

SECTION 14:

HR DELEGATIONS

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HR DELEGATIONS

INTRODUCTION

The Authority's decision-making powers on HR issues are derived from: "Powers Delegated to Chief Officers" contained in the Council's Constitution.

HR/CHIEF OFFICER DELEGATIONS

| HR Issue | Chief Officer | Corporate Lead for HR | Cabinet | Governance and Business Committee | Use of Resources Scrutiny Panel |
|---|--|--|----------------|--|--|
| Accelerated Incremental Progression (HR Policies Manual Section 3) Approval of increments to staff in accordance with career grades, Soulbury SPA points. | Chief Officer to approve. | | | | |
| Accident Investigation (HR Policies Manual Section 12) | Chief Officer to report to Corporate Lead for HR. | | | | |
| Accident reporting including violence and aggression to staff. (HR Policies Manual Sections 12 and 17) | There is a statutory duty on employers to report such events to the HSE and the Council's Health and Safety Unit. Chief Officer to maintain records and report to the Corporate Lead for HR. | The Corporate Lead for HR will monitor compliance with these statutory duties. | | | |

| HR Issue | Chief Officer | Corporate Lead for HR | Cabinet | Governance and Business Committee | Use of Resources Scrutiny Panel |
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| Alcohol/Substance misuse: (HR Policies Manual Section 17) | Following consultation with the Corporate Lead for HR, Chief Officer to deal with for all staff , including any potential disciplinary action arising up to and including 3 rd tier staff. | | Cabinet to deal with any potential disciplinary action arising from staff at Chief Officer level and above. | | |
| Annual leave carry forward. (HR Policies Manual Section 4) | Chief Officer to approve the carry forward of annual leave. Chief Officer can carry forward up to one year's annual leave entitlement for their own posts into the next year. | | | | |
| Capability (HR Policies Manual Section 13) | Chief Officer to deal with all cases up to and including 3 rd tier staff following consultation with the Corporate Lead for HR. | | Cabinet to deal with cases at Chief Officer level and above. | | |
| Car users and car loans (HR Policies Manual Section 10) Authorisation of essential and casual car users and approval of car loans. | Chief Officer to authorise and approve. | | | | |

| HR Issue | Chief Officer | Corporate Lead for HR | Cabinet | Governance and Business Committee | Use of Resources Scrutiny Panel |
|--|--|--|--|-----------------------------------|---------------------------------|
| Designated Mobile Phone Users (HR Policies Manual Section 13) | Chief Officer to authorise and approve. | | | | |
| Disability: (HR Policies Manual Sections 1 and 16) Responsibility for making reasonable adjustments. | Chief Officer following consultation with the Corporate Lead for HR. | | | | |
| Discipline (HR Policies Manual Section 9) | Chief Officer to deal with for staff up to and including 3 rd tier following consultation with the Corporate Lead for HR. In exceptional circumstances the Corporate Lead for HR will handle. | | Cabinet to deal with at Chief Officer level and above. | | |
| Early Retirement: (HR Policies Manual Section 11) <ul style="list-style-type: none"> • Efficiency of the Service • Flexible retirement • Redundancy • Voluntary early retirement | Panel decision of the Chief Finance Officer and the Corporate Lead for HR for all staff. | | | | |
| Extension of unpaid or paid sick leave (HR Policies Manual Section 5) | Chief Officer to deal with unpaid extensions | Corporate Lead for HR to deal with requests for paid extensions. | | | |

| HR Issue | Chief Officer | Corporate Lead for HR | Cabinet | Governance and Business Committee | Use of Resources Scrutiny Panel |
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| Employment, external employment which is in addition to a substantive post (s) Scale 6 and above. (HR Policies Manual Section 7) | Chief Officer to approve up to and including 3 rd tier staff. | | Submitted to Cabinet for Chief Officer level and above. | | |
| Employment of: <ul style="list-style-type: none"> • Agency staff • Casual/Seasonal Workers • Consultants • Temporary or fixed term staff (HR Policies Manual Section 1) | Chief Officer approval. | | | | |
| Employment of Health and Safety Competent Person (Management Regulations 1992, Regulation 6). (HR Policies Manual Section 12) | | Delegated to Corporate Lead for HR. | | | |
| New or revised employment policies | | | | Approval needs to be given by Governance & Business Committee. | |
| Employment of staff aged 65 and over (HR Policies Manual Section 16) | Chief Officer approval. | | | | |

| HR Issue | Chief Officer | Corporate Lead for HR | Cabinet | Governance and Business Committee | Use of Resources Scrutiny Panel |
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| Flexible working requests (HR Policies Manual Section 4) | Chief Officer approval. | In exceptional circumstances refer to HR. | | | |
| Grading of Posts (HR Policies Manual Section 3) | | Corporate Lead for HR to evaluate. | | | |
| Honoraria payments: (HR Policies Manual Section 3) | Chief Officer to approve honoraria up to 3 months duration. Beyond 3 months Corporate Lead for HR to review and approve (Directorates to submit details to HR). | | | | |
| Ill Health Retirement: (HR Policies Manual Section 5) | Chief Officer in consultation with Corporate Lead for HR for staff up to and including 3 rd tier. | | Submitted to Cabinet for staff at Chief Officer level and above. | | |
| Leave of Absence: <ul style="list-style-type: none"> • Requests for unpaid leave • Requests for bereavement leave • Requests from trade union officials to attend trade union courses/ conferences. (HR Policies Manual Section 5) | Chief Officer to approve. | | | | |

| HR Issue | Chief Officer | Corporate Lead for HR | Cabinet | Governance and Business Committee | Use of Resources Scrutiny Panel |
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| Monitoring reports: <ul style="list-style-type: none"> • Ethnicity • Gender grade analysis • Sickness monitoring | | Produced by Corporate Lead for HR. | | | Submitted to the Use of Resources Scrutiny Panel. |
| New posts (HR Policies Manual Section 1) <ul style="list-style-type: none"> • Establishment of new posts. | Chief Officer to approve up to and including 3 rd tier posts. | Corporate Lead for HR to evaluate and grade. | Submitted to Cabinet for approval of new posts at Chief Officer level and above. | | |
| Overtime payments at Scale 6 and above (HR Policies Manual Section 3) | Chief Officer to approve. | | | | |
| Personal harassment: (HR Policies Manual Section 17) | Chief Officer to deal with including any potential disciplinary action arising up to and including 3 rd tier staff in consultation with Corporate Lead for HR. | | Cabinet to deal with any potential disciplinary action at Chief Officer level and above. | | |
| Recruitment (HR Policies Manual Section 1) | Chief Officer to approve up to and including 3 rd tier staff. | | Cabinet to approve at Chief Officer level and above. | | |

| HR Issue | Chief Officer | Corporate Lead for HR | Cabinet | Governance and Business Committee | Use of Resources Scrutiny Panel |
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| Redeployment (HR Policies Manual Section 11) | Corporate Lead for HR to make decision following consultation with Chief Officer. | | | | |
| Relocation Package (HR Policies Manual Section 10) | <p>Chief Officer to authorise.</p> <p>Corporate Lead for HR may vary the scheme in individual cases following application from the Chief Officer.</p> | | | | |
| Service Action Plans: <ul style="list-style-type: none"> Disability Equality | | | | | Submitted to Use of Resources Scrutiny Panel. |
| Service Restructures which do not significantly change the nature of Service delivery and have staff side agreement. (HR Policies Manual Section 14) | Chief Officer to implement following consultation with Corporate Lead for HR. | | | | |
| Service Restructures which do not significantly change the nature of Service delivery but do not have Staff Side agreement. (HR Policies Manual Section 14) | | | Submitted to Cabinet. | | |

| HR Issue | Chief Officer | Corporate Lead for HR | Cabinet | Governance and Business Committee | Use of Resources Scrutiny Panel |
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| Service Restructures which significantly change the nature of Service delivery and/or identify potential redundancies in employment in the service. (HR Policies Manual Section 14) | | | Submitted to Cabinet. | | |
| Surveying and inspection of all Council activities and all premises owned by the council for health and safety purposes. (HR Policies Manual Section 12) If any risk is identified, the authority to stop any work activity or close any premises. (HR Policies Manual Section 12) | | Corporate Lead for HR to deal with. | | | |
| Trade Union Duties: requests for time off. (HR Policies Manual Section 8) | Chief Officer approval. | | | | |

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| Training: arrangements for training should be made through Calderdale College in the first instance, unless the College cannot provide the appropriate course or training. (HR Policies Manual Section 2) | Chief Officer approval. | | | | |

GOVERNANCE AND BUSINESS COMMITTEE

This Committee has responsibilities for employment and staffing matters and the determination of conditions of service other than those in relation to Chief Officers delegated to the Employment Committee.

Reports covering changes to employment policies and conditions of service should go direct to this committee, However, there may be instances where what is being proposed or changed in respect of an employment policy and or conditions of service is viewed as so significant or contentious in its coverage that Cabinet may want to discuss or consider before the Governance and Business Committee makes a decision.

THE EMPLOYMENT COMMITTEE

The Employment Committee makes appointments at Chief Officer level and above. Appointments below Chief Officer level are delegated.

EMPLOYMENT COMMITTEE DELEGATIONS

The Employment Committee is authorised to discharge the following functions in accordance with the Officer Employment Procedure Rules.

1. To recommend to the Council the appointment of the Head of Paid Service.
2. To appoint other Chief Officers.
3. To recommend to the Council the dismissal of the Head of Paid Service.
4. To take other disciplinary action in relation to the Head of Paid Service.
5. To take disciplinary action including dismissal in relation to other Chief Officers.
6. To consider and determine appeals by Chief Officers in relation to salary grading assessments.

APPEALS PANEL

The Appeals Panel is authorised to discharge the following functions.

1. In relation to employees of the Council (excluding employees who are the responsibility of School Governing Bodies but including centrally based teachers and lecturers and, at schools where delegation has been removed, teachers and non-teaching staff):-
 - (a) to consider and determine in accordance with the appropriate Conditions of Service, appeals against disciplinary action and against grading assessments;
 - (b) to consider and determine appeals under the Council's Redundancy Appeals Procedure; and
 - (c) to consider and determine appeals in relation to grievances required to be settled under the Council's Grievance Procedure (excluding Equal Pay Grievance Appeals) and appeals relating to car allowances.
2. To consider and determine appeals against any decision made by or on behalf of the Authority but excluding any matter where an appeal is provided for elsewhere in Part 3 of this Constitution or where there exists a statutory right of appeal to a body outside the Authority.

CONTRACTS PROCEDURES RULES

Please [click here](#) to view the Contracts Procedure Rules which is updated by the Procurement Section, Finance Services.