

## APPENDIX TWO

List of areas which it is proposed to delete from the Scheme of Delegation, as they are either (1) within a job description (2) there is already a policy in place (3) they are matters for the Financial Procedure Rules.

HEAD OF PAID SERVICE		
Ref	Description	
GBC1	To report to the Council or the Leader/Executive on the manner in which the discharge of the Council's non-executive and executive functions are co-ordinated, the number and grade of officers required for the discharge of those functions and the organisation of officers.	Within role
GBC3	In consultation with the Leader and Monitoring Officer, to interpret and (if in an urgent or emergency situation) vary the provisions of the Constitution in the best interests of the Council, subject to the use of this power being reported to the next meeting of the Council, Executive or committee concerned as appropriate	Urgency powers exist for CEx
GBC4	To exercise all functions relating to health and safety in the Council workplace	Within HR policies
GBC11 & 17	To exercise the power of the Council to appoint appropriate members of staff as proper officer for any purpose in relation to any statutory function or to revoke such appointment. To act as the Council's proper officer in respect of relevant functions specified in Annex I attached.	In Proper Officer Scheme
GBC 19-22	19. To approve revenue budget virements between cost centres relating to different services and within specific account categories but within the same service unit up to £100,000.  20. To approve revenue budget virements from any budget head within the employees category up to £100,000.  21. To approve revenue budget virements from between any service and any account categories between £100,001 and £200,000 in consultation with the appropriate lead councillor(s) and the lead councillor with responsibility for finance.  22. To approve capital budget virements for schemes on the approved capital programme between £100,001 and £200,000 in consultation with the appropriate lead	These financial delegations should all be contained in the Financial Procedure Rules

	councillor(s) and the lead councillor with responsibility for finance.	
GBC 23	To extend a closure notice under the Anti-Social Behaviour, Crime and Policing Act 2014 to 48 hours	Head of Community Safety & Regulatory Services have the powers to make these orders.
GBC25	To keep the Community Engagement Strategy document updated as circumstances require	Within AD Comms & Communication
GBC26	To agree to webcast committee meetings in consultation with the Chairman	Business as usual and within JSD Legal & Dem Services
GBC32	To amend service provision in accordance with the Council's statutory duties as these may be varied by the Coronavirus Act 2020, regulations and guidance made thereunder	Not necessary as varied by the Act
GBC33	Appointments to Inquire Parish Councils under S91 Local Government Act 1972	Proper Officer Scheme
WBC C1	Within the approved budget, to approve scales of remuneration of persons employed on Borough and Parish Council elections.	This is part of the RO role – not a council function
WBC C2	To amend the designation of a Polling Place, where within six months of an election (a) a designated polling place unexpectedly becomes unavailable; and (b) it is impractical to report to Council.	This is part of the RO role – not a council function
WBC C3	To appoint Deputy Electoral Registration Officers subject to appointees holding satisfactory qualifications and experience as required.	This is part of the RO role – not a Council function
Joint Strategic Director – Legal & Dem Services (Monitoring Officer)		
GBC2	To contribute to the corporate management of the Council, in particular through the provision of professional legal and ethical advice	Job role
GBC3	To report to the full Council or to the Executive in relation to a non-executive or an executive function (as appropriate) if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration.	Job role & statutory provision for MO
GBC4	To contribute to the promotion and maintenance of high standards of conduct through provision of support to the Corporate Governance and Standards Committee	Job Role

GBC5	To establish and maintain a register of interests of the members and co-opted members of the authority	Job role & statutory provision for MO
GBC8	To advise whether decisions of the Leader/Executive are in accordance with the budget and policy framework	Job role & statutory provision for MO
GBC9	To provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors	Job role & statutory provision for MO
GBC13	To convene, where necessary, an Independent Panel, as provided for in the Officer Employment Procedure Rules	Job Role & rules
<b>JOINT STRATEGIC DIRECTOR – FINANCE (S151 OFFICER)</b>		
GBC1	After consultation with the Monitoring Officer, to report to the full Council or to the Executive in relation to a non-executive or an executive function (as appropriate) and the Council's external auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully	Job role
GBC2	To be responsible for the administration of the financial affairs of the Council	Job Role
GBC3	To contribute to the corporate management of the Council, in particular through the provision of professional financial advice	Job Role
GBC4	To provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors and support and advise councillors and officers in their respective roles	Job Role
GBC5	To provide financial information to the media, members of the public and the community.	Job Role
GBC6	To determine the Council's accounting records (including the form of accounts and supporting accounting records) and the accounting control systems	Job Role & FPR
GBC7	In connection with the calculations to set the council tax, to report on:  (a) the robustness of the estimates made for the purpose of the calculations; and (b) the adequacy of financial reserves	Job role
GBC8	In consultation with the appropriate lead councillor, to approve expenditure to be funded from the Invest to Save Fund	Financial Procedure Rules
GBC10	In consultation with the Leader of the Council and the lead councillor with responsibility for finance, to agree the treatment of any year-end balance	Job Role/Financial Procedure Rules
GBC12	To vire repairs and maintenance budgets within the overall budget provision	Financial Procedure Rules

GBC13	To implement the Council's borrowing and investment strategies including setting and maintaining the Council's counterparty list	Job role
GBC14	To approve the carrying forward of underspent budgets and the virement of expenditure in accordance with the Council's Financial Procedure Rules	Job Role
GBC15	To approve the expenditure of earmarked reserves and provisions for defined uses in accordance with the Council's agreed policy	Job Role
GBC22	To write-off debts in accordance with the limits set out in Financial Procedure Rules	Financial Procedure Rules
GBC23	To refund overpayments in accordance with Financial Procedure Rules	Financial Procedure Rules
GBC29	To estimate and declare the surplus or deficit (as appropriate) on the Collection Fund on or before 15 January each year.	Job Role
GBC30	To maximise the use of approved General Fund Capital Programme and approved Housing Investment Programme budgets, including bringing forward of schemes or phases on the approved programme for future years	Job role
GBC31	To undertake the day-to-day management of the Council Tax Collection Fund's transactions and their related calculations as required by the Local Government Finance Act 1988 (as amended by the Local Government Finance Act 1992).	Job role
GBC34	To authorise moving up to £200,000 from capital projects on the provisional capital programme to the approved capital programme where a business case has been submitted by the responsible officers.	Financial procedure rules
GBC35	To approve revenue budget virements between cost centres relating to the same service and within specific account categories up to £100,000 in consultation with the relevant Director or service leader	Financial Procedure rules
GB36	To approve capital budget virements for schemes on the approved capital programme up to £100,000 in consultation with the appropriate lead councillor(s) and the lead councillor with responsibility for finance.	Financial Procedure Rules
GBC37	To approve any changes to existing financial systems and to approve any new systems before they are introduced	Job role
GBC38	In consultation with the lead councillor with responsibility for finance, to approve expenditure to be financed from the Investments' Capital Movements reserve.	Financial Procedure Rules
GBC39	To approve the amount of any transfer to the Investment Property Rent reserve as a result of rent review income above that included in the relevant years' estimates.	Financial Procedure rules

GBC40	To determine the financing arrangements, including the interest rate applicable to any loans with reference to the Bank of England base rate, granted to North Downs Housing Ltd by the Council	Should be within the loan agreement
GBC41	To authorise expenditure from the Council's capital contingency fund for new capital projects up to a maximum gross project cost of £100,000 and for existing approved capital projects up to a maximum of 20% of the gross project cost or £200,000 whichever is the lower amount in accordance with the Council's financial procedure rules for capital virements	Financial Procedure Rules
GBC42	To approve expenditure from the Council's Budget Pressures, Business Rates Equalisation and LABGI reserves.	Financial Procedure Rules
GBC43	To make changes to Treasury Management practices	Job Role, Financial Procedure Rules
GBC46	To make monthly payments to the Guildford Borough Tenants' Action Group to cover sundry running expenses.	Job Role
GBC47 (also in JSD Transformation & Governance)	To authorise investigation staff to gather information from employers, banks, and other financial institutions, relating to open and properly authorised and valid investigations	Job role of investigatory staff
GBC HOF3 (also in JSD Transformation & Governance)	To do all things necessary to seek repayment of monies debts or loans to the Council	Job Role
GBC HOF4	To add expenditure to the approved capital programme where it is fully financed by grant, s106, SPA and CIL receipts and the project has been approved by the appropriate lead councillor and the relevant Joint Director or relevant Joint Executive Head of Service or service leader	Financial Procedure Rules
GBC LSF5	To approve the form of official orders	Job Role
GBC LSF6	To determine the amount of petty cash	Financial Procedure Rules
GBC HOF7	To refund overpayments in accordance with Financial Procedure Rules	Job Role
GBC11	To pay all accounts properly authorised	
GBC HOF13 (also in JSD Transformation & Governance)	To make arrangements for the secure collection and banking of income paid to any of the Council's establishments	Job role/Financial Procedure rules
<b>GENERAL DELEGATION TO JOINT STRATEGIC DIRECTORS</b>		
WBC	To make strategic management decisions relating to the Councils functions as they relate to [insert service]	Job Role
General Delegation to Joint Strategic Directors, Exec Heads etc.		

GBC1	To act in accordance with the Council's Procurement and Financial Procedure Rules	Job Role
GBC2	To undertake the day-to-day management and operation of staff reporting to them and of the premises and services for which they are responsible in accordance with the policies and procedures laid down by the Council	Job Role
GBC20	To consider complaints from members of staff in accordance with the Council's Grievance Procedure and policies and take appropriate action	HR policies
GBC21	To authorise the carrying forward of annual leave of staff from one year to the next in accordance with Council policies	HR policies
GBC22	To grant leave of absence without pay for periods not exceeding three months and special leave with pay on compassionate grounds	HR policies
GBC27	To approve revenue budget virements between cost centres relating to the same service and within specific account categories up to £100,000 in consultation with the Chief Finance Officer	Financial Procedure Rules
GBC28	To act in accordance with the Council's ICT Policies	Job Role
<b>JOINT STRATEGIC DIRECTOR – TRANSFORMATION AND GOVERNANCE</b>		
GBC LSF4	To add expenditure to the approved capital programme where it is fully financed by grant, s106, SPA and CIL receipts and the project has been approved	Financial Procedure Rules
GBC LSF11	To pay all accounts properly authorised	Job Role
GBC LSRev&Ben 2	To take all necessary action to implement the provisions of the Local Government Finance Acts 1988 and 1992 and any subsequent legislation in respect of the administration, collection, enforcement and discretionary elements of non-domestic rates	Job Role
GBC LSRev&Ben7	To determine applications for, and pay, housing benefit, council tax benefit and local council tax support	Job Role
GBC LSRev&Ben9	To take all necessary action to recover overpayments of housing benefit, council tax benefit and local council tax support	Job Role
GBC LSRev&Ben12	In respect of the non-payment of monies or debts to take all such action as may be necessary to recover such monies	Job Role
GBC LSLegal14	To complete any documentation pursuant to the submission of charitable accounts to the Charity Commission	Job Role
GBC DemServ4	To make arrangements for the deferred publication of the list of decisions and extension of the call-in period in cases where it is not possible to publish the list on the day after the meeting of the Executive	Constitution
<b>Head of Organisational Development</b>		

GBC HOD1	To undertake activities necessary to meet the Council's responsibilities in respect of relevant Sustainable Energy and Climate Change legislation	Job Role
GBC HOD5	To determine detailed aspects of pension schemes	HR Policies/SCC decisions
GBC HOD6	To determine annual lump sum allowances for all officers on the basis agreed by the Council	Job Role
GBC HOD7	To agree holiday arrangements during the Christmas period in accordance with local conditions of service	Job Role
GBC HOD10	To make changes to human resources procedures that are operational in nature	Job Role
GBC HOD14	To provide the Council's payroll service, including the enforcement of HMRC compliance advice and any ancillary payroll related services, such as salary sacrifice schemes	Job Role
<b>Head of Commercial Development</b>		
GBC HoComm Serv 5	In consultation with the relevant ward councillor and the Chief Finance Officer, add a new scheme to the General Fund Capital Programme, or amend approved schemes, up to a total value of £40,000 per scheme where the scheme is to be fully funded from s106 contributions and the contribution is in hand	Financial Procedure Rules
GBC HoComm Serv23	To promote sporting, recreational, cultural, and community activities, including the negotiation of sponsorship arrangements	Job Role
GBC HoComm Serv 24	To take all necessary action to maintain and protect the Council's interests in relation to proposals for local events and activities in the Borough	Job Role
GBC HoComm Serv 34	To participate in the partner authority scheme for local authority building control services.	Job Role
GBC HoComm Serv 35	To prepare, in accordance with The Building (Local Authority Charges) Regulations 2010, an annual statement in respect of the building control service for submission and approval by the Council's Chief Finance Officer	Job Role
<b>JOINT STRATEGIC DIRECTOR – COMMUNITY WELLBEING</b>		
GBC JSDCW2	To adjust up to 20% of the value of the approved capital and revenue housing programmes to maximise use of approved budgets	Financial Procedure Rules
GBC JSDCW7	To review and adjust capital and revenue housing programmes to maximise use of approved budgets	Financial Procedure Rules
GBC JSDCW7	To submit opportunity applications for any borrowing approvals or funding which would benefit the Council	Financial Procedure Rules
GBC JSDCW9	To respond to requests for assistance from the UK Border Agency	Job Role

GBC JSDCW11	To agree any future changes to the housing strategy action plan.	Job Role/Plan
GBC JSDCW12	To exercise the Council's powers and functions in relation to the promotion of health, community care and related policies	Job Role
<b>Joint Head of Environmental Services</b>		
GBC HES25	To deliver, manage, and operate habitat banks on appropriate council owned land	Job Role
<b>Joint Head of Housing Services</b>		
GBC HoH2	To write-off debts in accordance with the limits set out in the Council's Financial Procedure Rules	Financial Procedure Rules
GBC HoH3	To pay statutory and other compensation arising out of the decisions and activities of the Council	Policies/Job Role
GBC HOH4	To refund overpayments in accordance with Financial Procedure Rules	Financial Procedure Rules
GBC HOH15	To administer and determine applications for assignments by way of mutual exchange	Job Role/Policy
GBC HOH16	To take all relevant action in relation to current and former occupiers of temporary and supported accommodation in accordance with the policies agreed by the Council	Job Role/Policy
GBC HOH17	To manage and administer all aspects of supported housing	Job Role
WBC M.2	To make decisions to depart from the Council's Allocations Policy in special needs circumstances	Job Role/Policy
GBC HOH19	To offer introductory tenancies followed by flexible tenancies of either two or five years in accordance with the Council's tenancy strategy	Policy/Job Role
GBC HOH20	To manage and administer including dealing with all financial matters in accordance with the Council's policies all aspects of sheltered housing	Job Role/Policy
GBC HOH23	To operate private leasing, rent deposit, bond or similar schemes to prevent homelessness enabling applicants to remain in their present home or obtain accommodation from other landlords on the basis agreed by the Council	Job Role/Policy
GBC HoH24	To administer any government grant funding received by the Council for homelessness prevention or similar purposes in line with the funding criteria	Job Role
GBC HoH26	To review and update the Homelessness and Housing Strategy action plans	Job Role/Strategy
GBC HoH27	To administer the Council's low-cost home ownership service in accordance with Council policy and to exercise discretion in its application where so permitted	Job Role/Policy
GBC HoH28	To make all necessary contractual and conveyancing arrangements in connection with the Council's equity sharing scheme	Job Role/Policy
GBC HoH33	To make payments to tenants in accordance with the cash incentive scheme	Job Role/Policy



GBC HoH37	To operate a care and repair service and, in respect of Council-owned dwellings, to arrange for the works to be carried out	Job Role
GBC HoH38	To secure the restoration or continuation of supplies of water, gas and electricity to premises provided or to be provided for housing purposes and to recover any sums expended from the appropriate person	Job Role
GBC HoH39	To pay statutory and other compensation including disturbance and decorating allowances	Policy/Job Role
GBC HoH40	To bring forward proposals for affordable housing development on Council and privately owned sites within the borough	Job Role
<b>JOINT HEAD OF COMMUNITY SERVICES</b>		
GBC HCommServ2	To manage and administer including dealing with all financial matters in accordance with the Council's policies in respect of day centres, meals on wheels, community transport	Policy/Job Role
GBC HoCommServ7	To operate a care and repair service and in respect of Council-owned dwellings, to arrange for the works to be carried out	Job Role
GBC HoCommServ12	To determine applications for grants for adaptations to dwellings for the chronically sick and disabled within the criteria adopted by the Council	Policy/Job Role
<b>JOINT STRATEGIC DIRECTOR – PLACE</b>		
GBC JSD PLACE 2	To bring forward and develop proposals for housing development on Council and privately owned sites within the borough and to identify and select appropriate development partners in accordance with the procurement rules and regulations and to report to the Executive accordingly	Job Role
<b>JOINT HEAD OF REGENERATION AND PLANNING POLICY</b>		
GBC HoRPR3	To prepare, maintain and publish documents for adoption by the Executive, as required by the Planning and Compulsory Purchase Act 2004 and the relevant regulations	Job Role
GBC HORPR12	To add a new scheme to the General Fund Capital Programme, or amend approved schemes, up to a total value of £40,000 per scheme where the scheme is to be fully funded from s106 contributions and the contribution is in hand	Financial Procedure Rules
GBC HORPR13	To deal with all aspects of proposals to remove the last telephone box from a site,	Job Role
GBC HORPR19	To exercise all delegable functions in relation to the Self-build and Custom Housebuilding Act 2015	Proper Officer Scheme
GBC HORPR20	To bring forward proposals for affordable housing development on Council and privately owned sites within the borough	Job Role

<b>JOINT HEAD OF REGULATORY SERVICES</b>		
GBC HORS7	To appoint authorised officers for the purpose of discharging the Council's duties under the Sunbeds (Regulation) Act 2010	Proper Officer Scheme
GBC HORS10	To grant or refuse consent for the use of audio and/or video recording systems in hackney carriages and private hire vehicles in accordance with the guidelines agreed by the Licensing Committee and to suspend the use of such systems	Policy/Job Role
GBC HORS14	To undertake the Taxi & Private Hire enforcement powers of other licensing authorities	Set out in Agreement
GBC HORS15	To keep and maintain the various licensing registers in the prescribed form and manner	Job Role
<b>JOINT HEAD OF PLANNING DEVELOPMENT</b>		
GBC HOPD7	To agree planning performance agreements and extensions of time where they relate to the determination of planning applications	Job Role/Member decision