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**MINUTES OF A  
ONESOURCE JOINT  
COMMITTEE MEETING  
Town Hall, Main Road,  
Romford  
22 January 2016  
10:00-10:50am**

**Present:**

Councillors Ron Ower (Chair), Lester Hudson, Forhad Hussain and Melvin Wallace were present.

An apology for absence was received for Councillors Damian White and Ellie Robinson.

There were no disclosures of pecuniary interest.

An announcement was made explaining the evacuation procedures in the event of an emergency.

**16 MINUTES**

The minutes of the meeting of the Joint Committee held on 23 October 2015 were agreed as a correct record and signed by the Chairman

**17 JOINT COMMITTEE SCHEME OF DELEGATION TO OFFICERS**

The report before Members sought approval for the consolidated Scheme of Delegation to Officers. This followed on from the decisions of both Havering and Newham Councils in 2015 to update the delegation of powers to the oneSource Joint Committee.

The Joint Committee agreed the Scheme of Delegation as appended to the minutes.

**18 LONDON BOROUGH OF BEXLEY JOINING THE ONESOURCE JOINT COMMITTEE**

The report before Members explained that it was intended that Bexley's Financial Services would join oneSource initially with their agreement to delegate the relevant functions to the Joint Committee. The three partner authorities (Havering, Newham & Bexley) would then explore sharing other back office services with a view to their joining oneSource in future phases if

parties agreed. The savings achieved by eliminating duplication and improving processes and maximising efficiency across the finance service would be shared across all three boroughs using an agreed formula.

It was explained that sharing the finance service of another council would give greater resilience to the combined service and therefore to each council. The inclusion of the finance service of Bexley would demonstrate to other councils that it was relatively straight forward to join oneSource and make savings, thus attracting further partners/customers which would generate further savings.

Members expressed their support for the proposal and welcomed the prospect of another authority joining oneSource. In addition, the Joint Committee noted the report.

**19      ONESOURCE FORECAST FINANCIAL POSITION AS AT NOVEMBER 2015**

The report before Members explained that the oneSource forecast financial position projected an overspend of £569k as at November 2015, principally as a result of delays in implementing service review recommendations and associated service restructures. There was on-going management action in place to hold non-essential vacancies and delay other non-essential expenditure which would deliver savings and/or additional income. It was noted that the overspend would be met from the 2014/15 underspend carry forward and had to be in the context of savings targets of £4.1m for 2014/15 and £3.7m for 2015/16.

In addition, the services managed by oneSource, but not shared, showed a projected overspend of £99k and an underspend of £666k for Newham and Havering respectively.

The Joint Committee noted the current oneSource forecast outturn position based on the financial monitoring as at the end of November 2015 and the future plans to bring oneSource back within budget.

**20      DATE OF NEXT MEETING**

The Joint Committee noted that the date of the next meeting would be 3 February 2016, with the meeting taking place in Havering Town Hall.

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**Chairman**



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# ONESOURCE JOINT COMMITTEE

## SCHEME OF DELEGATION

### 1. Introduction

- 1.1. On 1 April 2014, the London Boroughs of Newham & Havering established a joint committee under s.101 [5) of the Local Government Act 1972 for the discharge of various executive and non-executive functions of each authority via shared arrangements
- 1.2. This is the scheme of delegation to officers from the oneSource Joint Committee of the participating authorities agreed on 22 January 2016 (subject to agreement) following the delegation of powers to the Joint Committee by the participating authorities as follows:

Authority	Meeting
Approval for the delegation of the scheme of executive functions to the oneSource Joint Committee	Havering Cabinet 8 July 2015 Newham Cabinet, 23 July 2015
Approval for the delegation of the scheme of non-executive functions to the oneSource Joint Committee	Havering Council, 15 July 2015 Newham Council, 21 September 2015

- 1.3. As and when additional functions are delegated to the Joint Committee, whether by Newham and/or Havering or an additional participating council, this Scheme will be amended where required following a decision of the Joint Committee.
- 1.4. This Scheme does not form part of any participating council's Constitutions but will be published on each participating council's website.

### 2. Definitions

Term	Definition
<i>Joint Committee</i>	The Joint Committee of the participating authorities of oneSource.
<i>participating council</i>	Any local authority which is a member of the Joint Committee which may delegate functions to the Joint Committee

<i>officer</i>	An officer of any participating council
<i>oneSource</i>	Officers and services of a participating council falling within the management structure and portfolio of services in oneSource
<i>Scheme</i>	This Scheme of Delegation
<i>Managing Director</i>	The Managing Director of oneSource / the senior management post in oneSource

### 3. Scope

- 3.1. This Scheme applies to all services and officers without exception. The Scheme is additional to any powers delegated to officers:
- 3.1.1. in a participating council's Constitution, Scheme of Delegation or otherwise
- 3.1.2. by virtue of holding a statutory office, e.g. monitoring officer
- 3.1.3. by an express delegation of a participating council to an officer
- 3.1.4. through an agreement under s.113 of the Local Government Act 1972 or any other secondment agreement.

### 4. Variations

- 4.1. Delegations to the Joint Committee can only be agreed by the participating council's executive or council [depending on whether the functions delegated and to be varied are executive or non-executive functions].
- 4.2. The Joint Committee may vary the delegations in this Scheme.
- 4.3. The Managing Director may vary the delegations in this Scheme for operational reasons or to reflect changes to the oneSource officer structure but any variations that are intended to be permanent must be agreed by the Joint Committee.

### 5. Schedule of Designations

- 5.1. The Scheme delegates powers to officers in accordance with the following designations.

Level	Category	Current Posts	Power to further delegate functions
A	Managing Director, Directors, officers reporting to the Managing Director	[list current posts]	Yes
B	Officers reporting to a level A officer	[list current posts]	Yes
C	Officers reporting to a level B officer	[list current posts]	Yes

- 5.2. Each post title will include any successor post title that is responsible for any or all of the services delivered by the previous post title.
- 5.3. The **Managing Director** may exercise any of the powers delegated to officers in this Scheme and / or may delegate any of the powers delegated to officers in this Scheme to any officer, save where prohibited by law and in accordance with the requirements below.
- 5.4. **Level A-C officers** may exercise the powers delegated to officers at a lower category within their Directorate or service.
- 5.5. Additionally, in the absence, for whatever reason, of an officer with delegated powers under this Scheme, his/her powers may be exercised in the following order by:
  - 5.5.1. any officer designated to perform the duties of the absent post holder;
  - 5.5.2. their line manager;

## **6. Officer Powers to Delegate**

- 6.1. **Level A and B officers** should further delegate their powers under this Scheme to any officers within their Directorate/Service (a Level B officer's Scheme of Delegation must be consistent with a Level A officers Scheme of Delegation relating to the same powers).
- 6.2. Any further delegations exercised by oneSource officers must be:
  - 6.2.1. Set out in a directorate scheme of delegation [template at Appendix B] or
  - 6.2.2. Set out in writing [this may include emails or other electronic communication].
- 6.3. All directorate schemes of delegation or individual delegations must be notified to the Managing Director and Director of Legal & Governance.
- 6.4. The Managing Director may nominate in writing a Level A officer as their deputy in his/her absence.

## **7. General Delegation to Officers**

- 7.1. In addition to any specific delegation in the Scheme, the Committee delegates to all Level A and B officers all the powers necessary to enable them to ensure the operational delivery of services within their responsibility.

## **8. Urgency**

- 8.1. The Joint Committee delegates power to the Managing Director to exercise any of its decision making powers if a decision is required before the next scheduled meeting of the Joint Committee and the decision is required for one or more of the following circumstances apply;
  - 8.1.1. To manage or avoid financial or legal risk to one or more of the participating authorities.
  - 8.1.2. For health and safety reasons
  - 8.1.3. Any other reason agreed by the Chair of the Joint Committee

- 8.2. The decision must be made following consultation with the Chair of the Joint Committee and reported for information to the next convenient meeting of the Joint Committee.

9. **Governance**

- 9.1. Delegated decisions must be made in accordance with a participating Council's constitutional requirements including but not limited to access to information, procurement rules and financial procedures, except for any express delegations made to the Joint Committee by participating authorities.
- 9.2. In the interests of all participating authorities and good governance, oneSource will always seek to align decision making processes and timetables of each authority when making a decision that affects more than one authority

10. **Publication of Officer Decisions**

11. Decisions with a value over £50,000 must be published in accordance with the participating Council's procedures for the publication of executive decisions made by officers.

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## Appendix A: Joint Committee Schedule of Delegated Powers

This table sets out the delegations to the levels of officers in accordance with this scheme.

Unless where stated or where a power relates to general management functions, delegations to officers are limited to their directorate or service.

Delegated powers are primarily delegated to an officer at the First Level but can also be exercised by an officer at second level where they fall within the services or areas of responsibility. .

In accordance with section 6.1 above, Level A or B officers should agree directorate/service Schemes of Delegation to ensure sufficient powers are delegated to Level C and lower level officers to ensure the effective delivery of operational services.

All references to policies and procedures in this Scheme are to be read as references to the policies and procedures of the participating Council, where not specified or except where stated.

	Delegated Power	First Level	Second level
	<b>STRATEGIC MANAGEMENT</b>		
A1	To have overall responsibility for the provision to the participating Councils of the shared services	Managing Director	
A2	To consider and approve the annual report of the activities performance and finances of the shared services operation	None. Retained by Joint Committee	Managing Director [in cases of urgency only]
A3	To consider and approve the annual service plan for each shared service	None. Retained by Joint Committee	Managing Director [in cases of urgency only]
A4	To determine the strategic direction of the shared services operation	None. Retained by Joint Committee	Managing Director [in cases of urgency only]

	Delegated Power	First Level	Second level
A5	To determine any strategic issue referred to it by the Managing Director	Not Applicable	
A6	To advise the participating Councils what financial resources are required for the delivery of the shared services operation for three financial years ahead from the current financial year	None. Retained by Joint Committee	Managing Director [in cases of urgency only]
A7	To consider and approve the internal budget for the shared services operation within the overall financial constraints set by the participating Councils and to make representation to the Councils on the consequences of those restraints as appropriate.	None. Retained by Joint Committee	Managing Director [in cases of urgency only]
A8	To oversee the delivery of programmes agreed by participating authorities	Managing Director	Level A
A9	Agreeing provision of goods, materials or services to another body or person, 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	For contract values over £500,000 – Joint Committee  For contract values up to £500,000 – Managing Director	Directors – contract value up to £100,000
	<b>FINANCE [delegations to officers in Finance Directorates except where stated]</b>		
B1.	Advice on revenue and capital budgets of the participating Council, including the Housing Revenue Account and advising on housing rent levels.	Level A	Level B
B2.	Monitoring the revenue and capital budgets of the participating Council, including the Housing Revenue Account.	Level A	Level B
B3.	To maintain relevant statutory accounts and registers in respect of the participating council's financial arrangements as prescribed in the financial regulations.	Level A	Level B
	<b>Council Tax, Business Rates &amp; BID levy</b>		
B4.	Exercise of all of a participating Council's powers and duties in respect of the administration, collection and recovery Council tax and non-domestic rates.	Level A	Level B
B5.	Exercise of a participating Council's powers and duties in respect of the administration of	Level A	Level B

	Delegated Power	First Level	Second level
	housing benefit.		
B6.	Exercise of the participating council's functions in relation to the administration, collection and recovery of the levy for a Business Improvement District under the Local Government Act 2000.	Level A	Level B
	<b>Debt Recovery</b>		
B7.	All powers and duties relating to the recovery of debts owed to the Council, including for council tax and no-domestic rates.	Level A	Level B
B8.	All powers to write off sums which are deemed irrecoverable pursuant to financial procedures except Council Tax and Business Rates	Level A & B [all directorates relating to their debts]	
B9.	All powers to write off Council Tax and Business Rates debts are deemed irrecoverable pursuant to financial procedures.	Level A & B	
	<b>Loan Management &amp; Treasury Management</b>		
B10.	Manage the participating councils' loan debt (including borrowing, investing or lending money on the behalf of the Authority), investments, and temporary investments, and pension fund, insurance fund, act as registrar of loan instruments, manage all banking arrangements including numbers and types of accounts at all times subject to compliance to the financial procedures, Treasury Management Policy Statement and borrowing limits and Prudential Code.	Level A	Level B
B11.	Approving all loans in accordance with the participating council's financial regulations and procedures	Level A	Level B
B12.	Prepare, propose and implement a treasury management policy statement, annual strategies pursuant to the participating councils' financial regulations and procedures.	Level A	Level B
	<b>General Financial Powers [All Directorates]</b>		
B13.	To undertake all other financial matters for the participating Council in accordance with the financial procedures of the participating council and professional accounting standards and	Level A, B & C	

	Delegated Power	First Level	Second level
	the authority to incur expenditure approved by the participating Council or the Cabinet [or as provided by this Scheme of Delegation] as appropriate pursuant to limits stipulated in the financial procedures or otherwise and excluding statutory functions retained by the s.151 officer.	[all services]	
B14.	To incur expenditure within the revenue and capital budgets for the relevant service in oneSource as approved by the participating Council, subject to any ICT variation permitted by the participating council's contract and financial procedure rules.	Level A, B & C [all services]	
B15.	After consultation with the relevant Cabinet Member to apply for, accept and manage grants and other external funding up to a financial limit of up to £500k.	Level A	
B16.	To authorise the making of ex gratia payments [or grant of any other benefit] under s.92 of the Local Government Act 2000 [on recommendation by local government ombudsman]	Level A	
	<b>Procurement</b>		
B17.	To approve commencement of a tendering process for all contracts up to £500k.	Managing Director up to £500,000	Level A up to £100K
B18.	Power to obtain quotes, to provide tender documents and specifications, invite tenders, evaluate tenders (PQQ) and make recommendations to award tender or select contractors using available frameworks in compliance with the participating council's procedure rules	Level A	Level B
B19.	Power to approve contractual documents up to the values stated in the financial procedures including contractual extensions and renewals, amendments or variations to contracts	Level A to C	
B20.	Power to refer contracts to arbitration, to terminate contracts, withhold payments and enforce contract terms pursuant to financial procedures.	Level A	Level B
B21.	To award contracts on behalf of participating councils	Over £500,000 retained by Committee  Up to £500,000 – Managing Director	

	Delegated Power	First Level	Second level
		Up to £100,000 – Level A.	
B22.	To sign contracts on behalf of the participating council's which do not require sealing	Level A & B	
B23.	Authorising or approving purchase orders and payments pursuant to the limits set out in the financial procedures.	Level A & B	
B24.	To make or enter into leasing arrangements for vehicles, plant and equipment.	Level A, B & C	
	<b>Audit &amp; Insurance [Finance Directorate only]</b>		
B25.	To manage insurance claims against the participating Council including the power to: To instruct insurers [and their solicitors] to defend claims and, upon their advice, to negotiate and settle insurance claims up to limits provided for in the financial procedures	Level A	Level B (& manager responsible for insurance)_
B26.	To make provision for insurance in respect of the participating Councils functions, premises, property, employees, Members and third parties including self-insurance and the selecting of and accepting of tenders for insurance cover and related services which are considered to be best value.	Level A	Level B
B27.	To approve indemnities to officers/members including insurance cover within any existing policy of the participating council [including the agreement of the s.151 and / or monitoring officer where required by the participating council]	Level A	Level B
B28.	To authorise activities under the Regulation of Investigatory Powers Act 2000 in relation to oneSource services [subject to training]	Level A & B	
B29.	Acting as participating council's reporting officer to the National Criminal Intelligence Service under the Proceeds of Crime Act.	Level A & B	
	<b>Fees &amp; Charges</b>		
B30.	To implement and collect approved fees, charges, rents etc.	Level A	Level B

	Delegated Power	First Level	Second level
B31.	To set and collect statutory fees and charges for services where the fee/charge is levied under a statutory obligation to do so.	Level A	Level B
	<b>Pensions</b>		
B32.	The administration of the pension fund of the participating council including the outsourcing of services and borrowing, investing or lending money on the behalf of the Authority.	Level A	Level B & C
B33.	To exercise discretionary and appeal powers delegated to the Pensions Panel	Level A [finance, legal and human resources]	Level B & C [as substitute members]
B34.	To exercise of all pension powers delegated to officers other than those delegated to the Pensions Panel	Level A	Level B & C
B35.	To make direct investments in local infrastructure assets as part of the Pension Fund local infrastructure portfolio after consultation (and in accordance with the direction of the Pensions Committee) with the Chair of the relevant committee.	Level A & B	
B36.	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	Level A	Level B
	<b>LEGAL &amp; GOVERNANCE</b>		
	<b>Legal Proceedings: General [Legal Officers only unless specified]</b>		
C1.	To take any action to commence and / or conduct any civil or criminal proceedings on behalf of a participating council, including but not limited to the instruction of counsel or expert witnesses, any action in respect of any appeal stage or any alternative dispute resolution, mediation or other form of negotiation.	Level A	Level B & C
C2.	To institute proceedings under s.222 of the Local Government Act 1972 on behalf of a participating council and to take any action to represent the authority in those proceedings	Level A	Level B & C
C3.	To settle claims in proceedings commenced or about to be commenced against a participating Council in a court or tribunal up to a limit of £250,000 settlement value if in	Level A	Level B

	Delegated Power	First Level	Second level
	<b>accordance with client officer instructions</b> and in consultation with the s.151 officer.	Managing Director	Level C up to £100,000 Senior Lawyer up to £50,000
C4.	To agree the settlement of claims where the value of the settlement exceeds £250,000 <b><u>with the approval of the relevant individual Cabinet Member</u></b> unless the decision is required to be made immediately before, at, or during a hearing in which case the decision maker must report to the relevant Cabinet member for information.	Level A Managing Director	Level B up to £500,000
C5.	To take any step to sign, serve, publish, advertise and receive notices and documents on behalf of the participating council in accordance with any statutory or other legal requirement.	Level A, B & C	Senior Lawyer, Lawyer, Legal Officer.
C6.	To serve requisitions for information and other documents to enable the participating council to receive information in the pursuance of legal proceedings.	Level A, B & C	Senior Lawyer
C7.	Where the issue of any document, notice or order will be a necessary step in legal proceedings on behalf of the participating council, to sign such document unless any enactment otherwise requires or unless the participating council has given the necessary authority to some other person for the purposes of such proceedings.	Level A, B & C	Senior Lawyer
C8.	To authorise participating council staff to represent the participating council in proceedings in the County Court of the County Courts Act 1984 and the Magistrates Court under Section 223 Local Government Act 1972.	Level A & B	
C9.	To amend the financial procedures in Financial and Contract Procedures specifically relating to EU contracts and occurring either due to exchange rate changes or EU directed amendments.	Level A & B	
C10.	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	Level A, B & C	Senior Lawyer, Lawyer [with planning or property experience]

	Delegated Power	First Level	Second level
	and Land Compensation Acts 1961 and 1973 but not confirming CPO's		
C11.	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	Level A, B and C	Senior Lawyer, Lawyer & Legal Officer * *on own casework only
C12.	Administering cautions in any criminal proceedings.	Level A, B and C	Senior Lawyer
C13.	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 participating council	Level A, B and C	Senior Lawyer, Lawyer, Legal Officer
C14.	Institute and conduct proceedings, agree to any form of ADR in respect of collection of NNDR, Council Tax or other debt and other related enforcement action in respect of such options including attending creditor meetings, co-operating with administrators, trustees in bankruptcy, liquidators, receivers and exercising powers to seek administration, bankruptcy or liquidation in relation to debts owed to the participating council.	Level A [finance – in addition to Legal delegations]	Representation in court subject to C8 authorisation
C15.	Representing the participating council at Appeals Service Tribunals	Level A [finance – in addition to Legal delegations]	
C16.	Exercising the councils' functions and powers to administer cautions and administrative penalties with regard to benefit offences under the Social Security Fraud Act 2001.	Level A [finance – in addition to Legal delegations]	
C17.	Applying for communications data in accordance with the powers conferred by the Social Security Fraud Act 2001	Level A [finance – in addition to Legal delegations]	
C18.	Authorising a prosecution for fraud by an employee or third party in accordance with the Fraud Prosecution Policy.	Level A [finance – in addition to Legal delegations]	Level B [Audit only]
	<b>Authentication of Documents &amp; Notices etc.</b>		



	Delegated Power	First Level	Second level
C19.	Authorising/affixing the Authority's seal to deeds and other documents and sign any documents not requiring the authorities' seal.	Level A, B & C	Senior Lawyer
C20.	To prepare, approve and issue or serve all legal documentation.	Level A, B & C	Senior Lawyer
C21.	To certify as a true and correct record any documents in accordance with section 229 of the Local Government Act 1972.	Level A, B & C	Senior Lawyer
C22.	To authorise, serve or issue all statutory notices, approvals and licences under any enactment	Level A, B & C	Senior Lawyer
C23.	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.	Level A, B & C	Senior Lawyer
C24.	To register a notice and apply for a certificate under the Rights of Light Act 1959 Section 2.	Level A, B & C	Senior Lawyer
C25.	To publish notice of any intention to dispose of open space under the Local Government Act 1972 and The Town and Country Planning Act 1990. [see also Asset Management]	Level A, B & C	Senior Lawyer
C26.	To serve any notices and exercise any powers and duties including payment of compensation arising out of the participating council's ownership of land.	Level A, B & C	Senior Lawyer
C27.	All powers in relation to the registration of a participating council's land	Level A, B & C	Senior Lawyer
C28.	All legal powers in relation to right to buy applications and disposals.	Level A, B & C	Senior Lawyer
C29.	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 to bring proceedings for failure to provide information.	Level A, B & C	Senior Lawyer
C30.	To authorise the taking of photocopies of material open for public inspection under a statutory requirement as permitted by copyright Designs & Patents Act 1984.	Level A, B & C	Senior Lawyer
C31.	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.	Level A, B & C	Senior Lawyer
	<b>Administration &amp; Governance</b>		
C32.	All powers and duties in relation to the administration of independent appeals on behalf of a	Level A & B	Level C [Democratic

	Delegated Power	First Level	Second level
	participating council.		Services officers only]
C33.	To appoint a Member of the participating council to fill a casual vacancy in any appointment to another organisation arising during the course of a municipal year following nomination by the Group of which the previous appointee is a Member	Level A	
C34.	To grant use of the participating council's coat of arms.	Level A Managing Director	
<b>D</b>	<b>ICT &amp; BUSINESS SYSTEMS [ICT officers except where stated]</b>		
D1.	To develop the participating council's e-government and t-government strategies	Level A	Level B
D2.	To develop the participating council's information systems, and information technology and e-government strategies	Level A	Level B
D3.	To develop the participating council's information and communications technology strategies including the supply, withdrawal, data protection, security and integrity of the systems to staff and members.	Level A	Level B
D4.	To supply connections and services to public sector partners and other organisations, provided that the integrity of the participating council's information systems is maintained.	Level A	Level B
D5.	Agreeing arrangements for the use of any spare capacity in any computers or associated equipment owned by the participating council under Section 38 of the Local Government (Miscellaneous Provisions) Act 1976	Level A Managing Director	Level B
D6.	Approving sales of computer software developed and owned by the participating council	Level A Managing Director	Level B
D7.	Agreeing policies procedures and standards relating to the security, integrity and accessibility for ICT infrastructure and systems	Level A	Level B
D8.	To develop and implement the participating council's information governance policies and protocols.	Level A	Level B

	Delegated Power	First Level	Second level
	<b>HUMAN RESOURCES [limited to HR service managers except where stated]</b>		
E1.	To develop and implement the participating Council's strategies for human resources, organisational development, remuneration and occupational health.	Level A	Level B & C
E2.	Implementing all human resources policies and procedures delegated to the Joint Committee	Level A, B & C	
E3.	To implement any binding decisions of recognised national negotiating bodies in respect of pay and terms and conditions of employment.	Level A	Level B
E4.	Subject to employment decisions reserved to members of the participating council, all powers to implement senior management restructures delegated to the Joint Committee.	Level A & B [All services] Managing Director	Level C
E5.	To amend HR policies where necessary in consequence of legislative, organisational or other changes that have no adverse financial effect.	Level A	
E6.	All powers and duties in relation to equality impact assessments for staff under s.149 of the Equality Act 2010.		
E7.	All powers and functions of the Authority as an employer under the Trade Union and Labour Relations (Consolidation) Act 1992	Level A & B	Level C
E8.	All powers in relation to redundancy and redundancy payments [excluding pension rights]	Level A, B & C	
E9.	All powers in relation to statutory sick pay and leave, incapacity and industrial injury, parental leave and reserve forces leave	Level A, B & C	
E10.	All participating council powers in relation to school teachers' pay and terms and conditions of employment.	Level A, B & C	
E11.	All powers in relation to attachment of earnings orders.	Level A, B & C	
E12.	All duties as an employer under TUPE Regulations 2006	Level A, B & C Managing Director	
E13.	Approving applications for specific staff monitoring where warranted under the participating council's policy and in accordance with the Information Commissioners Code.	Level A & B	
E14.	Payment of allowances in accordance with the "Croydon Scheme" to staff injured in the course of their duties	Level A & B	

	Delegated Power	First Level	Second level
E15.	To approve applications for leave for trade union conferences and training courses	Level A & B	
E16.	To approve payment of claims by employees for loss or damage to property and clothes	Level A & B	
E17.	To grant permission for employees to undertake outside work or duties.	Level A & B	
E18.	To approve honoraria payments	Level A & B	
	<b>ASSET MANAGEMENT [Asset Management Officers only unless where stated]</b>		
F1.	All powers and duties in relation to the strategic and operational management of a participating council's property portfolio.	Level A Managing Director	Level B & C
F2.	Prepare, propose and implement a Corporate Asset Management Plan and Corporate Property Strategy for the participating council's property assets.	Level A	Level B & C
F3.	To conduct preliminary negotiations, negotiate, agree and conclude all property matters including property valuations for all purposes.	Level A	Level B & C
F4.	To undertake marketing of any participating council property.	Level A	Level B
F5.	To instruct external property advisors, surveyors, auctioneers and consultants where necessary on property transactions.	Level A	Level B
F6.	To agree and incur reasonable pre-sale expenses up to a limit of £100,000 per transaction when disposing of property, such expenses to be offset against the capital receipts arising.	Level A	Level B
F7.	The disposal of any freehold or leasehold land where the capital value does not exceed the maximum amount delegated to officers in financial procedures.	Level A	Level B
F8.	The disposal of any land or property subject to a statutory requirement to do so.	Level A	Level B
F9.	The acquisition of freehold or leasehold land where the capital value does not exceed the maximum amount delegated to officers in financial procedures.	Level A	Level B
F10.	The disposal of assets other than land provided the best possible price is obtained.	Level A	Level B
F11.	The disposal of assets other than land with no value (NB this does not extend to disposals at nil value/peppercorn where the asset has a value).	Level A	Level B
F12.	Management, insurance and maintenance of all corporate property.	Level A	Level B

	Delegated Power	First Level	Second level
F13.	Applying for planning permission in respect of participating council owned land.	Level A	Level B
F14.	Entering into planning and highway agreements in respect of participating council owned land.	Level A	Level B
F15.	Serving notices to quit, notices seeking possession and tenants' notices; exercising any duty to compensate in respect of land matters or re-housing matters; enforcing covenants; serving notices relating to land and attendant procedures, and disposal of property left on land. Granting wayleaves and easements to and enter similar agreements with statutory undertakers and other bodies, extinguish rights of statutory undertakers and pay compensation.	Level A & B	Level B
F16.	Licensing of access works and demolition on participating council owned land and property.	Level A	Level B
F17.	To agree or request guarantee agreements, rent deposits, overriding leases, releases from covenants, to seek mortgagor's consent where required.	Level A	Level B
F18.	To publish notices of intention to dispose of open space.	Level A	Level B
F19.	To make applications to the court or tribunal and all attendant procedures upon matters relating to participating council land.	Level A	Level B
F20.	To carry out and conclude rent reviews or lease renewals.	Level A	Level B
F21.	To negotiate all relevant terms including payment of professional fees in respect of the letting and management of commercial premises and implement all agreements.	Level A	Level B
F22.	To exercise all powers and duties under the Landlord and Tenant Acts, this may be exercised by the participating council as landlord or tenant.	Level A	Level B
F23.	To propose alterations to the valuation list or raise objections to an proposed alterations or appeal against valuation decisions and to agree the settlement of all such matters.	Level A	Level B
F24.	To exercise all powers and duties of the participating council as landowner in relation to Compulsory Purchase matters.	Level A	Level B
F25.	To maintain the participating council's list of Assets of Community Value and to determine applications for inclusion on that list and in respect of appeals and all attendant procedures.	Level A	Level B
F26.	To maintain the participating council's register of land held by public bodies.	Level A	Level B
F27.	Management, maintenance, provision and hire of public halls and buildings owned/occupied by the participating council, including provision of security services.	Level A	Level B

	Delegated Power	First Level	Second level
F28.	To serve demands, place and enforce charges, appoint receivers or debt collection agencies, issue legal proceedings or any other enforcement or other action in relation to debts and interest thereon owed to the participating council.	Level A	Level B
F29.	To exercise all powers relating to Romford Market including granting and revoking licences and enforcing relevant byelaws (Havering only)	Level A	Level B
F30.	To exercise all powers and duties in relation to concessionary fares and similar schemes, including the taxicard scheme and to issue minibuses and other permits to appropriate organisations (Havering only).	Level A	Level B
F31.	Following notification to relevant ward members, to vary but not extend existing agreements for mobile phone masts at school sites in circumstances where installations are to be upgraded and lower emissions will result and to grant Landlord's consent (Havering only).	Level A	Level B

## Appendix B

### MODEL DIRECTORATE SCHEME OF DELEGATION

Post	Category	Delegations	Scheme of Delegation Reference	Delegating Officer

### SAMPLE INDIVIDUAL DELEGATION

Delegating Officer title

Delegate Officer title

Date

The following powers under the oneSource Scheme of Delegation are delegated to the above posts

Delegations	Scheme of Delegation Reference

*If the delegation is time limited or otherwise restricted – please state*

Delegated authority must be exercised in accordance with the oneSource Scheme of Delegation and any rules or requirements of a participating council.

SIGNED AND DATED

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