

# Scheme of Delegation - Resources Directorate

**General Notes:** With the exception of matters that are delegated to an officer due to their Statutory Role or where a specified professional qualification is required, the authority delegated to an officer within a team for any matter is automatically delegated to any officer within the team at a more senior level. Proper Officer functions may be discharged by other officers duly authorised by Directors and/or Chief Officer(s) to act in the name of the Proper Officer concerned. In the event of the Director not being available for whatever reason then the next most senior officer of the Directorate shall be authorised to implement these delegated powers. Where any new duty is given to the Council which does not fall within this Scheme of Delegation, the exercise of that duty shall be undertaken by the relevant Director until such time as the Council has allocated responsibility. Where a function is delegated to an officer, he/she may authorise the carrying out of that function, in his/her name, by other officers within his/her department, directorate, team, unit or section (or such other officers as report to him/her directly or indirectly) either fully or under the general supervision and control of the authorising officer. While the Merseyside Pension Funds sits within the Resource Directorate Management structure the fund is not part of the Scheme of Delegation as it operates as a separate entity with delegation directly from the Pension Committee.



Role within Scheme	Specific Function or Decision Making	Officer responsible
<b>Statutory Officers</b>	s151 Officer	Director of Resources
<b>Proper Officers</b>	Data Protection Officer	ICT Governance and Compliance Manager (DPO)
	Compilation of background paper lists under the Access to Information legislation	Chief Officer

Type of activity	Specific function or decision-making	Officer responsible for that function
Management of Staff	1. Authorising appointment of agency staff	Head of Service – at the moment Directors as part of recruitment freeze
	2. Authorising recruitment of permanent staff	Head of Service – at the moment Directors as part of recruitment freeze
	3. Authorising overtime & expenses payments	Manager
	4. Authorising loan payments (car, season ticket)	Manager
	5. Authorising acting-up payments and honoraria	Head of Service
	6. Approval of special leave and unpaid leave	Manager up to 5 days, Head of Service over 5 days
	7. Approval of extension of sick pay	Assistant Director HR/OD

	8. Approval of carry over and buy-out of annual leave	Head of Service – at the moment Directors as part of recruitment freeze
	9. Approval of career break applications	Manager up to 5 days, Head of Service over 5 days
	10. Approval of applications for additional employment	Head of Service
	11. Service structure changes	Head of Service
	12. Approval of changed and new job descriptions	Head of Service and Director Resources
	13. Authorisation for retirement, redundancy and pension transfer	Head of Service with approval of Director Resources
	14. Issue notices of termination – redundancy & retirement	Head of Service, Assistant Director HR/OD
	15. Authorising the appointment of consultants	Head of Service, Assistant Director HR/OD

Contracts	To sign up to new EU compliant frameworks procured by another public body, a local authority consortium, a national agency which is recognised as carrying out procurement for the benefit of public bodies or another local authority as part of a joint purchasing arrangement of which the Council is permitted to use in accordance with the Public Procurement Regulations 2015	(Chief Officer/Head) Procurement
	To authorise contract variations where the overall financial implications of the variation is contained within the agreed contract sum for a project and is compliance with conditions of the signed contract.	Authorised Contract Officer
Contracts (applies to all contracts under £1.5m) – and must be processed in accordance with Contract Procedure Rules	1. Contracts more than £250,000 and above but less than £1.5 million in total	Chief Officer in consultation with s151 Officer
	2. Contracts more than £100,000 and above but less than £250,000 in total	Chief Officer
	3. Contract up to £100,000	Budget Holder
Authorisation of Expenditure	1. Authority to purchase (revenue and capital) and authorisation of invoices - £250,001 - £1,500,000	Chief Officer in consultation with s151 Officer
	2. Authority to purchase (revenue and capital) and authorisation of invoices - £100,001 - £250,000	Chief Officer

	3. Authority to purchase (revenue and capital) and authorisation of invoices - up to £100,000	Budget Holder
Revenue virements	Revenue Virements - up to £100,000	Chief Officer (following consultation with s151 Officer)
Acquisition and Disposal of land	To authorise the acquisition and disposal of land where value is up to £100,000	Senior Manager Asset Management
Debt Write-offs	To authorise write offs of value up to £10,000	s151 Officer

Reports sign off	Policy & Services Committees	Chief Officer or in alternative Head of Service
	Regulatory Committees	Chief Officer or in alternative Head of Service
	Decision Notices	Chief Officer or in alternative Head of Service
	CMT	Chief Officer or in alternative Head of Service
	Member Briefings	Chief Officer or in alternative Head of Service
Communications	Members enquiries responses	Chief Officer or in alternative Head of Service
	FOI responses	Chief Officer or in alternative Head of Service
	Complaint responses	Chief Officer or in alternative Head of Service
	Press releases - political or reputational impact	Chief Officer or in alternative Head of Service
	Press releases - without political or reputational impact	Chief Officer or in alternative Head of Service

Type of activity	Specific function or decision-making	Officer responsible for that function
Prevention of Fraud and Corruption	To develop and maintain the effectiveness of the Council's Counter Fraud and Corruption Strategy and associated procedures, ensuring fraud and corruption risks are routinely considered as part of the Council's risk management arrangements	Director of Resources
Loans	Loans to third parties for purpose other than for the purpose of financing expenditure which if incurred by the council would constitute capital expenditure (for example where service is outsourced and the potential provider seeks an upfront payment to support cash flows) up to £50,000	Director of Resources
Insurance	To manage the Council's insurances.	Director of Resources
	To undertake and conclude negotiations with reputable insurance companies on detailed terms of	Director of Resources

	the package, including levels of self insurance and associated premium reductions, where this is of financial benefit to the Council and subsequently place the Council's insurance requirements	
	To negotiate various insurance cover during the period of the Agreement with reputable insurance companies	Director of Resources
	To award contracts for insurance services in accordance with the Public Contracts Regulations 2006 (as amended) and the Council's Contract Procedure Rules; and that Contract Procedure Rules	Director of Resources
	To authorise officers to make arrangements for the administration of insurance claims in conjunction with the Council's insurers and appointed legal representatives.	Director of Resources
	To determine the authorised financial thresholds for the settlement of claims against the Council.	Director of Resources
Data Protection	To manage the Council's compliance with The Data Protection Act 2018 and The General Data Protection Regulation (GDPR)	ICT Governance and Compliance Manager (DPO)