

The Director Of Resources

Appendix 1

With the exception of those matters where an appropriate Executive Member¹ has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration², the Director of Resources³ is authorised to discharge any function⁴ of the Executive in relation to:

- (a) making arrangements for the proper administration of the authority's financial affairs⁵;
- (b) the provision of financial services⁶, including treasury management⁷, capital programme, benefits administration, taxation arrangements, revenue collection of council tax and national non-domestic rates, student support, internal audit, creditor payments, debt recovery, pensions and the council's insurance arrangements;
- (c) industrial relations and employment matters, including employee training and health and safety;
- (d) the management of corporate governance;
- (e) risk management;
- (f) civil defence and emergency planning;
- (g) licensing and other related functions⁸, and enforcement;
- (h) the management of matters relating to the application of information, communication and associated technologies to support the discharge of any function of the Executive;

¹ An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

² The Director may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred to the Executive Board for consideration

³ The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

⁴ "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director as "proper officer" for the purpose of any function delegated to him/her under these arrangements

⁵ The Director of Resources has responsibility for these arrangements as Section 151 Officer

⁶ "financial services" includes the management, monitoring and control of the capital programme; and subject to resources the transfer of schemes from the reserved programme to the funded programme or from the funded programme to the reserved programme.

⁷ "treasury management" includes the making, payment and borrowing of loans.

⁸ These functions were delegated to the Licensing Committee by full Council on 14 July 2010

Officer Delegation Scheme (Executive Functions)

- (i) the provision of services relating to building maintenance, catering, cleaning, transport (including fleet services and passenger transport services), and school crossing patrols;
- (j) procurement and purchasing;
- (k) civic and community buildings, office accommodation and facilities management⁹;
- (l) the registration of births, deaths, marriages and civil partnerships;
- (m) the management of matters relating to Members, the Lord Mayor, committees and scrutiny support; and
- (n) parish councils.

⁹ 'facilities management' does not include building maintenance policies or issues, or corporate energy procurement, responsibility for which is delegated to the Director of City Development
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