

## 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 |  |  |
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| 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.<br>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.<br><br>20. To approve revenue budget virements from any budget head within the employees category up to £100,000.<br><br>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.<br><br>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 |

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|  | 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<br>(a) a designated polling place unexpectedly becomes unavailable; and<br>(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   |

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| 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:<br><br>(a) the robustness of the estimates made for the purpose of the calculations; and<br>(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             |

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| 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 |

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| 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<br>(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<br>(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<br>(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. |   |                                     |

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| 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>                       |   |                           |

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| 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                  |
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| <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                  |

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| GBC<br>JSDCW11                              | To agree any future changes to the housing strategy action plan.  | Job Role/Plan             |
| GBC<br>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<br>HES25                                | To deliver, manage, and operate habitat banks on appropriate council owned land   | Job Role                  |
| <b>Joint Head of Housing Services</b>       |   |                           |
| GBC<br>HoH2                                 | To write-off debts in accordance with the limits set out in the Council's Financial Procedure Rules   | Financial Procedure Rules |
| GBC<br>HoH3                                 | To pay statutory and other compensation arising out of the decisions and activities of the Council  | Policies/Job Role         |
| GBC<br>HOH4                                 | To refund overpayments in accordance with Financial Procedure Rules   | Financial Procedure Rules |
| GBC<br>HOH15                                | To administer and determine applications for assignments by way of mutual exchange  | Job Role/Policy           |
| GBC<br>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<br>HOH17                                | To manage and administer all aspects of supported housing   | Job Role                  |
| WBC<br>M.2                                  | To make decisions to depart from the Council's Allocations Policy in special needs circumstances  | Job Role/Policy           |
| GBC<br>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<br>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<br>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<br>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<br>HoH26                                | To review and update the Homelessness and Housing Strategy action plans   | Job Role/Strategy         |
| GBC<br>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<br>HoH28                                | To make all necessary contractual and conveyancing arrangements in connection with the Council's equity sharing scheme  | Job Role/Policy           |
| GBC<br>HoH33                                | To make payments to tenants in accordance with the cash incentive scheme  | Job Role/Policy           |



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| GBC<br>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<br>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<br>HoH39  | To pay statutory and other compensation including disturbance and decorating allowances  | Policy/Job Role           |
| GBC<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>HORPR13  | To deal with all aspects of proposals to remove the last telephone box from a site,  | Job Role                  |
| GBC<br>HORPR19  | To exercise all delegable functions in relation to the Self-build and Custom Housebuilding Act 2015  | Proper Officer Scheme     |
| GBC<br>HORPR20  | To bring forward proposals for affordable housing development on Council and privately owned sites within the borough  | Job Role                  |
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| <b>JOINT HEAD OF REGULATORY SERVICES</b>  |  |                          |
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| 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                 |
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| <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 |
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