

HAMPSHIRE COUNTY COUNCIL

Officer Decision

Decision Maker:	Director of Economy, Transport and Environment
Date:	4 th August, 2017
Title:	Amendments to the Scheme of Delegation
Report From:	Director of Economy, Transport and Environment

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1. The decision:

- 1.1. That the amendments to the Economy, Transport and Environment Department's Scheme of Delegation contained in Appendix 1 are approved.

2. Reason for the decision:

- 2.1. To bring the Scheme of Delegation up to date and ensure that the approved levels of authority appropriately reflect the Department's structure and operating model, so as to ensure the most efficient delivery of the Department's business and services.

3. Other options considered and rejected:

- 3.1. To not update the Scheme of Delegation. This option was rejected on the basis that the changes are needed to provide the correct levels of authorisation for efficient delivery.

4. Conflicts of interest:

- 4.1. Conflicts of interest declared by the decision-maker:
- 4.2. Conflicts of interest declared by other Executive Members consulted:

5. Dispensation granted by the Conduct Advisory Panel: none.

6. Reason(s) for the matter being dealt with if urgent: not applicable.

7. Statement from the Decision Maker:

Approved by:

Date:

4th August, 2017

Stuart Jarvis
Director of Economy, Transport and Environment

CORPORATE OR LEGAL INFORMATION:**Other Significant Links**

Links to previous Member decisions:		
<u>Title</u>	<u>Reference</u>	<u>Date</u>
Direct links to specific legislation or Government Directives		
<u>Title</u>	<u>Date</u>	

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

DocumentLocation

None

IMPACT ASSESSMENTS:

1. Equality Duty

1.1. The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

1.2. Equalities Impact Assessment:

The decision relates to levels of authority for the administration of functions and will have no impact upon any group with Protected Characteristics.

2. Impact on Crime and Disorder:

2.1 The decision relates to levels of authority for the administration of functions and will have no impact upon Crime and Disorder.

3. Climate Change:

- a) How does what is being proposed impact on our carbon footprint / energy consumption?
- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

The decision relates to levels of authority for the administration of functions and will have no impact upon Crime and Disorder.

APPENDIX 1 – AMENDMENTS TO SCHEME OF DELEGATION

Amendments for Approval by Stuart Jarvis – August 2017

ETE Functions	-	-
Ref No.	Title of Delegated Item	Amendment Required
1.7	To agree adjustments/alterations to agreements with District Councils in respect of Agency Agreements	Add Head of Highways (HQ)
1.8	To enter into agreements with Private Developers under Section 38 of the Highways Act 1980, Section III of the Local Government Act 1972, and Section 33 of the Local Government (Miscellaneous Provisions) Act 1982.	Change to: Head of Strategic Transport Strategic Transport Manager (Delivery) Principal Engineers (S38).
1.9	Under Section 94 of the Highways Act, 1980, to make contributions to the owners of private occupation bridges carrying public rights of way towards the cost of repair/ reconstruction of such bridges and in cases where the bridge is no longer required by the owner	Add Head of Engineering Consultancy and Chief Bridge Engineer
1.22	Developer/District Council Schemes Design check approval of schemes which are to be the subject of agreements under Section 278 of the Highways Act with Developers or District Councils	Add Assistant Director - Strategic Transport
1.23	To negotiate and sign off agreements with developers in respect of Section 106 of the Town and Country Planning (General Development) Order 1995 and Section 278 of the Highways Act 1980	Should be section 106 of the Town and country Planning Act 1990, rather than the (General Development Order 1995 (Laura McCulloch) Add Assistant Director - Strategic Transport
1.24	To accept departure from standards in respect of Section 278 works (design)	Add Assistant Director - Strategic Transport Head(s) of Highways Chief Engineers - Highways Chief Engineer - Bridges
1.25	To accept departure from standards in respect of Section 38 works (design)	Add this new section at request of David Wilson Add Assistant Director - Strategic Transport and Head of Engineering Consultancy

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1.52	To make minor bus contract variations, and short term arrangements (up to 3 months) for new or experimental services up to the value of £20,000	Amend the value to £150,000 (requested by Peter Shelley)
1.53	To authorise payments to bus operators in respect of concessionary fares, in line with published scheme details	Should be Assistant Director - Strategic Transport and Head of Passenger Transport
1.59	To deal with Nationally Significant Infrastructure Project consultations by the National Infrastructure Directorate at the Planning Inspectorate	Add this new section at request of Chris Murray
1.69	To approve temporary closures to Household Recycling Centres and other waste disposal facilities, to respond to day to day emergencies and operational problems	Job Titles out of date, should be: Assistant Director - Waste; Strategic Manager - Waste & Resources; HWRC & Closed Landfill Manager; Waste Contract Manager
1.70	To approve other minor contract variations such as changes to designated delivery points, to respond to short term emergencies and other temporary operational issues	Change Officers granted delegation - Strategic Manager - Waste & Resources Amend Delegated power to: Approve minor variations to both the Waste Disposal and HWRC contracts such as changes to material destinations to respond to short term emergencies and other temporary operational issues.

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Ref No	Area	Accountabilities	Delegated Power, Duty or Responsibility	Officer(s) granted Delegation	Notes	Amendments Required
3.2	Actions on appointment and during employment	Grade and salary range	Appointment to a specified grade and within the salary range for that grade	Line Manager		Add this as a new paragraph
3.3	Actions on appointment and during employment	Shortlisting records	Where the shortlisting process is not captured on the e-recruitment system or the rationale is not fully covered within the workforce change request, the manager will be accountable for ensuring that suitable records are held locally or in HantsFile to support their decision to appoint the successful candidate	Line Manager		Add this as a new paragraph
3.4	Actions on appointment and during employment	Recruit grade J and above	Approval to recruit at grade J and above including salary and any other allowances or benefits	Director Deputy Director – Highways Traffic and Transport Assistant Directors	Subject to corporate authority levels: Director & Chief Executive – grade J and K Above grade K – refer to Corporate Governance Matrix	Add this as a new paragraph
3.5	Actions on appointment and during employment	Changes to posts at grade J and above	Changes to posts at grade J and above during employment	Director Deputy Director – Highways Traffic and Transport Assistant Directors	Subject to corporate authority levels: Director & Chief Executive – grade J and K Above grade K – refer to Corporate Governance Matrix	Add this as a new paragraph
3.8	Actions on appointment and during employment	Apply salary progression	To apply salary progression outside of the Valuing Performance process	Director Deputy Director - Highways Traffic and Transport	HR Advice recommended	Add this as a new paragraph
3.10	Actions on appointment and during employment	Role profiles	To match staff to a different or generic role profile	Deputy Director – Highways Traffic and Transport Assistant Directors		Amend Officer's granted delegation by adding Director
3.11	Actions on appointment and during employment	Relocation allowance	To authorise the payment of relocation allowances in accordance with the County Council's scheme	Deputy Director – Highways Traffic and Transport Assistant Directors	Subject to the corporate approvals process	Amend Officer's granted delegation by deleting Deputy Director and Assistant Directors and adding SMG Managers

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3.15	Actions on appointment and during employment	VP rating	To award an 'exceptional performance' IPP rating	DMT collectively	Subject to CMT ratification	Delete wording and insert 'To award a 'driving' or 'inspiring' Valuing Performance rating'
3.20	Actions on appointment and during employment	Overtime or unsocial hours	To grant exceptions to the limits to eligibility for overtime or unsocial hours claims	Deputy Director – Highways Traffic and Transport Assistant Directors	Subject to the corporate ratification process	Amend Officer's granted delegation by adding Director
3.22	Actions on appointment and during employment	Flexible working	To approve flexible working arrangements with staff in accordance with corporate and departmental policy	SMG Managers		Amend Officer's granted delegation by deleting SMG Managers and inserting 'Line Manager in consultation with SMG Manager'
3.24	Actions on appointment and during employment	Salary Overpayment	To authorise write offs, or a proportion of, an overpayment of salary	In accordance with the 'write off of debt' within the finance section of the Scheme of Delegation	Please refer to the 'write off of debt' within the finance section of the Scheme of Delegation	Add this as a new paragraph

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3.25	Actions on appointment and during employment	Suspend employee	To suspend an employee from duty in accordance with the County Council's disciplinary procedure	Director /Deputy Director – Highways Traffic and Transport / Assistant Directors	<p>Deputy Director or Assistant Director to be informed as part of the suspension risk assessment.</p> <p>Executive Decision for suspension within the School Escort and School Crossing Patrol services, delegated authority to:</p> <p>School Escorts Head of Passenger Transport &/or Home to School Transport Manager</p> <p>School Crossing Patrol Head of Traffic Management &/or Team Leader, Road Safety</p> <p>Suspension must be in accordance with the County Council's Disciplinary procedure.</p> <p>HR Advice recommended.</p> <p>Deputy Director – Highways Traffic and Transport or Assistant Director – Transport to be informed as part of the suspension risk assessment</p>	Amend Officer's granted delegation to 'SMG Manager or above in discussion with HR' .
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3.26	Actions on appointment and during employment	Employee Relations Panels	To authorise officers to sit on formal Employee Relations Panels	<p>Director</p> <p>Deputy Director – Highways Traffic and Transport</p> <p>Assistant Directors</p>	<p>Executive Decision for Delegated authority to Chair Employee Relations Panels:</p> <p>School Escorts Head of Passenger Transport &/or Home to School Transport Manager</p> <p>School Crossing Patrol Head of Traffic Management &/or Team Leader, Road Safety.</p> <p>HR Advice required.</p> <p>Deputy Director – Highways Traffic and Transport or Assistant Director – Transport, to have early visibility of serious misconduct cases prior to proceeding.</p>	Amend Officer's granted delegation to 'SMG Manager or above in discussion with HR' .
3.27	Market Supplements	Market supplements	To propose market supplements	<p>Director</p> <p>Deputy Director – Highways Traffic and Transport</p> <p>Assistant Directors</p>	Subject to the corporate approval process	Add 'extend or amend'
3.29	Training and Development	Employee courses	To authorise the attendance of employees on courses leading to qualifications and to authorise the payment of course fees, etc.	DMT collectively		Delete wording and insert 'To approve the attendance of employees on courses leading to qualifications and professional enhancement, and any changes to the department vocational training scheme'
3.30	Training and Development	Employee courses	To authorise any changes to courses already approved in line with 3.29 above	<p>Director</p> <p>Deputy Director – Highways Traffic and Transport</p> <p>Assistant Directors</p>		Add this as a new paragraph

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3.31	Training and Development	Employee courses	To authorise the payment of course fees, etc. approved in line with 3.29 and 3.30 above	Senior Project Officer (Workforce Support) Business Support Manager		Add this as a new paragraph
3.32	Training and Development	Conferences	To authorise the attendance of employees at conferences and short courses provided that the cost, including fees, travelling and subsistence expenses, can be contained within existing section budgets	SMG Managers		Change officers granted delegation to SMG Managers and managers in their teams who have been specifically authorised to approve conferences and courses on their behalf
3.34	Exits	Efficiency exit	To propose early pension access <ul style="list-style-type: none"> • Efficiency retirement • Early retirement • Flexible retirement • Compassionate retirement 	Director	Subject to the corporate approval process – refer to Corporate Governance Matrix	To delete wording and insert 'To propose an efficiency exit: <ul style="list-style-type: none"> • Voluntary Redundancy Efficiency exit i.e. retirement on grounds of redundancy • Settlement agreement'
3.35	Exits	Flexible retirement	To propose flexible retirement	Director	Subject to the corporate approval process – refer to Corporate Governance Matrix	Add this as a new paragraph