

8 FUNCTIONS DELEGATED TO OFFICERS AND STAFF BY THE CHIEF CONSTABLE

8.1 Director of Finance and Chief Finance Officer

Financial

- 8.1.1 To undertake the financial management responsibilities of the Constabulary, are set out in the Financial Regulations.

Procurement

- 8.1.2 To undertake the day to day management of the procurement function in accordance with the standing orders relating to contracts.

Property

- 8.1.3 To undertake the day to day management of the property function subject to the provisions of Financial Regulations.

Other

- 8.1.4 To sign all contracts on behalf of the PCC, subject to Financial Regulations, once they have been properly approved, except those which are required to be executed under the common seal of the PCC.
- 8.1.5 To exercise the powers and duties of the Police (Property) Regulations 1997 by:
- authorising, where appropriate, requests to donate unclaimed lost property to charity; and
 - approve the keeping of unclaimed lost property if it can be put to good use for police purposes.

8.2 Director Of Human Resources

- 8.2.1 To manage, as far as is allowed by government directives, the numbers, locations, ranks and grading of police staff and police officers within the overall workforce budget approved by the PCC (subject to consultation with the PCC for posts within the Chief Officer Group of the Constabulary).
- 8.2.2 To appoint officers and staff (after consultation with the PCC on posts above the rank of Chief Superintendent and police staff equivalent).
- 8.2.3 To authorise, in line with police staff conditions of service, the suspension or dismissal of any staff employed by the Chief Constable.
- 8.2.4 To approve the retirement, in the interests of the efficiency of the service, of employees and to report to the PCC on this issue each year.
- 8.2.5 To approve the appointment or secondment of police officers for central services or overseas duty.
- 8.2.6 In line with the terms of any approval given by the Secretary of State, to grant leave with pay, and the payment of appropriate fees and charges, for police officers chosen to take degree courses at university.

- 8.2.7 To bring national agreements on salaries, wages and conditions into effect subject to those issues which are Sensitive or have major financial implications will be the subject of discussion with the PCC
- 8.2.8 To approve payments under any bonus or performance-related payment schemes approved by the PCC, honoraria payments made for taking on extra duties and responsibilities, or similar special payments, subject to all payments relating to the Chief Constable's Review/Bonus Scheme can only be approved by the PCC
- 8.2.9 To negotiate with, and reach agreements with, recognised trade unions and staff associations on any matters that can be decided locally subject to those agreements being reported to the PCC.
- 8.2.10 To grant essential or casual car-user allowances.
- 8.2.11 To make awards under any staff-suggestion scheme.
- 8.2.12 If the Chief Executive agrees, to issue certificates staff have asked for to make them exempt from political restrictions.
- 8.2.13 To administer the powers and duties conferred on the Chief Constable as the 'police pension authority' referred to in Police Regulations 2003 as amended and Police Pension Regulations as amended including:
- To approve the retirement of police officers and police staff up to and including the rank of Chief Superintendent on the grounds of ill health or other grounds, and the payment of ordinary and ill-health pensions and other payments, as appropriate, following advice from the Force Medical Advisor or a medical practitioner, subject to consultation with the PCC on the retirement of the Deputy Chief Constable and Assistant Chief Constables and report to the PCC on all ill-health retirements.
 - To process all appeals made by police officers retired due to ill health, and to implement the subsequent awards made, in line with the appropriate Regulations.
 - To settle appeals against decisions of the Senior Administrator of the Local Government Pension Scheme, in line with the Occupational Pension Schemes (Internal Dispute Resolution Procedures) Regulations 1996.

8.3 Director of Legal Services and General Counsel to the Chief Constable

- 8.3.1 To manage (including financial settlement) all claims for civil liabilities, whether insured or otherwise, arising from the office of Chief Constable, civil wrongs committed by police officers, claims made by all employees of the Chief Constable and all claims arising from the actions of such staff, the occupation of premises and the use of all assets and equipment by the Constabulary subject to the following:
- Consultation with the PCCCFO on any cases which may have a significant impact on the Police Fund and for which budgetary provision had not been provided and which is outside or above the financial limits of any insurance;
 - Regular reporting to the PCC upon the conduct of civil claims, any trends and risk management steps being taken to reduce or minimise liabilities;
 - Notification to OPCC of any claims received which may be considered high risk by reason of:-

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- Significant financial claim i.e. above £50,000;
 - High personal impact – significant credibility issues of police officer or senior manager;
 - High level negative media coverage – i.e. national &/or prolonged local coverage
 - Complex & novel legal issues
 - Significant effect on national or the Constabulary's policing policy or procedure
 - High profile claimant/defendant
 - Major public protection issues
 - High community impact
- 8.3.2 Approve all requests for financial assistance, in line with Home Office advice and after consultation with the Chief Executive, to officers, members of the special constabulary and police staff involved in legal proceedings taken by or against them, as long as they act in good faith and exercise reasonable judgement in performing their police duties.
- 8.3.3 Institute, defend or participate in legal actions other than as set out in para 8.3.1 above to protect the interests of the Chief Constable and the OPCC.
- 8.3.4 Provide advice, institute and defend legal proceedings on behalf of the PCC when requested to do so subject to there being no identified conflict of interest between the Chief Constable and PCC.

9 URGENT MATTERS

- 9.1 If any matter which would normally be decided by the PCC (or DPCC) arises and cannot be delayed, the matter may be decided by the appropriate Statutory Officer in consultation with the Chief Constable.
- 9.2 The appropriate chief officers authorised to decide urgent matters are:
- The Chief Executive (all issues);
 - The PCC Chief Finance Officer (financial and related issues);
 - The CCCFO (financial issues relating to the Constabulary).
- 9.3 Urgent decisions must be reported to the PCC as soon as practicably possible.