

## Scheme of Delegations: Director, Education & Skills

September 2019

The Director Education & Skills is authorised in accordance with Part E: Officer Delegation Scheme to carry out functions on behalf of Full Council and the Executive. The Director has chosen to sub-delegate some or all of those functions to officers of suitable experience and seniority in his/her own directorate or in another directorate. These officers are identified by reference to their job title rather than by name. If the CFO delegates functions to a fellow Director he/she makes it clear in this sub-delegation scheme whether that Director can sub-delegate those functions.

This scheme details the officers who can carry out each function on the Director's behalf, together with the details of any terms and conditions which the Director has imposed on that sub-delegation. **All officers are bound by the Finance, Contract and Procurement Rules (Part D of the Constitution) and the Employee Code of Conduct (which can be found in Part C of the Constitution) and should consider these together with any other rules or requirements in relation to personal conflicts of interest which may apply to them when exercising authority delegated under this scheme.**

Even though the Director has sub-delegated the functions he/she remains accountable for all decisions taken in accordance with this scheme. An officer with sub-delegated authority may decide not to exercise that authority, or the Director may indicate that the authority should not be exercised, in respect of any individual matter. In either case that matter should be referred to the Director for a decision or for referral to the relevant Committee if appropriate.

Signed:



Date: 04/11/19



**Delegation to Director**

Part E

	<b>Delegation to Director</b>
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2.

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Delegation to Director	
Part E 3.2 (ii)	<p>To determine employment matters relating to staff including all changes to staffing structures below JNC level and the annual implementation of the contractual pay increment system.</p> <p>These powers will not include changes to terms and conditions of employment (the Birmingham Contract) or additional payments to any individual member of staff above the general financial threshold delegated to officers (£200,000).</p>
<b>Sub-Delegations</b>	

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4.	The operation of arrangements relating to hours of work, annual and other leave and time off for employees.	<p>In line with policy and procedures on the intranet, and with the Constitution in relation to Employee Code of Conduct</p> <p>Procedures for local operation:</p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Assistant Director</li> <li>• Managers at GR7 – GR4</li> </ul>
5.	<p>The operation of the Council's procedures relating to:</p> <ul style="list-style-type: none"> <li>• Discipline;</li> <li>• Grievance;</li> <li>• Managing Capability;</li> <li>• Dignity at Work.</li> </ul>	<p>In line with policy and procedures on the intranet, and with the Constitution in relation to Employee Code of Conduct</p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Assistant Director</li> <li>• Managers at GR7 – GR4</li> </ul> <p>Note: the Chair of a Disciplinary Hearing must have attended the Power to Dismiss Course</p>
6.	Operation of the Council's procedures in relation to redundancy, including consultation with trade unions	In line with policy and procedures on the intranet, and with the Constitution in relation to Employee Code of Conduct

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8.	Training and Development for the Directorate.	<p>In line with policy and procedures on the intranet, and with the Constitution in relation to Employee Code of Conduct</p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Assistant Director</li> <li>• Managers at GR7 – GR4</li> </ul>
9.	Ensuring the health, safety & welfare of employees	<p>In line with policy and procedures on the intranet, and with the Constitution in relation to Employee Code of Conduct</p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Assistant Director</li> <li>• Managers at GR7 – GR4</li> </ul>
10.	Determining 'politically	

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Delegation to Director,	
Part E 3.2 (iii)	To approve tender strategies and award contracts in accordance with the Procurement Government Arrangements where the supplies, materials, or services to be purchased or the works to be executed are between the Procurement Threshold (£181,302 as at September 2019) and £10,000,000 in value, over the contract length.



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<b>Delegation to Director</b>	
Part E 3.2 (v)	To write off any individual debts of income (including any associated court costs and bailiffs fees) within their service directorate responsibility, and after consultation with the Chief Finance Officer, up to the sum of £25,000 per individual or organisation, which in the opinion of the Director is considered to be uneconomical to collect or is irrecoverable. <i>All individual debts above this amount can only be written off by the Chief Finance Officer.</i>
<b>Sub-Delegations</b>	
<b>Sub Delegation to Officers within Education &amp; Skills Directorate</b>	
1.	Write-off debts up to £25,000 for each debtor.

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Delegation to Director, Education & Skills	
Part E 3.2 (xii)	The Director, Education & Skills (and in their absence the Chief Finance Officer) has the authority to authorise and approve the completion of (but not limited to) the grant of long term leases, commercial transfer agreements and any other ancillary documentation relating to the changing status of schools pursuant to the Academies Act 2010 or any associated legislation relating to the changing status of schools, as well as reb.08 Tm( D)3 (- D)o48u lde atingt( a)4 l 12 1269s TJ0.0-d32 492 58.32 29.28 reW nBT0 scn12 -0 0 12 70.56 509.88 Tm( )TjE

