

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

Human Resources and Organisational Development			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	HROD
	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	Cabinet	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)	Cabinet	HROD
	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	Heads of Service
	Appointment of	To make appointments (where appropriate in	Council	Executive

	Heads of Service	consultation with the Head of Paid Service)		Directors
	Appointment of Executive Directors	To make appointments	Council	Chief Executive
	Appointment of Staff (below the level of Head of Service)	To make appointments (where appropriate in consultation with the Executive Director(s))	Council	Heads of Service
	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 Head of Service	Cabinet	Any one of the following: Chief Executive, Executive Directors, Assistant Chief Executive, Heads of Service (other than HROD) or a consultant selected by the HROD
	Appeals (Job Evaluation)	To consider and determine appeals in respect of salary grading	Cabinet	Any officer of Head of Service level or above or

				a consultant selected by the HROD
	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	HROD
	Disciplinary and Capability Action	<p>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.</p> <p>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.</p> <p>3. Within the Council's approved disciplinary and capability procedures, to take action against (including dismissal of) Heads of Service and Assistant Chief Executive subject, in the case of</p>	<p>1. N/a</p> <p>2. Council</p> <p>3. Council</p>	<p>1. Council</p> <p>2. Head of Paid Service</p> <p>3. Chief Executive/ Head of Paid Service or</p>

		<p>any Officer designated as Chief Finance Officer or Monitoring Officer, to compliance with the Local Authorities (Standing Orders) (England) Regulations 2001.</p> <p>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 Head of Service level.</p>	4. Council	<p>Executive Directors</p> <p>4. Heads of Service</p>
	Early Retirement Payments	To exercise discretionary powers under the Local Government (Early Termination 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	Cabinet	Chief Executive in consultation with Head of Financial Services, HROD 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	Heads of Service in consultation with HROD
	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	Cabinet	Chief Executive, Executive Directors, Assistant Chief Executive,

				Heads of Service
	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	Cabinet	HROD
	Pay Protection	To determine an appropriate pay protection policy for all staff	Cabinet	HROD in consultation with the Chief Executive, Executive Director – Services and Head of Financial Services
	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)	Cabinet	HROD
	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)	Cabinet	HROD

	Travel Allowances	<ol style="list-style-type: none"> 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 	1. & 2. Cabinet	1. & 2. HROD
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