

## **D. All Chief Officers (including Chief Executive)**

*For the purposes of this section, "Chief Officer" shall be taken to mean the following officers:-*

*Chief Executive*

*Directors*

*Assistant Directors*

*Monitoring Officer (as required)*

1. Where the Council, Cabinet or a Committee has settled the policy and/or budget for a matter or class of matters, each Assistant Director shall be empowered to deal with such matters within the limits of such policy or budget, including the supervision of contracts and works and responding on behalf of the authority to consultation exercises.
2. All Chief Officers also have specific authority:-
  - (a) Provided that it does not constitute a Key Decision (as defined in Article 12 of the Constitution), to undertake virements of up to £50,000 on behalf of the Cabinet in any one case between the budgets under their control, subject to consultation with the relevant Portfolio Holder(s) and the Leader and the Chief Finance Officer; such virements should be non-recurring and must not include asset rental or fixed percentage maintenance budgets, interest income or recharges which have implications elsewhere in the budget, and must be confirmed in writing to the Chief Finance Officer in a format approved by him/her and reported to Performance and Audit Scrutiny Committee via budget monitoring reports.
  - (b) To invite tenders and quotations; and to make exemptions to the Contracts Procedure Rules (in accordance with the requirements of those Rules in respect of exemptions) for the purchase or sale of goods and services relating to matters within their purview.
  - (c) In accordance with approved policies and procedures, within approved budgets and in consultation with the Assistant Director (Human Resources, Legal and Democratic Services):-
    - (i) to make appointments and terminations within their respective establishments, subject to compliance with the appropriate National or Local Scheme of Conditions of Service;
    - (ii) to re-designate posts, as necessary, to meet corporate and service objectives;
    - (iii) to establish externally funded posts or those fully reimbursed through income generation for the duration of the funding;

- (d) To take such action as they consider necessary, in respect of grievance and disciplinary procedures, but, in the case of dismissal only, subject to the agreement of the Assistant Director (Human Resources, Legal and Democratic Services).
  - (e) To attend and to authorise the attendance of staff at meetings, conferences and seminars; and, within the approved departmental estimates and after consultation with the Learning and Development Advisor (HR) to approve training/study courses and day release for study purposes delivered through the Corporate Training Plan.
  - (f) Where they are responsible for the provision of an in-house service, to be responsible for deciding whether work related to that service should be contracted out.
  - (g) To appoint consultants within budgetary limits and constitutional and contract procedure rules in consultation with the Assistant Director (Human Resources, Legal and Democratic Services), subject to the West Suffolk Contract Procedure Rules as applicable.
  - (h) Following such consultation as they consider appropriate, to vary the hours or days during which buildings or services are to be available to the public.
  - (i) Within existing budget allocations and policies, to determine any applications for grants, contributions and subscriptions to voluntary and other organisations not already covered by specific delegations in this scheme, up to a maximum of £10,000 in any one case and subject to consultation with the relevant Portfolio Holder(s).
  - (j) To approve supplementary estimates by drawing on any working balances allocated to their control up to a limit of £5,000 in each case, following consultation with the Chief Finance Officer and the relevant Portfolio Holder(s) (or Committee Chairman in the case of any budget allocated to the control of a Committee). Any notifications to or consultations with the Chief Finance Officer and Portfolio Holders are to be made or confirmed in writing.
3. The Chief Officer, or his nominated representative(s), shall have the power to negotiate sponsorship initiatives in accordance with the Sponsorship Policy. Upon successful completion of negotiations there shall be a written contract entered into after consultation with the Service Manager (Shared Legal).
4. Chief Officers of support services are authorised to utilise credit balances on support service accounts as follows:-
- (a) to correct or adjust charges made to in-house client departments; and

- (b) to acquire occasional goods and services to facilitate provision of the support service without making a charge to in-house client departments, subject to all such transactions being confirmed in writing to the Chief Finance Officer, following initial consultation; and the Chief Finance Officer having delegated authority to make and amend a scheme governing such transactions should s/he consider it necessary.
5. Chief Officers, in consultation with the Chief Finance Officer, are authorised to utilise credit balances on the reserve accounts within their area of responsibility to finance expenditure relating to the purpose of the reserve.
  6. Chief Officers are authorised to produce short annual Business Plans in consultation with the relevant Portfolio Holders using the approved format and to publish them on the Council's website/intranet.
  7. To receive expressions of interest under the provisions in Chapter 2, Part 5 of the Localism Act 2011 and described in the Community Right to Challenge (Fire and Rescue Authorities and Rejection of Expressions of Interest) (England) Regulations 2012 and the Community Right to Challenge (Expressions of Interest and Excluded Services) (England) Regulations 2012.
  8. Following consultation with the relevant Portfolio Holder(s), to make any minor typographical, grammatical, factual or contextual changes to any policies or strategies approved through Cabinet or full Council, provided they do not materially affect the meaning of the document.
  9. Notwithstanding the previous paragraphs Directors and the Chief Executive shall have the power to stand in for Assistant Directors in relation to other issues not specified including:
    - SIRO
    - Emergency Planning
    - Health & Safety
    - Sports Centres
    - Arts