

[the words recommended for deletion are shown struck through and the words recommended for addition or insertion are shown in italics and underlined]

PART F.7 OF THE CONSTITUTION

Section 8 General Delegations

The Chief Executive, Assistant Chief Executives, Directors and the General Manager of Alexandra Palace & Park may exercise any functions, powers and duties of the Council to take management and operational decisions on behalf of the Council. They may take these decisions in accordance with the law in those areas of responsibility assigned to the respective Directorates in Part ~~7~~ K of the Constitution from time to time:

- to secure the effective management of their services including the authorisation of any procedures or contracts within the framework of Financial Regulations and Contract Procedure Rules;
- to implement and develop initiatives within the strategic policy framework and other Council plans and policy documents;
- to act or authorise the carrying out of the functions of the proper officer of the Council assigned by the scheme of delegation.

This authorisation will include the power:

- to authorise the service of any statutory notice;
- to authorise officers to enter premises in pursuance of a statutory function of the Council;
- to authorise the institution of any process or proceedings for administering or enforcing the functions of the Council;
- to take action on any urgent matter between meetings of the Executive or any Committee or Sub-Committee of the Council subject to statutory provisions and relevant considerations.

This authorisation gives the Chief Executive, Assistant Chief Executives, Directors and the General Manager of Alexandra Palace & Park all the powers delegated to other senior officers within their Directorates and the right to exercise those powers in the place of those senior officers.

This authorisation includes all the specific non-statutory and statutory powers set out overleaf.

Non-statutory delegations

Administrative and Legal Matters

- Power to apply for a warrant to enter premises in exercise of his/her responsibilities
- Subject to the provisions of the Copyright Act 1963, authority to supply photocopies of documents to the general public subject to making such charges as may be agreed in a scheme approved by the Chief Executive and Director of Finance
- Power to authorise officers to enter land and where necessary to apply for warrant of entry
- Power to waive charges
- Power to authorise the recovery by legal proceedings of any sum to which the Council is entitled
- Power to appoint officers as authorised officers for any statutory purpose
- Power to deal with requests for access to Council premises by the media

Personnel Matters

- Changes to the establishment - affecting 20 or less posts - where the relevant employees' side are in agreement or have not raised objections within the agreed timetables, excluding in the case of the Education Service, the closure of service units*

(Note: consultation would be expected with the appropriate Executive Member in any event.)

- Power to enter into and agree appropriate settlements for individuals at termination of employment or in legal proceedings including those reached by compromise agreement;
- Power to designate posts as casual or essential users in accordance with criteria as determined by the Head of Personnel;
- Approval of sickness pay (half and full pay) or extension beyond the national, provincial or local agreements;
- Extensions of service in accordance with agreed procedures, beyond the age of 65
- Approval of extension of special leave with pay;
- Extensions of accident pay beyond the national, provincial or local agreements;
- Grant of honoraria and where relevant ex-gratia payments to employees;
- Power to appoint applicants above the minimum permissible increment point upon appointment;

- Power to authorise accelerated increments;
- Approval to changes to grades on various scales/conditions for all employee groups, except for Senior Management/Director Grades;
- Re-designation of posts - subject to normal consultative procedures;
- Decisions not to reclaim financial assistance granted under the Post-Entry Training Scheme;
- Decision not to reclaim maternity pay;
- Deletion of vacant, unfunded posts;
- Approval of redundancies in accordance with the Council's redundancy policy and the approval of appropriate selection criteria in consultation with Head of Personnel;
- Approval of minor changes in conditions of service established practice;
- Appointments to vacancies and new posts below Assistant Director or equivalent level;
- Dismissals and disciplinary action below Assistant Director or equivalent level in accordance with agreed procedures ;
- Approval of more than 5 days carry-over of annual leave to the following leave year.

The powers relating to Personnel Matters, above, may also be exercised by the Assistant Director Business Support & Development in the Children's Service as well as by the Director of that Service.

Property Matters

Any decision concerning the management or use of land held for the operational requirements of the officers of a Directorate may be taken by the relevant Director. Any decision on the letting or disposal of land held for the Directorate shall be referred to the Director of Finance or the Head of Property in accordance with their respective delegated powers, unless it is a key or a relevant decision referred to The Executive or the appropriate individual Executive Member.

Statutory Delegations
