

APPENDIX 2

PART 2 - NEWHAM

Delegation to Joint Committee

A	General	New JCD reference
A1	To have overall responsibility for the provision to the client Councils of the shared services	A1
A2	To consider and approve the annual report of the activities performance and finances of the shared services operation	A2
A3	To consider and approve the annual service plan for each shared service	A3
A4	To determine the strategic direction of the shared services operation	A4
A5	To determine any strategic issue referred to it by the Managing Director	A5
A6	To advise the client Councils what financial resources are desirable for the delivery of the shared services operation for three financial years ahead from the current financial year	A6
A7	To consider and approve the internal budget for the shared services operation within the overall financial constraints set by the client Councils and to make representation to the councils on the consequences of those restraints as appropriate.	A7
A8	To incur expenditure within the revenue and capital budgets as approved by the Joint Committee, or as otherwise approved, subject to any variation permitted by the Council's contract and financial procedure rules.	A8
A9	To oversee the delivery of programmes agreed by Council and Cabinet.	A10
A10	In consultation with the relevant Cabinet Member to apply for, accept and manage external funding up to a limit of £500,000 per grant in support of any function within their Directorate provided that any financial contributions by the Council are made from within existing budgets.	A11 Amended so delegation to officers limited to £500k. Unlimited delegation to Joint Committee
A11	To authorise the making of ex gratia payments up to the limit specified from time to time by the Director of Finance to individuals where the Local Government Ombudsman has recommended that such payment be made in local settlement of a complaint.	A13 Amended to refer to limits specified in Financial Procedures
A12	Granting authority to seek magistrates approval under RIPA in accordance with the agreed policy and guidance	A14 Amended now

A	General	New JCD reference
		included in wider delegated authority
A13	To approve commencement of a tendering process for all contracts above a total contract value of £156,000.	B9 Value amended to that specified in Contract Standing Orders
A14	To award contracts with a total contract value of under £5,000,000.	B10
A15	To sign contracts on behalf of the Council which do not require sealing under paragraph 4 of Article 10 of this constitution.	B11
A16	Payment of allowances in accordance with the “Croydon Scheme” to staff injured in the course of their duties must be made in consultation with Head of Shared Services.	A16 Titles of officer updated
A17	To approve applications for leave for trade union conferences and training courses in consultation with the Head of Shared Services.	A17 Titles of officers updated
A18	To approve payment of claims by employees for loss or damage to property and clothes up to the limit specified from time to time by the Director of Finance otherwise payment must be made in consultation with the Group Director Resources.	A18 Amended to limits specified by S151 officer and for Managing Director to approve above that limit
A19	To grant permission for employees to undertake outside work or duties whether paid or unpaid subject to there being no conflict of interest.	A19
A20	To approve honoraria payments in consultation with the service personnel manager.	A20 Title of officer updated
A21	To approve commencement of a tendering process for, and to award all contracts below a total contract value of £156,000.	B10 Duplicate of A13 above
A22	To sign contracts on behalf of the Council which do not require sealing under paragraph 4 of Article 10 of this constitution.	B12 Duplicate of A15 above
A23	To incur expenditure within the revenue and capital budgets for the relevant service as approved by the Council, subject to any ICT variation permitted by the Council’s contract and financial procedure rules.	A9

A	General	New JCD reference
A24	To implement any approved financial programme, including the authorisation of expenditure and procurement of goods and services.	A21
A25	To implement approved fees, charges, rents etc and to ensure that proper arrangements exist for their collection.	B16
A26	In consultation with the relevant Cabinet Member, to apply for, accept and manage external funding up to a limit of £250,000 per grant in support of any function within their service provided that any financial contributions by the Council are made from within existing budgets.	Deleted
A27	<p>Agreeing provision to another public body under the Local Government Goods and Services Act 1970 and provision of staff under S112 and S113 of the Local Government Act 1972 (or such other provision as may permit sharing of resources between public authorities) and deciding on the charges levied for such provision provided the decision will not incur additional costs or potential redundancy costs for LBN at the end of the arrangement. If there is a potential for additional costs for LBN as a result of the arrangement or redundancy costs arising to LBN the decision will require Mayoral approval. This delegation must be read in line with delegation B7.</p> <p>This power does not extend to setting up any Joint Committee or Joint Executive.</p> <p>NOTE Subject to insurance cover approval</p>	<p>A22</p> <p>Amended to include Havering (not previously delegated) and updated for cross reference to other paragraph</p>

B	Finance (including Procurement)	New JCD reference
B1	Setting statutory Fees and Charges for Services where the fee/charge is levied under a statutory obligation to do so. Note depending on impact this maybe an officer key decision	B17
B2	Setting Fees and Charges (other than those provided for in delegation G1 – provision to other public bodies) where no statutory fee is applicable provided that the Mayor (in consultation with the Cabinet) must approve the levying of the fee/charge in the first instance.	Not delegated Section 151 Officer

B	Finance (including Procurement)	New JCD reference
	NOTE depending on impact this may be an Officer key decision	
B3	Authorising or approving payments (not covered by A4(a) or B6). Save that the Council's policy on duplicate signatories must be complied with	B4
B4	Authorising payments in excess of the sum set out in delegation A4 above where the payment is due under a contract or binding Agreement, or operation of law provided the sum due is payable under the relevant instrument and the sum approved is within any limit set by the service for authorised officers to make payments. (See also B6)	B4
B5	Settling insurance claims – including claims for personal injury. Provided any settlement is on advice from Director with responsibility for Legal Services, Insurers and/or Director of Finance.	B14
B6	Writing off debts. Provided any write off must be in accordance with the Council's policy on write offs.	B3
B7	Making bids for external funding subject to any overall strategy approved by the Executive save where capital matched funding in excess of £500,000 outside the budget strategy shall be required from the Council or ongoing revenue spend in which case approval must be obtained from the Mayor before any bid is submitted (see Mayors Scheme of Delegation) Depending on impact or value this could be a key decision	A11
B8	Approving grants to voluntary organisations in accordance with the Authority's policies and budget provision under any relevant legal powers	B12
B9	Making arrangements under S.78 Charities Act 1993 to co-ordinate activities of the Council and any charity with similar or complementary purposes, etc.	Delete Act repealed
B10	Approving indemnities to officers or Members including insurance cover. Provided with the consent of the Director of Finance (as Chief Finance Officer) or Director of Legal (as Monitoring Officer) and is within the Council's agreed policy	B15
B11	Procurements from external sources, obtaining quotes, tendering contracts, authorising use of available frameworks, evaluating and selecting contractors provided any	B8

B	Finance (including Procurement)	New JCD reference
	<p>requirement to report to the Mayor for approval at any stage has been complied with. In consultation with the Director with responsibility for Procurement or the Head of Procurement.</p> <p>NOTE For procurement of consultants see delegation B9</p>	
B12	<p>Signing of contractual documents up to £250,000 provided in Council standard form or any variations have been approved by Legal Services or Procurement.</p> <p>Contracts over £250,000 must be executed under seal by the Director of Legal Services or his/her nominee or the requirement waived by Director with responsibility for Legal Services</p>	B11
B13	Approving extensions and renewals to contracts taking the total value above the original agreed value of the contract and notations including extensions of Contract Hire Agreements (subject to the Code of Procurement).	B8
B14	Approving amendments or variations to contracts which will have an impact on the value of the contract where the variation is in accordance with the original approval of the Contract	B8
B15	Referring contracts to Arbitration, terminating contracts, withholding payments, enforcing contract terms (including third party rights under Contracts (Rights of Third Parties) Act 1999) and serving notices in accordance with the contract conditions	B8
B16	To act upon and make decisions as a Pensions Panel consisting of the Director of Finance, Director of Internal Transactions, and Director of Legal & Governance for the purpose of Stage 2 appeals within the Internal Dispute Resolution Procedure Regulations and exercising other discretions within the Local Government Pension Scheme.	B19 Director of Internal Transactions now becomes Director of Exchequer and Transactional Services
B17	Maintaining financial regulations	Not Delegated Section 151 Officer
B18	Making amendments to risk management policy and strategy	Not Delegated

B	Finance (including Procurement)	New JCD reference
	with appropriate consultation with Audit Board.	Section 151 Officer
B19	Making appropriate arrangements for the use of banking services including accounts held jointly with others	B5
B20	Making provision for insurance in respect of the Council's functions, premises, property, employees, Members and third parties including self insurance	B14
B21	Dealing with any claims against the Council where the losses are insured including those below any excess and approve any settlements or other action in respect of such claims	B14
B22	Instructing the Councils Insurance providers with regard to defending any actions or threatened actions where the Council has insurance cover or is self insured.	B14
B23	Preparing, proposing, and implementing a treasury management policy statement, annual strategies (including an annual investment strategy) and plan for the year ahead and report at year close (for approval by Cabinet and Full Council).	Not Delegated Section 151 Officer
B24	Spending and maintaining reserves in accordance with prudential finance strategies	Not Delegated Section 151 Officer
B25	Borrowing, investing or lending money on behalf of the Authority in accordance with the Treasury Management Policy Statement, any borrowing limits and the Prudential Code. Including raising, varying, repaying loans, taking overdrafts, bonds and stock and arranging for investment of funds	B5
B26	Approving all loans or other financial assistance to Housing Associations/Register Social Landlords and fixing interest rates under the Housing Act in respect of any such advances	Deleted
B27	Maintaining relevant statutory accounts and registers in respect of the Council's financial arrangements including the maintenance of relevant separate accounts (capital and revenue) and any register of loans or loan investments	B5
B28	Suspending financial delegation to any school where there is a failure to comply with requirements of Financial Management under the School Standards and Framework Act 1992 (Section 51). (See also Operations Scheme of	B21 Act replaced by School Standards

B	Finance (including Procurement)	New JCD reference
	Delegation)	and Framework Act 1998
B29	Applying for any subsidy due to the Council	B5
B30	Approving any incentive schemes in respect of management of the Council's housing stock including incentives for under occupation. (See also Executive Director of Operation's Scheme of Delegation)	Not Delegated Section 151 Officer
B31	Giving instructions to debt collection agencies agreeing to any form of ADR, issuing legal proceedings, applying for attachment of earnings orders, charging orders, bankruptcy and any other relevant enforcement action to recover any debt including attending creditors meetings, co-operating with administrators, trustees in bankruptcy, liquidators, receivers and exceeding powers to seek administration, bankruptcy or liquidation in relation to debts owed to the Council.	B3
B32	Serving statutory demands, placing and enforcing charges, recovering interest and expenses, appointing receivers, collecting interest and expenses in connection with any debt owed to the Council	B3
B33	To exercise the Council's discretion to release information where statutorily permitted to do so in respect of any debt owed to the Council	B3
B34	Agreeing any apportionment in respect of the expenses of the Coroners Service under the Coroners Act 1988	Act repealed
B35	Pay any expenses incurred by Electoral Registration Officer	B23
B36	Calculating the Council Tax Base and keeping on deposit a copy of the valuation list.	Not Delegated Section 151 Officer
B37	Levying and collecting Council Tax in respect of dwellings in the Council's area under the Local Government Finance Act 1992 (see also the Executive Director Customer Services Scheme of Delegation)	B2
B38	Instituting proceedings, agreeing to any form of ADR in respect of collection of NNDR or Council Tax and other related enforcement action in respect of such actions including attending creditors meetings, co-operating with administrators, trustees in bankruptcy, liquidators, receivers	B2

B	Finance (including Procurement)	New JCD reference
	and exercising powers to seek administration, bankruptcy or liquidation in relation to debts owed to the Council.	
B39	Power to levy discretionary discounts under Section 13A of the Local Government Finance Act 1992	B1
B40	To prepare, deposit, alter and give notice of any adopted non-domestic rating list under the Local Government Finance Act 1988	B2
B41	The administration, collection and recovery of non-domestic rates and exercise of powers and duties under Local Government Finance Act 1988	B2
B42	Providing relief from non-domestic rates under Sections 43, 45, 47 or 49 of the Local Government Finance Act 1988 as amended by Part 4 Localism Act 2011	B2
B43	Determining chargeable amounts payable by charities, non-profit making bodies, recreational clubs and societies and the exercise of any discretionary relief.	B24
B44	Exercise of the Council's functions in relation to any Business Improvement District under the Local Government Act 2000	B2
B45	Deciding applications for housing and council tax benefit including hardship payments and backdating including discretionary housing the calculation and recovery of over payments.	B2
B46	Determining whether landlords or agents are fit and proper to receive payment of benefit direct.	B2
B47	Revising decisions on claims for housing or council tax benefit.	B2
B48	Representing the Council at Appeals Service Tribunals	B25
B49	Proposing, adopting, implementing, and monitoring policies to tackle fraud including but not limited to Fraud Policy, Fraud Response Plan and Fraud Prosecution Policy, Annual and Strategic Internal Audit Plans, money laundering. Includes any relevant consultation with the Executive, Audit Board or Standards Advisory Committee	Not Delegated Section 151 Officer
B50	Exercising the Authority's functions and powers to administer cautions and administrative penalties with regard to benefit offences under the Social Security Fraud Act 2001.	B26

B	Finance (including Procurement)	New JCD reference
B51	Acting as Council's reporting officer to the National Criminal Intelligence Service under the Proceeds of Crime Act.	A15
B52	Authorising a prosecution for fraud by an employee or third party in accordance with the Fraud Prosecution Policy.	B27
B53	Applying for communications Data in accordance with the powers conferred by the Social Security Fraud Act 2001	B26
B54	All Decisions relating to the administration of the Superannuation Fund, crediting contributions, dividends and interest and realising and making investments, providing notices to members, arranging for periodical valuations, actuarial certificates and keeping audited accounts	B20
B55	To exercise all powers and duties of the Council as an employer in respect of contracted-out persons under the Pensions Schemes Act 1993	B20
B56	To make payments of remuneration or pension payable to an officer or pensioner of the Council, specified dependants or release permitted sums under the Local Government Act 1972 Sections 118 or 119. (See also Chief Executive's Scheme of Delegation)	B19
B57	Approval of any discretionary payments permitted by the Superannuation Act 1972. (See also the Chief Executive's Scheme of Delegation)	B19
B58	Administration of Discretionary Pension powers. (See also the Chief Executive's Scheme of Delegation)	B19
B59	Approving any gratuity scheme for part-time workers who were not eligible to join the Superannuation Scheme in consultation with Director with responsibility for HR. (See also the Chief Executive's Scheme of Delegation)	Superseded by new Act on pensions
B60	To agree early retirements granted by any school governing body with delegated powers to do so and to make discretionary severance payments in accordance with regulations and guidelines for making such payments to non school based staff. (See also the Director with responsibility for Children's Social Care and Safeguarding Scheme of Delegation)	B19
B61	To exercise and perform any powers and duties under The Welfare Reform and Pensions Act 1999 which fall to be exercised or performed by the Council by virtue of its being	B19

B	Finance (including Procurement)	New JCD reference
	an employer (powers and duties relating to stakeholder pensions). (See also Chief Executive's Scheme of Delegation)	
B62	Apply to Secretary of State for a forfeiture certificate under S111 of the Local Government Pension Scheme Regulations (as amended) (see also the Chief Executive's Scheme of Delegation).	B19
B63	Determining any appeal against the terminations set out in the Superannuation Regulations 1972 in the absence of the Chief Executive or where the Chief Executive is unable to make the decision or otherwise requests that the Director for Finance deal with the appeal.	Not Delegated Section 151 Officer

C	Legal & Governance	New JCD reference
C1	In so far as not referred to elsewhere. Instituting, proceedings, agreeing to arbitration or ADR, defending, entering a plea in, admitting facts in, giving and seeking disclosure in, settling (within budget), issuing cautions, seeking costs, taking relevant enforcement action, injunctions, confiscation and restraint orders and taking other relevant procedural action in respect of any actual or contemplated legal or other formal proceedings on behalf of or against the Authority and appearing by counsel or other person or to authorise an officer to so appear in any proceedings. Including all and any such action in relation to bringing or defending any appeal arising out of such legal proceedings.	C2
C2	Instituting proceedings under Section 222 of the Local Government Act 1972.	C4
C3	Authorising/affixing the Authority's seal to deeds and other documents	C17
C4	Issuing Right to Buy completion notices, and all other action in relation to RTB sales and assignments providing certificates in respect of non registered land (Right to Buy and other) paying relevant stamp duty land tax, waiving RTB discount repayments, Registry Charges/Local Land Charges, creating, waiving and enforcing easements and covenants, and discharging mortgages on behalf of the Authority and such other actions may be necessary in	C46

C	Legal & Governance	New JCD reference
	relation to the sale, purchase or enforcement/creation of rights of land or property.	
C5	Exercising the Council's discretionary power under Section 133 of the Housing Act 1985	C46
C6	Waiving legal professional fees	C33
C7	Instructing Counsel to advise or represent the Council in the name of instructing solicitor	C21
C8	Making any application to apply a caution, withdrawing any caution, objecting to any caution, registering, or objecting to notice or interest or restriction, applying to upgrade any title.	C34
C9	Making arrangements in respect of all meetings of the Council, Committees, Sub-Committees and the Executive including the administration of school appeals for exclusions (see also Chief Executives scheme of delegation).	C28
C10	Spending a reasonable sum for the purposes of presenting an address or casket to a person on whom the title of honorary alderman or freeman has been conferred. (See also Chief Executives scheme of delegation).	Deleted Covered by operational powers and duties
C11	Approving the attendance of a Member or Members at any conference where attendance is in the interests of the Council (See also delegation Part 2 of the Scheme of Delegations and (see also Chief Executives scheme of delegation).	C26
C12	Approving travelling and subsistence claims of Members in accordance with the agreed Scheme (See also Part 2 of the Scheme of Delegations and see also Chief Executives scheme of delegation).	C29
C13	Approving expenditure for Members' library and other resources and development, as necessary to enable them to carry out their office and the functions of the Authority. (See also Part 2 of the Scheme of Delegations)	C29
C14	To grant use of the Newham coat of arms and agree the purchase of badges for holders of civic office. (see also Chief Executives scheme of delegation)	C30

C	Legal & Governance	New JCD reference
C15	To provide and furnish halls, offices and other buildings for the use of public meetings (See also delegation in Part 2 of the Scheme of Delegations)	C24
C16	Prepare and Comment on reports where maladministration is found and manage the process of dealing with the finding.	Not delegated Monitoring Officer
C17	Ensure appropriate arrangements are made to comply with the Council's duties in respect of the provision of an effective Overview and Scrutiny Committee and function.	Deleted Covered by operational powers and duties
C18	Co-ordinate and implement an annual programme of Scrutiny reviews.	Deleted Covered by operational powers and duties
C19	Confirming CPOs	C35
C20	To agree to waiver the Council's legal professional fees in relation to any land transaction	Duplicate – same as C6 above and C29, 44 & 51 below
C21	To give notice, publish and take any necessary action in respect of Compulsory Purchase Orders under the Acquisition of Land Act 1981 or any other enabling legislation, and pay or recover compensation, home loss, disturbance, serve notices, reach agreement, accept undertakings, instruct the Services to issue notices, warrants for possession, redeem mortgages, and such functions and powers position to Compulsory Purchase (Vesting Declarations) Act 1981, and Compulsory Purchase Act 1965 and any other related legislation and Land Compensation Acts 1961 and 1973 but not confirming CPO's	C35
C22	To register a notice, apply for a certificate, under The Rights of Light Act 1959 Section 2 (also see Regeneration scheme of delegation)	C36

C	Legal & Governance	New JCD reference
C23	To publish notice of any intention to dispose of open space under The Local Government Act 1972 and The Town and Country Planning Act 1959 (Section 26) or instruct the Director for Legal to do so	C37
C24	To agree payments for relevant professional fees incurred by the Council by lessees or prospective lessees of the Council's commercial premises (but not waiver for Legal fees which is dealt with above).	C38
C25	To serve any notices and exercise any powers and duties including payment of compensation arising out of the Council's ownership of land	C39
C26	Approval of claims of costs for successful objectors to CPO	C35
C27	Issuing Right to Buy completion notices, and all other action in relation to RTB sales and assignments providing certificates in respect of non registered land (Right to Buy and other) paying relevant stamp duty land tax, waiving RTB discount repayments, Registry Charges/Local Land Charges, creating, waiving and enforcing easements and covenants, and discharging mortgages on behalf of the Authority and such other actions maybe necessary in relation to the sale, purchase or enforcement/creation of rights of land or property.	Duplicate – same as C4 above
C28	Exercising the Council's discretionary power under Section 133 of the Housing Act 1985	Duplicate – same as C4 above
C29	Waiving legal professional fees	Duplicate – same as C6, C20 above and C44 and C51 below
C30	Instructing Counsel to advise or represent the Council in the name of instructing solicitor	Duplicate – same as C7 above and C65 below
C31	Making any application to apply a caution, withdrawing any caution, objecting to any caution, registering, or objecting to notice or interest or restriction, applying to upgrade any title.	Duplicate – same as C8 above
C32	Making arrangements in respect of all meetings of the	Duplicate –

C	Legal & Governance	New JCD reference
	Council, Committees, Sub-Committees and the Executive including the administration of school appeals for exclusions (see also Chief Executives scheme of delegation).	same as C9 above
C33	Spending a reasonable sum for the purposes of presenting an address or casket to a person on whom the title of honorary alderman or freeman has been conferred. (See also Chief Executives scheme of delegation).	Duplicate – same as C10 above
C34	Approving the attendance of a Member or Members at any conference where attendance is in the interests of the Council (See also delegation Part 2 of the Scheme of Delegations and (see also Chief Executives scheme of delegation).	Duplicate – same as C11 above and C70 below
C35	Approving travelling and subsistence claims of Members in accordance with the agreed Scheme (See also Part 2 of the Scheme of Delegations and see also Chief Executives scheme of delegation).	Duplicate - same as C12 above and C71 below
C36	Approving expenditure for Members' library and other resources and development, as necessary to enable them to carry out their office and the functions of the Authority. (See also Part 2 of the Scheme of Delegations)	Duplicate – same as C13 above
C37	To grant use of the Newham coat of arms and agree the purchase of badges for holders of civic office. (see also Chief Executives scheme of delegation)	Duplicate – same as C14 above
C38	To provide and furnish halls, offices and other buildings for the use of public meetings (See also delegation in Part 2 of the Scheme of Delegations)	Duplicate – same as C15 above
C39	Prepare and Comment on reports where maladministration is found and manage the process of dealing with the finding.	Duplicate – same as C16 above
C40	Ensure appropriate arrangements are made to comply with the Council's duties in respect of the provision of an effective Overview and Scrutiny Committee and function.	Duplicate – same as C17 above
C41	Co-ordinate and implement an annual programme of Scrutiny reviews.	Duplicate – same as C18 above

C	Legal & Governance	New JCD reference
C42	Confirming CPOs	Duplicate – same as C19 above
C44	To agree to waiver the Council's legal professional fees in relation to any land transaction	Duplicate – same as C6 , C20, C29 above and C44, C51 below
C45	To give notice, publish and take any necessary action in respect of Compulsory Purchase Orders under the Acquisition of Land Act 1981 or any other enabling legislation, and pay or recover compensation, home loss, disturbance, serve notices, reach agreement, accept undertakings, instruct the Services to issue notices, warrants for possession, redeem mortgages, and such functions and powers position to Compulsory Purchase (Vesting Declarations) Act 1981, and Compulsory Purchase Act 1965 and any other related legislation and Land Compensation Acts 1961 and 1973 but not confirming CPO's	Duplicate – same as C21 above and C52 below
C46	To register a notice, apply for a certificate, under The Rights of Light Act 1959 Section 2 (also see Regeneration scheme of delegation)	Duplicate – same as C22 above
C47	To publish notice of any intention to dispose of open space under The Local Government Act 1972 and The Town and Country Planning Act 1959 (Section 26) or instruct the Director for Legal to do so	Duplicate – same as C23 above
C48	To agree payments for relevant professional fees incurred by the Council by lessees or prospective lessees of the Council's commercial premises (but not waiver for Legal fees which is dealt with above).	Duplicate – same as C24 above
C49	To serve any notices and exercise any powers and duties including payment of compensation arising out of the Council's ownership of land	Duplicate – same as C25 above
C50	Approval of claims of costs for successful objectors to CPO	Duplicate – same as C26 above
C51	To agree to waiver the Council's legal professional fees in	Duplicate –

C	Legal & Governance	New JCD reference
	relation to any land transaction	same as C6, C20, C29 and C44 above
C52	To give notice, publish and take any necessary action in respect of Compulsory Purchase Orders under the Acquisition of Land Act 1981 or any other enabling legislation, and pay or recover compensation, home loss, disturbance, serve notices, reach agreement, accept undertakings, instruct the Services to issue notices, warrants for possession, redeem mortgages, and such functions and powers position to Compulsory Purchase (Vesting Declarations) Act 1981, and Compulsory Purchase Act 1965 and any other related legislation and Land Compensation Acts 1961 and 1973 but not confirming CPO's	Duplicate – same as C29 and C45 above
C53	To sign, serve, advertise and receive notices and documents on behalf of the Council in relation to any formal or legal procedures.	C7
C54	To certify as a true and correct record any documents in accordance with section 229 of the Local Government Act 1972.	C19
C55	To sign or endorse any documents on behalf of the borough where so requested by a citizen.	C20
C56	To serve requisitions for information and other documents to enable the Council to receive information in the pursuance of legal proceedings.	C8
	Where the issue of any document, notice or order will be a necessary step in legal proceedings on behalf of the Council, to sign such document unless any enactment otherwise requires or unless the Council has given the necessary authority to some other person for the purposes of such proceedings.	C9
C57	To authorise, serve or issue all statutory notices, approvals and licences under any enactment other than those specifically delegated to another officer.	C21

C	Legal & Governance	New JCD reference
C58	To instruct and/or seek the opinion of legal counsel and/or external solicitors in consultation with the Chief Executive or appropriate Group Director, Assistant Director or Head of Service and to instruct legal counsel or experts to advise or appear on any matter and to agree fees arising.	Duplicate – same as C7 and C30 above
C59	In consultation with the Director of Finance to settle claims in proceedings commenced or about to be commenced against the Council in a court or tribunal up to a limit of £100,000. Settlement of claims that exceed £100,000 require the approval of the relevant individual Cabinet Member or of the Cabinet, unless the decision is required to be made immediately before, at, or during a hearing.	C6
C60	To arrange for the administration of all statutory appeals.	C28
C61	To implement the Council's early retirement, retirement and redundancy policies in consultation with the Director of Finance and the director of Internal Transactions.	E2
C62	To act and make decisions on behalf of a pensions panel consisting of the Director of Finance, Director of Internal Transactions and Director of Legal & Governance for the purposes of Stage 2 appeals within the Internal Dispute Resolution Procedure Regulations and exercising other discretions within the Local Government Pension Schemes.	C32
C63	Authorising officers to attend court and appear on behalf of the Council under S.223 Local Government Act 1972 and the County Courts Act 1984	C10
C64	To authorise, serve or issue all statutory notices, approvals and licences under any enactment other than those specifically delegated to another officer.	Duplicate – same as C57 above
C65	To instruct and/or seek the opinion of legal counsel and/or external to instruct legal counsel or experts to advise or appear on any matter and to agree fees arising.	Duplicate – same as C7 and C30 above
C66	Granting authority to seek magistrates approval under RIPA in accordance with the agreed policy & guidance	A14
C67	Authorising officers and Single Point of contact for	A14

C	Legal & Governance	New JCD reference
	communications data (see Executive Director of Resources Scheme for powers under Social Security Act)	
C68	Signing Statements of Truth, providing witness statements and statutory declarations in respect of matters within their own knowledge and giving evidence in person on behalf of the Authority	C13
C69	In consultation with the Leader of the Group of which the previous appointee is a Member, to appoint a Member of the Council to fill a casual vacancy in any appointment to another organisation arising during the course of a municipal year.	C31
C70	Approving the attendance of a Member or members at any conference where attendance is in the interests of the Council	Duplicate – same as C11 and C34 above
C71	Approving travelling and subsistence claims of Members in accordance with the agreed Scheme	Duplicate – same as C12 and C35 above
C72	Approving compensatory payments under section 92 Local Government Act 2000	C40
C73	Administering cautions in any criminal proceedings.	C14
C74	Applying for Confiscation Orders, restraint, Charging Orders, deduction of wages, injunctions, possession and any other appropriate orders in connection with all criminal legal proceedings initiated by the Council	C15
C75	Settling claims (other than Employment Tribunal claims, debts and those covered by insurance) including Part 36 offers with the approval of the Director with responsibility for Legal Services. Approval of the Director of Finance (as Chief Finance Officer) is required where the settlement will have a detrimental budget impact or require use of contingencies.	C6
C76	Providing legal support (including payment of external lawyers' fees etc.) to staff assaulted in the course of their duties. Includes agreeing any conditions applicable including a cap on contributions and circumstances for repayment	C48
C77	Authorising officers to use powers of entry and seizure where permitted in law. (See Executive Director of	C42

C	Legal & Governance	New JCD reference
	Resources and Commercial Development Scheme for specific powers under the Social Security Act)	
C78	Discharging miscellaneous Local Government functions and powers such as accepting gifts on behalf of the Council, advertising Council services, promoting involvement in democracy and promoting the area. Provided any requirement to consult with the Councils communications service is adhered to.	Deleted – covered by operational powers and duties
C79	Applying to register any Land Charge, search the Land Charges Register pay any request fee and request Office Copy Entries from Land Registry	C43
C80	Authorise the taking of photocopies of material open for public inspection under a statutory requirement as permitted by copyright Designs & Patents Act 1984	C47
C81	Serving notice on registered keeper of vehicle requiring information about the identity of driver person in charge of the vehicle in relation to any offence concerning the vehicle and instructing Legal Services to bring proceedings for C45failure to provide information	C44
C82	Serving notices on occupiers of any land or premises requiring them to furnish information regarding details of all those with an interest in the land	C45

D	ICT/BUSINESS SYSTEMS	New JCD reference
D1	To develop the Council's e-government and t-government strategies.	D1
D2	To develop the Council's information systems, and information technology and e-government strategies.	D2
D3	To develop the Council's information and communications technology strategies including the supply, withdrawal, data protection, security and integrity of the systems to	D3

D	ICT/BUSINESS SYSTEMS	New JCD reference
	staff and members.	
D4	To supply connections and services to public sector partners and other organisations, provided that the integrity of the Council's information systems is maintained.	D4
D5	Agreeing arrangements for the use of any spare capacity in any computers or associated equipment owned by the Council under Section 38 of the Local Government (Miscellaneous Provisions) Act 1976	D5
D6	Notifying all staff of any electronic communications monitoring routinely carried out	Deleted – covered by operational powers and duties
D7	Approving sales of computer software developed and owned by the Council	D6
D8	Agreeing policies procedures and standards relating to the security, integrity and accessibility for ICT infrastructure and systems	D7
D9	Maintaining the Council's Publication Scheme, the Freedom of Information Act charging policy and re-use policy	Deleted – not delegated

E	STRATEGIC HUMAN RESOURCES	New JCD reference
E1	To develop and implement the Council's human resources, organisation development, remuneration and occupational health strategies.	E1
E2	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.	E3
E3	To implement decisions and recommendations of recognised national negotiating bodies on all employment matters including terms and conditions of employment.	E4

E	STRATEGIC HUMAN RESOURCES	New JCD reference
	Where there is a cost implication, a report must be made to the Cabinet.	
E4	<p>Subject to appointments, dismissals, assimilation and redundancies for Heads of Service and above being authorised by Appointments Committee, to implement the procedure for any senior management re-alignment or restructuring including;</p> <ul style="list-style-type: none"> (i) Achieving any necessary reduction through voluntary redundancy; (ii) Considering applications from unaffected Heads of Service or above which would create a suitable alternative employment opportunity for an affected Head of Service or above; (iii) Deciding upon the ring fence arrangements and inviting applications for assimilation; and (iv) Arranging advertisements and assessment centres, and, subject to compliance with Contract Procedure Rules, appointing external recruitment consultants. 	E5
E5	In consultation with the Director of Legal and Governance, to amend HR policies where necessary in consequence of legislative, organisational or other changes that have no adverse financial effect.	E6
E6	Approval of staffing related Equalities Impact Assessments	E7
E7	Approval of service related equalities impact assessment	E7
E8	Agreeing policies and procedures for recruitment, retention, change/reorganisation, redundancy, redeployment, absence, capability, conduct, Terms and Conditions of Employment, including dismissal of staff under Section 112 of the Local Government Act 1972 in consultation with Head of Paid Service and SLG/CMT where appropriate. (See also Chief Executive's Scheme of Delegation)	E2 Implementation of policies, not approval
E9	Approval of staffing related Corporate policies and procedures (including those related to Health and Safety)	E2

E	STRATEGIC HUMAN RESOURCES	New JCD reference
	not otherwise referred to in delegation EDR43 [where those are not specifically reserved to the Mayor in his Scheme of Delegation or where they affect the terms and conditions of staff and would be a non executive matter] in consultation with NEB where appropriate and Head of Paid Service. (See also Chief Executive's Scheme of Delegation)	Implementation of policies, not approval
E10	Evaluating job descriptions and approving changes to job grading and issuing statements of particulars to all staff.	E2
E11	Designing and implementing job application forms and criteria.	Deleted-covered by operational powers and duties
E12	Comply with and exercise powers and duties of the Authority as an employer under the Transfer of Undertakings (TUPE) Regulations.	E8
E13	Appointing or engaging trainers to facilitate the Council's corporate training scheme and managing the corporate management training programme in compliance with relevant procurement rules	E9
E14	Consulting with recognised Trades Unions and in particular in respect of redundancies under the Trade Union and Labour Relations (Consolidation) Act 1992, s.188 including giving all appropriate notices.	E10
E15	Complying with, exercising and performing powers and functions of the Authority as an employer under the Trade Union and Labour Relations (Consolidation) Act 1992	E11
E16	Giving notice of redundancy, make redundancy payments, serve counter notices and written statements of redundancy calculations under ERA 1996 Sections 135, 143, 149 and 165 (save that any pension payments payable shall be subject to the relevant pensions decisions as provided for elsewhere in the Scheme of Delegation).	E12
E17	In a redundancy situation, consideration of the suitability of alternative employment and the impact on redundancy pay of an employee's rejection of the alternative role and reasons for refusal	E2

E	STRATEGIC HUMAN RESOURCES	New JCD reference
E18	In a redundancy situation, deciding to end the trial period for potential suitable alternative employment before the end of the normal four weeks or not to confirm the employee in post at the end of the trial period.	E2
E19	Exercising any powers in respect of statutory sick, parental, incapacity or industrial injuries pay under The Social Security Administration Act 1992, Social Security Contributions and Benefits Act 1982 or in relation to the reserve forces under the Reserve Forces (Safeguard of Employment) Act 1985 and Reserve Forces Act 1996.	E13
E20	Adjusting payment to officers, implementing binding decisions of national negotiating bodies and implementing single status agreement	E2/E3
E21	Giving effect to a governing body's decision in respect of the remuneration and other terms of employment of school teachers and any pay and conditions orders made by the Secretary of State in accordance with any guideline issued under Education Act 2002 Sections 10, 122 and 127. (See also Chief Executive's and the Executive Director with responsibility for Children and/or Education Services Scheme of Delegation)	E14
E22	Applying for and giving notices or information in respect of any attachment of earnings orders made in relation to any debtor who is an employee of the Council under Attachment of Earnings Act 1971 Sections 07, 15 and 16	E15
E23	Approving applications for specific staff monitoring where warranted under the Council's policy and in accordance with the Information Commissioners Code	E16
E24	Amendments to the Council's whistle blowing policy in consultation with the Audit Board and Standards Committee	E17

F	ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)	New JCD reference
F1	Disposing of assets (other than land) provided best possible price is obtained.	F7
F2	Disposing of assets (other than land) with no value (this	F11

F	ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)	New JCD reference
	does not include disposal at nil value/peppercorn where the asset has a value. Such disposals are covered by C1).	
F3	<p>The approval of the disposal of any freehold or leasehold land (other than commercial or industrial tenancies of single units at full market value for 20 years or less) where the capital of the value does not exceed the stated value in the delegation (£10,000 for voluntary or community groups) (excluding disposals of commercial premises, statutory rights such as Right to Buy, enfranchisement or a statutory right to lease extension).</p> <p>All disposals must have the approval of the Director with responsibility for Property Services</p>	F7
F4	Disposing of land and property within the postholders portfolio or remit where the disposal is subject to a statutory requirement to do so. Provided in consultation with Director with responsibility for Property Services.	F8
F5	The approval of the disposal of any commercial shop or industrial unit for a lease of 20 years or less on the Council's usual terms and conditions at full market rental with a capital values of £500,000 or more (or £50,000 or more for voluntary or community groups)	F7
F6	Acquiring freehold or leasehold land in consultation with Director with responsibility for Property Services. Purchases over £500,000 must be approved by the Mayor	F9
F7	Applying for planning permission from the Council on Council owned land and in consultation with Director with responsibility for Property Services.	F13
F8	Serving Notices to Quit, Notices Seeking Possession and tenants notices; exercising any duty to compensate in respect of land matters or re-housing duties, enforcing covenants; serving notices relating to land; and disposal of property left on land. Where such actions are outside the Council's housing landlord function any notice or compensation calculation must be in consultation with the	F15

F	ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)	New JCD reference
	Director with responsibility for Property Services.	
F9	Agreeing decant status for occupiers of premises subject to a Regeneration Scheme, disposal programme or land assembly scheme. Up to 50 tenants where scheme cost is within officers delegated authority.	F12
F10	Licensing of access works and demolition on Council owned land and property. If approved by Property Services	F16
F11	Enforcement of street trading if approved by the Director of Business Systems, Property and Commercial Development or Markets Development Manager or Director for Enforcement and Safety.	Deleted – authorised by other officers
F12	Enter into planning and highway agreements on Council owned land (but not public highway) and where the Council is not planning authority (e.g. Thames Gateway, UDC area)	F14
F13	Provision and maintenance of any theatre, concert hall, entertainment room, reading room, pavilion, bandstand, refreshment rooms, cloakrooms, lavatories and the like for the provision of concerts and other entertainments and of developing and improving the knowledge of arts and crafts under Sections 4 and 5 of the London County Council (General Powers) Act 1947 and Section 145 of the Local Government Act 1972.	F27
F14	Carry out full range of functions to provide necessary support to deliver the Council's Primary and Secondary school building programmes and schools asset management in so far as the function is not contained within the portfolio of the Executive Director for Operations	Deleted – covered by other powers and duties
F15	Provide project and programme office support for the delivery of the Council's programme of projects across the Council and ensuring compliance with corporate standards	Deleted – covered by general powers and duties
F16	Support the Council's business improvement processes through; provision of project managers and project support including undertaking business process reviews and service	Deleted – covered by general powers and duties

F	ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)	New JCD reference
	improvement projects	
F17	Provide project and programme office support for the delivery of the Council's programme of projects across the Council and ensuring compliance with corporate standards	Deleted – covered by general powers and duties
F18	To ensure compliance with the Council's Carbon Reduction Commitment Energy Efficiency Scheme	F32
F19	Preparing, proposing, and implementing a Corporate Asset Management Plan and Corporate Property Strategy for the Council's property assets.	F2
F20	Duty maintain and publish a list of land which is of community value known as "List of assets of Community Value"" in the borough under section 87 of the Localism Act 2011.	F25
F21	Duty to review a decision to include land in the list of assets of community value when requested under section 92 of the Localism Act 2012	F25
F22	Under section 87 of the Localism Act 2011 determining the form and content of lists of assets of community value.	F25
F23	Duty to maintain and publish a list of unsuccessful community land nominations under section 93 of the Localism Act 2011.	F25
F24	Duty to publicise receipt of notice of disposal of land of community value which is on the list of assets of community value under section 97 of the Localism Act 2011.	F25
F25	Calculation and payment of any statutory compensation due to landowners whose property is on the list of land of community value.	F25
F26	Duty to inform owner of land of request to be treated as bidder under section 98 of the Localism Act 2011.	F25
F27	To instruct Legal Services to apply for (or to vary, discharge, suspend etc.) and to comply with access orders under the Access to Neighboring Land Act 1992	F19
F28	To instruct legal services to give notice, publish and take any necessary action in respect of Compulsory Purchase Orders under the Acquisition of Land Act 1981, and pay or	F24

F	ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)	New JCD reference
	recover compensation, home loss, disturbance, serve notices, reach agreement, accept undertakings, instruct the Services to issue notices, warrants for possession, redeem mortgages, settle claims of costs for successful objectors and such functions and powers pursuant to Compulsory Purchase (Vesting Declarations) Act 1981, and Compulsory Purchase Act 1965 and any other related legislation and Land Compensation Acts 1961 and 1973 and any such other powers and duties as the Council may have arising out of the Council's ownership of land.	
F29	To apply for a certificate from the local planning authority, issue appeals, give notice of proposal to carry out development, give notice or instruct Legal Services to give notice of withdrawal of any notice to treat and approve consequential compensation and home loss payments under the Land Compensation Acts 1961 and 1973 in respect of Compulsory Purchases	F24
F30	To instruct Legal services to object to a compulsory purchase order in respect of land owned by the Council, and to apply to the High Court to question the validity of a compulsory purchase order or any provision contained therein under the Acquisition of Land Act 1981	F24
F31	To instruct legal services to recover compensation, home loss, disturbance, reach agreement, accept undertakings, redeem mortgages and such functions and powers in relation to any compulsory purchase order in respect of land owned by the Council under the Compulsory Purchase (Vesting Declarations) Act 1981, the Compulsory Purchase Act 1965 and any other related legislation and Land Compensation Acts 1961 and 1973	F24
F32	TOWN AND COUNTRY PLANNING ACT 1990 in so far as it relates to extinguishment of rights including service of notices, counter-notices, withdrawal of such notices and associated applications in respect of any statutory undertaker or telecommunications code system operator in any land compulsorily acquired by the Council and to pay compensation as set out in sections 271,272, 273, 279, 280 and 282.	F15
F33	To consent to an application to register land as common hold and to instruct Legal Services to make an application to court under The Common hold and Leasehold Reform Act	F12

F	ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)	New JCD reference
	2002	
F34	Give notice to the appropriate highway authority and give notice to the appropriate authority so as to negative any intention to dedicate a highway under The Highways Act 1980 Section 31	F15
F35	The approval of the disposal of any freehold or leasehold land and/or property with a capital value up to £500k, with the exception of disposals to community and/or voluntary groups in which case the authority shall be limited to a capital value up to £10,000 or in excess of that if approved by Mayor's decision (excluding statutory rights such as Right to Buy, enfranchisement or a statutory right to lease extension or commercial leases which are dealt with in delegation RPP11 below)	F7
F36	Acquisition of land on a freehold or leasehold basis with a capital value of up to £500,000 in consultation with the relevant Chief Officer in accordance with Section 2 of this Scheme of Delegation.	F9
F37	Approval of disposal of leases of commercial shop units (on the Council's usual terms at full market rental for 20 years or less and capital value up to £500,000) and land where required as the result of the exercise of statutory right, such as Right to Buy or Enfranchisement	F7
F38	To acquire and dispose of land and premises, agree and discharge restrictive covenants, accept and require easements, rights or privileges in respect of any land, including the grant of licences. Subject to approval of the Mayor where required by the thresholds set out in Mayor's Scheme of Delegation and the authority of the relevant Executive Director for the service disposing of or acquiring such land or premises. Carry out such soil surveys, structure surveys and other checks necessary to ensure due diligence in respect of such land transactions, and authorise others to carry out such surveys in respect of the land owned by the Council whether under the Land Registration Act 1925 or other legislation.	F7 F9
F39	To negotiate all relevant terms including as to payment of professional fees (but not the waiver of legal professional fees) in respect of the letting and management of commercial premises owned by the Council, apply rent reviews and serve all relevant notices in respect of such	F21

F	ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)	New JCD reference
	premises or instruct the Director Legal Services to issue such notices whether under the lease or statutory provision including retrieval assignments, variations, termination, contracting out of the 1954 Act, and enforcement of such commercial leases and all other relevant landlord action under the Landlord and Tenant Acts and related status	
F40	To agree or request guarantee agreements, rent deposits, overriding leases, release from covenant, apportion liability under covenants and agree compensation for Leases or Tenancies under The Landlord and Tenant Act 1927 and Landlord and Tenant (Covenants) Act 1995)	F17
F41	To register a notice, apply for a certificate (or instruct the Director for Legal Services to do so) under the Rights of Light Act 1959 (S2)	F15
F42	To give any notice, apply to court or lands tribunal, deal with charges, act as mortgagee in possession, deal with proceeds as mortgagee, grant licences and surrender leases (or instruct the Director Legal Services to take any of these actions) under The Law of Property Act 1925	F19
F43	To repair, maintain and insure premises in accordance with the terms of any lease and statutory requirement	F12
F44	To seek mortgagor's consent for the transfer of any interest the Council has as mortgagee under Section 7 of The Local Government Act 1986	F17
F45	To propose the alteration of the valuation list or raise objections to any proposed alteration in respect of any property owned by the Council and appealing to the valuation tribunal in respect of such proposals under The Local Government Finance Act 1988 Section 55.	F23
F46	To carry out rent reviews or Lease renewals	F20
F47	To assess the market value and the value of any improvements on which the sale price should be based for the purposes of sale under the Right to Buy Provisions	F3
F48	To grant wayleaves and easements to, and enter similar agreements with statutory undertakers and other bodies, relating to services supplied or transmitted across or under premises under the control of the Authority, provided that where the premises are in occupational use by another department this decision is taken in conjunction with the	F15

F	ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)	New JCD reference
	Relevant Executive Director or Relevant Service Head	
F49	To provide valuations of land for the purposes of acquisition and disposal by the Council	F3
F50	To serve any notices extinguishing the rights of statutory undertakers or telecommunications operators (or instruct the Director Legal Services to do so), to pay compensation arising out of such action and refer any dispute to the Land Tribunal under the Town and Country Planning Act 1990, Sections 271, 272, 273, 279 and 282	F15
F51	To approve the Council's participation in Section 106 agreements where the Council is joined in the agreement as landowner. Provided the terms of the Section 106 agreement are in accordance with any decision to dispose of the land.	F14
F52	Tribunals Courts And Enforcement Act 2007 - section 72 To use the procedure under Schedule 12 of this Act for the purpose of recovering rent payable under a lease of commercial premises. Sections 81 and 83 To serve, withdraw or replace notice on a sub-tenant of commercial premises demanding payment of rent to the Council as head lessor rather than to the immediate tenant and to comply with and exercise and perform any powers and duties contained in any regulations made under this section with regard to the serving of such notices. Section 83	F19
F53	To exercise and perform any powers and duties contained in Part 1 of the Landlord and Tenant Act 1927 which may or shall be exercised or performed by the Council by virtue of its being the Landlord or Tenant as the case may be of any business tenancies. Including compensation for improvements and goodwill on the termination of business tenancies.	F22
F54	To keep a copy of any register sent to the Council under Part X Local Government Planning and Land Act 1980 (register of land held by public bodies) available for inspection, provide copies of such register on payment of a reasonable charge and to amend such register on being	F26

F	ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)	New JCD reference
	notified of amendments made by the Secretary of State. Notify the Secretary of State of any inaccuracies and comply with any directions and make representations as to why proposed directions should not be given or as to the proposed content of any such directions.	
F55	To serve notice on the tenant under sections 1 and 3 Landlord and Tenant Act 1988 in response to applications seeking consent for any of the actions to which these sections apply (assignments, underletting etc) taken by the tenant of the subtenant.	F22
F56	To exercise and perform any powers and duties contained in the Leasehold Property Repairs Act 1938 which may or shall be exercised or performed by the Council by virtue of its being the landlord or tenant of any premises as the case may be. (Enforcement by Landlord of obligation to repair).	F22
F57	To publish notice of any intention to dispose of open space under the Local Government Act 1972 and the Town and Country Planning Act 1959 (s26) or instruct the Director for Legal to do so	F18
F58	Giving instructions to debt collection agencies, issuing legal proceedings, applying for attachment of earnings orders, charging orders, bankruptcy and any other relevant enforcement action to recover any debt including attending creditors meetings, co-operating with administrators, trustees in bankruptcy, liquidators, receivers and exceeding powers to seek administration, bankruptcy or liquidation in relation to debts owed to the Council. (see also Executive Director Customer Services, Regeneration and Part 2 Schemes of Delegation)	F28
F59	Serving statutory demands, placing and enforcing charges, recovering interest and expenses, appointing receivers, collecting interest and expenses in connection with any debt owed to the Council (see also Executive Director Customer Services, Regeneration and Part 2 Schemes of Delegation)	F28
F60	To exercise the Council's discretion to release information where statutorily permitted to do so in respect of any debt owed to the Council (see also Executive Director Customer Services, Regeneration and Part 2 Schemes of Delegation)	F28

G	INTERNAL TRANSACTIONS	New JCD reference
G1	To advise on, co-ordinate and manage all payroll functions on behalf of the Council.	G1
G2	To administer the Council's pension fund.	G2
G3	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.	G3
G4	To grant gifts for long service up to the limit specified from time to time by the Director of Finance.	G4
G5	To approve the arrangements for members' training and development.	G5
G6	To act and make decisions on behalf of a pensions panel consisting of the Director of Finance, Director of Internal Transactions and Director of Legal & Governance for the purposes of Stage 2 appeals within the Internal Dispute Resolution Procedure Regulations and exercising other discretions within the Local Government Pension Schemes.	G6
G7	To approve proposals for the payment of allowances in accordance with the "Croydon Scheme" to staff injured in the course of their duties.	G7
G8	To undertake the role of appointed person for the Council in all matters relating to the Disclosure and Barring Service.	G8
G9	To grant car and season loans to eligible staff.	G9

H	EXTERNAL TRANSACTIONS	New JCD reference
H1	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.	H1
H2	To exercise the Council's discretionary powers in relation to relief for Council Tax and commercial rates.	H2
H3	To act as statutory officer pursuant to for the collection of council tax and commercial rates	H3

H	EXTERNAL TRANSACTIONS	New JCD reference
H7	To manage the operation of the relevant Contract Service Organisations (CSOs) including marketing the CSOs and consideration of the impact of new legislation on the CSOs.	H4