridgeshire County Council

	Delegation to JC	Delegation to Officer	Condition
	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	
	With regard to LGSS, to make recommendations to the Councils regarding the number and grades of staff and their organisation and proper management.	Managing Director (LGSS)	In consultation with the relevant Head of Paid Service and Executive Leader. Subject to budget and in accordance with the relevant Council's policies and procedures.
	To arrange for and undertake the recruitment and appoint to, the posts of Managing Director (LGSS) and Service Directors (LGSS).	None	Subject to the provisions of the Local Authority (Standing Orders) Regulations 2001.
	In respect of the Managing Director (LGSS) and Service Directors (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.	None	In consultation with the Service Director (LGSS) OD & HR or their 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 Staff with the exception of the Managing Director(LGSS) and Service Directors (LGSS).	Managing Director (LGSS) and Service Directors (LGSS)	
	In respect of Relevant Staff other than the Managing Director (LGSS) and Service Directors (LGSS), to:- a) instigate disciplinary and capability investigations and proceedings and to take	Managing Director (LGSS) and Service Directors (LGSS) (in	In consultation with the Service Director(LGSS) of OD & HR and in accordance with the relevant Council's HR

	action up to and including dismissal, and b) implement all other relevant HR policies and exercise any associated decision making powers. .	relation to posts within their Directorate)	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 Service Directors (LGSS)	In accordance with relevant procurement standing orders and any financial limits in place.

	Delegation to JC	Delegation to Officer	Condition
	Human Resources and OD		
	To co-ordinate the Council's response to national consultations on terms and conditions of employment, in consultation with the relevant Cabinet portfolio holder.	Service Director (LGSS) OD & HR	
	To implement national and local pay awards/ changes to terms and conditions of employment for employees.	Service Director (LGSS) Operations.	
	To negotiate recognition agreements and local agreements with the trade unions on behalf of the Council, in consultation with the relevant Cabinet portfolio holder.	Service Director (LGSS) OD & HR.	
	To co-ordinate the Council's response to retention/recruitment problems within the agreed financial and policy framework, in consultation with the relevant Cabinet portfolio holder.	Service Director (LGSS) OD & HR.	
	To determine the Council's response to any industrial action affecting the Council's services, in consultation with the relevant Cabinet portfolio holder.	Service Director (LGSS) OD & HR.	
	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.	Service Director (LGSS) OD & HR.	In consultation with the Service Director (LGSS) of Legal & Governance.

Specific Reservations

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

- Appointment of Officers other than Relevant Staff;
- Decision making on disciplinary, grievance, dismissal and appeals against dismissal, relating to Officers other than Relevant Staff;
- Approval of pay awards and changes to the terms and conditions of the employment contracts of the Councils' Staff including Relevant Staff;
- Determination of the pay and terms and conditions of officers other than Relevant Staff;
- Hearing and deciding appeals against dismissal for the Heads of Paid Service and Chief Officers of the Councils.

	Delegation to JC	Delegation to Officer	Condition
	Internal Audit, Risk and Insurance		
	To have responsibility for the overall management of the internal audit, risk management and insurance services for CCC.	Service Director (LGSS) Legal & Governance	In accordance with the Audit and Accounts Regulations 2003 or any successor legislation.
	To maintain an adequate and effective system of internal audit of the Council's accounting records and control systems and be authorised to visit all establishments of CCC, to have access to all Council documents, other records, computer systems and property and to require relevant information or explanation from any officer.	Service Director (LGSS) Legal & Governance	

Specific Reservation

The Delegated Functions relating to Internal Audit, Risk and Insurance do not include the following Reserved Functions:

- Approval of the Annual Governance Statement.
- Policy and strategy decisions on Insurance and decisions which fall outside of the Principles of decision-making.

	Delegation to JC	Delegation to Officer	Condition
	Procurement		
	Responsibility for the management of advice support services relating to CCC's procurement activity.	Service Director (LGSS) Finance & Procurement	

Specific Reservation

Approval of the Councils contract procedure rules and schemes of delegation, relating to the Councils procurement activity;

	Delegation to JC	Delegation to Officer	Condition
	Legal		
	Responsibility for the management and provision of legal advice and support services for CCC.	Service Director (LGSS) Legal & Governance	
	To make applications for the grant of Letters of Administration for the use and benefit of children in the care of CCC.	Service Director (LGSS) Legal & Governance	
	To serve statutory notices to ascertain the legal interest of any person in land.	Service Director (LGSS) Legal & Governance	
	To authorise the institution or defence of legal proceedings at common law or under any enactment, statutory instrument, order or bylaw conferring functions upon CCC or in respect of functions undertaken by CCC.	Service Director (LGSS) Legal & Governance	
	To authorise officers of CCC to prosecute or defend or appear in any legal proceedings by virtue of the provisions of Section 223 of the Local Government Act 1972.	Service Director (LGSS) Legal & Governance	
	To affix the common seal to all documents necessary to bring into effect decisions of CCC, Cabinet or any Committee, Sub-Committee, Cabinet portfolio holders or officer in pursuance of powers delegated by or on behalf of the Council (see Article 15.04 of Constitution).	Service Director (LGSS) Legal & Governance	
	To authorise officers to enter onto land where necessary to enable them to carry out the functions of the Authority.	Service Director (LGSS) Legal & Governance	

	To determine whether an application for planning permission is required for County Matters (Minerals and Waste); and to determine whether planning permission is required in respect of development to be carried out by CCC.	Service Director (LGSS) Legal & Governance	
	To agree procedures for the conduct of all appeals heard by the Service Appeals Committee.	Service Director (LGSS) Legal & Governance	
	To agree procedures for the conduct of Education Admission and Exclusion Appeals and the selection and appointment of members to appeals panels.	Service Director (LGSS) Legal & Governance	

	Delegation to JC	Delegation to Officer	Condition
	Finance		
	Responsibility for the management of the provision of advice and support in relation to CCC's financial activities and processes.	Service Director (LGSS) Finance and Procurement	
	The management of trust funds on behalf of CCC.	Service Director (LGSS) Finance and Procurement	
	The Treasury Management function including the management of debt and the borrowing and investment of money (excluding the Superannuation Fund).	Service Director (LGSS) Finance and Procurement	
	Approval of CCC's banking facilities; arrangements for the signing and security of cheques, etc.	Service Director (LGSS) Finance and Procurement	
	Capital financing determinations under the Local Government and Housing Act 1989 where these may be made by an officer.	Service Director (LGSS) Finance and Procurement	
	Approval of supplementary estimates of expenditure under Section 138 of the Local Government Act 1972 (emergencies or	Service Director (LGSS) Finance and	

	disasters affecting CCC).	Procurement	
	To approve any detailed schemes of local financial management.	Service Director (LGSS) Finance and Procurement	
	To approve the implementation of local financial systems.	Service Director (LGSS) Finance and Procurement	
	To write off bad or irrecoverable debts or deficiencies relating to stores or property up to a maximum amount (A3) Table 1(a) or unlimited if the debtor is bankrupt/insolvent; unable to be traced; in prison and has no means to pay; or there is no, or uncertain liability.	Service Director (LGSS) Finance and Procurement	
	To make loans in furtherance of service objectives to other persons or organisations up to a maximum amount (A4) Table 1(a).	Service Director (LGSS) Finance and Procurement	
	To approve loans and expenditure financed from the Invest to Transform Fund, Partnership Fund, Capital Financing Fund and Environmental Fund subject to certain financial limits (A8) Table 1(a).	Service Director (LGSS) Finance and Procurement	
	To determine requests for CCC to act as co-guarantor for leases held by voluntary organisations and charities, in consultation with the appropriate Cabinet portfolio holder.	Service Director (LGSS) Finance and Procurement	
	To authorise, in consultation with the Executive Director: Children and Young People's Services, schools to plan for a deficit budget to finance exceptional purchases/ projects.	Service Director (LGSS) Finance and Procurement	
	To review and increase financial limits on an annual basis, taking account of inflation, subject to consultation with the relevant portfolio holder.	Service Director (LGSS) Finance and Procurement	
	To sign off grant claims.	Service Director (LGSS) Finance and Procurement	

Table 1 (a)

CCC Finance Limits of Delegated Powers (revised February 2007):		£
A1	Capital virement	250,000
A2	Revenue virement	160,000
A3	Debt write-off	10,000
A4	Loans to other persons or organisations	75,000
A5	Property transaction - capital value	500,000
A6	Property transaction - annual rental	150,000
A7	Exemptions to contract regulations	75,000
A8	Loans and expenditure from Funds	300,000

Specific Reservations

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

- Approving the Councils financial strategies and plans;
- Approval of the Councils corporate plans;
- Approving schemes for the use of earmarked reserves or contingency provision;
- Approval of the Councils annual statement of accounts;
- Approval of renewal terms for insurances for the Councils;
- Approval of the Councils Financial Procedure Rules, Standing Orders and Procedures;
- Decision making in relation to the administering authority functions of the Councils' Local Government Pension Schemes;

	Delegation to JC	Delegation to Officer	Condition
	ERP and Systems Administration		
	Responsibility for the management of the ERP Development and Systems Administration Service for the Councils		

Specific Restrictions

Approval of the ERP Hosting contracts, variations and any successor arrangements, unless within an agreed action plan.

	Delegation to JC	Delegation to Officer	Condition
	ICT (NCC only)		

Specific Restrictions
N/A

	Delegation to JC	Delegation to Officer	Condition
	Property, Performance and Research (CCC only)		
	The management of the provision of property, performance and research services for CCC.	Service Director (LGSS) Finance & Procurement	

Specific Restrictions
Approval of the Property, Performance and Research strategies and policies for CCC.

Table 2 - Delegations from Northamptonshire County Council

	Delegation to JC	Delegation to Officer	Condition
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	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 plans for the Shared Services and make recommendations to the Council's as to the provision of financial and other resources.	None	
	With regard to LGSS, to make recommendations to the Councils regarding the number and grades of staff and their organisation and proper management.	Managing Director (LGSS)	In consultation with the relevant Head of Paid Service and Executive Leader. Subject to budget and in accordance with the relevant Council's policies and procedures.
	To arrange for and undertake the recruitment and appoint to, the posts of Managing Director (LGSS) and Service Directors (LGSS).	None	Subject to the provisions of the Local Authority (Standing Orders) Regulations 2001.
	In respect of the Managing Director (LGSS) and Service Directors (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.	None	In consultation with the Service Director (LGSS) OD & HR or their nominated deputy; In accordance with the employing council's HR policies and subject to the provisions of the Local Authority (Standing Orders) Regulations 2001.
	In respect of Relevant Staff other than the Managing Director (LGSS) and Service Directors (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	Managing Director (LGSS) and Service Directors (LGSS) (in relation to posts within their Directorate)	In consultation with the Service Director (LGSS) OD & HR and in accordance with the relevant Council's HR policies and procedures.

	exercise any associated decision making powers.		
	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 Service Directors (LGSS)	In accordance with relevant procurement standing orders and any financial limits in place.

	Delegation to JC	Delegation to Officer	Condition
	Human Resources and OD		
	Strategic and operational accountabilities for the Human Resources and Organisational Development services for NCC.	Service Director (LGSS) OD & HR	

Specific Reservations

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

- Appointment of Officers other than Relevant Staff;
- Decision making on disciplinary, grievance, dismissal and appeals against dismissal, relating to Officers other than Relevant Staff;
- Approval of pay awards and changes to the terms and conditions of the employment contracts of the Councils' staff including Relevant Staff;
- Determination of the pay and terms and conditions of officers other than Relevant Staff;
- Hearing and deciding appeals against dismissal for the Heads of Paid Service and Chief Officers of the Councils.

	Delegation to JC	Delegation to Officer	Condition
	Internal Audit, Risk and Insurance		
	Strategic and operational accountabilities for the internal audit, risk management and insurance services for NCC	Service Director (LGSS) Legal and Governance	
	Responsibility to maintain an adequate and effective system of internal audit of NCC's accounting records and system of internal control in accordance with proper internal audit practices.	Service Director (LGSS) Legal and Governance	

	To deal with all insurance cover and the settlement of claims.	Service Director (LGSS) Legal and Governance	
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Specific Reservation

The Delegated Functions relating to Internal Audit, Risk and Insurance do not include the following Reserved Functions:

- Approval of the Annual Governance Statement.
- Policy and strategy decisions on insurance and decisions which fall outside of the principles of decision-making.

	Delegation to JC	Delegation to Officer	Condition
	Procurement		
	Strategic and operational accountabilities for management of procurement services for NCC	Service Director (LGSS) Finance & Procurement	

Specific Reservation

Approval of the Councils' contract procedure rules and schemes of delegation, relating to the Councils' procurement activity;

	Delegation to JC	Delegation to Officer	Condition
	Legal		
	Strategic and operational accountabilities for legal services for NCC	Service Director (LGSS) Legal & Governance	
	Confirming orders if no objections are received to proposals for the stopping up or diversion of public footpaths and bridleways to enable development to take place following the granting of planning permission.	Service Director (LGSS) Legal & Governance	
	Affixing NCC's seal to agreements where developers or landowners propose to provide or make contributions to the provision of education or other facilities required as a result of the proposed development.	Service Director (LGSS) Legal & Governance	
	Determining appeals by firefighters.	Service Director (LGSS) Legal & Governance	

	Acting as the Appointed Person under the Local Government Pension Scheme Regulations 1997.	Service Director (LGSS) Legal & Governance	
	Discharging NCC's functions under the Data Protection Act 1998, Freedom of Information Act 2000 and regulations made thereunder and under the Environmental Information Regulations 2004 and under all associated legislation	Service Director (LGSS) Legal & Governance	
	Authorising officers of NCC to prosecute, defend or appear on behalf of NCC in proceedings before a magistrates' court.	Service Director (LGSS) Legal & Governance	
	To authorise the institution, defence, withdrawal, compromise or any other action relating to claims or legal proceedings, civil or criminal. To settle on appropriate terms any litigation or claim made by or against NCC.	Service Director (LGSS) Legal & Governance	
	To authorise the instigation of a formal complaint or similar, with regards to any individual or organisation to a professional body.	Service Director (LGSS) Legal & Governance	
	In the name of NCC to make representations in the interests of the inhabitants of Northamptonshire at any public inquiry held by or on behalf of any minister or public body under any enactment.	Service Director (LGSS) Legal & Governance	
	<p>(i) To prepare all contracts, leases and agreements affecting NCC land or property and in any case where the Head of Legal & Governance (LGSS) considers it necessary a formal contract for the supply of goods and materials, the provision of services or the execution of works;</p> <p>(ii) To enter into any agreement or deed granting any wayleave or easement or similar right over or appurtenant to any property of NCC;</p> <p>(iii) To attest the affixing of NCC's seal in circumstances where this is required;</p> <p>(iv) To approve the form of agreements under hand relating to matters of ordinary administration</p> <p>(v) To enter into all legal documents other than</p>	Service Director (LGSS) Legal & Governance	(ii) after consultation with the appropriate Chief Officers

	those under seal and those to which the above item (iv) bullet point applies.		
	Instituting and conducting on behalf of NCC proceedings for offences under the provisions of the Safety of Sports Grounds Act 1975.	Service Director (LGSS) Legal & Governance	In consultation with the Chief Fire Officer
	Conveying to the appropriate trustees the sites and buildings of any voluntary school.	Service Director (LGSS) Legal & Governance	
	Recovering charges due to the Council under Part III of the National Assistance Act 1948 from a person in residential accommodation or third parties liable for the charges under the Health and Social Security Adjudications Act 1983 and to create a charge on the land of the resident pursuant to the last mentioned Act and to enter into or discharge any Agreement or Deed with the resident or an interested third party relating to the recovery of the charges.	Service Director (LGSS) Legal & Governance	In consultation with the corporate director of Health and Adult Social Services
	Giving a discharge or postponement of any Legal Charge in NCC's favour on property the subject of a grant for adaptation works under the Chronically Sick and Disabled Persons Act 1970.	Service Director (LGSS) Legal & Governance	In consultation with the corporate director of Health and Adult Social Services
	Affixing NCC's seal to contracts with other local authorities entered into by the Engineering Services Laboratory.	Service Director (LGSS) Legal & Governance	
	Determining applications for NCC development of land or buildings under The Town and Country Planning General Regulations 1992.	Service Director (LGSS) Legal & Governance	Any application to which the Service Director (LGSS) Legal & Governance considers objections should be raised to be referred to the Development Control Committee for determination.
	Carrying out NCC's powers and duties concerning the giving of directions to persons residing unlawfully in vehicles on land without consent to remove their vehicles on pain of prosecution and authority to enter into arrangements with neighbouring local	Service Director (LGSS) Legal & Governance	

	authorities under Section 101 of the Local Government Act 1972, in this respect when such action is considered to be expedient.		
	Affixing NCC's seal to contracts for the sale of goods manufactured by NORDIS Industries.	Service Director (LGSS) Legal & Governance	
	Agreeing appointments to the Northamptonshire Valuation Tribunal on behalf of NCC.	Service Director (LGSS) Legal & Governance	
	Obtaining information in respect of interests in land.	Service Director (LGSS) Legal & Governance	

	Delegation to JC	Delegation to Officer	Condition
	Finance		
	Strategic and operational accountabilities for finance services for NCC	Service Director (LGSS) Finance and Procurement	
	To determine and implement arrangements for Treasury Management in accordance with the (CIPFA) Treasury Management in the Public Services Code of Practice, NCC's approved Treasury Management Policy Statement and Treasury Management and Investment Strategy, NCC's Financial Procedure Rules and any other arrangements approved by NCC, including appointment of NCC's investment advisors.	Service Director (LGSS) Finance and Procurement	
	To be responsible for authorising and operating NCC's banking arrangements including determining arrangements for the signing and security of cheques and the operation of the BACS, CHAPS and direct debit processes.	Service Director (LGSS) Finance and Procurement	
	To commission investigations and reports, where appropriate, in support of NCC's Anti-Fraud Policy and financial governance arrangements.	Service Director (LGSS) Finance and Procurement	
	To ensure NCC pays its creditors and recovers its debts in line with agreed policies	Service Director (LGSS) Finance	

	and to write off bad or irrecoverable debts or deficiencies in accordance with agreed policies	and Procurement	
	To maintain NCC's responsibility for operating the Local Government Pension Scheme Regulations 1997, and any subsequent amending regulations, including the exercise of Administering Authority's discretion and to make arrangements for the monitoring of the Pension Fund Investments.	Service Director (LGSS) Finance and Procurement	
	To implement national and local pay awards and increase payments under the Pension Increase Acts.	Service Director (LGSS) Finance and Procurement	
	To approve the early retirement of staff who are subject to the Local Government Superannuation Regulations.	Service Director (LGSS) Finance and Procurement	Consultation with relevant Chief Officer
	To make finance lease arrangements.	Service Director (LGSS) Finance and Procurement	
	To manage the deployment of NCC's revenue and capital resources including any resources allocated for joint working.	Service Director (LGSS) Finance and Procurement	
	To represent and act on behalf of NCC in connection with bankruptcies including meetings of creditors.	Service Director (LGSS) Finance and Procurement	
	Approval of supplementary estimates of expenditure in the case of emergencies or disasters affecting Northamptonshire.	Service Director (LGSS) Finance and Procurement	
	Contributing to the corporate management of NCC in particular through the provision of professional financial advice and ensuring lawfulness and prudence of decision-making.	Service Director (LGSS) Finance and Procurement	
	Providing financial information to the media, members of the public.	Service Director (LGSS) Finance and Procurement	

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Specific Reservations

- Approving the Councils financial strategies and plans;
- Approval of the Councils corporate plans;
- Approving schemes for the use of earmarked reserves or contingency provision;
- Approval of the Councils annual statement of accounts;
- Approval of the Councils Financial Procedure Rules, Standing Orders and Procedures;
- Decision making in relation to the administering authority functions of the Councils' Local Government Pension Schemes;

	Delegation to JC	Delegation to Officer	Condition
	ERP and Systems Administration		
	Strategic and operational accountabilities for ERP development and systems administration for NCC	Service Director (LGSS) Operations	

Specific Restrictions

	Delegation to JC	Delegation to Officer	Condition
	ICT (NCC only)		
	Strategic and operational accountabilities for management of Information Technology development and systems administration for NCC	Service Director (LGSS) Operations	

Specific Restrictions

Approval of the ICT Strategy and Policies for NCC.