



## **SCHEME OF DELEGATION**

<b>Title</b>	Scheme of Delegation
<b>Who should use this</b>	Assessor & ERO
<b>Author</b>	Assessor & ERO/ Treasurer to the Board
<b>Approved by Management Team</b>	N/A
<b>Approved by Joint Board</b>	
<b>Reviewer</b>	Assessor & ERO/ Treasurer to the Board
<b>Review Date</b>	<b>2018</b>

### Review History

REVIEW NO.	DETAILS	RELEASE DATE
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## **1.0 DELEGATIONS TO OFFICERS**

### **1.1 Introduction**

The Assessor has, in North, South and East Ayrshire, the area served by the Board, a statutory responsibility for carrying out the professional functions associated with the maintenance of the Valuation Roll and Council Tax List. The Board have also appointed the Assessor to be the Electoral Registration Officer. Thus with regard to the Valuation Roll, Council Tax List and Electoral Register, the powers of the Assessor and ERO come directly from statute and are not delegated by the Board.

The following non-statutory functions are delegated to the Assessor and Electoral Registration Officer and any officers acting in that capacity from time to time. In exercising any delegated function, the officer will take account of any appropriate Board practice or procedure, of any managerial instruction given and of any other similar consideration.

### **1.2 Qualification of Delegations**

The Scheme of Delegation to officers as set out in the following section is subject always to appropriate provisions for financial outlays having been made in the Estimates for the current year. Officers must use the authority delegated to them in the interests of the Board, in accordance with the policies and guidelines of the Board and in accordance with statute.

### **1.3 General Delegations**

The Assessor is authorised:-

- (a) to expend the approved budget;
- (b) to manage within the policies agreed by the Board;
- (c) to take measures as may be required in emergency situations subject to advising the Convener and/or Vice Convener of the Board (normally referred to as the Chair and Vice Chair of the Board) where possible and reporting to the Board as soon as possible thereafter, on any items for which Board approval would normally be necessary;

- (d) to absent himself or herself or permit any member of his or her staff to absent himself or herself occasionally and temporarily during business hours to attend to duties or services of a civic, honorary, charitable or social nature provided that these do not interfere with the efficient discharge of his duties to the Board;
- (e) to sign and issue the necessary authorisation to officers of the Board to exercise statutory powers (including, where possible, the right to enter land and premises in connection with the discharge of their duties)
- (f) to make appointments to all posts below Assessor level, so long as such posts are within the approved establishment;
- (g) to pay valid claims for damage to, or loss of, personal property of employees occurring during the course of their employment, up to an amount of £2,000 per claim for any one incident; and to pay claims in excess of £2,000 after consultation with the Clerk;
- (h) to approve the provision of reasonable hospitality within the area, to representatives of other authorities, organisations, officers of the Board or others and also within the UK to make visits and to authorise officers to make visits as representatives of the Board, subject always to details of the expenses incurred in terms of this delegation being made available, where requested, by the Clerk or Treasurer to the Board;
- (i) to approve attendance at conferences within the UK of officers in cases where he or she considers it to be in the interest of the Board;
- (j) to approve budget virement subject to the following limits:
  - Stage 1 – where the amount involved is £10,000 or less, the transfer shall be agreed with the Principal Accountant.
  - Stage 2 – where the amount is over £10,000 but not more than £25,000 the additional agreement of the Corporate Accounting Manager shall be required.
  - Stage 3 – where the amount is over £25,000 but less than £50,000 the additional agreement of the Treasurer shall be required.
  - Stage 4 – where the amount is £50,000 or over the transfer shall be approved by the Board.
- (k) to appoint consultants and other specialists on such terms and conditions as he or she might consider to be appropriate, after consultation with the Convener (Chair) of the Board.
- (l) to determine requests for re-grading from members of staff with the support of the Boards lead authority, South Ayrshire Council under the Boards Support Agreement.
- (m) to purchase goods, supplies and services in accordance with the Financial Regulations and Standing Orders relating to Contracts of South Ayrshire Council, as lead authority, and to sign contracts relating to these.

- (n) to promote, market and present events;
- (o) to apply regulations relative to the Board facilities to ensure safety for staff and members of the public, including the authority to close or restrict the use of facilities as required;
- (p) to set charges, rents and fees to ensure budgetary provisions are met;
- (q) to nominate officers to act in relation to powers of entry in terms of any relevant enactment;
- (r) to conduct Grievance and Disciplinary and other proceedings in respect of employees within the terms of the Board's approved procedures and to take decisions in respect of those;
- (s) to authorise appropriately qualified officers to exercise these delegated powers;

#### **1.4 Specific Delegations**

Without prejudice to the General Delegations specified in 1.3 above, specific delegations shall be made to the Assessor as set out in the Schedule attached.

## SCHEDULE OF SPECIFIC DELEGATIONS

### **1.0 The Assessor**

The Assessor from time to time is authorised:-

- 1.1 to give a direction on the applicability of the Scheme of Delegated Functions to an officer in any specific case;
- 1.2 where he or she considers that it would be in the interest of the Board to do so, to approve the provision of reasonable hospitality, outwith the area to representatives of other authorities, organisations, officers of the Board or others and also out with the UK to make visits and to authorise visits by officers of the Board or others representing the Board;
- 1.3 to terminate on behalf of the Board any contract which the Board is entitled to terminate under the appropriate conditions of contract where he or she is satisfied that it is in the interest of the Board to do so;
- 1.4 to deal with, and in appropriate circumstances, to approve applications from employees for reimbursement of reasonable legal expenses, in part or in whole, incurred in defending actions raised against them personally, providing-
  - (i) that they were acting within the course of their employment;
  - (ii) in accordance with Board procedures; and
  - (iii) in good faith.
- 1.5 to engage private legal firms for Court and other legal work if and when he or she may consider this to be necessary;
- 1.6 to engage Counsel for Court of Session and other business as and when he or she may consider it necessary;
- 1.7 in relation to staffing matters, to instruct the immediate implementation of any Circular from any officially recognised body which allows no discretion to the Board. The terms of such Circulars shall be reported to the Board for information;
- 1.8 to approve appointments of temporary staff, where considered necessary, where budgetary provisions exists;
- 1.9 to sanction the payment of overtime, where appropriate;

- 1.10 to approve changes in post designations where there is no change in salary grade:-
  - (a) to approve initial placing within approved salary scales;  
and
  - (b) to review and amend salary and/or grade placing in appropriate circumstances, in accordance with job evaluation or re-evaluation and the Board's pay model;
- 1.11 to take decisions on personnel matters in line with agreed policies;
- 1.12 to instruct repairs to the Boards property and to accept tenders or estimates within budget limits or administer through agreement with South Ayrshire Council;
- 1.13 to approve childcare voucher, assisted computer purchase and similar staff benefit schemes and administer through agreement with South Ayrshire Council.