

**Scheme 3.3.6**  
**Powers of the Strategic Director of Resources**

The Strategic Director of Resources has within their area of responsibility all functions relating to Finance, Customer Services, Human Resources and Organisational Development, ICT, Library Service, Registrars and Bereavement Service, Public Health and Transactional Services.

**3.3.6.1 Finance**

- (a) To act as the Council's s.151 officer.
- (b) After consulting with the Head of Paid Service and the Monitoring Officer, to report to the full Council or to the Cabinet in relation to an executive function and the Council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully (this is a statutory function).
- (c) To make such arrangements as are necessary to control and regulate the expenditure and income of the Council including the exercise of borrowing powers and treasury management powers (this is a statutory function).
- (d) To advise whether decisions of the Executive or staff are in accordance with the budget framework in consultation with the Head of Paid Service and the Monitoring Officer, where appropriate.
- (e) To undertake all other financial matters arising within the Council, subject to the following requirements:
  - (i) Authority to incur expenditure being approved or sanctioned by the Council or the Cabinet.
  - (ii) Powers of borrowing being exercised within guidelines agreed by the Council and any current codes of practice.
  - (iii) All matters being within accepted accounting practice and standards and within statutory requirements.
  - (iv) Any necessary reference to the Council's external Auditors.
  - (v) An annual report being presented to the Audit Committee by 30 September in each year on the activities undertaken in respect of treasury management powers in the preceding financial year.
  - (vi) Reports of the external Auditors and other relevant Inspectorates upon the audit of the Council's activities being considered.
- (f) To manage the Council's loan debt, investments, and temporary investments, pension scheme and pension fund, insurance fund, act as registrar of loan instruments, manage all

banking arrangements including numbers and types of accounts and arrange insurance of property and the selecting and accepting of tenders for insurance cover and related services which are considered to offer best value for the Council promoting good risk management practices at all times.

- (g) To set the Council Tax Base and Commercial Rate yield each year unless it involves matters of policy.
- (h) To approve the Financial Procedure Rules and any amendments to them .
- (i) To implement approved fees, charges, rents etc. and to ensure that proper arrangements exist for their collection.
- (j) To advise on and monitor the revenue and capital budgets of the Council, including the Housing Revenue Account, and the determination of Council Tax and housing rent levels.
- (k) To instruct the Council's insurers and, upon their advice, to negotiate and settle insurance claims up to maximum of £145,000 for motor insurance, £147,750 for liability insurance and motor vehicles, and £50,000 for property insurance and to review and, if necessary, amend the limits above on an annual basis, following discussion with the Council's insurers.
- (l) To write off sums which are irrecoverable provided that all write-offs are reported to the Council.
- (m) To make or enter into leasing arrangements for vehicles, plant and equipment.
- (n) In consultation with the relevant SLT Member, to authorise virements.
- (o) To set future inter-authority and standard charges for residential and day-care accommodation, in accordance with the formula recommended by the Local Government Association.
- (p) To advise on, co-ordinate and manage all payroll functions on behalf of the Council.
- (q) To administer the Council's pension fund.
- (r) To exercise the Council's discretionary powers in relation to writing off amounts due for national non-domestic rate or surcharge on grounds of hardship or general rate on grounds of poverty, up to a maximum level of £10,000.
- (s) To exercise the Council's discretionary powers in relation to relief for Council Tax and commercial rates.
- (t) To act as statutory officer pursuant to the collection of council tax and commercial rates.

Pensions

(u) To make direct investments in local infrastructure assets as part of the Pension Fund local infrastructure portfolio in consultation with the Chairman of Pensions.

#### 3.3.7.2 Miscellaneous

- (a) To undertake the role of appointed person for the Council in all matters relating to the Criminal Records Bureau.
- (b) To administer the issuing of concessionary travel permits for elderly people to eligible persons.

#### 3.3.7.2 Director of Public Health

- (a) To take responsibility for all the Council's public health functions.
- (b) To oversee all services relating to the public health function.
- (c) To provide information and advice on public health matters.
- (d) To provide services and facilities designed to promote healthy living.
- (e) To provide services and facilities for the prevention of illnesses.
- (f) The exercise of the local authority function in the National Health Service Act 2006 as amended.
- (g) To authorise Patient Group Directions on behalf of the Council

#### 3.3.7.3 Director of Human Resources and Organisational Development

- (a) To develop and implement the Council's human resources, organisation development, remuneration and occupational health strategies.
- (b) To implement any decisions and recommendations of recognised national negotiating bodies in respect of pay. Where a supplementary estimate is required, the cost must be reported to the Cabinet.
- (c) To implement decisions and recommendations of recognised national negotiating bodies on all employment matters including terms and conditions of employment. Where there is a cost implication, a report must be made to the Cabinet.
- (d) Subject to appointments, dismissals, assimilation and redundancies for Directors and above being authorised by Appointments Committee, or decided in accordance with any delegations made by that committee, to implement the procedure for any senior management realignment or restructuring in accordance with the Council's [Managing Change policies and procedures]

- (e) In consultation with the Monitoring Officer to amend HR policies where necessary in consequence of legislation, organisational or other changes that have no adverse effect.
- (f) To act on and make decisions as a pensions panel consisting of the Director of Finance, Monitoring Officer and Director of Human Resources & Organisational Development (or their nominated deputies) for the purposes of:
  - (i) Stage 2 appeals within the Internal Dispute Resolution Procedure regulations and exercising other discretions within the Local Government Pension Scheme
  - (ii) To grant discretionary payments to retiring employees in accordance with the Council's approved policy.
- (g) To implement the Council's early retirement, retirement and redundancy policies in consultation with the Monitoring Officer.
- (h) The exercise of the client monitoring function in respect of occupational health and the Council's recruitment advertising contracts, and the power to select and accept tenders for external consultants or contracts in accordance with the Council's standing orders.
- (i) To authorise the making of ex gratia payments to individuals where the Ombudsman has recommended that such payment be made in local settlement of a complaint.
- (j) To grant gifts for long service up to the limit specified from time to time by the Head of Finance.
- (k) To approve the arrangements for members' training and development.
- (l) To approve proposals for the payment of allowances in accordance with the Council's Injury Allowances Scheme..
- (m) To grant car and season loans to eligible staff.

