

Scheme of Delegations: Director, Human Resources (HR)

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**September 2019**

The Director HR 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 Director delegates functions to a fellow Director he/she makes it clear in this sub-delegation scheme whether that Director can sub-delegate those functions.





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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>x Director</li> <li>x Assistant Director</li> <li>x Head of Service, Manager/Team Lead</li> </ul>
5.	<p>The operation of the Council's procedures relating to:</p> <ul style="list-style-type: none"> <li>x Discipline;</li> <li>x Grievance;</li> <li>x Managing Capability;</li> <li>x 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>x Director</li> <li>x Assistant Director</li> <li>x Head of Service, Manager/Team Lead</li> </ul>
	relation to redundancy, including	
7.	The provision, implementation and monitoring of the Council's Equal Opportunities in Employment policy.	<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>x Director</li> <li>x Assistant Director</li> <li>x Head of Service, Manager/Team Lead</li> </ul>



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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. <b>All individual debts above this amount can only be written off by the Chief Finance Officer.</b>
	<b>Sub-Delegations</b>



