

PROPOSED NEW WORDING & RENUMBERED (proposed changes explained in table below)

DIRECTOR OF HUMAN RESOURCES, ORGANISATIONAL DEVELOPMENT, DIGITAL ENABLEMENT/IT AND BUSINESS SUPPORT

Subject to the General Provisions and Limitations as appropriate and in addition to the General Delegations, the Director of Human Resources, Organisational Development, Digital Enablement/IT and Business Support has the following powers: -

1. EMPLOYMENT – GENERAL

- 1.1 following consultation with the Director of Legal Governance & Change, to represent the Council in respect of specific dismissal, disputes, grading and grievance matters at external bodies/tribunals and, with the approval of the Chief Executive, to settle claims against the Council in respect of employment tribunal proceedings;
- 1.2 to process and, following consultation with the Director of Finance and Depute Chief Executive, approve applications for early retirements and voluntary redundancies for individual members of staff, in line with approved Council policy;
- 1.3 following consultation with the Director of Finance, to approve the payment of honoraria to individual members of staff, on the recommendation of the appropriate Director and in accordance with the relevant Council policy;
- 1.4 to determine regrading applications provided there are no additional financial implications to the service revenue budget;
- 1.5 to apply and implement the terms of national and local agreements on salaries and conditions of service in respect of any post or posts and take such other decisions in relation to such posts and the employees who occupy them as they consider necessary in the interests of the effective operation of the Council's Services, all in accordance with the approved budget;
- 1.6 to ensure that employment practices and procedures within the Council comply with the Data Protection Act 2018.

2. RECRUITMENT

- 2.1 to maintain the list of politically restricted posts under Section 2 of the Local Government and Housing Act 1989;
- 2.2 following consultation with the Director of Finance, to establish a new post, or regrade an existing post, for an SJC grade in excess of LG13;
- 2.3 to make all establishment changes other than those referred to in 2.2 above, those in regard to teaching posts, and the establishment, deletion and grading of posts on Joint National Council (JNC) conditions of service;

- 2.4 to approve the recruitment of candidates who are related to a senior officer or an elected member and thereafter, if deemed appropriate, to approve the appointment of said candidates.

3. SCHOOL PREMISES LEASING

- 3.1 to administer the Council's scheme for the letting of school premises.

4. FINANCE

- 4.1 to prepare and issue an annual return showing for the previous financial year the salaries, allowances, expenses (including travelling expenses) paid to each Member of the Council, in accordance with the legislation governing Members' remuneration, allowances and expenses.

TABLE 1(n): PROPOSED CHANGES AND REASONS FOR PROPOSED CHANGES

DIRECTOR OF HUMAN RESOURCES, ORGANISATIONAL DEVELOPMENT, DIGITAL ENABLEMENT/IT AND BUSINESS SUPPORT				
TABLE OF CHANGES TO THE SCHEME OF DELEGATION				
NEW No.	OLD No.	WHAT IT USED TO SAY	WHAT IT NOW SAYS	REASON FOR CHANGE
1.1	1	to represent the Council in respect of specific dismissal, disputes, grading and grievance matters at external bodies / tribunals and, with the approval of the Chief Executive, to settle claims against the Council in respect of employment tribunal proceedings;	following consultation with the Director of Legal, Governance & Change, to represent the Council in respect of specific dismissal, disputes, grading and grievance matters at external bodies / tribunals and, with the approval of the Chief Executive, to settle claims against the Council in respect of employment tribunal proceedings	Amendment made to include consultation with Director of Legal, Governance & Change.
1.2	3	to process and, in consultation with the Director of Finance and Depute Chief Executive, approve applications for early retirals and voluntary redundancies for individual members of staff, in line with approved Council policy	to process and, following consultation with the Director of Finance and Depute Chief Executive, approve applications for early retirals and voluntary redundancies for individual members of staff, in line with	Minor amendment to wording.

			approved Council policy.	
1.3	4	in consultation with the Director of Finance, to approve the payment of honoraria to individual members of staff, on the recommendation of the appropriate Director and in accordance with the relevant Council policy	following consultation with the Director of Finance, to approve the payment of honoraria to individual members of staff, on the recommendation of the appropriate Director and in accordance with the relevant Council policy	Minor amendment to wording.
1.4	5	NO CHANGES		N/A
1.5	New delegation added	New delegation added	to apply and implement the terms of national and local agreements on salaries and conditions of service in respect of any post or posts and take such other decisions in relation to such posts and the employees who occupy them as they consider necessary in the interests of the effective operation of the Council's Services, all in accordance with the approved budget	Per request of the service.
1.6	8	to ensure that employment practices and procedures within the Council comply with the Data Protection Act 1998	to ensure that employment practices and procedures within the Council comply with the Data Protection Act 2018	Updated legislation.
2.1	2	NO CHANGES		N/A
2.2	6	in consultation with the Director of Finance, to establish a new post, or regrade an existing post	Following consultation with the Director of Finance, to establish a new post, or regrade an existing	Minor amendment to wording

		to, an SJC grade in excess of LG13	post, for an SJC grade in excess of LG13	
2.3	7	to make all establishment changes other than those referred to in (6) above, those in regard to teaching posts and the establishment, deletion and grading of posts on JNC conditions of service;	to make all establishment changes other than those referred to in 2.2 above, those in regard to teaching posts, and the establishment, deletion and grading of posts on Joint National Council (JNC) conditions of service;	Minor amendment to wording to follow layout of scheme.
2.4	New delegation added	New delegation added	to approve the recruitment of candidates who are related to a senior officer or an elected member and thereafter, if deemed appropriate, to approve the appointment of said candidates.	Taken from old Standing Order 50(1). This should be contained in the SoD as opposed to SOs.
3.1	New delegation added	New delegation added	to administer the Council's scheme for the letting of school premises	Previously number 26 in the delegations to the Director of Schools and Learning.
4.1	New delegation added	New delegation added	to prepare and issue an annual return showing for the previous financial year the salaries, allowances, expenses (including travelling expenses) paid to each member of the Council, in accordance with the legislation governing members' remuneration, allowances and expenses	Taken from old Standing Order 54.