TRANSFORMATION AND HUMAN RESOURCES			
1. IT and Street naming and numbering			
Subject	**Detail**	**Delegated by:**	**Delegated to:**
IT Development.	To monitor and update the Council's IT development strategy.	Cabinet/ Leader.	Assistant Director – Corporate Services and Transformation
Street Naming, House Numbering and Locality Names.	To determine all matters relating to street naming, house numbering and locality names.	Cabinet/ Leader.	Assistant Director – Corporate Services and Transformation following consultation with the Ward Member and, where relevant, Parish Council.
Regulation of Investigatory Powers Act.	See Corporate delegations	Council.	See corporate delegations

2. Human Resources

Subject	Detail	Delegated by:	Delegated to:
Grants and Honoraria.	To make decisions on the payment of gratuities and honoraria to Council employees undertaking additional duties, provided budgetary provision exists.	Council.	Director of Finance in consultation with the Portfolio Holder.
Posts - Addition, Deletion.	Within the policy and budgets decided by the Council, to make decisions on the addition and deletion of posts and on adjustments to working conditions applying to particular posts (but not generally) insofar as it relates to a restructure which is not associated with the setting of the Council's budget.	Council.	Chief Executive.
Posts - Grading.	Within the policy and budgets decided by the Council, to make decisions on the grading of posts and on adjustments to working conditions applying to particular posts (but not generally).	Council.	Assistant Director - Corporate Services and Transformation
Seminars and Conferences.	To appoint the Council's representatives to meetings, seminars, conferences and other events which are not expected to be on-going.	Cabinet/Leader.	Assistant Directors.
Appointment of Assistant Directors.	To make appointments (where appropriate in consultation with the Head of Paid Service).	Council.	Executive Directors.
Appointment of Executive Directors.	To make appointments.	Council.	Chief Executive.
Appointment of Staff (below the level of Assistant Director).	To make appointments (where appropriate in consultation with the Executive Director(s)).	Council.	Directors.

Appeals.	To consider and determine appeals in respect of discipline, dismissal, the exercising of delegations (in respect of pension matters) for staff below the level of Assistant Director.	Council.	Any one of the following: Chief Executive, Deputy Chief Executive, Executive Directors, Directors (other than Assistant Director - Corporate Services and Transformation) or a consultant selected by the Assistant Director - Corporate Services and Transformation.
Appeals (Job Evaluation).	To consider and determine appeals in respect of salary grading.	Council.	Any Officer of Assistant Director level or above or a consultant selected by the Assistant Director -Corporate Services and Transformation.
Careers Conventions.	To make decisions on Careers Conventions and the Council's involvement in work experience and similar schemes, relating to the training of young people.	Cabinet/Leader.	Assistant Director - Corporate Services and Transformation.

Disciplinary and Capability Action.	1. Within the Council's approved disciplinary and capability procedures and National Conditions of Service, [to take disciplinary action against, (including] dismissal of the Head of Paid Service, s151 Officer or Monitoring Officer subject to compliance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended).	1. N/a.	1. Council.

	2. Within the Council's approved disciplinary and capability procedures, to take action against, (including dismissal of), Executive Directors, subject, in the case of any Officer designated as Chief Finance Officer or Monitoring Officer, to compliance with the Local Authorities (Standing Orders) (England) Regulations 2001.	2. Council.	2. Head of Paid Service.
	3. Within the Council's approved disciplinary and capability procedures, [to take action against including] dismissal of Assistant Directors and Assistant Chief Executive subject, in the case of any Officer designated as Chief Finance Officer or Monitoring Officer, to compliance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended).	3. Council.	3. Chief Executive/ Head of Paid Service or Executive Directors.
	4. Within the Council's approved disciplinary and capability procedures, [to take disciplinary action against (including] dismissal of any member of staff in the department concerned below Assistant Director level.	4. Council.	4. Directors.

Early Retirement Payments.	To exercise discretionary powers under the Local Government (Early Termination	Council.	Chief Executive in consultation with the

	of Employment) (Discretionary Compensation) Regulations 2006 to make a single lump sum payment (including any redundancy payment where necessary) of up to no more than 52 weeks actual pay to any employee in accordance with agreed criteria.		Director of Finance, Assistant Director - Corporate Services and Transformation and the relevant Portfolio Holder.
Examination Success and other Achievements.	Within the budget determined by Council, to make decisions on matters arising from examination success or other special achievements by Council employees.	Cabinet/Leader.	Assistant Directors in consultation with Assistant Director - Corporate Services and Transformation
Overtime Payments.	Within the budget determined by Council, to approve payments for overtime working where staff are required to work such overtime in pursuance of the Council's obligations or objectives.	Council.	Chief Executive, Deputy chief Executive, Executive Directors, and Directors.
Pay Award.	Within the budget determined by Council, to implement increases in respect of the annual cost of living pay award as negotiated and agreed by the National Joint Councils or the Joint national Council for all staff.	Council.	Financial Services Manager.
Pay Protection.	To determine an appropriate pay protection policy for all staff.	Council.	Assistant Director - Corporate Services and Transformation in consultation with the Chief Executive and Director ofFinance.
Recruitment Scheme of Allowances.	To review on a regular basis the Council's policy and allowance rate in respect of the recruitment scheme of allowances (moving house).	Council.	Assistant Director - Corporate Services and Transformation

Terms and Conditions of Employment.	To determine HR policies and procedures and terms and conditions of employment (save where specified by statutory provisions) in respect of all staff (except the Chief Executive).	Council.	Assistant Director - Corporate Services and Transformation.
Travel Allowances.	1. To implement increases in respect of the lump sum and mileage allowance payable to all staff in accordance with circulars issued by the Joint National Council and National Joint Council. 2. To implement and review increases in respect of subsistence allowances on an annual basis.	Council.	1. & 2. Financial Services Manager